



**CITY OF STARKVILLE COVERSHEET
RECOMMENDATION FOR BOARD ACTION**

AGENDA ITEM DEPT.:
AGENDA DATE:
PAGE:

SUBJECT: Discussion and Consideration of Approving the Skills/Pay Rate Progression Policy for the Water Distribution, New Construction Rehab, Sanitation & Environmental Services and Street Departments

AMOUNT & SOURCE OF FUNDING Approximately \$40,000 for Starkville Utilities; Approximately \$75,000 for Sanitation and Environmental Services; Approximately \$25,000 from the general fund to be included in the FY17 budget.

FISCAL NOTE: N/A

AUTHORIZATION HISTORY: N/A

**REQUESTING
DEPARTMENT:**
Mayor's Office

**DIRECTOR'S
AUTHORIZATION:**
Mayor Wiseman

FOR MORE INFORMATION CONTACT:

Mayor Wiseman

SUGGESTED MOTION: Move approval of proposed Skills/Pay Rate Progression Policy.

Rate Progression Plan for Water Distribution, New Construction Rehab, Sanitation & Street Departments

MW 1	MW 2	MW 3
Minimum Pay Rate \$10.00 <small>remain at the current rate of \$9.43 until July 1, 2017</small>	Minimum Pay Rate \$10.25	Minimum Pay Rate \$10.50
Entry Level, unskilled	MW 1 for at least 6 months or comparable experience	MW 2 for at least 6 months or comparable experience
At least 18 years of age	Limited, semi-skilled duties	Limited, semi-skilled duties
Driver's License /meets MVR requirements	Driver's License /meets MVR requirements	Driver's License / Meets MVR requirements
High School graduate or GED	Meets all requirements for Laborer/MW1	Shows initiative and desire to learn & advance
Ability to perform essential job functions	Good standing in department	Good standing in department
Repetitive Lifting up to 50 pounds w/o assistance	No disciplinary actions in last 6 months	No disciplinary actions in last 6 months
	Positive recommendation from supervisor	Positive recommendation from supervisor
	Completed basic training in safety, vehicle safety, work orders, & customer service	Completed additional training in safety, vehicle safety, work orders, & customer service
	Understands department procedures	Fully proficient in work orders & reports
	Completed department specific training	Displays basic data entry skills
	Ability to perform essential job functions	Ability to perform essential job functions
	Repetitive Lifting up to 50 pounds w/o assistance	Repetitive Lifting up to 50 pounds w/o assistance
	Demonstrates flexibility and willingness to perform any/all duties assigned/displays effective teamwork	Demonstrates flexibility and willingness to perform any/all duties assigned/displays effective teamwork
		Completion of required work keys training (math, reading, locating) and attainment of Bronze level

Equipment Operator 1	Equipment Operator 2	Equipment Operator 3/Foreman Trainee
Minimum Pay Rate \$12.50	Minimum Pay Rate \$14.00	Minimum Pay Rate \$15.50
Class B Commercial Driver's License	Class A commercial Driver's License w/tanker & airbrakes	Class A commercial Driver's License w/tanker & airbrakes
MW 3 for at least 6 months or comparable experience	Successful performance as an Equipment Operator 1 for a minimum of twelve (12) months or comparable experience	Successful performance as an Equipment Operator 2 for a minimum of twelve (12) months or comparable experience
Shows initiative and desire to learn & advance	Shows initiative and desire to learn & advance	Completion of departmental specific required certifications
Good standing in department	Good standing in department	Completion of basic leadership training
No disciplinary actions in last 6 months	No disciplinary actions in last 6 months	Able to assist foreman in planning work for the department
Positive recommendation from supervisor	Positive recommendation from supervisor	Able to provide basic leadership of work crew in performance of assigned duties
Ability to operate basic departmental equipment	Ability to operate basic and secondary departmental equipment	Demonstrates successful ability and desire to train other departmental personnel in the operation of equipment and performance of departmental activities
Completed basic training in relevant departmental specific skill sets	Completed advanced training in relevant departmental specific skill sets	Takes a leadership role in assuring the safety of all departmental personnel
Demonstrates flexibility and willingness to perform any/all duties assigned	Successfully demonstrates ability to handle all departmental specific equipment operational duties	Able to perform and train others to perform all departmental functions
Understands departmental work order system	Demonstrates flexibility and willingness to perform any/all duties assigned	Demonstrates flexibility and willingness to perform any/all duties assigned
Able to successfully enter data in computer systems	Completion of required work keys training (work place observation and teamwork)	Fills in for Foreman as may be required
Completion of required work keys training (math, reading, locating) and attainment of Bronze level		Generates departmental reports from computer
		Completion of required work keys training (math, reading, locating) and attainment of Silver level
<i>**The City of Starkville will pay for the maximum amount of two test. This includes the Work keys and CDL test, a waiting period of 6 months is required between failed tests.</i>		

