

Employee Group 17 Non-Represented City Managers

Effective Date: December 30, 2023

Issued Date: 01/09/2024

Job Code & Description	Grade	Step	Hourly Rate 12/30/2023
100210 ASSISTANT TO THE MAYOR I (U)	05C	MIN	15.93
	05C	MAX	35.53
120110 HUMAN RESOURCES CONSULTANT I (C) 160110 RESEARCH ANALYST I (C)	007	1: Start	29.05
	007	2: 6 mo (1040)	30.05
	007	3: 1 year (2080)	31.13
	007	4: 2 year (4160)	32.46
	007	5: 3 year (6240)	33.88
	007	6: 4 year (8320)	35.36
	007	7: 5 year (10,400)	36.87
	007	8: 10 year (20,800)	37.89
	007	9: 15 year (31,200)	38.84
110201 FINANCIAL ANALYST (U) 110310 POLICY ANALYST (U)	010	MIN	31.83
	010	MAX	42.67
120111 HUMAN RESOURCES CONSULTANT II (C)	011	1: Start	32.62
	011	2: 6 mo (1040)	33.80
	011	3: 1 year (2080)	34.99
	011	4: 2 year (4160)	36.50
	011	5: 3 year (6240)	38.10
	011	6: 4 year (8320)	39.82
	011	7: 5 year (10,400)	41.57
	011	8: 10 year (20,800)	42.61
	011	9: 15 year (31,200)	43.83
	012	MIN	33.50
	012	MAX	44.97
	12C	MIN	34.23
	12C	MAX	41.74

110012 MANAGEMENT ASSISTANT III (C)	013	1: Start	34.36
	013	2: 6 mo (1040)	35.58
	013	3: 1 year (2080)	36.81
	013	4: 2 year (4160)	38.46
	013	5: 3 year (6240)	40.10
	013	6: 4 year (8320)	41.92
	013	7: 5 year (10,400)	43.87
	013	8: 10 year (20,800)	45.01
	013	9: 15 year (31,200)	46.17
	014	1: Start	35.27
	014	2: 6 mo (1040)	36.50
	014	3: 1 year (2080)	37.80
	014	4: 2 year (4160)	39.47
	014	5: 3 year (6240)	41.25
	014	6: 4 year (8320)	43.04
	014	7: 5 year (10,400)	45.01
	014	8: 10 year (20,800)	46.22
	014	9: 15 year (31,200)	47.45
100211 ASSISTANT TO THE MAYOR II (U) 110401 LEGISLATIVE AIDE (U)	14C	MIN	35.53
	14C	MAX	44.45
120112 HUMAN RESOURCES CONSULTANT III	015	1: Start	35.68
	015	2: 6 mo (1040)	36.94
	015	3: 1 year (2080)	38.22
	015	4: 2 year (4160)	39.89
	015	5: 3 year (6240)	41.70
	015	6: 4 year (8320)	43.57
	015	7: 5 year (10,400)	45.55
	015	8: 10 year (20,800)	46.81
	015	9: 15 year (31,200)	47.74

111701 ASSISTANT TO DEPARTMENT ADMINISTRATION (C)	016	1: Start	37.18
	016	2: 6 mo (1040)	38.49
	016	3: 1 year (2080)	39.84
	016	4: 2 year (4160)	41.64
	016	5: 3 year (6240)	43.51
	016	6: 4 year (8320)	45.44
	016	7: 5 year (10,400)	47.51
	016	8: 10 year (20,800)	48.76
	016	9: 15 year (31,200)	50.09
110701 ADMINISTRATIVE ASSISTANT (U)	16C	MIN	37.18
	16C	MAX	50.09
120801 COMPENSATION ANALYST (C) 120410 LABOR RELATIONS SPECIALIST I (C)	017	1: Start	38.16
	017	2: 6 mo (1040)	39.50
	017	3: 1 year (2080)	40.89
	017	4: 2 year (4160)	42.71
	017	5: 3 year (6240)	44.61
	017	6: 4 year (8320)	46.66
	017	7: 5 year (10,400)	48.76
	017	8: 10 year (20,800)	50.16
	017	9: 15 year (31,200)	51.49
	018	1: Start	39.18
	018	2: 6 mo (1040)	40.54
	018	3: 1 year (2080)	41.99
	018	4: 2 year (4160)	43.91
	018	5: 3 year (6240)	45.86
	018	6: 4 year (8320)	47.99
	018	7: 5 year (10,400)	50.16
	018	8: 10 year (20,800)	51.52
	018	9: 15 year (31,200)	52.83

