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J-05

CITY COUNCIL AGENDA ITEM

Date: January 2, 2019

To: Mark F. Miller, City Manager

From: Jeanette Menig, Human Resources Director
Destiney Bodnovich, Human Resources Specialist

Subject: Recommended Pay Ranges for Part-time Classifications

History

The City of Troy employs part-time and/or seasonal employees in almost every internal and external service we provide. The number of employees varies seasonally, ranging from 300 to nearly 1,000 including election employees.

The 2018 Strategies #6 and #8 direct us to “invest in innovative public servants who are leaders in trust, inclusiveness, creativity, and kindness” and “recruit (and) retain employees by creating career advancement and development opportunities for both full-time and part-time.” Providing the opportunity to reward high-performing employees with wage increases is an essential tool in achieving these goals.

We last updated the pay ranges for part-time classifications in January 2016, therefore, earlier this year the Human Resources Department completed a market survey of neighboring and comparable communities/libraries to help provide direction regarding realigning our part-time pay ranges. The survey revealed that many of our ranges required adjustment in order to remain competitive and recognize the performance of employees.

Financial

Very few of the suggested pay ranges will result in an immediate financial impact because this recommendation focuses on expanding the ranges; range minimums have only been increased where there is an organizational reason for separation between classifications. The financial impact will be realized incrementally as departments conduct performance evaluations and identify the employees who will receive increases – with the new ranges, employees whose hourly rates were previously held at the maximum of the range will be eligible to receive raises in 2019.

Further affecting our part-time pay is the Michigan minimum wage. The recommendations provide flexibility for the first years of the scheduled increases to the minimum wage (minimum wage is scheduled to increase \$.20 - .25 per year until 2030). If we implement the recommended pay ranges we will not immediately face pay range compression and we will maintain flexibility if the minimum wage schedule is delayed.

Recommendation

Implement the Part-time Job Classifications and Pay Ranges to align our wages to be competitive in the market. The recommended classification plan with pay ranges is attached.



PAY RANGES

PART-TIME CLASSIFICATIONS

JANUARY 1, 2019

General Classifications

Administrative Aide	\$ 17.00 – 24.00	Librarian – Substitute	\$ 16.50 – 28.50
Appraiser	23.25 – 32.00	Library Aide or Substitute	13.00 – 19.50
Assistant Pool/Concession Manager	9.50 – 19.00	Library Assistant or Substitute	11.00 – 17.00
Background Investigator	20.00 – 23.00	Library Page or Substitute	minimum wage – 13.50
Building Maintenance Specialist	20.00 – 28.75	Marketing Associate	15.00 – 23.00
Cable Production Specialist	16.50 – 25.50	Office Assistant	11.00 – 17.00
Camera Operator	minimum wage – 20.00	Ordinance Enforcement Officer	23.25 – 32.00
Community Affairs Associate	20.00 – 23.00	Police Computer Technician	18.00 – 20.00
Crossing Guard	10.00 – 17.00	Police Desk Attendant	20.00 – 23.00
Customer Service Assistant	9.50 – 17.00	Pool/Concession Manager	10.00 – 21.00
Election Aide	15.00	Pre-School Coordinator	14.50 – 23.00
Election Inspector	12.00	Public Works Assistant	minimum wage – 15.00
Engineering Inspector	25.00 – 33.00	Recreation Supervisor	16.50 – 26.00
Fire Staff Assistant	11.00 – 17.00	Seasonal Supervisor	11.50 – 16.50
Fitness/Wellness Specialist	15.00 – 40.00	Shuttle Driver	12.00 – 18.00
Grant Specialist	18.00 – 23.00	Student Enforcement Aide	minimum wage – 13.50
Housing and Zoning Inspector	23.25 – 32.00	Summer Laborer	minimum wage – 14.00
Intern	10.00 – 16.00	Trolley Bus Driver	18.00 – 23.00
Investigative Assistant	20.00 – 23.00	Umpire	12.75 – 21.00
Librarian	18.50 – 28.50	911 Operator	20.00 – 23.00

<u>Coordinators</u>	minimum wage – 21.00
Adaptive Program	Safety Town
Basketball – Adult	Senior Program
Basketball – Youth	Soccer – Adult
Building Supervisor	Softball – Adult
Day Camp Leader	Softball - Youth
Day Porter	Sports – Youth
Recreation	Volleyball – Adult

<u>Instructors</u>	minimum wage – 19.00
Dance	Safety Town
Day Camp Leader	Sports – Youth
Physical Fitness	Water Safety
Pre-School	Water Safety – Private

<u>Support</u>	minimum wage – 14.50
Aide – Adaptive Program	Babysitter
Aide – Pre-School	Cashier
Aide – Recreation	Lifeguard
Aide – Safety Town	Scorekeeper
Attendant – Community Center	
Attendant – Pool	

<u>Officials/Referees</u>	minimum wage – 18.50
Official – Basketball – Youth	
Referee - Hockey	

Note: Michigan Minimum Wage is \$9.25 as of December 2018; it is scheduled to increase to \$9.45 on March 29, 2019. Annual increases are scheduled until 2030, but are dependent on an unemployment rate less than 8.5%.