

**CITY OF CRAIG  
MEMORANDUM**

To: Craig Mayor and City Council

From: Brian Templin, City Administrator

Date: November 22, 2023

RE: Resolution 23-18, Amending the City of Craig Pay Classification Schedule

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The city's wage and compensation committee has recommended a number of changes to the pay structure and pay for department managers in the city to make their salaries more competitive and fairer. These recommendations require a number of changes to the current pay classification sheet in order to enact.

Changes include adjustment of grade ranges for some positions, ensuring that there are five progressive levels for each position, modifying one position to a foreman position, documenting a new foreman position and adding two additional grades to accommodate senior positions.

The city's classification schedule is adopted by resolution by the city council.

Recommendation: Move to approve Resolution 23-18.

**CITY OF CRAIG  
RESOLUTION 23-18**

**AMENDING THE CITY OF CRAIG CLASSIFICATION PAY PLAN RECOMMENDATIONS  
MADE BY THE CITY WAGE AND COMPENSATION COMMITTEE**

**WHEREAS**, the City of Craig established a Wage and Compensation Committee in 2023.

**WHEREAS** the Wage and Compensation Committee recommended changes to several management positions to ensure competitive and fair salaries and wages and amendment to the current classification pay plan was recommended to be consistent with the wage increases and adjustments; and,

**WHEREAS**, the City of Craig has revised the pay schedule to reflect these changes to salaries and wages, to adjust manager position on the classification schedule and to add grades as needed to the schedule.

**NOW, THEREFORE BE IT RESOLVED** that the Craig City Council adopts the pay grade schedule attached to this resolution to include the adjustments recommended by the Wage and Compensation Committee.

**BE IT FURTHER RESOLVED** that the effective date of this action is December 15, 2023.

**PASSED AND APPROVED** by a duly constituted quorum of the city council this 14<sup>th</sup> day of December 2023.

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Mayor Kasey Smith

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ATTEST: Mary Salazar, City Clerk

**CITY OF CRAIG PAY GRADE CLASSIFICATION  
CITY COUNCIL RESOLUTION 23-18**

<b>Grade</b>	<b>Wage FY24 Rate</b>	<b>Job Classification</b>	<b>Department</b>	<b>Supervisor</b>	<b>Salary/ Hourly</b>
<b>1</b>	<b>\$11.55 to \$15.32</b>	ETT I	EMS	EMS Coordinator	H
		Library Clerk I	Library	Library Director	H
		Lifeguard I	Swim Pool	Aquatic Manager	H
<b>2</b>	<b>\$15.33 to \$18.61</b>	Assistant Harbormaster I	Harbor	Harbormaster	H
		Dispatcher Recruit	Police	Dispatch Supervisor	H
		EMT I	EMS	EMS Coordinator	H
		ETT 2	EMS	EMS Coordinator	H
		Jailer Recruit	Police	Police Chief	H
		Library Clerk II	Library	Library Director	H
		Lifeguard II	Swim Pool	Aquatic Manager	H
		Parks/Facilities Laborer I	Parks/Facilities	Parks/Facilities Manager	H
		Recreation Assistant I	Recreation	Recreation Director	H
Utility Worker / Operator I	Public Works	Public Works Operator	H		
<b>3</b>	<b>Hourly \$18.62 to \$21.89  Salary \$38,721.28 to \$45,535.36</b>	Accounting Clerk I	Administration	Finance Director	H
		Administrative Assistant I	Administration	City Administrator	H
		Aquatic Manager I	Swim Pool	City Administrator	S
		Assistant Harbormaster II	Harbor	Harbormaster	H
		Dispatch Supervisor I	Police	Police Chief	H
		Dispatcher / Jailer I	Police	Dispatch Supervisor	H
		EMS / EMT II	EMS	EMS Coordinator	H
		Harbor Accounting Clerk I	Harbor	Harbormaster	H
		Harbor Maintenance I	Harbor	Harbormaster	H
		Head Lifeguard I	Swim Pool	Aquatic Manager	H
		Library Clerk III	Library	Library Director	H
		Lifeguard III	Swim Pool	Aquatic Manager	H

<b>Grade</b>	<b>Wage FY24 Rate</b>	<b>Job Classification</b>	<b>Department</b>	<b>Supervisor</b>	<b>Salary/ Hourly</b>
<b>3</b>	<b>(continued)</b>	Parks/Facilities Assistant I	Parks/Public Facilities	Parks/Facilities Manager	H
		Parks/Facilities Laborer II	Parks/Public Facilities	Parks/Facilities Manager	H
		Recreation Assistant II	Recreation	Recreation Director	H
		Swim Coach I	Swim Pool	Aquatic Manager	H
		Utility Worker / Operator II	Public Works	Public Works Director	H
		Water/Sewer Oper. Trainee	Public Works	Public Works Director	H