	18A	1: Start	39.02
	18A	2: 6 mo (1040)	40.51
	18A	3: 1 year (2080)	41.90
	18A	4: 2 year (4160)	43.90
	18A	5: 3 year (6240)	45.91
	18A	6: 4 year (8320)	48.08
	18A	7: 5 year (10,400)	50.32
	18A	8: 10 year (20,800)	51.89
	18A	9: 15 year (31,200)	53.40
	019	1: Start	40.22
	019	2: 6 mo (1040)	41.66
	019	3: 1 year (2080)	43.10
	019	4: 2 year (4160)	45.07
	019	5: 3 year (6240)	47.10
	019	6: 4 year (8320)	49.25
	019	7: 5 year (10,400)	51.52
	019	8: 10 year (20,800)	52.85
	019	9: 15 year (31,200)	54.34
100212 ASSISTANT TO THE MAYOR III (U)	19C	MIN	41.16
	19C	MAX	51.79
120113 HUMAN RESOURCES CONSULTANT IV (C)	020	1: Start	41.29
	020	2: 6 mo (1040)	42.76
	020	3: 1 year (2080)	44.33
	020	4: 2 year (4160)	46.32
	020	5: 3 year (6240)	48.42
	020	6: 4 year (8320)	50.60
	020	7: 5 year (10,400)	52.90
	020	8: 10 year (20,800)	54.36
	020	9: 15 year (31,200)	55.83

110311 SENIOR POLICY ANALYST (U)	20C	MIN	41.29
	20C	MAX	55.83
110801 SENIOR ADMINISTRATIVE SUPERVISOR (C)	021	1: Start	42.37
	021	2: 6 mo (1040)	43.93
	021	3: 1 year (2080)	45.49
	021	4: 2 year (4160)	47.57
	021	5: 3 year (6240)	49.74
	021	6: 4 year (8320)	52.03
	021	7: 5 year (10,400)	54.36
	021	8: 10 year (20,800)	55.85
	021	9: 15 year (31,200)	57.40
120501 EMPLOYEE BENEFITS MANAGER (C) 120120 HUMAN RESOURCES SENIOR CONSULTANT (C) 111001 PROJECT MANAGER IV (C) 120901 SENIOR ORGANIZATIONAL DEVELOPMENT CONSULTANT (C)	022	1: Start	43.55
	022	2: 6 mo (1040)	45.09
	022	3: 1 year (2080)	46.74
	022	4: 2 year (4160)	48.85
	022	5: 3 year (6240)	51.10
	022	6: 4 year (8320)	53.41
	022	7: 5 year (10,400)	55.85
	022	8: 10 year (20,800)	57.42
	022	9: 15 year (31,200)	58.96
111101 CITY CLERK (U) 160050 PUBLIC INFORMATION MANAGER (U)	22C	MIN	43.55
	22C	MAX	58.96
320101 PAYROLL MANAGER (C)	023	1: Start	44.72
	023	2: 6 mo (1040)	46.36
	023	3: 1 year (2080)	48.01
	023	4: 2 year (4160)	50.21
	023	5: 3 year (6240)	52.51
	023	6: 4 year (8320)	54.94
	023	7: 5 year (10,400)	57.50
	023	8: 10 year (20,800)	59.08
	023	9: 15 year (31,200)	60.66

