

# CITY OF URBANDALE

## COUNCIL LETTER #7028



3600 86th Street Urbandale, IA 50322  
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**Meeting:** City Council - April 5, 2022  
**Staff Contact:** Erin Freeman, Director of Human Resources  
**Department:** Human Resources

### AGENDA ITEM:

Non-Union Employee Salary Schedules for FY2022-2023

### RECOMMENDATION:

Approve the non-union employee salary schedules for FY2022-2023.

CITY ATTORNEY REVIEWED:	FINANCE REVIEWED:	CORRESPONDS WITH:
N/A	Pending	Benefits & Compensation

### ATTACHMENTS:

Non-Union Salary FY2022-2023

### PROJECT DESCRIPTION:

At its meeting of March 8, 2022 the City Council approved the FY2022-2023 operating budget. This budget anticipated salary increases for both full-time and part-time non-union employees as recommended in the attached FY2022-2023 wage schedules.

New schedules have been prepared to reflect the recommended salary levels for non-union employees during FY2022-2023 and these schedules reflect a 4.0% across the board increase to the ranges effective on July 1, 2022. Table A includes the recommended salary ranges for the City's full-time non-union management and general employees. Table B includes the recommended salary ranges for the City's permanent part-time non-union employees. Table C includes the recommended salary ranges for the City's non-benefited part-time and seasonal employees. Table D includes the recommended salary ranges for the City's part-time Fire and EMS personnel.

The FY2022-2023 non-union pay schedules referenced above for Tables A – D are all attached.

It should be noted that the recommended salary increases for non-union employees come after a review of wage increases for other metro-area cities as well as the wage settlements for the collective bargaining units within the City of Urbandale. The Police union negotiated a wage schedule adjustment in addition to a 4.0% general wage increase effective July 1, 2022 and will receive steps for which they may be eligible per the contract. The Fire union negotiated a wage schedule adjustment in addition to a 3.0% general wage increase effective July 1, 2022 and will receive steps for which they may be eligible per the contract. The Labor union will receive a 3.5% general wage increase effective July 1, 2022 and will receive steps for which they may be eligible per the contract. The City Council approved the union wage schedules at its meeting of February 22, 2022.

Therefore, it is recommended that the City Council, at its meeting of April 5, 2022, approve the salary schedule for the City's non-union employees as outlined above.

**NON-UNION MANAGEMENT AND GENERAL EMPLOYEE SCHEDULE  
FY2022-FY2023 FULL-TIME  
July 1, 2022 to June 30, 2023**

<b>Status</b>	<b>Classification</b>	<b>Range</b>	<b>Exempt/Non Exempt</b>
Non CS	Library Custodian	C	NE
Non CS	Office Assistant	C	NE
Non CS	Library Assistant	D	NE
CS	Administrative Technician	E	NE
CS	Recreation Specialist	E	NE
CS	Community Service Officer	E	NE
CS	Administrative Specialist	G	NE
CS	Evidence Technician	G	NE
CS	Accountant I	H	E
Non CS	Executive Assistant	H	NE
CS	Facility Maintenance Technician	H	NE
CS	GIS Specialist	H	NE
CS	Recreation Coordinator	H	E
CS	Traffic Signal Technician	H	NE
CS	Building Inspector I	I	NE
Non CS	Chief Deputy City Clerk	I	NE
CS	Code Enforcement Officer	I	NE
CS	Economic Development Specialist I	I	E
CS	Engineering and Storm Water Technician	I	NE
CS	Engineering Technician	I	NE
CS	Facilities Maintenance Specialist	I	NE
CS	IT Specialist	I	E
Non CS	Library Specialist	I	E
CS	Planner I	I	E
CS	Staff Engineer	I	E
CS	Accountant II	J	E
CS	Building Inspector II	J	NE
CS	Economic Development Specialist II	J	E
CS	IT Administrator	J	E
CS	Marketing & Communications Specialist I	J	E
CS	Civilian Records Supervisor/Accreditation Manager	K	E
CS	Human Resources Analyst	K	E
CS	GIS Coordinator	K	NE
Non CS	Library Manager	K	E
CS	Planner II	K	E
CS	Senior Center Program Supervisor	K	E
CS	Senior Engineering Technician	K	NE
CS	Marketing & Communications Specialist II	K	E
CS	Associate Building Official/Plans Examiner	L	E
Non CS	City Clerk	L	E
CS	Facilities Maintenance Supervisor	L	E
CS	Fleet Supervisor	L	E
CS	Parks Supervisor	L	E
CS	Public Works Supervisor	L	E
Non CS	Assistant Director of Parks and Recreation	M	E
Non CS	Assistant Finance Director	M	E
CS	Fire/EMS Lieutenant	M	NE
CS	Police Sergeant	M	NE
Non CS	Recreation Superintendent	M	E

