

Employee Group 17 Non-Represented City Managers

Effective Date: December 28, 2024

Issued Date: 03/11/2025

Effective Date: June 26, 2025

Job Code & Description	Grade	Step	Hourly Rate 12/28/2024	Hourly Rate 06/26/2025
100210 ASSISTANT TO THE MAYOR I (U)	05C	MIN	16.54	16.80
	05C	MAX	40.21	40.85
120110 HUMAN RESOURCES CONSULTANT I (C) 160110 RESEARCH ANALYST I (C)	007	1: Start	32.32	32.84
	007	2: 2080 Hours	33.71	34.25
	007	3: 2080 Hours	35.18	35.74
	007	4: 2080 Hours	36.72	37.31
	007	5: 2080 Hours	38.29	38.90
	007	6: 2080 Hours	39.35	39.98
	007	7: 2080 Hours	40.33	40.98
	Perf Zone	Minimum: 1%	40.73	41.39
		Maximum: 3%	41.54	42.21
110201 FINANCIAL ANALYST (U) 110310 POLICY ANALYST (U)	010	MIN	33.05	33.58
	010	MAX	48.29	49.06
120111 HUMAN RESOURCES CONSULTANT II (C)	011	1: Start	36.33	36.91
	011	2: 2080 Hours	37.90	38.51
	011	3: 2080 Hours	39.56	40.19
	011	4: 2080 Hours	41.35	42.01
	011	5: 2080 Hours	43.16	43.85
	011	6: 2080 Hours	44.24	44.95
	011	7: 2080 Hours	45.51	46.24
	Perf Zone	Minimum: 1%	45.97	46.70
		Maximum: 3%	46.88	47.63
	012	MIN	34.79	35.35
	012	MAX	50.90	51.71
	12C	MIN	35.54	36.11
	12C	MAX	47.24	48.00

110012 MANAGEMENT ASSISTANT III (C)	013	1: Start	38.23	38.84
	013	2: 2080 Hours	39.94	40.58
	013	3: 2080 Hours	41.64	42.31
	013	4: 2080 Hours	43.53	44.23
	013	5: 2080 Hours	45.56	46.29
	013	6: 2080 Hours	46.74	47.49
	013	7: 2080 Hours	47.94	48.71
	Perf Zone	Minimum: 1%	48.42	49.20
		Maximum: 3%	49.38	50.17
	014	1: Start	39.25	39.88
	014	2: 2080 Hours	40.98	41.64
	014	3: 2080 Hours	42.84	43.53
	014	4: 2080 Hours	44.69	45.41
	014	5: 2080 Hours	46.74	47.49
	014	6: 2080 Hours	47.99	48.76
	014	7: 2080 Hours	49.27	50.06
	Perf Zone	Minimum: 1%	49.76	50.56
		Maximum: 3%	50.75	51.56
100211 ASSISTANT TO THE MAYOR II (U) 110401 LEGISLATIVE AIDE (U)	14C	MIN	36.89	37.48
	14C	MAX	50.31	51.11
120112 HUMAN RESOURCES CONSULTANT III	015	1: Start	39.68	40.31
	015	2: 2080 Hours	41.42	42.08
	015	3: 2080 Hours	43.30	43.99
	015	4: 2080 Hours	45.24	45.96
	015	5: 2080 Hours	47.30	48.06
	015	6: 2080 Hours	48.61	49.39
	015	7: 2080 Hours	49.57	50.36
	Perf Zone	Minimum: 1%	50.07	50.86
		Maximum: 3%	51.06	51.87

111701 ASSISTANT TO DEPARTMENT ADMINISTRATION (C)	016	1: Start	41.37	42.03
	016	2: 2080 Hours	43.23	43.92
	016	3: 2080 Hours	45.18	45.90
	016	4: 2080 Hours	47.18	47.93
	016	5: 2080 Hours	49.33	50.12
	016	6: 2080 Hours	50.64	51.45
	016	7: 2080 Hours	52.01	52.84
	Perf	Minimum: 1%	52.53	53.37
	Zone	Maximum: 3%	53.57	54.43
110701 ADMINISTRATIVE ASSISTANT (U) 110410 SENIOR LEGISLATIVE AIDE (U)	16C	MIN	38.60	39.22
	16C	MAX	56.69	57.60
120801 COMPENSATION ANALYST (C) 120410 LABOR RELATIONS SPECIALIST I (C)	017	1: Start	42.46	43.14
	017	2: 2080 Hours	44.34	45.05
	017	3: 2080 Hours	46.32	47.06
	017	4: 2080 Hours	48.45	49.23
	017	5: 2080 Hours	50.64	51.45
	017	6: 2080 Hours	52.08	52.91
	017	7: 2080 Hours	53.47	54.33
	Perf Zone	Minimum: 1%	54.00	54.87
		Maximum: 3%	55.07	55.96
	018	1: Start	43.60	44.30
	018	2: 2080 Hours	45.60	46.33
	018	3: 2080 Hours	47.62	48.38
	018	4: 2080 Hours	49.83	50.63
	018	5: 2080 Hours	52.08	52.91
	018	6: 2080 Hours	53.50	54.36
	018	7: 2080 Hours	54.86	55.74
	Perf Zone	Minimum: 1%	55.41	56.30
		Maximum: 3%	56.51	57.41

