

**AGENDA
LEBANON CITY COUNCIL
MAY 6, 2020**

9. NEW BUSINESS:

**9.B – PRESENTATION OF FIRST READING AND SET PUBLIC HEARING FOR
JUNE 3, 2020: AMENDMENT TO ORDINANCE NO. 18; TO INCLUDE THE
POSITIONS OF TECHNICAL ADVISOR I & II AND GENERAL INTERN I & II
TO THE NON-AFFILIATED COMPENSATION SCHEDULES**

BACKGROUND

Due to past vacancies, retirements, and the possibility of unforeseen events, the City would like to add the positions of Technical Advisor I (Grade 11) and Technical Advisor II (Grade 16) to the Salary Plan as non-affiliated employees. Adding these positions will provide advantages to the City in that new employees, or those that have been promoted and will be transitioning into their promotional position, will have the benefit of utilizing the expertise of those that have worked for the City but are no longer working full-time. The inclusion of these positions will also permit the City to retain those employees with highly valued institutional knowledge to complete projects or assist in special events, when needed. This will also provide cost savings as Technical Advisor(s) will be paid an hourly rate, for hours worked, without the additional costs associated with full-time employment.

The City would also like to add two intern positions: General Intern I and General Intern II. The General Intern I is an entry level position and is proposed for inclusion in the Seasonal/Temporary & Stipend Employees Compensation Schedule. The General Intern II position has been classified as a Grade 1 position and is proposed to be included in the Regular Full- & Part-Time Employees Compensation Schedule. The General Intern II position will specialize in a City department which aligns with the student's course repertoire and department functions at an advanced level.

Gloria Leskiewicz, Human Resources Director, will be present to discuss all proposed amendments and answer any questions the Council may have.

Process to Amend Ordinance No. 18

The Council is asked to begin the process of amending Ordinance No. 18 to incorporate the positions of Technical Advisor I & II and General Intern I & II in the Non-Affiliated Compensation Schedules.

Amending Ordinance No. 18 requires three separate presentations (see City Charter subsections 419:22, 419:24, 419:25, 419:52) followed by a public hearing and the vote of at least two-thirds (2/3) of all members of the City Council – six (6) members - to adopt.

The Council is asked to recognize the first of three presentations on May 6th and to schedule a public hearing for June 3, 2020 to amend the Ordinance. The second and third presentations will follow on May 20 and June 3, respectively.

ACTION

The City Council is asked to take the following actions:

1. ACKNOWLEDGE FIRST PRESENTATION:

MOVED, that the Lebanon City Council acknowledges the first of three presentations to amend Ordinance No. 18, Salary Plan, Article II, by adding the positions of Technical Advisor I (Grade 11), Technical Advisor II (Grade 16), General Intern II (Grade 1), and the seasonal/temporary position of General Intern I to the Non-Affiliated Compensation and Classification schedules.

Changes to the compensation and classification schedules is shown in red italics type

REGULAR FULL-TIME/REGULAR PART-TIME NON-AFFILIATED EMPLOYEES – 2020 SALARY GRADES 1.6% GWI

<u>Grade</u>	<u>Position Title</u>	<u>Hourly</u>		<u>Weekly</u>	
		<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
1	<i>General Intern II</i>	<i>\$16.52</i>	<i>\$22.31</i>	-	-
2	Custodian	\$17.52	\$23.64	-	-
	Department Secretary	-	-	-	-
3	Airport Maintenance Worker	\$18.56	\$25.06	-	-
	Custodian I	-	-	-	-
4	Library Assistant	\$19.68	\$26.57	-	-
5		\$20.86	28.15	-	-
6		\$22.11	\$29.84	-	-
7	Administrative Secretary	\$23.43	\$31.64	-	-
	Assessing Clerk	-	-	-	-
	Assistant City Clerk	-	-	-	-
	Assistant Human Services Director	-	-	-	-
	Communications Specialist	-	-	-	-
	Library Administrative/Technical Assistant	-	-	-	-
8	Administrative Assistant	\$24.84	\$33.54	-	-
	Benefits Coordinator/Payroll Specialist	-	-	-	-
	Deputy City Clerk	-	-	-	-
	Deputy Tax Collector	-	-	-	-
	Young Adult Librarian	-	-	\$993.65	\$1,341.53
	Outreach Librarian	-	-	-	-
9	Executive Assistant	\$27.32	\$36.88	-	-
	Digital Media Officer	-	-	-	-
	Information Technology Technical Specialist	-	-	-	-
	Systems Librarian	-	-	\$1,092.81	\$1,475.23
	Information Technology Librarian	-	-	-	-
	Children's Librarian	-	-	-	-
10	Financial Analyst	30.05	\$40.57	-	-
	Tax Collector	-	-	-	-
	Human Services Director	-	-	\$1202.11	\$1,622.84
11	<i>Technical Advisor I</i>	<i>\$33.09</i>	<i>\$44.67</i>		