<b>Status</b>	<b>Classification</b>	<b>Range</b>	<b>E/NE</b>
Non CS	Senior Engineer - PE	M	E
Non CS	Assistant Director of Economic Development	N	E
Non CS	Building Official	N	E
Non CS	Community Development Manager/Chief Planner	N	E
CS	Fire Captain	N	NE
CS	Fire Marshal	N	E
Non CS	Assistant Director of Public Works	O	E
CS	Assistant Fire Chief	O	E
Non CS	Assistant Library Director	O	E
Non CS	Director of Risk Management and Support Services	O	E
CS	Police Captain	O	E
Non CS	Economic Development Director	P	E
Non CS	Assistant Director of Engineering	Q	E
Non CS	Director of Technology	Q	E
Non CS	Library Director	R	E
Non CS	Assistant City Manager/Economic Development Director	S	E
Non CS	Community Development Director	S	E
Non CS	Director of Human Resources	S	E
Non CS	Director of Parks and Recreation	S	E
Non CS	Chief of Police	T	E
Non CS	Director of Engineering and Public Works	T	E
Non CS	Finance Director	T	E
Non CS	Fire Chief/Emergency Preparedness Director	T	E
Non CS	City Manager	Y	E

CS - Civil Service Position

E - Exempt (Salary)

Non CS - Not a Civil Service Position

NE - Non Exempt (Hourly)

TABLE A  
 FY2022-2023 ANNUAL SALARY RANGE  
 NON-UNION MANAGEMENT AND GENERAL EMPLOYEE SCHEDULE  
 July 1, 2022 to June 30, 2023

