



**COMMITTEE OF THE WHOLE
of the
NEENAH COMMON COUNCIL
Wednesday, October 19, 2022 at 6:00 p.m.
Council Chambers
211 Walnut Street**

AGENDA

- I. Call to Order & Roll Call.
- II. 2023 Salary Plan Review.
- III. Adjournment.

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Clerk's Office (920) 886-6100 or the **City's ADA Coordinator at (920) 886-6106 or e-mail attorney@ci.Neenah.wi.us** at least 48 hours prior to the scheduled meeting or event to request an accommodation **at 886-6100 at least 24 hours in advance of the meeting.**"



MEMORANDUM

DATE: October 15, 2022
TO: President Stevenson and Members of the Common Council
FROM: Lindsay Kehl, Human Resources *L Kehl*
RE: 2023 Salary Plan Review

Over the past year, the City has been working closely with Carlson Dettmann Consulting to conduct a full review of the City's salary plan. The last time a review of this magnitude was conducted was in 2013.

In this process, each employee completed an updated Job Description Questionnaire (JDQ) and job description which provided Carlson Dettmann with the most up to date data regarding the position's scope and responsibilities. Carlson Dettmann then used that information to conduct job evaluations on each position. The job evaluation scores, in connection with market data, led to the creation of a new plan structure.

We provided an update of the salary plan review to the Finance & Personnel Committee in August. While the labor market continues to shift, several of our comparable communities (approximately 40%) are also in the process of reviewing their plans. Knowing that those reviews are also underway, we discussed the desire to ensure the City's structure was competitive despite a shifting market. As such, the proposed open range plan places the City at the 62.5% placement to market. That means, roughly 37.5% of communities have structures higher than ours and 62.5% have structures lower than ours. In reality, however, since the comparable communities currently undergoing review will also have new plans, we will likely be closer to a 50% placement upon implementation.

Additionally, understanding the unique competition within our laborer positions in the Public Works and Parks departments, Carlson Dettmann recommended a Step Plan that takes these staff through a 13 step progression throughout their career. Currently, the laborers are on a step plan until they reach the control point, and then they enter an open range plan. The ability to see exactly where wages will land year over year is attractive to potential job seekers, consistent with other private sector and public sector pay progression, and provides a sense of stability to current staff to ensure they understand where their wages will land both short and long term. While we feel this option benefits staff, we also believe it benefits the City. It also allows the City to maintain a performance review system, where step movement requires meeting performance expectations. In addition, the range for wages is compact, resulting in a lower maximum salary than under an open range plan.

Implementation of the new plan will take effect 1/1/23; the exact strategy for which is currently being discussed amongst myself, Consultant Heather Barber, Interim Director Kahl and Mayor Lang and will be brought through the budget process for formal approval.

Staff requests a recommendation to Council to approve the City's new salary plan, effective January 1, 2023.

**2023 Salary Plan - Non-Laborers (DRAFT) - 50/75th percentile of market
CITY OF NEENAH
CLASSIFICATION STRUCTURE**

POSITION	DEPARTMENT	82.50% Min	100% Mid	117.50% Max
Grade 21: SALARIED City Attorney	DOLAS	\$103,089	\$124,956	\$146,823
Grade 20: SALARIED VACANT		\$97,008	\$117,585	\$138,162
Grade 19: SALARIED Director of Information Systems Director of HR & Safety Director of CD & Assessment Director of Public Works Fire Chief Director of Finance Police Chief Library Director	Information Systems Human Resources & Safety Community Development Public Works Fire Department Finance Department Police Department Library	\$92,954	\$112,671	\$132,388
Grade 18: SALARIED Director of Parks & Recreation Director of Water Utility	Parks & Recreation Water Department	\$88,900	\$107,757	\$126,614
Grade 17: SALARIED VACANT		\$84,862	\$102,863	\$120,863
Grade 16: SALARIED Assistant Chief	Police Department	\$80,808	\$97,949	\$115,089
Grade 15: SALARIED Captain Deputy Director Deputy Chief	Police Department Library Fire Department	\$76,753	\$93,035	\$109,316
Grade 14: SALARIED Deputy Director of CD & Assessment Youth Services Manager Deputy Director of Finance	Community Development Library Finance Department	\$72,699	\$88,121	\$103,542
Grade 14F: SALARIED		\$77,546	\$93,995	\$110,444

