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KEIZER PERSONNEL POLICY COMMITTEE **AGENDA**

Monday, January 29, 2024, 6:00 PM
Keizer City Council Chambers

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
 - a. October 2023 Minutes**
- 3. DISCUSSION**
 - a. 2023 4th Quarter Staff Liaison Report**
- 4. OTHER BUSINESS/STAFF LIAISON REPORT**
- 5. ADJOURN**

Next meeting: April 22nd

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."

Personnel Policy Committee – City Council Chambers – Keizer, Oregon

Date: October 9, 2023

Time Called to Order:

6:07 p.m.

Committee Member		Present	Absent	Staff:		Present	Absent
Cathy Clark	Mayor	X		Machell DePina	Human Resources	X	
Shaney Starr	Councilor		X	Adam Brown	City Manager	X	
Laura Reid	Councilor	X		Melissa Bisset	City Recorder	X	
				Kristen Meyers	Human Resources		x

*Introduced
Reviewed
Discussed*

Agenda Item				Action Taken
Approval of Minutes – July 24, 2023	X	X	X	Minutes approved unanimously.
Personnel Policy Manual	X	X	X	Human Resources Director DePina reviewed the status of draft Personnel Policy Manual updates and shared that she expects to have a final draft specific to the sections listed in the 2023 3 rd Quarter Staff Liaison Report for review by the Personnel Policy Committee before it goes before the City Council.
City Attorney Recruitment	X	X	X	Ms. DePina shared that she was working with the recruiter on a new timeline for the City Attorney Recruitment. She provided a revised proposed timeline for the recruitment and was waiting to hear back from the recruiter. The extended deadline would be November 13, 2023.
Other Business/ Staff Liaison Report	X	X	X	Work After Retirement Policy – HR and Finance have researched information on the number of City employees who would be eligible for PERS retirees to return to work full-time. The Finance Director would be estimating the financial impact and there would be a meeting with the Executive Leadership Team for discussion. The next steps would be a review by the Personnel Policy Committee and then a presentation to the City Council. Ms. DePina reminded the Personnel Policy Committee of the current wording in the Policy.

Salary Surveys & Equitable Pay Analysis – Legal review had been completed and the first review of the results by the Executive Leadership Team recently took place. Ms. DePina shared that out of 62 classifications, a fairly small percentage is anticipated to be adjusted. She noted that she believes it’s a testament to the hard work of the Executive Leadership Team and supervisors have done to ensure that job descriptions are as accurate as possible and that the City has been adhering to the intent of the Equal Pay Act.

Classification Review – A review of the IT System Technician classification has been requested and is in progress. The recommendation is currently under review by Human Resources and would be forwarded to the City Manager. The Personnel Policy Committee would be updated once the review was completed. Discussion ensued regarding the long-standing identified classification needs and how those needs may be supported or changed as a result of the adoption of the new Strategic Plan.

Paid Leave Oregon – There were six current claims filed. The current experience was that Paid Leave Oregon and Federal Family and Medical Leave Act/State of Oregon Family Leave Act (FMLA/OFLA) paperwork was being completed at the same time. Human Resources had been responding to questions and supporting the employees in the initial filing of paperwork.

The number of requests for FMLA/OFLA for the quarter was provided.

PERS – Subject Salary Reporting Issue – Ms. DePina explained that a grievance was filed by the Keizer Police Association directly to the City Manager on September 5, 2023. She explained that the City is continuing discussions with attorneys and PERS to further clarify the situation and process for resolution. She noted that the City was committed to doing the right thing. The City would continue to press forward to get a clear answer.

Human Resources Information System – The draft Request for Proposals (RFP) for the 2nd attempt to secure an HRIS/Payroll vendor has been forwarded to the Legal

			<p>Department. Ms. DePina noted that it was critical to get a vendor on soon to be able to get through the labor-intensive process of implementation before the HR Director's final retirement in December 2024.</p> <p>Risk Management – Ms. DePina shared that there was a quarterly meeting of the Safety Committee on September 14th. She noted that there were safety inspections in all areas during August and September and reviewed the results as outlined in the Staff Liaison Report.</p> <p>Workers Compensation – Ms. DePina shared that there were four new incident reports, but no new claims and no time loss in the 3rd quarter. There were no current open claims. There was a previously reported, closed 2021 claim that was appealed, denied, and resubmitted with additional claimed injuries.</p>
Other Business:			None
Next Meeting: January 22, 2024		Adjourn: 7:00 p.m.	
		Minutes Approved:	