<b>4</b>	<b>Hourly</b>	Accounting Clerk II	Administration	Finance Director	H	
		Administrative Assistant II	Administration	City Administrator	H	
		<b>\$21.90</b>	Aquatic Manager II	Swim Pool	City Administrator	S
		<b>to</b>	Assistant Harbormaster III	Harbor	Harbormaster	H
		<b>\$25.18</b>	Deputy Harbormaster I	Harbor	Harbormaster	H
		<b>Salary</b>	Dispatch Supervisor II	Police	Police Chief	H
		<b>\$45,556.99</b>	Dispatcher/Jailer II	Police	Dispatch Supervisor	H
		<b>to</b>	EMS Coordinator I	EMS	City Administrator	S
		<b>\$52,371.07</b>	EMS EMT III	EMS	EMS Coordinator	H
			Harbor Accounting Clerk II	Harbor	Harbormaster	H
			Harbor Maintenance II	Harbor	Harbormaster	H
			Head Lifeguard II	Swim Pool	Aquatic Manager	H
			Ice House Operator I	Harbor	Harbormaster	H
			Library Director I	Library	City Administrator	S
			Library Clerk IV	Library	Library Director	H
			Lifeguard IV	Swim Pool	Aquatic Manager	H
			Parks/Facilities Assistant II	Parks/Public Facilities	Parks/Facilities Manager	H
			Parks/Facilities Laborer III	Parks/Public Facilities	Parks/Facilities Manager	H
			Police Dispatcher III	Police	Dispatch Supervisor	H
			Police Officer I	Police	Police Sergeant	H
	Recreation Assistant III	Recreation	Recreation Director	H		

<b>Grade</b>	<b>Wage FY24 Rate</b>	<b>Job Classification</b>	<b>Department</b>	<b>Supervisor</b>	<b>Salary/ Hourly</b>
<b>4</b>	<b>(continued)</b>	Swim Coach II	Swim Pool	Aquatic Manager	H
		Utility Worker/Operator III	Public Works	Public Works Director	H
		WWTP Operator I	Public Works	Public Works Director	H
		Water/Sewer Operator I	Public Works	Public Works Director	H
<b>5</b>	<b>Hourly \$25.19 to \$28.41  Salary \$52,392.70 to \$59,098.62</b>	Accounting Clerk III	Administration	Finance Director	H
		Aquatic Manager III	Swim Pool	City Administrator	S
		Assistant Harbormaster IV	Harbor	Harbormaster	H
		City Clerk I	Administration	City Administrator	S
		Dispatch Supervisor III	Police	Police Chief	H
		Dispatcher / Jailer III	Police	Dispatch Supervisor	H
		EMS Coordinator II	EMS	City Administrator	S
		Harbor Accounting Clerk III	Harbor	City Administrator	H
		Harbor Maintenance III	Harbor	Harbormaster	H
		Head Lifeguard III	Swim Pool	Aquatic Manager	H
		Ice House Operator II	Harbor	Harbormaster	H
		Lead Accounting Clerk I	Administration	Finance Director	H
		Library Director II	Library	City Administrator	S
		Parks/Facilities Assistant III	Parks / Public Facilities	Parks/Facilities Manager	H
		Planning Director I	Planning Director	City Administrator	S
		Police Officer II	Police	Police Sergeant	H
		Recreation Director I	Recreation	City Administrator	S
		Swim Coach III	Swim Pool	Aquatic Manager	H
		Utility Worker / Operator IV	Public Works	Public Works Director	H
		Water / Sewer Operator II	Public Works	Public Works Director	H
WWTP Operator II	Public Works	Public Works Director	H		