Public Works Superintendent	Public Works			
Grade 13: SALARIED		\$68,645	\$83,207	\$97,768
Chief Building Inspector	Community Development			
Assistant Chief of Training/Emergency Mgmt	Fire Department			
Assistant Chief of Prevention/Inspection	Fire Department			
Network Administrator	Information Systems			
Civil Engineer III	Public Works			
Traffic Engineer	Public Works			
Superintendent of Recreation	Parks & Recreation			
City Clerk	DOLAS			
Circulation Services Manager	Library			
Grade 13F: SALARIED		\$73,222	\$88,754	\$104,285
WD Treatment Manager	Water Department			
WD Distribution Manager	Water Department			
Superintendent of Parks	Parks & Recreation			
Grade 12: SALARIED		\$64,591	\$78,293	\$91,994
Plumbing Inspector	Community Development			
Programmer/Analyst	Information Systems			
Civil Engineer II	Public Works			
Grade 11: SALARIED		\$60,537	\$73,379	\$86,220
Recreation Supervisor	Parks & Recreation			
Grade 11F: SALARIED		\$64,573	\$78,270	\$91,968
Parks Supervisor	Parks & Recreation			
Fleet Maintenance Superintendent	Public Works			
Assistant Superintendent	Public Works			
Grade 10: SALARIED		\$56,499	\$68,484	\$80,469
Geographic Information Systems Coordinator	Information Systems			
Adult Services Librarian	Library			
Youth Services Librarian	Library			
Assistant Treasurer	Finance Department			
Support Services Supervisor	Police Department			
Engineering Tech	Public Works			
Building Inspector	Community Development			
Building Manager	Public Works			
Property Appraiser II	Community Development			
Grade 10H: HOURLY		\$28.97	\$35.12	\$41.27
Water Distribution Maintenance Tech II	Water Department			

Water Filtration Plant Electrical Technician	Water Department			
Grade 9: SALARIED		\$52,445	\$63,570	\$74,695
Assistant Planner	Community Development			
PC/Network Specialist	Information Systems			
Grade 9H: Hourly		\$26.90	\$32.60	\$38.31
Human Resources Recruiter / Coordinator	Human Resources			
Grade 8: SALARIED		\$48,391	\$58,656	\$68,921
Assistant Librarian - Circ	Library			
Assistant Librarian - Youth	Library			
Assistant Librarian - Acquisitions	Library			
Evidence Custodian	Police Department			
Property Appraiser I	Community Development			
Community Development Coordinator	Community Development			
Payroll/AP/AR Coordinator	Finance			
Legal Assistant/Paralegal	DOLAS			
Fire/Rescue Management Assistant	Fire			
Building Custodian	Library			
Executive Administrative Assistant	Police Department			
Grade 8H: Hourly		\$24.82	\$30.08	\$35.34
Water Filtration Plant Relief Operator	Water Department			
Water Filtration Plant Operator	Water Department			
Human Resources & Safety Assistant	Human Resources			
Water Filtration Mechanical Technician	Water Department			
Water Distribution Maintenance Technician	Water Department			
Fleet Maintenance Specialist	Police Department			
Grade 7: SALARIED		\$44,337	\$53,742	\$63,147
Const. Inspector/Engineering Aide	Public Works			
Deputy Clerk	DOLAS			
Office Manager	Public Works			
Municipal Clerk of Courts	Municipal Court			
Code Enforcement Officer	Police Department			
Administrative Assistant/Mayor	DOLAS			
Building Custodian	Police Department			
Office Manager	Parks & Recreation			
Grade 6: SALARIED		\$40,283	\$48,828	\$57,373
Utility Billing Coordinator / AP Specialist	Finance			
Open Records Clerk/Accreditation Assistant	Police Department			
Accounting Clerk	Finance			

Finance and Accounting Office Assistant	Finance			
Records Coordinator/Court Coordinator	Police Department			
Records Coordinator/LRMS Admin.	Police Department			
Record Clerk - Data Entry	Police Department			
Cashier - Full Time	Finance			
Grade 6H: HOURLY		\$20.66	\$25.04	\$29.42
Library Administrative Assistant	Library			
Water Administrative Assistant	Water			
Public Works Garage Administrative Assistant	Public Works			
Administrative Assistant	Community Development			
Administrative Assistant	Police Department			
Treasury Support Specialist - Part Time	Finance			
Communication Technicians	Police Department			
Grade 5: SALARIED		\$37,243	\$45,143	\$53,042
VACANT				
Grade 5H: HOURLY		\$19.10	\$23.15	\$27.20
Parks & Recreation Administrative Assistant	Parks & Recreation			
Grade 4H: HOURLY		\$18.06	\$21.89	\$25.72
Library Assistant - Circulation	Library			
Library Assistant - Tech Services	Library			

**2023 Laborer Plan
CITY OF NEENAH
CLASSIFICATION STRUCTURE**

Step:	1	2	3	4	5	6	7	8	9	10	11	12	13
Percent of Midpoint:	85.0%	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105%	107.5%	110.0%	112.5%	115.0%
Grade F	\$26.52	\$27.30	\$28.08	\$28.86	\$29.64	\$30.42	\$31.20	\$31.98	\$32.76	\$33.54	\$34.32	\$35.10	\$35.88
Mechanics Parks Arborist Cemetery Foreman													
Grade E	\$24.49	\$25.21	\$25.93	\$26.65	\$27.37	\$28.09	\$28.81	\$29.53	\$30.25	\$30.97	\$31.69	\$32.41	\$33.13
Lead Park Technician													
Grade D	\$22.46	\$23.12	\$23.78	\$24.44	\$25.10	\$25.76	\$26.42	\$27.08	\$27.74	\$28.40	\$29.06	\$29.72	\$30.38
Traffic Maintenance Wkr Street Crew Person Parks Technician Cemetery Technician													
Grade C	\$20.43	\$21.04	\$21.64	\$22.24	\$22.84	\$23.44	\$24.04	\$24.64	\$25.24	\$25.84	\$26.44	\$27.05	\$27.65
Shop/Building Attendant													

Employees move to next step on anniversary date (must meet performance expectations)