City of Keizer
Human Resources Department

Date: January 29, 2024

To: Personnel Policy Committee (PPC)
Mayor Cathy Clark
Councilor Laura Reid
Council President Shaney Starr

From: Machell DePina
Human Resources Director

Re: 2023 4th Quarter Staff Liaison Report

RECRUITMENT & SELECTION

Human Resources (HR) Director Recruitment

I have proposed to City Manager Brown early recruitment of the HR Director given it is the last of the leadership positions to be filled, we still have available funds in the budget that were specifically allocated for overlap of key leadership employees and potential challenges of securing an experienced candidate that will be a good fit with our leadership team and future organizational goals. I have recommended the following:

- Current HR Director to be responsible for planning and beginning the recruitment process and HR Generalist Meyers and either a select local HR Director or recent HR Director retiree run the interview process.
- An announcement to post in early February, interviews/background/offer in March and a start date in early April.
- Upon hire, current HR Director to become HR Director Emeritus, moves to vacant office in HR Department and is a historical resource to the new HR Director and team member on the HR Department Team while working on high-priority HR/City projects such as those listed below (actual projects dependent on City Manager/HR Director priorities):
 - ✓ Preparation for & full implementation of the still to be secured Human Resources Information (HRIS)/Payroll platform – Given all HR processes are currently manual and were not designed with the capacity to work in an automated process, significant workflow review and mapping is required which extends beyond HR to Payroll (including integration with Springbrook) and communication with staff and supervisors.
 - ✓ Developing & presenting training and providing initial support to employees on access and use of the new Oregon Paid Family Medical Leave (OPFML) program and the HRIS – This work would include coordination with vendors and reaching out to other HR shops to identify, select, customize and deliver training and resources to employees.
 - ✓ Personnel Policy & Safety Manual Processes – While we anticipate we will be able to finalize the update of the Personnel Policy Manual in the next few months, considerable additional work remains in establishing a formal annual review and update process for

each as well as working with OSHA and CIS to ensure the Safety Manual is appropriately updated with respect to new requirements established since its inception in 2017. Both manuals will also require reformatting and review/development of related tools and forms as needed to integrate into the HRIS and other automated systems currently under development.

- ✓ Salary Survey & Internal Pay Equity Programs – Assistance with development of ongoing salary survey and internal pay equity review strategies and processes including establishing operational guidelines to guide future HR staff, updating job descriptions with Pay Equity Scoring Factor data and developing a schedule for ongoing review – all in consultation with Executive Leadership Team (ELT) and our labor attorneys.
- ✓ Additional Tasks Potentially Possible with 3 HR employees during overlap period –
 - Review, updates and improvements to recruitment, performance evaluation and open enrollment processes to ensure consistency with the City’s goals and newly established customer service philosophy and values.
 - Development of employee resource sheets for commonly requested benefits information including Total Compensation summaries which supports both education of existing employees and attracts candidates from other organizations.
 - Coordination and streamlining the department’s confidential online folders, archiving and destruction of materials no longer required/needed, transition to paperless office.
 - Research and development of proposals for training and development opportunities for employees based on each department’s needs as well as facilitation, supervisory/management skills, etc.
 - Other special project(s) which may be determined of higher priority than those above by the City Manager and/or HR Director.

Cost of overlap for 9 months = \$125,000

Per our Finance Director: Funds are available for FY 2023-24 for an early hire of the HR Director as well as enough to cover cost for FY 2024-25 given funds already ear-marked for overlapping recruitment opportunity which has not yet been utilized. No funds required to be pulled from any other source.

POLICIES AND PROCEDURES

Personnel Policy Manual

During the last two PPC meetings, we discussed our plans to work with the City Attorney to craft a Staff Report requesting the City Council approve a resolution that changes the existing requirement that the entire Personnel Policy Manual to be approved by the City Council. There was a delay due to a family medical emergency but we were back on track to present at the January 2, 2024 Council meeting. However, we pulled it due to concerns raised by the Legal Department. A week later, we resolved the concerns and shared the recommended material with PPC via email, albeit with a very short timeline for confirmation. Due to the short timeline, we again pulled the topic to present at a future Council meeting.

