



Human Resources

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TO: Common Council Members

FROM: Diane Foster
Human Resources Director

DATE: January 21, 2016

SUBJECT: **SALARY ORDINANCES NO. 27-15 AND NO. 28-15**

An additional review of the above referenced salary ordinances was warranted, partially as a result of ongoing planning in relation to the City's annexation and change in status from a Class 3 to a Class 2 city. The following amendments to Salary Ordinances No. 27-15 and No. 28-15 are proposed for your approval at the February 1, 2016 Council Meeting.

Ordinance No. 27-15 – Appointed Officers, Employees and Members of the Police and Fire Departments of the City for the Year 2016

Clerk-Treasurer's Office

This Ordinance has been amended to remove the *Department of the Clerk-Treasurer* since all compensation has been paid to the former Clerk-Treasurer.

Clerk's Office

- *Deputy Clerk* – This Ordinance has been amended to reflect a change in job title from the position of Administrative Assistant to Deputy Clerk to more accurately reflect the current job responsibilities.
- *Administrative Assistant* – This Ordinance has been amended to add the position of Administrative Assistant to support the duties of the Clerk's Office when the part-time position is transitioned to full-time.
- This Ordinance has been amended to remove the Accounting I, Accounting II, and Accounting III positions. These positions were included in the Clerk's Office when the Ordinance was drafted since it was unknown how the Clerk-Treasurer's staff would be managed in 2016.

Engineering Department

- *Project Engineer* – This Ordinance has been amended to reflect a change in job title from the position of Engineering Assistant to Project Engineer to more accurately reflect the current job responsibilities. This position is funded 80% from the General Fund and 20% from Wastewater.
- *Business Manager/Permits Coordinator* – This Ordinance has been amended to add the position of Business Manager/Permits Coordinator to more accurately reflect the current job responsibilities of the current Office Manager. This position is funded 50% from the General

Fund and 50% from Wastewater; there is sufficient funding to accommodate this newly-created position.

- *Administrative Assistant* – This Ordinance has been amended to reflect a change in job title from the position of Office Manager to Administrative Assistant for consistency purposes with other city departments. This position is funded 50% from the General Fund and 50% from Wastewater.

Fire Department

Receptionist/Office Assistant – This Ordinance has been amended to add the full-time position of Receptionist/Office Assistant which is currently staffed with a part-time Office Assistant working 25 hours/week. A sharing arrangement between the Fire Department, Facilities Department, and the Information Technology Department was arranged in order to avoid hiring additional administrative support for each department. In the 37.5 hour regularly scheduled work week, the position would be compensated by the Fire Department for 24 hours, the Facilities Department for 7.5 hours; and the IT Department for 6 hours. There is sufficient funds in all three budgets to accommodate this change.

Information Technology Department

Network Administrator – This Ordinance has been amended to increase the maximum salary for the Network Administrator from \$2,184.84 to \$2,261.76. This position is funded 60% from the General Fund and 40% from Wastewater.

Parks Department

Lilly Nature Center Director – This Ordinance has been amended to reflect a change in job title from the position of Stewardship Director to Lilly Nature Center Director to more accurately reflect the current job responsibilities. The minimum salary range was increased from \$1,563.93 to \$1,643.34 and the maximum salary range was increased from \$1,900.39 to \$2,025.34, making them consistent with the other director-level positions.

Police Department

Sergeant of Training - This Ordinance was amended to remove the position of Sergeant of Training as a housekeeping measure since the position no longer exists.

Ordinance No. 28-15 – 2015 Wastewater Treatment Utility Salary Schedule

Engineering Department

- *Stormwater Inspector* – This Ordinance has been amended to add the position of Stormwater Inspector in support of the City's Stormwater Pollution Prevention Plan (SWPPP). This position will be funded 100% in Wastewater.
- *Project Engineer* – This Ordinance has been amended to reflect a change in job title from the position of Engineering Assistant to Project Engineer to more accurately reflect the current job responsibilities. This position is funded 80% from the General Fund and 20% from Wastewater.
- *Business Manager/Permits Coordinator* – This Ordinance has been amended to add the position of Business Manager/Permits Coordinator to more accurately reflect the current job responsibilities of the current Office Manager. This position is funded 50% from the General Fund and 50% from Wastewater.
- *Administrative Assistant* – This Ordinance has been amended to reflect a change in job title from the position of Office Manager to Administrative Assistant for consistency purposes with other city departments. This position is funded 50% from the General Fund and 50% from Wastewater.

The Board of Public Works and Safety is the governing body that establishes the salary and pay schedule for the Wastewater Treatment Utility, therefore, the above changes are on the agenda for the Board of Works meeting on January 26, 2016. Once these changes are approved, subsequent approval by Council is required in order for them to be effective.

Please contact me or any of the appropriate Department Heads should you have any questions.


/dmf