

**AGENDA
LEBANON CITY COUNCIL
JULY 1, 2020**

9. NEW BUSINESS:

**9.D PRESENTATION OF FIRST READING AND SET PUBLIC HEARING FOR
AUGUST 5, 2020: AMEND ORDINANCE NO. 18 TO INTERGRATE LPASE
POSITIONS INTO THE NON-AFFILIATED COMPENSATION & CLASSIFICATION
SCHEDULE AND REMOVE IN ITS ENTIRETY “ARTICLE III, SECTION D –
LEBANON PROFESSIONAL AND SALARIED EMPLOYEES (LPASE)”**

BACKGROUND

During 2019 negotiations with the Lebanon Professional, Administrative and Salaried Employees (LPASE) Collective Bargaining Unit, the City agreed to provide an independent wage and classification study to review LPASE positions. Municipal Resources Incorporated (MRI), was contracted to perform the study which included a thorough market analysis and comprehensive review of each position within the bargaining unit.

The market analysis compared average, minimum, and maximum salaries with the towns of Bedford, Dover, Durham, Hampton, Hanover, and Hooksett; and the cities of Claremont, Concord, and Keene.

The comprehensive review of job positions was a collaboration between employees, department heads and MRI staff. Each employee was charged with reviewing their individual job descriptions and completing a position analysis questionnaire. Department Heads met with employees and finalized job descriptions based on department needs and operations. MRI then analyzed, measured, and compared against a common set of criteria in a systematic and objective manner utilizing a point-factor evaluation to arrive at an assigned salary grade.

Due to the similar nature of LPASE positions and those that are currently non-affiliated, the decision was made to integrate the classification and pay plans to create one comprehensive compensation and classification schedule (see below for proposed changes). The Proposed integration will provide a useful tool to the City when evaluating and analyzing changes to an existing LPASE and/or Non-Affiliated position as the same point-factor system was used in both wage and classification studies.

Gloria Leskiewicz, Human Resources Director, will be present to discuss the proposed amendment 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 integrate the LPASE Wage and Classification Schedule into Article II - Non-Affiliated Employees Salary Pay Plan, and to remove Article III, Section D, Lebanon, Professional, Administrative and Salaried Employees (LPASE).

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 July 1, and to schedule a public hearing for August 5, 2020 to amend the Ordinance. The second and third presentations will follow on July 15, and August 5, respectively.

ACTION

Should the Council accept the recommendations of City Administration, the following motions are offered for consideration:

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, to integrate the Lebanon Professional, Administrative and Salaried Employees (LPASE) into the Non-Affiliated Compensation and Classification schedule; AND to remove Article III, Section D, Lebanon, Professional, Administrative and Salaried Employees (LPASE).

Changes to the compensation and classification schedules are shown in blue italics type

REGULAR FULL-TIME/REGULAR PART-TIME NON-AFFILIATED EMPLOYEES & FULL-TIME LEBANON PROFESSIONAL AND SALARIED EMPLOYEES 2020 SALARY GRADES 1.6% GWI					
Grade	Position Title	Hourly		Weekly	
		Minimum	Maximum	Minimum	Maximum
1	General Intern II	\$16.52	\$22.31	-	-
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 Assistant 1	\$23.43	<i>\$31.97</i>		
	Administrative Secretary			-	-
	Assessing Clerk	-	-	-	-
	Assistant City Clerk	-	-	-	-
	Assistant Human Services Director	-	-	-	-
	Communications Specialist	-	-	-	-
	<i>Field Inspector I</i>				
	Library Administrative/Technical Assistant	-	-		
8	Administrative Assistant II	\$24.84	\$33.54	-	-
	Benefits Coordinator/Payroll Specialist	-	-	-	-
	Deputy City Clerk	-	-	-	-
	Deputy Tax Collector	-	-	-	-
	<i>Field Inspector II</i>				
	<i>Electrical Inspector</i>				
	Young Adult Librarian	-	-	\$993.65	\$1,341.53
	Outreach Librarian	-	-	-	-

9	<i>Code Health Inspector</i>	\$27.32	\$36.88		
	Executive Assistant			-	-
	Digital Media Officer	-	-	-	-
	Information Technology Technical Specialist	-	-	-	-
	<i>Associate Planner</i>			\$1,092.81	\$1,475.23
	<i>Real Estate Appraiser II</i>				
	Systems Librarian	-	-		
	Information Technology Librarian	-	-	-	-
10	<i>Assistant City Engineer</i>	\$30.05	\$40.57		
	<i>Cemetery Sexton</i>				
	Financial Analyst			-	-
	<i>Fleet Maintenance Supervisor</i>				
	<i>Maintenance Superintendent</i>				
	<i>Police Communications Supervisor</i>				
	Tax Collector				
	Human Services Director	-	-	\$1,202.11	\$1,622.84
	<i>Recreation Program Coordinator</i>				
11	Technical Advisor I	\$33.09	\$44.67		
	<i>Utilities Maintenance Superintendent</i>				
	<i>Administrative Services Manager</i>	-	-	\$1,323.45	\$1,786.70
	<i>Airport Operations Supervisor</i>				
	<i>Assistant Recreation Director</i>				
	<i>Code Enforcement Director</i>				
	Deputy Library Director				
	<i>Fire Marshal</i>				
	<i>Planner/GIS Coordinator</i>				
	<i>Senior Planner</i>				
12	<i>Wastewater Treatment Superintendent</i>	\$35.07	\$47.34		
	<i>Water Treatment Superintendent</i>				
	<i>City Assessor</i>			\$1,402.68	\$1,893.45
	City Clerk	-	-		
	<i>City Engineer</i>				
	<i>City Planner</i>				
	Deputy Finance Director	-	-	-	-
	<i>Energy & Facilities Manager</i>	-	-	-	-
	<i>Police Lieutenant</i>				
	Prosecuting Attorney				
	<i>Solid Waste Manager</i>				
13	Airport Manager	-	-	\$1,486.91	\$2,007.28
	Assistant Fire Chief	-	-	-	-
	<i>Deputy Fire Chief</i>				
	Deputy Police Chief	-	-	-	-
	Human Resources Director	-	-	-	-
	<i>Information Systems Manager</i>				
	<i>Maintenance Manager</i>				
	Recreation Director	-	-	-	-
	<i>Police Captain</i>				
	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	Technical Advisor II	\$44.27	\$59.76		
	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	-	-	-	-

- Non-Union positions are designated in black print
- *LPASE Members are designated in blue italics*

LPASE EMPLOYEES: The January 1, 2021 GWI shall be based on the NE Urban CIP for June 2019 – June 2020, but in no case shall be less than one and one-half percent (1.5%) nor greater than three percent (3%).

2. SCHEDULE PUBLIC HEARING:

MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, August 5, beginning at 7:00 p.m., Remote via Microsoft Teams, for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, to integrate the Lebanon, Professional, Administrative and Salaried Employees (LPASE) wage and classification schedule into Article II - Non-Affiliated Employees Salary Pay Plan; and to remove Article III, Section D, Lebanon, Professional, Administrative and Salaried Employees (LPASE).