As of January 10, 2024, PPC members were supportive of the proposed material and are good with us presenting with PPC support at the February 5, 2024 Council meeting so that is the plan.

As shared at the meeting on July 24th, the Executive Leadership Team had just completed their review of the full draft Personnel Policy Manual updates with only a couple items left for some final research. While other unscheduled priorities have interceded in the interim, I anticipate completing those items in the next month and then final formatting for sharing, as appropriate, with PPC, the City Council, union leadership and our employees.

Work After Retirement Policy

As you know, there was a special Work Session on this subject on January 8, 2024. The presentation to the Council included the following information:

Existing Work After Retirement Policy

- Pursuant to Oregon Senate Bill 1049 the City Council adopted a policy effective July 6, 2021 that allows employees who attain “normal retirement age” under PERS to retire and request to be rehired in a “limited duration” position.
- Rehired employees are not subject to the hours worked limitations that if exceeded could impact their retirement benefits.
- Employers are not required to remit the employee 6% PERS contribution (paid by the City).
- The employer PERS contribution is used to pay down the City’s overall obligation.

Existing Policy - Results

As of January 4, 2024:

- 7 out of 18 eligible employees have elected to retire and rehire under the City’s policy.
- The City has saved \$99,819 by not remitting the 6% employee PERS contribution paid by the employer.
- The City has paid \$418,970 towards the overall employer pension obligation due to this policy alone.

Work After Retirement Policy Timeline

- House Bill 2296 extends the provisions of Senate Bill 1049 by 10 years or until December 31, 2034.
- Currently the City’s Work After Retirement policy ends December 31, 2024 regardless of any extension by the State.
- The Keizer Police Association Memorandum of Understanding (MOU), 2021-23 #2 which addresses this issue ends December 31, 2024.
- It’s up to the City Council to decide whether to extend the retire/rehire policy and if so, what the details of the policy should be.

Pros:

- Retain experienced staff
- 6% cost savings from not remitting the employee PERS contribution
- Employer PERS contribution used to pay down PERS liability

Cons:

- Retain more expensive staff
- Additional accrual payouts upon final retirement
- Public perception
- Delays promo/special duty opportunities

Work After Retirement Policy Options

- Take no action and let the existing Work After Retirement Policy end December 31, 2024.
- Modify the policy duration or terms, such as:
 - ✓ Extending the policy for 2, 5 or the full ten-year period.
 - ✓ Limit rehires to a limited duration, such as two years or less.
 - ✓ Adjust rehire provisions such as limit accrual caps and what unused paid time off benefits are paid out upon subsequent retirement.

Executive Leadership Team Recommendation

- Extend policy for five years and then revisit.
- Limit the rehire period per employee to a maximum of two years.
- Limit accrual caps and paid time off benefits to limit large lump sum payments at the end of the two year rehire period.

Next Steps

- Take time to consider the policy.
- Understand that the optics may not be popular with the public or internally with city staff.
- Ask any follow up questions.
- Obtain feedback and revisit in a month.

As a reminder, as shared previously with PPC, based on the current wording in the Work After Retirement policy, in addition to the City agreeing that rehire of each employee is in the best interests of the City at the time of the request employees must:

- not have a record of discipline more serious than a written reprimand within 12 months of retirement,
- not be the subject of a pending investigation or disciplinary process, and
- have received at least a satisfactory rating on their most recent performance evaluation.

During the Work Session on this subject, City Manager Brown mentioned there are not as many coming into the workforce as those leaving as an additional consideration. Also, staff was asked to prepare an analysis comparing the cost of adopting the work after retirement policy versus hiring new employees. In addition, an analysis identifying the impact on future PERS employer contribution rates from adopting the work after retirement policy and using the employer contributions to pay down the City's obligation. It is anticipated that the analysis will be completed by the end of February.

At this point, we welcome any additional conversation this committee would like to have on the subject as well as any additional information requests that may be helpful to make a recommendation in the near future. Please note there are a couple employees who have been waiting on the City's decision on this topic (since the legislature extended the timeline) before they determine their final retirement plans.

CLASSIFICATION AND COMPENSATION

Salary Survey & Internal Pay Equity Review

As reported at the last meeting, legal review was completed and the first review of the results by the Executive Leadership Team (ELT) took place on October 9, 2023. Following a few more meetings as well as individual meetings to discuss job description adjustments needed to reflect changes in how a few classifications were being used, the final version of the results was confirmed last week on Tuesday, January 23, 2024.

