



MEMO

Finance

To: Committee of the Whole
From: Finance Director
Date: 11/1/2023
Re: Position Classifications and Wage Scale Pertaining to 2024 Budget

Attached is the wage scale and position classification for the non-represented employees of the city. This scale aligns with the 3% increase that is included in the budget for the fiscal year 2024 as discussed in the previous item. The scale also reflects the market conditions and the cost-of-living adjustments for our employees.

The wage scale and position classification cover three different categories of non-represented employees: exempt/nonexempt, Street Department, and Seasonal staff. Each category has its own pay range, step increments, and eligibility criteria.

With the approval of the budget increase of 3% for the fiscal year 2024, this wage scale and position classification will be implemented in the first paycheck of 2024 budget year. This will ensure that our non-represented employees are fairly and competitively compensated for their valuable contributions to the city.

Staff also understands the desire to have this step scale compensation model reviewed and revised to align more with performance and accountability measures. This is something that is on the radar for 2024 for Finance and Human Resource to explore other alternatives. These alternatives will come back to Finance and Personnel Committee for review and consideration.

**City of Kaukauna
Pay Grade Classification
As of January 1, 2024**

<u>Pay Grade</u>	<u>Position</u>
1	
2	Library Associate
3	
4	
5	Office Assistant, Administrative Coordinator (Library)
6	
7	Records Assistant, Clerk of Courts
8	Administrative Coordinator (Mayor), Planning & Community Development Coordinator, Assistant Naturalist, Environmental Center Administrative Assistant, Environmental Center Site Manager.
9	Accounting Specialist – AR, Accounting Specialist – AP, - Paralegal, Library Technology Coordinator, IT Service Desk Technician
10	Youth Services Librarian I, Adult Services Librarian I
11	Administrative Services Supervisor (Police Dept), Youth Services Librarian II, Adult Services Librarian II Human Resources Payroll Generalist, Code Enforcement Officer
12	Associate Planner
13	Planning/Engineering Technician
14	City Clerk, Naturalist, Recreation Program Manager, Community Enrichment Program Manager
15	Principal Planner, Accountant
16	Street Foreman
17	Project Engineer
18	Street Superintendent, Senior Project Engineer, Building Inspector, Assistant Library Director, IT Manager
19	Lieutenant Investigator, Assistant Fire Chiefs - Shifts
20	
21	Assistant Fire Chief - Day, Assistant Police Chief, Recreation & Community Enrichment Director
22	Director of Planning & Community Development, Library Director
23	
24	Fire Chief, Police Chief, Human Resources Director
25	Director of Public Works
26	
27	Finance Director / Treasurer