120601 EQUITY MANAGER (C) 120411 LABOR RELATIONS SPECIALIST II (C)	024	1: Start	45.91
	024	2: 6 mo (1040)	47.59
	024	3: 1 year (2080)	49.29
	024	4: 2 year (4160)	51.55
	024	5: 3 year (6240)	53.91
	024	6: 4 year (8320)	56.40
	024	7: 5 year (10,400)	59.03
	024	8: 10 year (20,800)	60.66
	024	9: 15 year (31,200)	62.26
100213 ASSISTANT TO THE MAYOR IV (U)	24C	MIN	46.98
	24C	MAX	59.69
	025	1: Start	47.15
	025	2: 6 mo (1040)	48.85
	025	3: 1 year (2080)	50.62
	025	4: 2 year (4160)	52.94
	025	5: 3 year (6240)	55.40
	025	6: 4 year (8320)	57.98
	025	7: 5 year (10,400)	60.68
	025	8: 10 year (20,800)	62.37
	025	9: 15 year (31,200)	64.04
111201 CITY COUNCIL CHIEF BUDGET ANALYST (U)	25C	MIN	47.15
	25C	MAX	64.04
120620 CLAIMS MANAGER (C) 120130 HUMAN RESOURCES MANAGER (C) 360030 PROGRAM ADMINISTRATOR (C)	026	1: Start	48.51
	026	2: 6 mo (1040)	50.22
	026	3: 1 year (2080)	52.11
	026	4: 2 year (4160)	54.39
	026	5: 3 year (6240)	56.95
	026	6: 4 year (8320)	59.59
	026	7: 5 year (10,400)	62.35
	026	8: 10 year (20,800)	64.10
	026	9: 15 year (31,200)	65.80

	26C	MIN	48.51
	26C	MAX	65.80
120630 RISK MANAGER (C)	027	1: Start	49.78
	027	2: 6 mo (1040)	51.58
	027	3: 1 year (2080)	53.48
	027	4: 2 year (4160)	55.94
	027	5: 3 year (6240)	58.54
	027	6: 4 year (8320)	61.23
	027	7: 5 year (10,400)	64.10
	027	8: 10 year (20,800)	65.83
	027	9: 15 year (31,200)	67.65
320030 BUDGET MANAGER	028	1: Start	51.16
	028	2: 6 mo (1040)	53.00
	028	3: 1 year (2080)	54.94
	028	4: 2 year (4160)	57.50
	028	5: 3 year (6240)	60.18
	028	6: 4 year (8320)	62.90
	028	7: 5 year (10,400)	65.83
	028	8: 10 year (20,800)	67.72
	028	9: 15 year (31,200)	69.59
100501 DEPUTY DIRECTOR OF HREEO (U) 105001 DIRECTOR OF CITY COUNCIL OPERATIONS (U) 101601 DEPUTY DIRECTOR OF LIBRARIES (U) 101701 DEPUTY DIRECTOR OF SAFETY AND INSPECTIONS (U) 120420 LABOR RELATIONS MANAGER (U)	28C	MIN	51.16
	28C	MAX	69.59
	029	1: Start	52.55
	029	2: 6 mo (1040)	54.48
	029	3: 1 year (2080)	56.51
	029	4: 2 year (4160)	59.09
	029	5: 3 year (6240)	61.80
	029	6: 4 year (8320)	64.73
	029	7: 5 year (10,400)	67.72
	029	8: 10 year (20,800)	69.62
	029	9: 15 year (31,200)	71.51