Attached is a summary document that shows all existing City of Keizer classifications as they are now in the first column and the recommended adjustments in the second column. There is also additional information on the reverse regarding each classification recommended to be adjusted.

In summary, there are 9 classifications out of 62 recommended to be adjusted which is only 14.5% as compared to 23% in 2017, 62% in 2013 and 59% in 2007. We believe this is a testament to the hard work the Executive Leadership Team and our supervisors have done to ensure we are keeping our job descriptions accurate as possible and that we have been adhering to the intent of the Equal Pay Act since passage, even though it has taken some time to complete our internal review.

Included in the 9 classifications are 16 employees who would receive retroactive adjustments back to July 1, 2022 and 14 employees who would receive adjustments beginning January 1, 2024. The adjustment recommendations take into consideration the results of the 2021-22 Unrepresented Salary Survey which was completed but placed on hold based on both LGPS recommendation and legal advice until the Internal Pay Equity Review could be completed. Classifications fell into a number of categories:

- Salary Survey recommended potential pay adjustment & Internal Pay Equity Review confirmed – recommended to be retroactive to 7.01.22.
- Salary Survey recommended potential pay adjustment & Internal Pay Equity Review did not support an adjustment.
- Salary Survey confirmed pay was appropriate & Internal Pay Equity Review required an adjustment upward – recommended effective date of 1.01.24.
- Salary Survey confirmed pay was appropriate & Internal Pay Equity Review confirmed no change needed.
- Salary Survey confirmed pay was appropriate & Internal Pay Equity Review required an adjustment downward – recommended effective date of 1.01.24. Note downward adjustment possible only because position is not currently filled.

ELT members met with all impacted employees as well as employee groups that expressed specific interest in the results January 23 – 25, 2024. In addition, information about the status of the project was shared at the All Staff meeting that took place on January 25th. In all cases, we have been clear that the results are recommendations at this time and must be reviewed and approved by the City Council.

With PPC support, we are planning to introduce the results at the February 5, 2024 City Council meeting with a request for direction to return for resolution approval at the February 20, 2023 City Council Meeting. We see this topic as more of a compliance issue given the recommended

action meets legislative requirements for pay equity. With respect to fiscal impact, as a reminder, funds were set aside as part of the current budget specifically for this purpose.

As we've discussed in the past, while the Salary Survey is complicated in general, the Internal Pay Equity Review is even more complicated given legislation only defined one factor of the five listed. We started with a vendor product and had to customize to fit the City of Keizer's operations. With an end result of 13 different job characteristics, each with their own scoring criteria which had to be applied to each of the 62 classifications and then cross-referenced and qualified, it's safe to say that we have more than met the standards of the Equal Pay Act. Should any PPC member want to wade into the details, please contact me and we will schedule time to meet 1:1. Please note you will need to set aside at least a couple hours for a cursory overview. Also, bring caffeine and sugar as may be needed.

Additional Pay Adjustment for All Non-Represented Employees

PPC members will recall concern raised at the conclusion of Keizer Police Association collective bargaining (July 2023) that the City ensures we are fair and equitable to our non-represented employees with respect pay and benefits. Based on our ongoing review of such increases for our represented employees as well as the increases provided by our comparable municipalities for the classifications that are unrepresented at the City of Keizer, the ELT also recommends a 1% pay adjustment for all non-represented employees effective January 1, 2024. Accordingly, I plan to also present this request at the February 5, 2024 City Council meeting with a request for direction to return for resolution approval at the February 20, 2023 City Council Meeting. We see this topic as a policy decision rather than a compliance situation, however, we hope the PPC will support the request.

Much like the 1.5% pay adjustment provided to all employees (both represented and non-represented) on September 7, 2022, this action is intended to address the continued impact of cost of living increases and the data that shows the City of Keizer lags behind comparable municipalities in this arena. While it is always challenging to consider pay increases when we have many other fiscal challenges and a very tight budget as always, we believe it is critical to invest in our employees given the only way we are able to operate on such lean staffing is by having excellent and loyal employees. We do not want to lose them or perhaps worse, send the message we do not value them as much as their coworkers. With respect to fiscal impact, we anticipate sufficient savings in our unspent contingency budgets to cover this cost.