	18A	1: Start	43.51	44.21
	18A	2: 2080 Hours	45.59	46.32
	18A	3: 2080 Hours	47.67	48.43
	18A	4: 2080 Hours	49.92	50.72
	18A	5: 2080 Hours	52.25	53.09
	18A	6: 2080 Hours	53.88	54.74
	18A	7: 2080 Hours	55.45	56.34
	Perf Zone	Minimum: 1%	56.00	56.90
		Maximum: 3%	57.11	58.03
	019	1: Start	44.75	45.47
	019	2: 2080 Hours	46.80	47.55
	019	3: 2080 Hours	48.90	49.68
	019	4: 2080 Hours	51.14	51.96
	019	5: 2080 Hours	53.50	54.36
	019	6: 2080 Hours	54.88	55.76
	019	7: 2080 Hours	56.43	57.33
	Perf Zone	Minimum: 1%	56.99	57.90
		Maximum: 3%	58.12	59.05
100212 ASSISTANT TO THE MAYOR III (U)	19C	MIN	42.74	43.42
	19C	MAX	58.62	59.56
120113 HUMAN RESOURCES CONSULTANT IV (C)	020	1: Start	46.03	46.77
	020	2: 2080 Hours	48.10	48.87
	020	3: 2080 Hours	50.28	51.08
	020	4: 2080 Hours	52.54	53.38
	020	5: 2080 Hours	54.93	55.81
	020	6: 2080 Hours	56.45	57.35
	020	7: 2080 Hours	57.98	58.91
	Perf Zone	Minimum: 1%	58.56	59.50
		Maximum: 3%	59.72	60.68

110311 SENIOR POLICY ANALYST (U)	20C	MIN	42.88	43.57
	20C	MAX	63.19	64.20
110801 SENIOR ADMINISTRATIVE SUPERVISOR (C)	021	1: Start	47.24	48.00
	021	2: 2080 Hours	49.39	50.18
	021	3: 2080 Hours	51.64	52.47
	021	4: 2080 Hours	54.03	54.89
	021	5: 2080 Hours	56.45	57.35
	021	6: 2080 Hours	58.00	58.93
	021	7: 2080 Hours	59.60	60.55
	Perf Zone	Minimum: 1%	60.20	61.16
		Maximum: 3%	61.39	62.37
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	48.53	49.31
	022	2: 2080 Hours	50.73	51.54
	022	3: 2080 Hours	53.06	53.91
	022	4: 2080 Hours	55.46	56.35
	022	5: 2080 Hours	58.00	58.93
	022	6: 2080 Hours	59.62	60.57
	022	7: 2080 Hours	61.22	62.20
	Perf Zone	Minimum: 1%	61.83	62.82
		Maximum: 3%	63.06	64.07
111101 CITY CLERK (U) 160050 PUBLIC INFORMATION MANAGER (U)	22C	MIN	45.22	45.94
	22C	MAX	66.73	67.80
320101 PAYROLL MANAGER (C)	023	1: Start	49.85	50.65
	023	2: 2080 Hours	52.13	52.96
	023	3: 2080 Hours	54.52	55.39
	023	4: 2080 Hours	57.05	57.96
	023	5: 2080 Hours	59.71	60.67
	023	6: 2080 Hours	61.34	62.32
	023	7: 2080 Hours	62.98	63.99
	Perf Zone	Minimum: 1%	63.61	64.63
		Maximum: 3%	64.87	65.91

