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HUMAN RESOURCES

To: Gregg Mandsager, City Administrator  
From: Stephanie Romagnoli, Human Resources Manager  
Cc: Nancy Lueck, Finance Director  
Date: April 4, 2011  
Re: Resolution for Non-Union Pay Plan

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Included with this memo is a resolution to adopt changes to the non-union pay plan for the 2011/2012 fiscal year.

A new wage schedule has been designed in conjunction with the recent salary survey and pay plan review conducted by Keller Consulting. The recommendation included here reduces the number of pay grades from an individual grade for each classification to eleven (11) pay grades. Positions will be assigned to the pay grades as shown in the pay plan attachment.

As outlined in the attached resolution, employees will be placed in the equivalent step in their assigned pay grades. In the event this would result in a pay decrease the employee will receive a 2.25% cost of living adjustment.

A future work session will be scheduled with City Council to review the progression through the pay plan from step 5 to the maximum.

At this time, however, I am requesting City Council adopt the resolution adopting this pay plan. Please let me know if there are any questions or if additional information is needed.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING THE OFFICIAL PAY PLAN FOR NON-UNION EMPLOYEES OF  
THE CITY OF MUSCATINE, IOWA EFFECTIVE  
July 1, 2011.**

**WHEREAS**, the City Council of the City of Muscatine, Iowa adopts by resolution the official pay plan for non-union employees of the City, and;

**WHEREAS**, all revisions made to such plans must receive approval of the City Council;

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MUSCATINE, IOWA**, that the following revisions be approved and implemented effective July 1, 2011, as follows:

The non-union pay plan shall be revised to reflect 11 pay grades as shown in the attachment.

The revised non-union pay plan shall be implemented in the following manner:

Employees still progressing through steps will be placed on the same step of the new plan unless this would result in a pay decrease. In that event, they are to be granted a 2.25% cost of living increase effective July 1, 2011. The City Planner is to be placed on Step 1 of Grade 7 in the new plan.

Employees currently at step 5 or above in the current pay plan are to be placed at step 5 of the new pay plan unless this results in a pay decrease. In that event, they are to be granted a 2.25% cost of living increase effective July 1, 2011.

**PASSED, APPROVED, AND ADOPTED** this 7<sup>th</sup> day of April, 2011.

\_\_\_\_\_  
Mayor Richard O'Brien

ATTEST:

\_\_\_\_\_  
Gregg Mandsager, City Clerk

**City of Muscatine**  
**Non-Union Pay Plan**  
**Annual/Bi-Weekly/Hourly Rates**  
**Effective July 1, 2011**

<u>Grade/Job Code</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Maximum</u>
<b><u>Grade 1 (A)</u></b>						
1011 Library Technician	27,383.98	28,571.14	29,809.78	31,101.98	32,450.08	37,515.92
1012 Office Assistant	1,053.23	1,098.89	1,146.53	1,196.23	1,248.08	1,442.92
1013 Art Center Aide	13.17	13.74	14.33	14.95	15.60	18.04
<b><u>Grade 2 (B)</u></b>						
1021 Security Officer	31,593.90	32,963.58	34,392.54	35,883.38	37,438.96	43,284.02
1022 Art Center Registrar	1,215.15	1,267.83	1,322.79	1,380.13	1,439.96	1,664.77
1023 Community Services Officer	15.19	15.85	16.53	17.25	18.00	20.81
1024 Account Clerk						
1025 Library Assistant						
1026 Office Coordinator						
<b><u>Grade 3 (C)</u></b>						
1031 Finance Secretary/Parking Coordinator	35,512.88 1,365.88	37,052.60 1,425.10	38,658.62 1,486.87	40,334.58 1,551.33	42,083.08 1,618.58	48,653.02 1,871.27
1032 Senior Account Clerk	17.07	17.81	18.59	19.39	20.23	23.39
1033 Housing Specialist						
1034 Administrative Secretary						
1035 Education Coordinator (Art Center)						
1036 Housing Coordinator						
1037 Computer Technician						
<b><u>Grade 4 (D)</u></b>						
1041 Inspector II	41,037.88	42,817.06	44,673.20	46,609.68	48,630.14	56,221.88
1042 Librarian	1,578.38	1,646.81	1,718.20	1,792.68	1,870.39	2,162.38
1043 Program Supervisor (Parks)	19.73	20.59	21.48	22.41	23.38	27.03
1044 Planning/Community Development Coordinator						
1045 Senior Health & Housing Inspector						
<b><u>Grade 5 (E)</u></b>						
1501 Inspector III	45,821.88	47,808.28	49,881.00	52,043.16	54,299.18	62,777.00
1502 Accountant	1,762.38	1,838.78	1,918.50	2,001.66	2,088.43	2,414.50
1503 Health & Housing Coordinator	22.03	22.98	23.98	25.02	26.11	30.18
1504 Solid Waste Supervisor						
1505 Golf Course Supervisor						
1506 Parks Maintenance Supervisor						
1507 Athletic Facilities Manager						
1508 Housing Maint. Supervisor/ Inspector						
1509 Senior Inspector						
1510 Sewer Maintenance Supervisor						
1511 Street Maintenance Supervisor						
1512 Lift Station/Plant Maint. Supervisor						
1513 Vehicle Maint. Supervisor						
1514 Building & Grounds Supervisor						
1515 Transit Supervisor						