Classification Review

As was shared in December, the review and reclassification of the IT Systems Technician classification to Network Administrator with a working title of Systems Administrator was approved by City Manager Brown. The adjusted duties reflect additional responsibility for serving the IT needs of multiple small cities via intergovernmental agreements.

Potential Future Classifications Reviews

- FT Public Information Officer (PIO)/Community Outreach and Cultural Engagement Coordinator
- Additional Code Enforcement Capacity
- FT Human Resources Analyst (delayed with less impact with implementation of HRIS)
- PT or FT Deputy City Attorney (with litigation experience)
- Potential future reclass of current Legal Assistant to Paralegal
- Assistant Finance Director (continues to be on hold)

- PT or FT Community Service Officer (funds for prior PT CSO used for rehire of retired Sergeant then funding new Property & Evidence position but per Chief, still need this position too)
- Emergency Preparedness Coordinator

BENEFITS

Oregon Paid Family Medical Leave Act (OPFMLA)

As a reminder, PLO benefits started on September 3, 2023. With only one exception every employee who qualifies for FMLA/OFLA has also applied for OPFMLA. In addition, there have been ongoing changes to the program and new information weekly, keeping us hopping. Our HR Generalist is currently spending approximately 80% of her time only on this subject which supports what we've heard from other municipalities who have added a position or a whole unit just to manage this program. We anticipate the need to have service prioritization discussions soon if we are not able to cut down on the workload once we believe we have a handle on all the requirements and processes.

Federal Family and Medical Leave Act (FMLA) / State of Oregon Family Leave Act (OFLA)

During the fourth quarter of 2023 there were 14 requests for FMLA/OFLA protected leave, which is a significant increase from prior quarters. Ten requests were for employees' own serious health conditions, four requests were for a family member's serious health conditions. Based on requests already received in January, we will continue to see high numbers for a while.

PERS Subject Salary Reporting Issue

All information on this topic is currently being distributed via the City Manager's office.

HUMAN RESOURCES INFORMATION SYSTEM

Human Resources Information System (HRIS)

The HR Department received a redline version back from the Legal Department on Thursday, January 25th and will be responding immediately with revisions, as needed.

As previously mentioned, both HR staff and the City Manager continue to make efforts to connect with vendors at conferences and via email to ensure our list for distribution is as robust as possible. It is critical that we get a vendor on board soon so we are able to get through the labor-intensive process of implementation before the HR Director's final retirement in December 2024.

RISK MANAGEMENT

Safety Committee Meeting

Safety Committee Meeting information and site inspection results will be shared in an upcoming Friday update.

Worker's Comp

On Wednesday, January 24th, HR staff met with the Regional Operations Director and 5 staff members from the State Accident Insurance Fund (SAIF) as well as a staff person from CityCounty Insurance and Huggins Insurance to discuss services provided to the City of Keizer as well as our commitment to safety and risk management. After the meeting and a short tour, a number of attendees commented that that would like to work here!

- Seven new Incident Reports – all with no time loss.

- 3 current open claims, 2 are no time loss and close to closing and one is a result of a citizen colliding with a City vehicle and does include time loss.
 - The previously reported closed 2021 claim that was appealed, denied and resubmitted with additional claimed injuries was rescheduled due to the claimant's attorney having a schedule conflict. We anticipate a new hearing in the next few months. Given the facts of this particular claim, the City has no interest in settling and will continue to present data to SAIF attorneys as requested to accurately reflect the physical status of the claimant while working for the City.
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Our future potential meeting dates are:

Monday, April 22, 2024, 6:00 p.m.

Monday, July 22, 2024, 6:00 p.m.

Monday, October 28, 2024, 6:00 p.m.

