
TO: Sheila Dubs, Human Resource Manager

FROM: Amanda Beckler, Community Education Coordinator
Cam Bailey, Recreation Coordinator
Preston Stensrud, Parks Superintendent
Alex Peterson, Media Communications Specialist
Scott VanDerMillen, Director

DATE: September 30, 2022

SUBJECT: Temporary/Seasonal Employee Wage Schedule Proposed Revisions

Community Services would request to have the following positions reviewed and modified as suggested below, effective January 1, 2023.

Wage adjustment of positions:

- **After School Program Helper, Community Education Helper, AND Recreation Program Helper:** Step 1 to \$11.00/hr with .50 cent increases for Step 2-7.
- ***Band Director:** Step 1 to \$1400 with \$100 increases for Step 2-7.
- **Cable Access Worker:** Step 1 to \$11.50/hr with \$1 increases for Step 2-7.
- **Event Staff:** Step 1 to \$12.00/hr with \$1 increases for Step 2-7.
- **MAC Attendant:** Step 1 to \$11.50/hr with .25 cent increases for Step 2-7.
- **MAC Lifeguard:** Step 1 to \$12.50/hr with .25 cent increases for Step 2-7.
- **MAC Lifeguard with WSI:** Step 1 to \$13.25/hr with .25 cent increases for Step 2-7.
- **MAC Assistant Manager:** Step 1 to \$14.00/hr with \$1 increases for Step 2-7.
- **MAC Manager:** Step 1 to \$15.00/hr with \$1 increases for Step 2-7.
- **7th/8th Grade Baseball/Softball Coach AND *7th/8th Grade Tackle Football Coach:** Step 1 to \$1,000.00 stipend with \$200 increases for Step 2-5.
- ****Official Basketball:** Step 1 to \$30.00/hr with \$1 increases for Step 2-7.
- **Official Intramural:** Step 1 to \$15.00/hr with \$1 increases for Step 2-7.
- ****Official MSHSL Baseball, **Official MSHSL Football, AND *Official MSHSL Softball:** increase to \$60.00 per game.
- ***Official Softball:** Step 1 to \$25.00/hr with \$1 increases for Step 2-7.
- ***Official Volleyball:** Step 1 to \$15.00/hr with \$1 increases for Step 2-7.
- **Open Gym/Skate Supervisor:** Step 1 to \$12.00/hr with 25 cent increases for Step 2-7.
- **Parks Maintenance Worker:** Step 1 to \$12.00/hr with .50 cent increases for Step 2-7.
- **Recreation Program Assistant AND Recreation Program Coordinator:** Step 1 to \$12.00/hr with \$1 increases for Step 2-7.
- **Scorekeeper:** Step 1 to \$11.00/hr with .25 cent increases for Step 2-7.

**No increase since 2014 **No increase since 2017*

Rationale for these increases - Temporary/Seasonal positions continue to be challenging to fill. By raising the wages as recommended above, we can attract necessary staff to offer quality programs.

Elimination of job classification title: Please remove **Band Member, LTS Instructor, LTS Instructor w/ WSI, MAC Maintenance Worker, Office Helper (MCS) and Official Football positions.**

**CITY OF MARSHALL
AGENDA ITEM REPORT**

Presenter:	Jason Anderson																																																								
Meeting Date:	Click or tap to enter a date.																																																								
Category:	NEW BUSINESS																																																								
Type:	ACTION																																																								
Subject:	2023 Wage Schedule – Temporary & Seasonal – Public Works																																																								
Background Information:	<p>The table below reflects proposed (highlighted) revisions to 2023 Wage Schedule—Temporary-Seasonal for the following Public Works Division positions:</p> <table border="1" data-bbox="334 783 1451 1123"> <thead> <tr> <th>JOB CLASSIFICATION</th> <th>STEP 1</th> <th>STEP 2</th> <th>STEP 3</th> <th>STEP 4</th> <th>STEP 5</th> <th>STEP 6</th> <th>STEP 7</th> </tr> </thead> <tbody> <tr> <td>Maintenance Worker (with CDL) (proposed)</td> <td>17.50</td> <td>18.00</td> <td>19.00</td> <td>20.00</td> <td>21.00</td> <td>22.00</td> <td>23.00</td> </tr> <tr> <td>Maintenance Worker (with CDL) (current)</td> <td>16.50</td> <td>16.75</td> <td>17.00</td> <td>17.25</td> <td>17.50</td> <td>17.75</td> <td></td> </tr> <tr> <td>Office Assistant (proposed)</td> <td>12.50</td> <td>13.00</td> <td>14.00</td> <td>15.00</td> <td>16.00</td> <td>17.00</td> <td>18.00</td> </tr> <tr> <td>Office Assistant (current)</td> <td>11.50</td> <td>12.00</td> <td>13.00</td> <td>14.00</td> <td>15.00</td> <td>16.00</td> <td>17.00</td> </tr> <tr> <td>Public Ways Worker (proposed)</td> <td>13.00</td> <td>13.50</td> <td>14.00</td> <td>14.50</td> <td>15.00</td> <td>15.50</td> <td>16.00</td> </tr> <tr> <td>Public Ways Worker (current)</td> <td>11.50</td> <td>12.00</td> <td>12.50</td> <td>13.00</td> <td>13.50</td> <td>14.00</td> <td>14.50</td> </tr> </tbody> </table> <p>The above changes are being proposed to maintain competitiveness in hiring employees.</p>	JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	Maintenance Worker (with CDL) (proposed)	17.50	18.00	19.00	20.00	21.00	22.00	23.00	Maintenance Worker (with CDL) (current)	16.50	16.75	17.00	17.25	17.50	17.75		Office Assistant (proposed)	12.50	13.00	14.00	15.00	16.00	17.00	18.00	Office Assistant (current)	11.50	12.00	13.00	14.00	15.00	16.00	17.00	Public Ways Worker (proposed)	13.00	13.50	14.00	14.50	15.00	15.50	16.00	Public Ways Worker (current)	11.50	12.00	12.50	13.00	13.50	14.00	14.50
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Fiscal Impact:	Increase in wage schedule.																																																								
Alternative/ Variations:	No alternative actions recommended.																																																								
Recommendations:	that the Council Personnel Committee approve the revisions to the 2023 Wage Schedule—Temporary-Seasonal for the Public Works positions of Maintenance Worker (with CDL), Office Assistant and Public Ways Worker.																																																								



MEMORANDUM

TO: Personnel Committee
Sharon Hanson, City Administrator
Jason R Anderson, P.E., Director of Public Works/Zoning Administrator

FROM: Ilya Gutman, Assistant Planning & Zoning Administrator

DATE: October 6, 2022

SUBJECT: Temporary Building Inspector position

Action Recommendation

Staff suggests a motion to recommend approval to the council of the revised job description and hourly rates.

Background

There may be a need in the future to hire temporary building inspectors. The reasons may vary from temporary but long-term absence of a full-time inspector to department being overwhelmed with new development. The job description of this position has not been reviewed since 2011. The proposed revisions will better align it with the current Building Inspector I job description, because this temporary position's duties and responsibilities will be very similar. A few duties are removed since they are either irrelevant or would require more familiarity with local conditions.

The hourly rate should be revised as well. The minimum rate is proposed to be \$22 per hour, or about 12 percent less than the current rate for Building Inspector I, with the proposed increases in \$0.50 increments. This should give staff enough flexibility in paying in accordance with potential candidate's qualifications.

Fiscal Impact

Higher wage for this position.

Alternatives Variations

None Recommended.

IG: cld