



Human Resources Department

DATE: June 12, 2006
TO: John M. Lamerato, Acting City Manager
FROM: Peggy Clifton, Human Resources Director
Jonathan Makela, Human Resources Specialist

SUBJECT: AGENDA ITEM – Bi-Annual 2006 Part-time Wage Survey & Recommendations

RECOMMENDATION

The Human Resources Department recommends approval of the 2006 pay ranges for part-time positions as outlined below.

BACKGROUND

The bi-annual Part-time Wage Survey conducted this year included the following Michigan communities: Farmington Hills, Royal Oak, Southfield and Sterling Heights, consistent with the comparables utilized for other employee groups. Based on discussion with affected Department Directors, it was determined that the classifications included below would be surveyed. These classifications are among the "General" part-time classification group. The resulting recommendations are based on the City's ability to competitively recruit and retain part-time staff and budget considerations. The following is a summary of survey results and pay recommendations for part-time classifications.

Table with 6 columns: TITLE, NUMBER OF MUNICIPALS REPORTING, HOURLY WAGE RANGE, AVERAGE HOURLY WAGE, TROY HOURLY PAY RANGE, and RECOMMENDATION. Rows include Crossing Guard, Fire Staff Assistant, Library Assistant, and Office Assistant.

Nine employees would be affected by the above recommendations (specifically increasing the minimum pay rate): Eight Library Assistants and One Fire Staff Assistant.

Additionally, on March 28, 2006, Governor Granholm signed legislation that increases the state's minimum wage from \$5.15 per hour to \$7.40 per hour over the next two years. On October 1, 2006, the minimum wage will increase to \$6.95; to \$7.15 on July 1, 2007; and to \$7.40 on July 1, 2008. Currently, only one part-time classification, Library Page, has a minimum rate that is below the new \$6.95 per hour minimum wage that becomes effective on October 1, 2006. In order to comply with the new state minimum wage legislation the minimum pay rate for the part-time Library Page classification should be increased from \$6.50 per hour to \$7.00 per hour, effective October 1, 2006. Four current Library Page employees would be affected by increasing the minimum of the range to \$7.00 per hour.

These recommendations have been reviewed with each Department Director whose department would be affected. Any departmental request for increases within the new pay ranges must be available in each department's budget.

Please advise if you require any additional information.

cc: Brian Murphy, Assistant City Manager/Services

¹ Increase the minimum and maximum to address recruitment and retention issues.

² None of the comparable municipalities have a position comparable to Fire Staff Assistant.

³ Increase minimum and maximum to maintain parity with comparables.

⁴ Increase minimum and maximum to align with part-time Office Assistant pay range and restore historical wage relationship.

**PAY RANGES
PART-TIME CLASSIFICATIONS
JULY 1, 2006**

I. GENERAL CLASSIFICATIONS (P-)

Application Support Specialist	\$ 20.00 - 40.00	Library Page	7.00 - 10.00
<i>Assistant Golf Pro</i>	8.25 - 18.00	Museum Aide	\$ 10.00 - 15.00
<i>Assistant Pool Manager</i>	8.25 - 18.00	Museum Assistant	7.50 - 9.50
<i>Assistant Pro Shop Manager</i>	8.25 - 18.00	Naturalist Aide	10.00 - 15.00
Bus Driver	9.50 - 12.00	<i>Office Assistant</i>	9.50 - 13.00
Cable Production Specialist	11.00 - 17.00	Planning Technician	11.46 - 13.94
Camera Operator	8.00 - 13.00	<i>Pool Manager</i>	8.25 - 18.00
Clerk-Typist	9.00 - 13.00	<i>Pro Shop Manager</i>	8.25 - 18.00
Community Affairs Assistant	12.00 - 18.00	Real Estate & Development Assistant	11.00 - 14.00
Crossing Guard	<i>10.00 - 11.00</i>	Recycling Center Attendant Assistant	8.25 - 10.25
Data Processing Clerk	7.92 - 10.23	<i>Seasonal Golf Course Assistant</i>	10.00 - 15.00
<i>Election Aide</i>	9.50 - 13.00	<i>Seasonal Laborer</i>	8.00 - 10.00
Fire Staff Assistant	9.50 - 13.00	Seasonal Supervisor	10.00 - 13.00
Fitness/Wellness Specialist	15.00 - 40.00	Secretary	8.12 - 10.51
Human Resources Technician	14.81 - 18.36	Senior Traffic Engineering Technician	10.00 - 14.00
Intern	8.00 - 12.00	Student Enforcement Aide	8.00 - 10.00
Legal Assistant	12.84 - 15.38	Summer Laborer	8.00 - 10.00
Librarian	16.00 - 21.00	Traffic Engineering Technician	9.00 - 12.00
Library Aide	10.00 - 15.00	Umpire	12.75 - 18.00
Library Assistant	8.50 - 12.00	Umpire Scheduler	1.50 - 15.00