<u>Grade/Job Code</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Maximum</u>
<b><u>Grade 6 (F)</u></b>						
1061 Police Sergeant	50,573.90	52,766.48	55,053.70	57,440.50	59,930.52	69,286.10
1062 Ambulance Billing Services Manager	1,945.15 24.31	2,029.48 25.37	2,117.45 26.47	2,209.25 27.62	2,305.02 28.81	2,664.85 33.31
<b><u>Grade 7 (G)</u></b>						
1071 City Planner	55,231.02	57,625.36	60,123.44	62,729.68	65,449.02	75,665.98
1072 Fire Captain	2,124.27	2,216.36	2,312.44	2,412.68	2,517.27	2,910.23
1073 Environmental Coordinator	26.55	27.70	28.91	30.16	31.47	36.38
1074 Police Lieutenant						
1075 Golf Professional						
<b><u>Grade 8 (H)</u></b>						
1081 Assistant Fire Chief	58,154.98	60,675.94	63,306.36	66,050.66	68,914.04	79,672.06
1082 Police Captain	2,236.73	2,333.69	2,434.86	2,540.41	2,650.54	3,064.31
1083 Housing Administrator	27.96	29.17	30.44	31.76	33.13	38.30
1084 IT Manager						
1085 Assistant Director - Water Pollution Control						
<b><u>Grade 9 (I)</u></b>						
1091 Human Resources Manager	61,228.96	63,883.30	66,652.56	69,541.94	72,556.64	83,884.06
1092 Assistant Police Chief	2,354.96	2,457.05	2,563.56	2,674.69	2,790.64	3,226.31
1093 Chemist/Laboratory Supervisor	29.44	30.71	32.04	33.43	34.88	40.33
1094 Plant Maint. Manager						
1095 Solid Waste Manager						
1096 Director - Art Center						
<b><u>Grade 10 (J)</u></b>						
1101 Library Director	69,033.90	72,026.50	75,149.10	78,406.64	81,805.62	94,577.08
1102 City Engineer	2,655.15	2,770.25	2,890.35	3,015.64	3,146.37	3,637.58
1103 Director - Parks and Recreation	33.19	34.63	36.13	37.70	39.33	45.47
1104 Director - Water Pollution Control						
<b><u>Grade 11 (K)</u></b>						
1111 Fire Chief	74,381.06	77,605.32	80,969.72	84,479.72	88,141.82	101,901.02
1112 Community Development Director	2,860.81 35.76	2,984.82 37.31	3,114.22 38.93	3,249.22 40.62	3,390.07 42.38	3,919.27 48.99
1113 Police Chief						
1114 Finance Director						
1115 Director - Public Works						