

Employee Group 17 Non-Represented City Managers

Effective Date: June 29, 2024

Issued Date: 06/28/2024

Job Code & Description	Grade	Step	Hourly Rate 06/29/2024
100210 ASSISTANT TO THE MAYOR I (U)	05C	MIN	16.25
	05C	MAX	36.24
120110 HUMAN RESOURCES CONSULTANT I (C) 160110 RESEARCH ANALYST I (C)	007	1: Start	31.75
	007	2: 2080 Hours	33.11
	007	3: 2080 Hours	34.56
	007	4: 2080 Hours	36.07
	007	5: 2080 Hours	37.61
	007	6: 2080 Hours	38.65
	007	7: 2080 Hours	39.62
	007	8:	
110201 FINANCIAL ANALYST (U) 110310 POLICY ANALYST (U)	010	MIN	32.47
	010	MAX	43.52
120111 HUMAN RESOURCES CONSULTANT II (C)	011	1: Start	35.69
	011	2: 2080 Hours	37.23
	011	3: 2080 Hours	38.86
	011	4: 2080 Hours	40.62
	011	5: 2080 Hours	42.40
	011	6: 2080 Hours	43.46
	011	7: 2080 Hours	44.71
	011	8:	
	012	MIN	34.17
	012	MAX	45.87
	12C	MIN	34.91
	12C	MAX	42.57

110012 MANAGEMENT ASSISTANT III (C)	013	1: Start	37.55
	013	2: 2080 Hours	39.23
	013	3: 2080 Hours	40.90
	013	4: 2080 Hours	42.76
	013	5: 2080 Hours	44.75
	013	6: 2080 Hours	45.91
	013	7: 2080 Hours	47.09
	013	8:	
	014	1: Start	38.56
	014	2: 2080 Hours	40.26
	014	3: 2080 Hours	42.08
	014	4: 2080 Hours	43.90
	014	5: 2080 Hours	45.91
	014	6: 2080 Hours	47.14
	014	7: 2080 Hours	48.40
	014	8:	
100211 ASSISTANT TO THE MAYOR II (U) 110401 LEGISLATIVE AIDE (U)	14C	MIN	36.24
	14C	MAX	45.34
120112 HUMAN RESOURCES CONSULTANT III	015	1: Start	38.98
	015	2: 2080 Hours	40.69
	015	3: 2080 Hours	42.53
	015	4: 2080 Hours	44.44
	015	5: 2080 Hours	46.46
	015	6: 2080 Hours	47.75
	015	7: 2080 Hours	48.69
	015	8:	

111701 ASSISTANT TO DEPARTMENT ADMINISTRATION (C)	016	1: Start	40.64
	016	2: 2080 Hours	42.47
	016	3: 2080 Hours	44.38
	016	4: 2080 Hours	46.35
	016	5: 2080 Hours	48.46
	016	6: 2080 Hours	49.74
	016	7: 2080 Hours	51.09
	016	8:	
110701 ADMINISTRATIVE ASSISTANT (U)	16C	MIN	37.92
	16C	MAX	51.09
120801 COMPENSATION ANALYST (C) 120410 LABOR RELATIONS SPECIALIST I (C)	017	1: Start	41.71
	017	2: 2080 Hours	43.56
	017	3: 2080 Hours	45.50
	017	4: 2080 Hours	47.59
	017	5: 2080 Hours	49.74
	017	6: 2080 Hours	51.16
	017	7: 2080 Hours	52.52
	017	8:	
	018	1: Start	42.83
	018	2: 2080 Hours	44.79
	018	3: 2080 Hours	46.78
	018	4: 2080 Hours	48.95
	018	5: 2080 Hours	51.16
	018	6: 2080 Hours	52.55
	018	7: 2080 Hours	53.89
	018	8:	

	18A	1: Start	42.74
	18A	2: 2080 Hours	44.78
	18A	3: 2080 Hours	46.83
	18A	4: 2080 Hours	49.04
	18A	5: 2080 Hours	51.33
	18A	6: 2080 Hours	52.93
	18A	7: 2080 Hours	54.47
	18A	8:	
	019	1: Start	43.96
	019	2: 2080 Hours	45.97
	019	3: 2080 Hours	48.04
	019	4: 2080 Hours	50.24
	019	5: 2080 Hours	52.55
	019	6: 2080 Hours	53.91
	019	7: 2080 Hours	55.43
	019	8:	
100212 ASSISTANT TO THE MAYOR III (U)	19C	MIN	41.98
	19C	MAX	52.83
120113 HUMAN RESOURCES CONSULTANT IV (C)	020	1: Start	45.22
	020	2: 2080 Hours	47.25
	020	3: 2080 Hours	49.39
	020	4: 2080 Hours	51.61
	020	5: 2080 Hours	53.96
	020	6: 2080 Hours	55.45
	020	7: 2080 Hours	56.95
	020	8:	
110311 SENIOR POLICY ANALYST (U)	20C	MIN	42.12
	20C	MAX	56.95