II. PRSE 5 - COORDINATOR CLASSIFICATION (P5 -)

	\$ 8.25 - 18.00
Adaptive Program	<i>Recreation Coordinator</i>
Adult Basketball	Safety Town
Adult Soccer	Seasonal Superintendent
Adult Softball	Senior Citizen Coordinator
Adult Volleyball	Tee Ball
Day Camp	Tennis
Floor Hockey	Trip
Gymnastics	Umpire Coordinator
In-Line Hockey	Youth Basketball
<i>Nature Center</i>	Youth Softball
OEC	Youth Sports
Open Gym	Youth Volleyball
Pre-School	Zoned/World Cup Soccer

NOTE: 2006 Revisions are denoted by Italics (new position titles) and strike-outs (eliminated titles)

III. PRSE4 - INSTRUCTORS (P4 -)

\$ 8.00 - 16.00

Basic Drawing	Outdoor Education
Cheerleading/PomPon	Physical Fitness
Cross Country Ski	Pre-School
Dance	Safety Town
Day Camp Leader	Slimnastics
Exercise Instructor	Tee Ball
Gymnastics	Tennis
In-Line Hockey	Water Safety
In-Line Skating	Youth Sports
<i>Nature Center</i>	

IV. PRSE3 - OFFICIALS/REFEREES (P3 -)

\$ 7.00 - 15.00

Floor Hockey Referee	Water Polo Official
Youth Basketball Official	Zoned Soccer Official
Youth Basketball Referee	Zoned/World Cup Soccer Official
Youth Softball Official	Zoned/World Cup Soccer Referee

V. PRSE 2 - SUPPORT (P2 -)

\$ 8.00 - 11.00

Adaptive Aide	Lifeguard
Babysitter I	Locker Room Attendant
Cashier (Aquatic Center)	Open Gym Attendant
Cashier/Starter/Ranger	Pool Attendant
Community Center Attendant	Recreation Aide
Cross Country Ski Attendant	Safety Town Aide
Facility Attendant (High School)	Scorekeeper
Facility Attendant (OEC)	Trip Chaperone
Facility Attendant (Golf)	

VI. OTHER CLASSIFICATIONS (PX-)

<i>Appraiser</i>	
<i>Attorney</i>	
<i>Building Maintenance Specialist</i>	Full-Time Hourly Equivalent
<i>Inspector</i>	
<i>Legal Secretary</i>	
<i>Secretary II</i>	
Cable Construction Liaison (Insp.)	\$ 17.47 - 21.84
Intern (Grant)	\$ 8.00 - 20.00
Ordinance Enforcement Officer	\$ 8.00 full-time Insp.midpoint
<i>Right-of-Way Representative</i>	\$ 21.40 - 32.10
<i>Senior Right-of-Way Representative</i>	\$ 30.00 - 60.00
Temp. Engineer-Design	\$ 50.00 - 60.00

NOTE: 2006 Revisions are denoted by Italics (new position titles) and strike-outs (eliminated titles)