***All positions beyond Equipment Operator 3/Trainee is base upon availability and at the discretion of the Department Head*

Foreman 1	Foreman 2
Minimum Pay Rate \$17.00	Minimum Pay Rate \$18.50
Requires award of position through designated process or completion of performance as a Foreman Trainee and recommendation for advancement.	Successful performance as a Foreman 1 for a minimum of three (3) years or comparable experience
Successful performance as an Equipment Operator 3 for a minimum of twelve (12) months or comparable experience or completion of performance as a Foreman Trainee and recommendation for advancement	Positive recommendation from supervisor
Completion of training in supervision, safety, and teamwork	No disciplinary actions in last 12 months
Demonstrates strong work ethic	
Demonstrates basic computer skills	
Demonstrates thorough understanding of departmental reports, operating procedures, and work orders	
Demonstrates knowledge of all department activities	
Completion of advanced departmental specific certification	

Lead Foreman	Superintendent
Minimum Pay Rate \$21.00	Minimum Pay Rate \$25.00
Requires award of position through designated process	Requires award of position through designated process
Ability to meet all requirements and duties as expressed in the job description	Ability to meet all requirements and duties as expressed in the job description



**CITY OF STARKVILLE COVERSHEET
RECOMMENDATION FOR BOARD ACTION**

AGENDA ITEM DEPT.: Mayor
AGENDA DATE: 9-6-2016
PAGE:

SUBJECT: Discussion and consideration of approving either a skills/pay rate progression plan or internal inequity adjustments proposed by the Fire Department.

AMOUNT & SOURCE OF FUNDING Approximately \$100,000 for the skills/pay rate progression plan; Approximately \$23,000 for the internal inequity adjustments to be funded from the FY17 budget.

FISCAL NOTE: N/A

AUTHORIZATION HISTORY: N/A

**REQUESTING
DEPARTMENT:**
Mayor's Office

**DIRECTOR'S
AUTHORIZATION:**
Mayor Wiseman

FOR MORE INFORMATION CONTACT:

Mayor Wiseman

SUGGESTED MOTION: Move approval of [preferred option].

Rate Progression Plan for Fire Department

Entry Level Firefighter	Firefighter--Intermediate	Firefighter--Certified
Minimum Pay Rate \$10.00	Minimum Pay Rate \$10.50	Minimum Pay Rate \$11.00
Entry Level position	Has been Entry level firefighter for at least three months and has passed one of the course requirements for certification (either academy certification or EMT-including registry)	Has been Firefighter--Intermediate for at least six months and has passed both of the course requirements for certification (academy certification and EMT-including registry)
Driver's License / Meets MVR requirements	Driver's License / Meets MVR requirements	Driver's License / Meets MVR requirements
At least 21 years of age	At least 21 years of age	Shows initiative and desire to learn & advance
High School graduate or GED	Good standing in department	Good standing in department
Ability to perform essential job functions	No disciplinary actions in last 6 months	No disciplinary actions in last 6 months
Meets physical fitness requirements	Positive recommendation from supervisor	Positive recommendation from supervisor
Passed entry-level testing requirements (fitness & written test)	Completed basic training in safety, vehicle safety, work orders, & customer service	Completed additional training in safety, vehicle safety, work orders, & customer service
	Understands department procedures	Understands and completes departmental reports
	Completed department specific training	Displays basic data entry skills
	Ability to perform essential job functions	Ability to perform essential job functions
	Meets physical fitness requirements	Meets physical fitness requirements
	Demonstrates flexibility and willingness to perform any/all duties assigned/displays effective teamwork	Demonstrates flexibility and willingness to perform any/all duties assigned/displays effective teamwork
		Displays commitment to continuing training through relevant academy courses
		Fills in for Sergeant as-needed