110801 SENIOR ADMINISTRATIVE SUPERVISOR (C)	021	1: Start	46.40
	021	2: 2080 Hours	48.52
	021	3: 2080 Hours	50.73
	021	4: 2080 Hours	53.07
	021	5: 2080 Hours	55.45
	021	6: 2080 Hours	56.97
	021	7: 2080 Hours	58.55
	021	8:	
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	47.67
	022	2: 2080 Hours	49.83
	022	3: 2080 Hours	52.12
	022	4: 2080 Hours	54.48
	022	5: 2080 Hours	56.97
	022	6: 2080 Hours	58.57
	022	7: 2080 Hours	60.14
	022	8:	
111101 CITY CLERK (U) 160050 PUBLIC INFORMATION MANAGER (U)	22C	MIN	44.42
	22C	MAX	60.14
320101 PAYROLL MANAGER (C)	023	1: Start	48.97
	023	2: 2080 Hours	51.21
	023	3: 2080 Hours	53.56
	023	4: 2080 Hours	56.04
	023	5: 2080 Hours	58.65
	023	6: 2080 Hours	60.26
	023	7: 2080 Hours	61.87
	023	8:	

120601 EQUITY MANAGER (C) 120411 LABOR RELATIONS SPECIALIST II (C)	024	1: Start	50.28
	024	2: 2080 Hours	52.58
	024	3: 2080 Hours	54.99
	024	4: 2080 Hours	57.53
	024	5: 2080 Hours	60.21
	024	6: 2080 Hours	61.87
	024	7: 2080 Hours	63.51
	024	8:	
100213 ASSISTANT TO THE MAYOR IV (U)	24C	MIN	47.92
	24C	MAX	60.88
	025	1: Start	51.63
	025	2: 2080 Hours	54.00
	025	3: 2080 Hours	56.51
	025	4: 2080 Hours	59.14
	025	5: 2080 Hours	61.89
	025	6: 2080 Hours	63.62
	025	7: 2080 Hours	65.32
	025	8:	
111201 CITY COUNCIL CHIEF BUDGET ANALYST (U)	25C	MIN	48.09
	25C	MAX	65.32
120620 CLAIMS MANAGER (C) 120130 HUMAN RESOURCES MANAGER (C) 360030 PROGRAM ADMINISTRATOR (C)	026	1: Start	53.15
	026	2: 2080 Hours	55.48
	026	3: 2080 Hours	58.09
	026	4: 2080 Hours	60.78
	026	5: 2080 Hours	63.60
	026	6: 2080 Hours	65.38
	026	7: 2080 Hours	67.12
	026	8:	
	26C	MIN	49.48
	26C	MAX	67.12

120630 RISK MANAGER (C)	027	1: Start	54.55
	027	2: 2080 Hours	57.06
	027	3: 2080 Hours	59.71
	027	4: 2080 Hours	62.45
	027	5: 2080 Hours	65.38
	027	6: 2080 Hours	67.15
	027	7: 2080 Hours	69.00
	027	8:	
320030 BUDGET MANAGER	028	1: Start	56.04
	028	2: 2080 Hours	58.65
	028	3: 2080 Hours	61.38
	028	4: 2080 Hours	64.16
	028	5: 2080 Hours	67.15
	028	6: 2080 Hours	69.07
	028	7: 2080 Hours	70.98
	028	8:	
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	52.18
	28C	MAX	70.98
	029	1: Start	57.64
	029	2: 2080 Hours	60.27
	029	3: 2080 Hours	63.04
	029	4: 2080 Hours	66.02
	029	5: 2080 Hours	69.07
	029	6: 2080 Hours	71.01
	029	7: 2080 Hours	72.94
	029	8:	
100214 ASSISTANT TO THE MAYOR V (U) 106501 DEPUTY DIRECTOR-HUMAN RESOURCES (U) 105101 EMERGENCY MANAGEMENT DIRECTOR (U)	29C	MIN	53.60
	29C	MAX	72.94

100801 DEPUTY DIRECTOR OF PARKS AND RECREATION (U)	030	MIN	55.08
	030	MAX	75.04
101101 ASSISTANT FIRE CHIEF - EMERGENCY MANAGEMENT DIRECTOR (U)	031	MIN	56.59
101501 DEPUTY DIRECTOR OF FINANCIAL SERVICES (U) 102101 DEPUTY DIRECTOR OF PLANNING and ECONOMIC DEVELOPMENT (U)	031	MAX	77.13
	032	MIN	58.18
	032	MAX	79.31
100215 ASSISTANT TO THE MAYOR VI (U)	033	MIN	59.82
	033	MAX	81.56
101302 DEPUTY CHIEF OF POLICE (U)	034	MIN	61.14
	034	MAX	83.32
101301 ASSISTANT CHIEF OF POLICE (U) 101001 ASSISTANT FIRE CHIEF (U) 101901 ASST GENERAL MGR - SAINT PAUL REGIONAL WATER SERVICES (U)	035	MIN	61.46
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	MAX	83.91
105701 PARKS AND RECREATION DIRECTOR (U)	036	MIN	63.17
	036	MAX	86.27
105801 DIRECTOR OF FINANCIAL SERVICES (U) 105901 DIRECTOR OF PLANNING & ECONOMIC DEVELOPMENT (U)	037	MIN	66.71
106001 DIRECTOR OF PUBLIC WORKS (U) 106101 GENERAL MANAGER - SAINT PAUL REGIONAL WATER SERVICES (U)	037	MAX	91.24

106201 FIRE CHIEF (U)	038	MIN	68.62
	038	MAX	93.88
100217 ASSISTANT TO THE MAYOR VIII (U) 106301 CHIEF OF POLICE (U) 106401 CITY ATTORNEY (U)	039	MIN	70.52
	039	MAX	96.54
100101 EXECUTIVE ASSISTANT TO MAYOR (U)	040	MIN	72.64
	040	MAX	99.44

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.