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<b>6</b>	<b>Hourly</b> <b>\$28.42</b> <b>to</b> <b>\$31.74</b>  <b>Salary</b> <b>\$59,120.26</b> <b>to</b> <b>\$66,020.86</b>	Aquatic Manager IV	Swim Pool	City Administrator	S
		Assistant Harbormaster V	Harbor	Harbormaster	H
		City Clerk II	Administration	City Administrator	S
		Dispatch Supervisor IV	Police	Police Chief	H
		EMS Coordinator III	EMS	City Administrator	S
		Harbormaster I	Harbor	City Administrator	S
		Ice House Operator III	Harbor	Harbormaster	H
		Lead Accounting Clerk II	Administration	Finance Director	H
		Library Director III	Library	City Administrator	S
		Parks/Facilities Foreman I	Parks / Public Facilities	Public Works Director	H
		Planning Director II	Planning	City Administrator	S
		Police Officer III	Police	Police Sergeant	H
		Police Sergeant I	Police	Police Chief	H
		Public Works Foreman I	Public Works	Public Works Director	H
		Recreation Director II	Recreation	City Administrator	S
		Utility Worker V	Public Works	Public Works Director	H
		Water / Sewer Operator III	Public Works	Public Works Director	H
<b>7</b>	<b>Hourly</b> <b>\$31.75</b> <b>to</b> <b>\$35.03</b>  <b>Salary</b> <b>\$66,042.50</b> <b>to</b> <b>\$72,856.58</b>	Aquatic Manager V	Swim Pool	City Administrator	S
		City Clerk III	Administration	City Administrator	S
		EMS Coordinator IV	EMS	City Administrator	S
		Harbormaster II	Harbor	City Administrator	S
		Lead Accounting Clerk III	Administration	Finance Director	H
		Library Director IV	Library	City Administrator	S
		Parks/Facilities Foreman II	Parks / Public Facilities	Public Works Director	H
		Planning Director III	Planning	City Administrator	S
		Police Officer IV	Police	Police Sergeant	H
		Police Sergeant II	Police	Police Chief	H
		Public Works Foreman II	Public Works	Public Works Director	H
		Recreation Director III	Recreation	City Administrator	S
		Utility Worker VI	Public Works	Public Works Director	H
		Water/Sewer Operator IV	Public Works	Public Works Director	H

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<b>8</b>	<b>Hourly \$35.04 to \$38.31  Salary \$72,878.21 to \$79,692.29</b>	Chief of Police I	Police	City Administrator	S
		City Clerk IV	Administration	City Administrator	S
		EMS Coordinator V	EMS	City Administrator	S
		Harbormaster III	Harbor	City Administrator	S
		Lead Accounting Clerk IV	Administration	Finance Director	H
		Library Director V	Library	City Administrator	S
		Parks/Facilities Foreman III	Parks / Facilities	Public Works Director	H
		Planning Director IV	Planning	City Administrator	S
		Police Officer V	Police	Police Sergeant	H
		Police Sergeant III	Police	Police Chief	H
		Public Works Director I	Public Works	City Administrator	S
		Public Works Foreman III	Public Works	Public Works Director	H
		Recreation Director IV	Recreation	City Administrator	S
		Treasurer / Finance Dir. I	Administration	City Administrator	S
Water/Sewer Oper. V	Public Works	Public Works Director	H		
<b>9</b>	<b>Hourly \$38.32 to \$41.60  Salary \$79,713.92 to \$86,528.00</b>	Chief of Police II	Police	City Administrator	S
		City Clerk V	Administration	City Administrator	S
		Harbormaster IV	Harbor	City Administrator	S
		Lead Accounting Clerk V	Administration	Finance Director	H
		Parks/Facilities Foreman IV	Parks/Facilities	Public Works Director	H
		Planning Director V	Planning	City Administrator	S
		Police Sergeant IV	Police	Police Chief	H
		Public Works Director II	Public Works	City Administrator	S
		Public Works Foreman IV	Public Works	Public Works Director	H
		Recreation Director V	Recreation	City Administrator	S
Treasurer / Finance Dir. II	Administration	City Administrator	S		

<b>Grade</b>	<b>Wage FY24 Rate</b>	<b>Job Classification</b>	<b>Department</b>	<b>Supervisor</b>	<b>Salary/ Hourly</b>
<b>10</b>	<b>Hourly \$41.61 to \$44.89  Salary \$86,549.63 to \$93,363.71</b>	Chief of Police III	Police	City Administrator	S
		Harbormaster V	Harbor	City Administrator	S
		Parks/Facilities Manager V	Park/Facilities	Public Works Directpr	H
		Police Sergeant V	Police	Chief of Police	H
		Public Works Director III	Public Works	City Administrator	S
		Public Works Foreman V	Public Works	Public Works Director	H
		Treasurer/Finance Dir. III	Administration	City Administrator	S
<b>11</b>	<b>Hourly \$44.90 to \$48.48  Salary \$93,385.34 to \$100,848.38</b>	Chief of Police IV	Police	City Administrator	S
		Public Works Director IV	Public Works	City Administrator	S
		Treasurer/Finance Dir. IV	Administration	City Administrator	S
<b>12</b>	<b>Hourly \$48.49 to \$52.09  Salary \$100,849.00 to \$108,349.00</b>	Chief of Police IV	Police	City Administrator	S
		Public Works Director V	Public Works	City Administrator	S
		Treasurer/Finance Dir. V	Administration	City Administrator	S



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<b>13</b>	<b>Hourly \$52.10 to \$60.10</b>	Chief of Police V	Police	City Administrator	S
	<b>Salary \$108,350.00 to \$125,000.00</b>				