



City of Stevenson

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To: City Council
From: Leana Kinley, City Administrator
RE: Personnel Policy Updates
Meeting Date: June 15, 2023

Executive Summary:

As staff grows and develops with our continued operation of the wastewater treatment plant, some minor changes are necessary to allow us to better clarify roles, identify the salary steps for promotions, and streamline the supervision. The Public Works Department will be going through a strategic planning process in July to identify more comprehensive changes to the staffing structure.

Overview of Items:

The appendices referenced throughout the policy have been updated in addition to the specific changes identified below.

- *5.2 Employee Pay Rates:* Updated to clarify what step an employee should be at when promoted to a higher classification. As originally written, it equated roughly to a two-step increase in a new position which reduced the ability for an employee to grow within the position.
- *5.3 Certification Pay:* Removed the requirement for an employee to be at the top step for a minimum of one year. As soon as they have additional certification, not required for their job as further outlined in the policy, they are eligible for the increased pay of 2%, which equates to a ½ step increase. An example of how this benefits the city is an Utilities Maintenance Worker can receive their WWTPO II certification, providing essential back-up coverage at the treatment plant, and be compensated for this added responsibility promptly.
- *Job Descriptions:*
 - Public Works Director will now supervise the WWTPO II or III positions.
 - Deputy Clerk/Treasurer minor revisions.
 - Utilities Clerk minor revisions.
 - Planning and Public Works Assistant remove the Building Permit Technician Certification requirement.
 - Public Works Field Supervisor updated with movement of WWTPO II or III supervisory responsibilities to Public Works Director.
 - Utilities Maintenance Worker minor changes.
 - Wastewater Treatment Plant Operator I revised supervisor to WWTPO II or III.
 - Wastewater Treatment Plant Operator II revised supervisor to PWD or WWTPO III, revised duties to incorporate supervisory responsibilities.
 - Wastewater Treatment Plant III updated supervisory responsibilities.
 - CDL timeline updated to eighteen months due to updated training requirements.

Action Needed: Approve resolution 2023-410 revising the policy as presented or with changes.