*****1.22.24 SUMMARIZED SALARY SURVEY/INTERNAL PAY EQUITY REVIEW RESULTS*****

CURRENT CLASSIFICATIONS AND PAY RANGES		RECOMMENDED ADJUSTMENTS SALARY SURVEY/INTERNAL PAY EQUITY	
CURRENT RANGE	CLASS TITLE	NEW RANGE	CLASS TITLE
13	Event Center Assistant	13	Event Center Assistant
14	Administrative Specialist Municipal Court Clerk I Accounting Specialist	14	Administrative Specialist Municipal Court Clerk I Accounting Specialist
15	Municipal Court Clerk II	15	Municipal Court Clerk II
16		16	
17	Accountant Accounting Technician Building Permits Specialist Public Works Permit Specialist	17	Accountant Accounting Technician Building Permits Specialist Public Works Permit Specialist
18	Facility Maintenance Technician	18	Facility Maintenance Technician
19	Code Compliance Officer Deputy City Recorder Executive Assistant - Police Legal Assistant	19	Code Compliance Officer Deputy City Recorder Executive Assistant - Police
20	Assistant Planner	20	Assistant Planner Legal Assistant (+1)
21	Environmental Program Technician Event Center Manager GIS Technician	21	Environmental Program Tech GIS Technician
22	Planner	22	Event Center Manager (+1) Planner
23	Human Resources Generalist Sr. Environmental Program Technician Support Services Supervisor Systems Technician	23	Human Resources Generalist Sr. Environmental Program Tech Support Services Supervisor Systems Technician
24	Parks & Facilities Division Manager	24	Parks & Facilities Division Manager
25	Network Administrator Public Works Division Manager Public Works Project Manager Senior Planner	25	Network Administrator Public Works Division Manager Public Works Project Manager Senior Planner
26		26	
27	City Recorder	27	Assistant Finance Director (-3) Environ & Tech Division Mgr (+2)
28	Sergeant	28	
29		29	Sergeant (+1)
30	Assistant Finance Director Planning Director Public Works Superintendent	30	City Recorder (+3) Planning Director Public Works Superintendent
31	Lieutenant	31	
32		32	Lieutenant (+1)
33	Deputy Chief of Police	33	
34	Community Development Director Finance Director Human Resources Director Public Works Director	34	Community Development Director Deputy Chief of Police (+1) Finance Director Human Resources Director Public Works Director
35		35	
36	Assistant City Manager/Finance Director Chief of Police City Attorney	36	Assistant City Manager/Finance Director Chief of Police
37		37	City Attorney (+1)
38	City Manager	38	City Manager

ADDITIONAL DETAILS

Legal Assistant (1 employee)

Salary Survey result recommended a one range increase if City Attorney is also raised. Internal Equity Review Profile Updated job description with expanded communication responsibility supports shift up one range effective 1.1.2024.

Event Center Manager (1 employee)

Salary Survey result for the Community Center Coordinator classification was no pay change due to newness of the classification and market placement with the Community Center Assistant. Reclassification Event Center Manager completed in August 2023. Internal Equity Review Profile Total for the Event Center Manager classification supports a shift up one range effective 1.1.2024. Notable this classification does not have strong comp data given most similar classifications are within parks & rec programs with limited similar duties.

City Recorder (1 employee)

Salary Survey result for the prior classification was no pay change, even though above market, given unique duties assigned. Reclassification downward, removing unique duties, completed in September 2022. Internal Equity Review Profile Total for updated job description with expanded organizational responsibilities supports a shift up three ranges effective 1.1.2024.

Assistant Finance Director (0 employees)

Salary Survey result was within market so no pay change recommended. Reduced Internal Equity Review Profile Total due to lower Responsibility score supports a shift down three ranges. This classification not currently in use - job description to be revised and reviewed again prior to reactivation.

Environmental & Technical Division Manager (1 employee)

Classification was previously bundled with the majority of other Public Works Division Managers and no salary survey change recommended. Internal Equity Review Profile Total for this classification is higher due to higher education/experience minimum requirements supporting a shift up two ranges effective 1.1.2024.

Sergeant (6 employees)

Salary Survey result for this classification is unique in that it is based on total compensation given a Council Resolution in 2008. Survey results recommended a one range increase if other KPD command positions are also raised. Internal Equity Review supports such an increase effective 7.1.2022.

Lieutenant (3 employees)

Salary Survey recommended a one range increase if other KPD command positions were also raised. Internal Equity Review Profile total supports such an increase effective 7.1.2022.

Deputy Chief of Police (0 employees)

Salary Survey recommended a one range increase if other KPD command positions were also raised. Internal Equity Review Profile Total supports such an increase. This classification not currently in use - job description to be revised and reviewed again prior to reactivation.

City Attorney (1 employee)

Salary Survey recommended a one range increase if other Legal Department positions were also raised. Internal Equity Review Profile Total supports such an increase effective 7.1.2022.

Total = 9 Classifications (16 employees retroactive, 14 employees going forward*)

** While one Lieutenant promoted and the prior City Attorney retired, it is appropriate to also address the pay of those employees for the applicable months prior to promotion and retirement.*