120601 EQUITY MANAGER (C) 120411 LABOR RELATIONS SPECIALIST II (C)	024	1: Start	51.19	52.01
	024	2: 2080 Hours	53.53	54.39
	024	3: 2080 Hours	55.98	56.88
	024	4: 2080 Hours	58.57	59.51
	024	5: 2080 Hours	61.29	62.27
	024	6: 2080 Hours	62.98	63.99
	024	7: 2080 Hours	64.65	65.68
	Perf	Minimum: 1%	65.30	66.34
	Zone	Maximum: 3%	66.59	67.65
100213 ASSISTANT TO THE MAYOR IV (U)	24C	MIN	48.78	49.56
	24C	MAX	67.56	68.64
	025	1: Start	52.56	53.40
	025	2: 2080 Hours	54.97	55.85
	025	3: 2080 Hours	57.53	58.45
	025	4: 2080 Hours	60.20	61.16
	025	5: 2080 Hours	63.00	64.01
	025	6: 2080 Hours	64.77	65.81
	025	7: 2080 Hours	66.50	67.56
	Perf Zone	Minimum: 1%	67.17	68.24
		Maximum: 3%	68.50	69.59
110312 CHIEF POLICY ANALYST (U) 111201 CITY COUNCIL CHIEF BUDGET ANALYST (U)	25C	MIN	48.96	49.74
	25C	MAX	72.49	73.65
120620 CLAIMS MANAGER (C) 120130 HUMAN RESOURCES MANAGER (C) 360030 PROGRAM ADMINISTRATOR (C)	026	1: Start	54.11	54.98
	026	2: 2080 Hours	56.48	57.38
	026	3: 2080 Hours	59.14	60.09
	026	4: 2080 Hours	61.87	62.86
	026	5: 2080 Hours	64.74	65.78
	026	6: 2080 Hours	66.56	67.62
	026	7: 2080 Hours	68.33	69.42
	Perf Zone	Minimum: 1%	69.01	70.11
		Maximum: 3%	70.38	71.50

	26C	MIN	50.37	51.18
	26C	MAX	74.48	75.67
120630 RISK MANAGER (C)	027	1: Start	55.53	56.42
	027	2: 2080 Hours	58.09	59.02
	027	3: 2080 Hours	60.78	61.75
	027	4: 2080 Hours	63.57	64.59
	027	5: 2080 Hours	66.56	67.62
	027	6: 2080 Hours	68.36	69.45
	027	7: 2080 Hours	70.24	71.36
	Perf Zone	Minimum: 1%	70.94	72.07
		Maximum: 3%	72.35	73.50
320030 BUDGET MANAGER	028	1: Start	57.05	57.96
	028	2: 2080 Hours	59.71	60.67
	028	3: 2080 Hours	62.48	63.48
	028	4: 2080 Hours	65.31	66.35
	028	5: 2080 Hours	68.36	69.45
	028	6: 2080 Hours	70.31	71.43
	028	7: 2080 Hours	72.26	73.42
	Perf Zone	Minimum: 1%	72.98	74.15
		Maximum: 3%	74.43	75.62
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	53.12	53.97
	28C	MAX	78.76	80.02
	029	1: Start	58.68	59.62
	029	2: 2080 Hours	61.35	62.33
	029	3: 2080 Hours	64.17	65.20
	029	4: 2080 Hours	67.21	68.29
	029	5: 2080 Hours	70.31	71.43
	029	6: 2080 Hours	72.29	73.45
	029	7: 2080 Hours	74.25	75.44
	Perf Zone	Minimum: 1%	74.99	76.19
		Maximum: 3%	76.48	77.70

100214 ASSISTANT TO THE MAYOR V (U) 106501 DEPUTY DIRECTOR-HUMAN RESOURCES (U) 105101 EMERGENCY MANAGEMENT DIRECTOR (U)	29C	MIN	54.56	55.43
	29C	MAX	80.93	82.22
100801 DEPUTY DIRECTOR OF PARKS AND RECREATION (U)	030	MIN	56.07	56.97
	030	MAX	83.27	84.60
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	57.61	58.53
	031	MAX	85.59	86.96
	032	MIN	59.23	60.18
	032	MAX	88.01	89.42
100215 ASSISTANT TO THE MAYOR VI (U)	033	MIN	60.90	61.87
	033	MAX	90.50	91.95
101302 DEPUTY CHIEF OF POLICE (U)	034	MIN	62.24	63.24
	034	MAX	92.45	93.93
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	62.57	63.57
	035	MAX	93.11	94.60
105701 PARKS AND RECREATION DIRECTOR (U)	036	MIN	64.31	65.34
	036	MAX	95.72	97.25

105801 DIRECTOR OF FINANCIAL SERVICES (U)	037	MIN	67.91	69.00
105901 DIRECTOR OF PLANNING & ECONOMIC DEVELOPMENT (U)				
106001 DIRECTOR OF PUBLIC WORKS (U)	037	MAX	101.24	102.86
106101 GENERAL MANAGER - SAINT PAUL REGIONAL WATER SERVICES (U)				
106201 FIRE CHIEF (U)	038	MIN	69.86	70.98
	038	MAX	104.17	105.84
100217 ASSISTANT TO THE MAYOR VIII (U)	039	MIN	71.79	72.94
106301 CHIEF OF POLICE (U)				
106401 CITY ATTORNEY (U)	039	MAX	107.13	108.84
100101 EXECUTIVE ASSISTANT TO MAYOR (U)	040	MIN	73.95	75.13
	040	MAX	110.34	112.11

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)

2025 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 – Unused personal leave days will be cashed out at the employee's regular rate of pay at the end of the 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 10% 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.