



# MEMO

## Human Resources/Finance

To: Finance and Personnel Committee  
From: Human Resource Director  
Date: 11/21/23  
Re: Position Classifications and Wage Scale Pertaining to 2024 Budget

Enclosed, please find the updated position classification for non-represented employees of the city. This wage scale mirrors what was presented during the Committee of the Whole meeting.

The scale continues to follow the proposed 3% increase outlined in the fiscal year 2024 budget, as deliberated during the November 1, 2023, meeting. The reason for revisiting this topic is we noticed that the Fire Training officer position was inadvertently excluded from the Pay Grade Classification list. Although it is accounted for in the budgeted figures.

The attached document now encompasses a comprehensive list of non-represented positions. Pending approval of the 3% budget increase for the fiscal year 2024, this wage scale and position classification will be effective from the first paycheck of the 2024 budget year.

We acknowledge the interest in refining our compensation model to better reflect performance and accountability measures. The step scale compensation model is slated for review and potential revisions in 2024. We intend to bring this matter back to the Finance and Personnel Committee for thorough discussion, 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, Assistant Fire Chief - Training
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 Min of 6 mo.	Step 1 Min of 6 mo.	Step 2 Min of 6 mo.	Step 3 Min of 9 mo.	Step 4 Min of 9 mo.	Step 5 Min of 12 mo.	Step 6 Min of 12 mo.	Step 7
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	\$49,631	\$50,735	\$51,880	\$53,045	\$54,250	\$55,475	\$56,720	\$57,986
10	exempt	\$55,227	\$56,470	\$57,740	\$59,040	\$60,367	\$61,726	\$63,114	\$64,535
11	exempt	\$57,824	\$59,125	\$60,455	\$61,815	\$63,206	\$64,628	\$66,083	\$67,569
12	exempt	\$59,431	\$60,768	\$62,136	\$63,533	\$64,963	\$66,425	\$67,919	\$69,448
13	exempt	\$59,770	\$61,115	\$62,490	\$63,896	\$65,334	\$66,804	\$68,307	\$69,843
14	exempt	\$64,340	\$65,787	\$67,267	\$68,781	\$70,328	\$71,910	\$73,529	\$75,184
15	exempt	\$68,009	\$69,538	\$71,104	\$72,704	\$74,339	\$76,012	\$77,722	\$79,471
16	exempt	\$68,554	\$70,096	\$71,674	\$73,286	\$74,935	\$76,621	\$78,345	\$80,107
17	exempt	\$69,471	\$71,035	\$72,634	\$74,267	\$75,939	\$77,647	\$79,394	\$81,180
18	exempt	\$77,918	\$79,672	\$81,464	\$83,297	\$85,171	\$87,088	\$89,047	\$91,051
19	exempt	\$81,867	\$83,709	\$85,593	\$87,519	\$89,488	\$91,501	\$93,560	\$95,665
20	exempt	\$85,842	\$87,774	\$89,749	\$91,768	\$93,833	\$95,945	\$98,102	\$100,310
21	exempt	\$91,958	\$94,028	\$96,143	\$98,306	\$100,518	\$102,780	\$105,092	\$107,457
22	exempt	\$96,095	\$98,257	\$100,468	\$102,728	\$105,039	\$107,403	\$109,820	\$112,291
23	exempt	\$100,609	\$102,873	\$105,188	\$107,555	\$109,974	\$112,448	\$114,979	\$117,565
24	exempt	\$105,136	\$107,502	\$109,921	\$112,394	\$114,923	\$117,509	\$120,153	\$122,856
25	exempt	\$109,868	\$112,340	\$114,868	\$117,452	\$120,095	\$122,797	\$125,559	\$128,384
26	exempt	\$114,812	\$117,395	\$120,036	\$122,737	\$125,498	\$128,323	\$131,210	\$134,162
27	exempt	\$119,979	\$122,678	\$125,438	\$128,261	\$131,146	\$134,097	\$137,115	\$140,199

<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**

	<b>2023</b>	<b>2024</b>
	<b>WAGE</b>	<b>WAGE</b>
<b>POSITION TITLE</b>		
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
<b>POSITION TITLE</b>		
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 LANDSCAPER - 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