Sergeant	Sergeant--Senior	
Minimum Pay Rate \$12.00	Minimum Pay Rate \$13.00	
Requires award of position through designated process	Class B Commercial Driver's License	
Class B Commercial Driver's License	At least one year as Sergeant	
At least three (3) years as a Firefighter	Shows initiative and desire to learn & advance	
Shows initiative and desire to learn & advance	Good standing in department	
Good standing in department	No disciplinary actions in last 6 months	
No disciplinary actions in last 6 months	Positive recommendation from supervisor	
Positive recommendation from supervisor	Ability to operate basic and secondary departmental equipment	
Ability to operate basic departmental equipment	Completed Completed at least 1/2 of required courses for advancement to Lieutenant	
Completed all required courses for the Sergeant level	Successfully demonstrates ability to handle all departmental specific equipment operational duties	
Demonstrates flexibility and willingness to perform any/all duties assigned	Demonstrates flexibility and willingness to perform any/all duties assigned	
Understands and completes departmental reports	Displays commitment to continuing training through relevant academy courses	
Able to successfully enter data in computer systems	Fills in for Lieutenant as-needed	
Displays commitment to continuing training through relevant academy courses		

Lieutenant	Lieutenant--Senior	
Minimum Pay Rate \$14.00	Minimum Pay Rate \$15.00	
Requires award of position through designated process	At least one year as Lieutenant	
At least 3 years as Sergeant	Demonstrates strong work ethic	
Demonstrates strong work ethic	Demonstrates basic computer skills	
Demonstrates basic computer skills	Demonstrates thorough understanding of departmental reports, operating procedures, and work orders	
Takes a leadership role in assuring the safety of all departmental personnel	Demonstrates knowledge of all department activities	
Demonstrates thorough understanding of departmental reports, operating procedures, and work orders	Completed Completed at least 1/2 of required courses for advancement to Captain	
Completed all required courses for the Lieutenant level		

Captain		Batallion Chief			
Minimum Pay Rate \$17.00		Minimum Pay Rate \$21.00			
Requires award of position through designated process		Requires award of position through designated process			
At least 3 years as Lieutenant		At least 3 years as Captain			
Demonstrates strong work ethic		Demonstrates strong work ethic			
Demonstrates basic computer skills		Demonstrates basic computer skills			
Takes a leadership role in assuring the safety of all departmental personnel		Takes a leadership role in assuring the safety of all departmental personnel			
Demonstrates thorough understanding of departmental reports, operating procedures, and work orders		Demonstrates thorough understanding of departmental reports, operating procedures, and work orders			
Completed all required courses for the Captain level		Completed all required courses for the Batallion Chief level			
Fire Inspector 1		Fire Inspector 2		Fire Marshall	
Minimum Pay Rate \$23.00		Minimum Pay Rate \$25.00		Minimum Pay Rate \$26.00	
Requires award of position through designated process		Requires award of position through designated process		Requires award of position through designated process	

Training Officer		Training Chief	
Minimum Pay Rate \$23.00		Minimum Pay Rate \$26.00	
Requires award of position through designated process		Requires award of position through designated process	
Coordinate all training and education for personnel.		Plan and excute	