	Deputy Library Director	-	-	\$1,323.45	\$1,786.70
12	City Clerk	-	-	\$1,402.68	\$1,893.45
	Deputy Finance Director	-	-	-	-
	Prosecuting Attorney	-	-	-	-
13	Airport Manager	-	-	\$1,486.91	\$2,007.28
	Assistant Fire Chief	-	-	-	-
	Deputy Police Chief	-	-	-	-
	Human Resources Director	-	-	-	-
	Recreation Director	-	-	-	-
	Systems and Information Technology Administrator	-	-	-	-
14	Assistant Director/Public Works	-	-	\$1,576.13	\$2,127.78
	Chief Assessor	-	-	-	-
	Library Director	-	-	-	-
15	Information Technology Director	-	-	\$1,670.78	\$2,255.37
16	<i>Technical Advisor II</i>	<i>\$44.27</i>	<i>\$59.76</i>		
	Chief of Police	-	-	\$1,770.86	\$2,390.47
	Director of Planning and Zoning	-	-	-	-
	Director of Public Works	-	-	-	-
	Finance Director	-	-	-	-
	Fire Chief	-	-	-	-
	Deputy City Manager	-	-	-	-

SEASONAL/TEMPORARY& STIPEND EMPLOYEES

Seasonal, temporary and part-time positions with less than 20 hours are not placed into grades. These positions are based upon comparable municipal positions and wages and/or local current market values. These positions are NOT eligible for employee benefits. Seasonal positions are up to 6 months in duration; part-time positions are less than 20 hours weekly and may be year-round or by event; temporary positions vary in length of service (less than 1 year).

POSITION TITLE	HOURLY	
ELECTION POSITIONS (HOURLY)		
Ballot Clerk		\$10.00
Election Assistant		\$10.00
Supervisors of the Checklist		\$10.00
Moderator		\$12.50
Ward Clerk		\$12.50
PARK AND RECREATION POSITIONS		
Camp Counselors	\$10.00	\$12.00
Front Desk Attendants – Pool	\$10.00	\$12.00
Head Front Desk Attendants	\$11.00	\$13.50
Site Assistant	\$10.00	\$13.00
Lifeguards	\$10.00	\$12.00
Head/Lead Counselors	\$13.00	\$16.00
Site Assistant	\$10.00	\$13.00
Head & WSI Lifeguards	\$12.00	\$15.00
Head Front Desk Attendant - Pool	\$12.00	\$15.00
Outdoor Adventurer - Educator	\$12.50	\$16.00

Softball Coordinator	\$12.50	\$16.00
Camp Director	\$13.00	\$16.00
Day Camp Counselors	\$10.00	\$14.00
Arts & Craft Director	\$13.00	\$16.00
Farmers Market Coordinator	\$14.00	\$18.00
Market Assistant	\$12.00	\$15.00
Tennis Instructor	\$15.00	\$19.00
Stomp & Romp	\$15.00	\$19.00
Asst. Pool Director	\$15.00	\$19.00
Pool Director	\$16.00	\$20.00
LIBRARY POSITIONS		
Circulation Substitutes		\$13.21
Reference Librarian Substitutes		\$22.32
PUBLIC WORK POSITIONS		
Engineering Clerk	\$11.00	\$14.00
GIS Clerk - (or Intern)	\$15.00	\$17.00
Seasonal Laborers – Summer & Fall DPW, Parks & Rec. & Airport	\$16.00	\$19.00
CDL Seasonal Drivers	\$22.81	\$27.30
PLANNING POSITIONS		
Park Ranger	\$15.00	\$17.00
POLICE DEPARTMENT POSITIONS		
Crossing Guard		\$16.29
Police Administrative Aide	\$20.00	\$23.00
Parking Control Officer	\$20.00	\$23.00
Police Officers	\$26.46	\$31.91
CITY CLERK POSITIONS		
Assistant City Clerks (Part-Time/Temp. <20)	\$23.06	\$31.14
Recording Secretary	\$21.50	\$23.50
Recording Secretary Coordinator	\$22.00	\$24.00
SHARED POSITION		
<i>General Intern I</i>	<i>\$13.00</i>	<i>\$16.50</i>
STIPEND POSITIONS		
Sport Coaches – Seasonally (Lacrosse, Track, Youth – Basketball, Field Hockey, Football, Cheerleader Coach etc. – may vary due to Programs)	\$200	\$700
(Chair) Supervisors of the Check List	\$150	\$250
Supervisor of the Voter Checklist	\$150	\$250

2. SCHEDULE PUBLIC HEARING:

MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, June 3, 2020, beginning at 7:00pm, Remote via Microsoft Teams, for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, Article II, Non-Affiliated Employees by adding the positions of Technical Advisor I, (Grade 11), Technical Advisor II (Grade 16), General Intern II (Grade I), and the seasonal/temporary position of General Intern I to the Non-Affiliated Compensation and Classification Schedules.