



City of Bloomington  
Human Resources Department

MEMORANDUM

To: City Council members

From: Emily Fields, Interim Human Resources Director

CC: Mayor John Hamilton, Deputy Mayor Mary Catherine Carmichael, Controller Jeff Underwood, and Council Administrator Stephen Lucas

Date: May 29, 2023

Re: 2023 Salary Ordinance 23-12 for Appointed Officers, Non-Union, and AFSCME Employees

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Ordinance 23-12 amends and replaces Ordinance 22-26, which set 2023 pay grades and salary ranges for Appointed Officers, Non-Union, and AFSCME Employees.

Requested position and grade changes from the current salary ordinance are explained below. You will also find justification for new positions. Consistent with past practice, grade classifications were determined and re-evaluated by a job evaluation committee<sup>1</sup>, and the estimated fiscal impact is included. The midpoint of the pay grade was used to determine the fiscal impact.

**Engineering** requests adding a third **Project Manager** (Grade 7) to assist in overseeing the construction of City-led capital projects. The fiscal impact is approximately \$84,488 per year which is less than the approximately \$138,000 per year the City currently pays in consultant fees for the same work.

**Fire** seeks to add three (3) Community Paramedics/Community EMTs. Additional FTEs will address medical related calls, allowing firefighters to focus on other essential duties. The fiscal impact is approximately \$243,432.

**Legal** requests updates to two position titles due to Human Rights responsibilities shifting to the Community and Family Resources Department. Human Rights Director/Attorney will become Assistant City Attorney, and the Human Rights Administrative Assistant will

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<sup>1</sup> The job evaluation committee evaluates a job using seven criteria. Points are assessed in each category, and a grade is assigned based on the cumulative score.



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become Administrative Assistant. These are title changes only, and there is no fiscal impact.

**Utilities-Environmental's Program Specialist** (Grade 6) position was revisited, and it was determined that it should receive a pay grade increase to Grade 7, in addition to a title change to Hazardous Materials Coordinator to better reflect the duties of the position. The fiscal impact is \$5,877.26.

Finally, text was changed in the second to last paragraph of Section 2I. The collective bargaining agreement between AFSCME and the City outlines a process for AFSCME to propose pay for additional certifications, not only at \$.25 per hour, which the previous text indicated, but at higher amounts. In accordance with this provision, the amended ordinance adds a landfill/solids certification at \$.50 per hour for the Master Motor Equipment Operator in Utilities-Dillman.

Thank you for your thoughtful consideration of Ordinance 23-12. I would be happy to answer any questions you have about these changes from the previous Salary Ordinance. My direct line is 349-3541.