City of Kaukauna 2024 Pay Schedule

Grade	FLSA Status	Entry Pay	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
		Min of 6 mo.	Min of 6 mo.	Min of 6 mo.	Min of 9 mo.	Min of 9 mo.	Min of 12 mo.	Min of 12 mo.	
1	non-exempt	\$ 15.87	\$ 16.23	\$ 16.59	\$ 16.97	\$ 17.36	\$ 17.75	\$ 18.14	\$ 18.55
2	non-exempt	\$ 17.88	\$ 18.28	\$ 18.69	\$ 19.12	\$ 19.55	\$ 19.99	\$ 20.44	\$ 20.90
3	non-exempt	\$ 18.13	\$ 18.54	\$ 18.95	\$ 19.38	\$ 19.82	\$ 20.26	\$ 20.72	\$ 21.19
4	non-exempt	\$ 18.64	\$ 19.06	\$ 19.49	\$ 19.93	\$ 20.37	\$ 20.84	\$ 21.30	\$ 21.78
5	non-exempt	\$ 20.61	\$ 21.07	\$ 21.55	\$ 22.03	\$ 22.53	\$ 23.03	\$ 23.56	\$ 24.08
6	non-exempt	\$ 20.74	\$ 21.22	\$ 21.69	\$ 22.18	\$ 22.68	\$ 23.19	\$ 23.71	\$ 24.25
7	non-exempt	\$ 21.95	\$ 22.44	\$ 22.95	\$ 23.46	\$ 24.00	\$ 24.53	\$ 25.09	\$ 25.65
8	non-exempt	\$ 24.46	\$ 25.01	\$ 25.57	\$ 26.15	\$ 26.74	\$ 27.34	\$ 27.95	\$ 28.58
9A	non-exempt	\$ 25.45	\$ 26.02	\$ 26.60	\$ 27.20	\$ 27.82	\$ 28.45	\$ 29.09	\$ 29.74
9B	exempt	\$ 49,630.55	\$ 50,734.71	\$ 51,880.07	\$ 53,045.00	\$ 54,250.10	\$ 55,474.77	\$ 56,720.04	\$ 57,985.91
10	exempt	\$ 55,226.54	\$ 56,469.75	\$ 57,739.74	\$ 59,039.60	\$ 60,367.27	\$ 61,725.84	\$ 63,114.28	\$ 64,534.65
11	exempt	\$ 57,824.20	\$ 59,125.09	\$ 60,454.82	\$ 61,815.45	\$ 63,205.95	\$ 64,628.38	\$ 66,082.74	\$ 67,569.03
12	exempt	\$ 59,431.00	\$ 60,767.94	\$ 62,135.78	\$ 63,533.49	\$ 64,963.13	\$ 66,424.70	\$ 67,919.23	\$ 69,447.75
13	exempt	\$ 59,769.87	\$ 61,115.05	\$ 62,490.10	\$ 63,896.05	\$ 65,333.93	\$ 66,803.74	\$ 68,306.51	\$ 69,843.27
14	exempt	\$ 64,339.98	\$ 65,787.13	\$ 67,267.24	\$ 68,781.34	\$ 70,328.40	\$ 71,910.48	\$ 73,528.61	\$ 75,183.82
15	exempt	\$ 68,008.84	\$ 69,538.39	\$ 71,103.99	\$ 72,703.58	\$ 74,339.22	\$ 76,011.94	\$ 77,721.74	\$ 79,470.68
16	exempt	\$ 68,553.71	\$ 70,095.62	\$ 71,673.58	\$ 73,285.53	\$ 74,934.56	\$ 76,620.67	\$ 78,344.89	\$ 80,107.22
17	exempt	\$ 69,471.44	\$ 71,034.98	\$ 72,633.54	\$ 74,267.12	\$ 75,938.81	\$ 77,646.55	\$ 79,394.46	\$ 81,180.48
18	exempt	\$ 77,918.47	\$ 79,671.53	\$ 81,463.73	\$ 83,297.13	\$ 85,170.70	\$ 87,087.53	\$ 89,046.59	\$ 91,050.97
19	exempt	\$ 81,867.49	\$ 83,709.13	\$ 85,593.00	\$ 87,519.10	\$ 89,488.46	\$ 91,501.08	\$ 93,560.05	\$ 95,665.37
20	exempt	\$ 85,842.26	\$ 87,773.51	\$ 89,749.05	\$ 91,767.85	\$ 93,833.00	\$ 95,944.50	\$ 98,102.35	\$ 100,309.64
21	exempt	\$ 91,958.40	\$ 94,027.67	\$ 96,143.29	\$ 98,306.29	\$ 100,517.70	\$ 102,779.58	\$ 105,091.93	\$ 107,456.81
22	exempt	\$ 96,094.88	\$ 98,256.85	\$ 100,468.26	\$ 102,728.08	\$ 105,039.40	\$ 107,403.25	\$ 109,819.63	\$ 112,290.60
23	exempt	\$ 100,609.37	\$ 102,873.31	\$ 105,187.72	\$ 107,554.66	\$ 109,974.13	\$ 112,448.19	\$ 114,978.90	\$ 117,565.23
24	exempt	\$ 105,136.22	\$ 107,502.13	\$ 109,920.57	\$ 112,393.60	\$ 114,923.28	\$ 117,508.58	\$ 120,152.59	\$ 122,856.34
25	exempt	\$ 109,868.04	\$ 112,340.04	\$ 114,867.66	\$ 117,451.93	\$ 120,094.91	\$ 122,796.60	\$ 125,559.06	\$ 128,384.35
26	exempt	\$ 114,812.04	\$ 117,395.28	\$ 120,036.20	\$ 122,736.86	\$ 125,498.29	\$ 128,322.55	\$ 131,209.64	\$ 134,161.62
27	exempt	\$ 119,978.52	\$ 122,678.15	\$ 125,437.52	\$ 128,260.75	\$ 131,145.78	\$ 134,096.73	\$ 137,114.63	\$ 140,199.48

<u>Grade</u>	<u>Job Title</u>	<u>FLSA Status</u>	<u>2023 rate</u>	<u>2024 Rate</u> (3% increase)	<u>Min</u>	<u>Mid</u>	<u>Max</u>
ST1	Laborer & Janitor	non-exempt	\$25.44 - \$29.85	\$26.20 - \$30.75	24.07	28.31	\$ 32.56
ST2	Parks Technician	non-exempt	\$ 30.37	\$ 31.28	24.51	28.84	\$ 33.17
ST2	Small Truck Driver	non-exempt	\$ 30.46	\$ 31.38	24.55	28.89	\$ 33.23
ST2	Tandem Trucks	non-exempt	\$ 31.37	\$ 32.31	24.63	28.98	\$ 33.33
ST3	Heavy Eq Op - Sweeper	non-exempt	\$ 31.87	\$ 32.83	25.56	30.07	\$ 34.58
ST3	Heavy Eq Op - Rear-load Garbage Truck	non-exempt	\$ 31.87	\$ 32.83	25.56	30.07	\$ 34.58
ST3	Heavy Eq Op - Automated Garbage Truck Driver	non-exempt	\$ 31.87	\$ 32.83	25.56	30.07	\$ 34.58
ST3	Heavy Eq Op - Backhoe	non-exempt	\$ 31.87	\$ 32.83	25.56	30.07	\$ 34.58
ST3	Heavy Eq Op - Grader	non-exempt	\$ 31.87	\$ 32.83	25.56	30.07	\$ 34.58
ST3	Heavy Eq Op - Loader	non-exempt	\$ 31.87	\$ 32.83	25.56	30.07	\$ 34.58
ST3	Heavy Eq Op - Sewer& Tandem Sewer Truck Driver	non-exempt	\$ 31.87	\$ 32.83	25.56	30.07	\$ 34.58
ST3	Mechanic	non-exempt	\$ 31.87	\$ 32.83	28.12	33.08	\$ 38.04