100214 ASSISTANT TO THE MAYOR V (U) 106501 DEPUTY DIRECTOR-HUMAN RESOURCES (U) 105101 EMERGENCY MANAGEMENT DIRECTOR (U)	29C	MIN	52.55
	29C	MAX	71.51
100801 DEPUTY DIRECTOR OF PARKS AND RECREATION (U)	030	MIN	54.00
	030	MAX	73.57
101101 ASSISTANT FIRE CHIEF - EMERGENCY MANAGEMENT DIRECTOR (U) 101501 DEPUTY DIRECTOR OF FINANCIAL SERVICES (U) 102101 DEPUTY DIRECTOR OF PLANNING and ECONOMIC DEVELOPMENT (U)	031	MIN	55.48
	031	MAX	75.62
	032	MIN	57.04
	032	MAX	77.75
100215 ASSISTANT TO THE MAYOR VI (U)	033	MIN	58.65
	033	MAX	79.96
101302 DEPUTY CHIEF OF POLICE (U)	034	MIN	59.94
	034	MAX	81.69
101301 ASSISTANT CHIEF OF POLICE (U) 101001 ASSISTANT FIRE CHIEF (U) 101901 ASST GENERAL MGR - SAINT PAUL REGIONAL WATER SERVICES (U) 100216 ASSISTANT TO THE MAYOR VII (U) 410022 CITY ENGINEER (U) 105301 DIRECTOR OF HUMAN RIGHTS AND EQUAL ECONOMIC OPPORTUNITY (U) 105201 DIRECTOR OF SAFETY AND INSPECTIONS (U) 105401 DIRECTOR OF TECHNOLOGY AND COMMUNICATIONS (U) 105501 HUMAN RESOURCES DIRECTOR (U) 105601 LIBRARY DIRECTOR (U)	035	MIN	60.25
	035	MAX	82.26
105701 PARKS AND RECREATION DIRECTOR (U)	036	MIN	61.93
	036	MAX	84.58

105801 DIRECTOR OF FINANCIAL SERVICES (U) 105901 DIRECTOR OF PLANNING & ECONOMIC DEVELOPMENT (U)	037	MIN	65.40
106001 DIRECTOR OF PUBLIC WORKS (U) 106101 GENERAL MANAGER - SAINT PAUL REGIONAL WATER SERVICES (U)	037	MAX	89.45
106201 FIRE CHIEF (U)	038	MIN	67.27
	038	MAX	92.04
100217 ASSISTANT TO THE MAYOR VIII (U) 106301 CHIEF OF POLICE (U) 106401 CITY ATTORNEY (U)	039	MIN	69.14
	039	MAX	94.65
100101 EXECUTIVE ASSISTANT TO MAYOR (U)	040	MIN	71.22
	040	MAX	97.49

BENEFITS:

VACATION

1 st year - 4 th year	17 days (.0654)
5 th year - 7 th year	22 days (.0847)
8 th year – 15 th year	25 days (.0962)
16 th year and thereafter	29 days (.1116)

2024 INSURANCE

Single: 100% of single rate selected

Family: 100% of single rate selected + 80% of dependent rate selected

VACATION SELL BACK

An employee may also, at the discretion of the Department Head and additionally, limited by the availability of funds in the Department's Budget, sell up to five days, or any portion thereof, of accrued and unused vacation once per year. Such election must be made in writing on or before December 1 of each IRS payroll reporting year. The payment shall be in an amount equal to the number of hours sold times the employee's regular rate of pay in effect as of the date of such election.

SHORT TERM DISABILITY

Yes

LONG TERM DISABILITY

Yes

DISCRETIONARY DAYS

6 per year

DEFERRED COMPENSATION

The Employer will contribute an amount matching employee contributions on a dollar-for-dollar basis up to a maximum of \$2,500. Employees may be eligible for additional contributions based on meeting Health and Wellness requirements.

SEVERANCE PAY (CLASSIFIED EMPLOYEES)

<u>YEARS OF SERVICE</u>	<u>AMOUNT</u>
15 years	\$10,000
25 years	\$20,000

Non-represented Police and Fire with 1850 hours of accumulated sick leave and at least 25 years of service at the time of separation shall be granted \$30,000. Sick leave requirements will be reduced 2% for each full year of City Service served under the Non-represented benefit package.

Effective **January 1, 2023**, if an employee is eligible for Severance Pay, it will be paid as a separate pay adjustment the end of February in the year following separation of employment from the City.

Unused vacation will be paid as a pay adjustment on the employee’s final paycheck.

LIBRARY HOLIDAYS

For all employees assigned to the Library, the Day after Thanksgiving shall be considered a normal work day, and Christmas Eve shall be recognized and observed as a paid holiday.

EMPLOYEE TERMINATION PAY

Two (2) weeks of pay for each complete calendar year of service in a title covered by this policy. This amount shall not exceed twelve (12) weeks of pay.

LIFE INSURANCE

100% of premium cost for an amount of coverage equaling one and one-half (1.5) times the employee’s annual salary.