



TO: City Council members

FROM: Sharr Pechac, Human Resources Director

CC: Mayor Kerry Thomson, Deputy Mayor Gretchen Knapp, Controller Jessica McClellan, Council Attorney Lisa Lehner

DATE: October 11, 2024

SUBJECT: 2024 Salary Ordinance 2024-20 for Appointed Officers, Non-Union, and AFSCME Employees

Ordinance 2024-20 sets the pay grades and salary ranges for Appointed Officers, Non-Union, and AFSCME Employees.

The requested changes and new positions are explained below. Consistent with past practice, the grade classification was determined through the job evaluation committee¹ (now rebranded the Workforce Evaluation and Realignment Committee (WERC.)) Additionally, all graded positions have been level-set across the City as a whole for consistency and fairness, and have been confirmed by external consultants assisting on the project. The estimated fiscal impact is included. The fiscal impact for the new position includes the salary (budgeted at the midpoint of the pay range), a flat amount for benefits, retirement contributions, and taxes.

CHANGES TO EXISTING POSITIONS

Civil City Engineering requests to make their long-term temporary Engineering Field Tech position into a permanent position (Grade 6). This role is needed on a permanent basis and will be covered in large part by the funds already set aside for the temporary position. The fiscal impact is expected to be \$85,360.46, which will be offset from money set aside for the temporary position.

We also request to correct an inaccuracy on the number of Engineering Field Specialists within the Engineering Department. With their temporary position (above) being made permanent, they will have three (3) positions with that title, not two.

Similarly, we also request to correct other inaccuracies of the titles to existing positions within the ITS Department that were made Senior status in previous years.

NEW POSITIONS

Economic and Sustainable Development requests a new Capital Projects Manager (Grade 9). This role will ultimately save the City money that is being spent on consultants, which is a stated City Council priority. It will also provide us with full-time help managing the massive Hopewell project, as well as others. The fiscal impact is expected to be \$121,256.

¹ The former job evaluation committee, and current workforce evaluation and realignment committee, evaluates a job using seven criteria. Points are assessed in each category, and a grade is assigned based on the cumulative score. Additional factors are then weighed into the equation and level-setting is done across the City for consistency and fairness.

Housing and Neighborhood Development requests a new Grants Compliance Monitor (Grade 6). This position is needed so there is a full-time, dedicated staff member working to monitor grants compliance moving forward. The fiscal impact is expected to be \$92,468.

The Office of the Mayor requests a new Program Manager (City Homelessness Response Coordinator (Grade 7)). This role will provide program management on the work needed to address issues for our unhoused population within the City, which remains a priority for City of Bloomington Administration, City Council, and our constituents. The fiscal impact is expected to be \$102,063.

The Fleet Division within Public Works requests a new Service and Capital Coordinator (Grade 7). The City's fleet has expanded tremendously, and additional support is also needed on capital planning and procurement. The fiscal impact is expected to be \$102,063.

Utilities requests a new Instrumentation and Control Specialist (Grade 7) within their Administration division. The responsibilities designated for this new staff member are currently being contracted out, and current contracts have been insufficient to cover the full needs of this area. Additionally, aging infrastructure requires significant maintenance. The fiscal impact is expected to be \$102,063.

Utilities requests a new Hazardous Materials Inspector (Grade 8) within their Environmental division. Many aspects of environmental and hazardous material compliance have evolved. To ensure compliance with IDEM's RCRA, SPCC, UST, CAA regulations, routine good housekeeping and pollution prevention inspections are required. This position will oversee those needs. The fiscal impact is expected to be \$111,256.

Additional Changes

All other changes made to position grades were the result of the Classification and Compensation Study implementation. Consistent with past practice, the grade classification was determined through the job evaluation committee¹ (now rebranded the Workforce Evaluation and Realignment Committee (WERC.)) Additionally, all graded positions have been level-set across the City as a whole for consistency and fairness, and have been confirmed by external consultants assisting on the project. The estimated fiscal impact of these changes was presented as part of the Budget presentations earlier this year.

Additionally, we request to update the 2025 Non-Union Grade rate table to reflect the 3% cost of living increase for 2025, as well as to update the Labor, Trades, and Crafts table to reflect 3.1% contractually promised rate increase for 2025. We also request to update the minimum pay for Temporary Positions in the rate table to reflect the increase in the Consumer Price Index (3%) from \$15.75 to \$16.22. Furthermore, we have adjusted the maximum pay rate of many positions in this same table to provide some flexibility while not superseding the starting pay rate of those in A.F.S.C.M.E.

We also request to remove the \$500 bonus given to all City staff members in 2024 as this bonus is being retired by the new administration so available funds can be dedicated to the Classification and Compensation study implementation. We also request to remove the Longevity Pay that has been given in past years as we adopt our new tenure-based pay advancement strategy.

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Finally, we have removed from this Ordinance all positions within the Clerk's Office, as well as both the Fire Department and Police Department. The Clerk's Office will be establishing a separate salary ordinance concerning the positions in that office. Similarly, all positions within both the Fire and Police Departments will now be found solely in the Public Safety salary ordinance.

Your approval of Ordinance 2024-20 is requested. Please feel free to contact me if you have any questions.

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