Step up ST1 to ST2 \$.50
 Step up ST2 to ST3 \$.50
 Step up ST1 to ST3 \$1.00
 Lead man \$1.00
 Sub-Forman \$1.50

2024 City of Kaukauna Seasonal Positions

	2023	2024
	WAGE	WAGE
POSITION TITLE		
ASSISTANT POOL SUPERVISOR	\$18.16	\$18.70
ATTENDANTS / CONCESSIONAIRE - ENTRY	\$11.90	\$12.26
ATTENDANTS / CONCESSIONAIRE - 1 YEAR	\$12.08	\$12.44
LEAD CONCESSIONAIRE		\$15.25
COMMUNITY ENRICHMENT COORDINATOR	\$19.50	\$20.09
CROSSING GUARD	\$15.45	\$15.91
COMMUNITY SERVICE OFFICER	\$15.45	\$15.91
DANCE INSTRUCTORS - 1 YEAR	\$24.64	\$25.38
DANCE INSTRUCTORS - 2 YEAR	\$26.14	\$26.92
DANCE INSTRUCTORS - 3 YEAR	\$27.64	\$28.47
DISC GOLF	\$19.30	\$19.88
DRIBBLERS CLUB COORDINATOR	\$21.35	\$21.99
FLAG FOOTBALL COORDINATOR	\$21.58	\$22.23
FLAG FOOTBALL INSTRUCTOR	\$13.12	\$13.51
FLAG FOOTBALL REFEREE (PER GAME RATE)	\$15.81	\$16.28
GOLF AIDE	\$12.60	\$12.98
GOLF INSTRUCTOR	\$24.65	\$25.39
GYMNASTICS - INSTRUCTOR	\$13.19	\$13.59
GYMNASTICS - LEAD	\$28.12	\$28.96
LIFEGUARDS - ENTRY	\$14.68	\$15.13
LIFEGUARDS - 2 YEAR	\$15.66	\$16.13
LIFEGUARDS - 3 YEAR	\$16.65	\$17.15
OPEN GYM SUPERVISOR / ATTENDANT	\$12.19	\$12.56
PLANNING INTERN	\$12.48	\$12.85
NATURALIST INTERN	\$12.48	\$12.85
ENGINEERING INTERN	\$13.80	\$14.21
ENGINEERING YOUTH APPRENTICE	\$11.11	\$11.44

	2023	2024
	WAGE	WAGE
POSITION TITLE		
POOL MAINTENANCE MANAGER - ENTRY	\$19.68	\$20.27
POOL MAINTENANCE MANAGER - 2 YEAR	\$21.64	\$22.29
POOL MAINTENANCE MANAGER - 3 YEAR	\$23.61	\$24.32
POOL SUPERVISOR	\$21.83	\$22.48
SCOREKEEPER	\$12.05	\$12.41
ARCHERY/RIFLERY INSTRUCTOR	\$21.35	\$21.99
STREET SEASONAL ENTRY	\$15.88	\$16.36
STREET SEASONAL YEAR 2	\$16.40	\$16.89
STREET SEASONAL YEAR 3	\$16.85	\$17.36
POOL LANDSCAPER - ENTRY	\$13.80	\$14.21
POOL LANDSCAPER - 2 YEAR	\$14.32	\$14.75
POOL LANSSCAPER - 3 YEAR	\$14.77	\$15.21
STRONG BONES INSTRUCTOR	\$15.89	\$16.37
SUMMER SCHOOL AIDE - ENTRY	\$12.48	\$12.85
SUMMER SCHOOL AIDE - 2 YEAR	\$13.49	\$13.89
SUMMER SCHOOL AIDE - 3 YEAR	\$14.29	\$14.72
TEACHER (*Rate set by school district in January)	\$25.00	TBD
TEACHER (not KASD Teacher)	\$23.80	\$24.51
UMPIRE - ADULT DIAMOND SPORTS / 7 & 8 YR OLD BASEBALL (PER GAME RATE)	\$26.14	\$26.92
UMPIRE - YOUTH DIAMOND SPORTS (Bases) (PER GAME RATE)	\$36.17	\$37.26
UMPIRE - YOUTH DIAMOND SPORTS (Plate) (PER GAME RATE)	\$43.45	\$44.75
VOLLEYBALL INSTRUCTOR	\$21.35	\$21.99
WATER SAFETY INSTRUCTOR (W/ LIFEGUARD CERTIFICATON)	\$17.17	\$17.69
WATER AEROBICS INSTRUCTOR	\$14.57	\$15.01