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16
A	32,140	33,061	33,980	34,899	35,819	36,739	37,186	37,658	38,106	38,578	39,026	39,497	39,945	40,418	40,865	41,337
B	34,947	35,960	36,951	37,942	38,955	39,945	40,441	40,935	41,454	41,950	42,446	42,941	43,435	43,930	44,450	44,945
C	37,753	38,838	39,920	41,006	42,068	43,153	43,695	44,237	44,779	45,321	45,840	46,383	46,925	47,468	48,010	48,552
D	40,559	41,713	42,893	44,049	45,204	46,359	46,950	47,516	48,104	48,670	49,260	49,825	50,415	51,005	51,570	52,160
E	43,364	44,614	45,840	47,090	48,316	49,566	50,179	50,816	51,428	52,042	52,656	53,293	53,905	54,518	55,131	55,768
F	46,170	47,491	48,811	50,132	51,453	52,774	53,433	54,094	54,754	55,414	56,075	56,735	57,394	58,056	58,714	59,376
G	50,369	51,807	53,245	54,683	56,122	57,560	58,292	58,998	59,729	60,436	61,168	61,875	62,606	63,314	64,044	64,752
H	55,980	57,584	59,187	60,767	62,371	63,974	64,775	65,578	66,379	67,181	67,982	68,762	69,561	70,364	71,166	71,968
I	61,593	63,362	65,105	66,874	68,620	70,387	71,261	72,156	73,029	73,901	74,798	75,669	76,543	77,439	78,310	79,184
J	67,204	69,114	71,049	72,958	74,890	76,802	77,769	78,711	79,678	80,646	81,612	82,555	83,522	84,489	85,433	86,399
K	72,793	74,869	76,943	79,042	81,118	83,192	84,230	85,266	86,305	87,342	88,404	89,441	90,478	91,516	92,554	93,591
L	78,406	80,646	82,886	85,126	87,365	89,606	90,737	91,846	92,978	94,086	95,218	96,327	97,457	98,566	99,699	100,806
M	84,016	86,422	88,829	91,209	93,615	96,020	97,223	98,425	99,628	100,831	102,033	103,212	104,414	105,617	106,819	108,022
N	89,629	92,200	94,746	97,316	99,863	102,434	103,707	105,005	106,278	107,551	108,847	110,120	111,394	112,666	113,965	115,237
O	95,218	97,952	100,665	103,377	106,112	108,825	110,191	111,537	112,903	114,271	115,616	116,982	118,351	119,719	121,062	122,430
P	100,831	103,707	106,583	109,484	112,362	115,237	116,677	118,115	119,553	120,993	122,430	123,892	125,330	126,769	128,208	129,645
Q	106,442	109,484	112,526	115,568	118,610	121,652	123,161	124,693	126,202	127,735	129,245	130,778	132,287	133,820	135,329	136,861
R	112,055	115,261	118,468	121,652	124,859	128,066	129,670	131,272	132,876	134,480	136,058	137,663	139,266	140,869	142,474	144,076
S	119,057	122,454	125,849	129,268	132,663	136,058	137,757	139,456	141,153	142,874	144,572	146,270	147,967	149,665	151,364	153,062
T	127,476	131,108	134,762	138,394	142,048	145,680	147,496	149,313	151,152	152,966	154,783	156,598	158,437	160,253	162,069	163,884
U	135,870	139,761	143,628	147,519	151,387	155,278	157,212	159,169	161,102	163,036	164,993	166,926	168,860	170,818	172,750	174,685
V	144,289	148,415	152,542	156,645	160,772	164,898	166,950	169,025	171,077	173,152	175,204	177,254	179,329	181,381	183,456	185,508
W	152,707	157,070	161,432	165,795	170,156	174,519	176,713	178,882	181,074	183,244	185,436	187,607	189,800	191,968	194,162	196,330
X	161,102	165,700	170,298	174,896	179,494	184,092	184,117	188,714	188,715	191,026	193,313	195,624	197,935	200,222	202,533	204,820
Y	169,520	174,355	179,212	184,045	188,902	193,737	196,167	198,571	201,000	203,428	205,858	208,264	210,693	213,121	215,525	217,954

**FY 2022-2023 HOURLY RATE RANGE NON-UNION BENEFIT ELIGIBLE  
PART-TIME SCHEDULE JULY 1, 2022 TO JUNE 30, 2023**

<u>Classification</u>	<u>Range</u>
Office Assistant	C
Library Assistant	D
Accountant I	H

**TABLE B  
FY2022-2023 HOURLY RATE RANGE  
NON-UNION BENEFIT ELIGIBLE PART-TIME EMPLOYEES SCHEDULE  
July 1, 2022 to June 30, 2023**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16
A	15.44	15.90	16.34	16.79	17.22	17.66	17.88	18.11	18.31	18.54	18.77	18.99	19.21	19.43	19.65	19.87
B	16.81	17.28	17.76	18.24	18.72	19.21	19.44	19.69	19.93	20.17	20.42	20.64	20.89	21.11	21.37	21.61
C	18.15	18.67	19.20	19.72	20.23	20.74	21.01	21.28	21.53	21.79	22.04	22.30	22.56	22.82	23.09	23.34
D	19.50	20.06	20.62	21.17	21.74	22.29	22.57	22.84	23.13	23.41	23.67	23.95	24.24	24.52	24.78	25.07
E	20.85	21.44	22.04	22.64	23.22	23.84	24.14	24.42	24.72	25.02	25.31	25.63	25.92	26.21	26.50	26.81
F	22.19	22.83	23.47	24.11	24.73	25.38	25.69	26.01	26.33	26.64	26.95	27.27	27.59	27.91	28.23	28.55
G	24.22	24.91	25.60	26.29	26.98	27.66	28.02	28.36	28.71	29.05	29.40	29.74	30.10	30.44	30.79	31.14
H	26.90	27.68	28.45	29.21	29.99	30.76	31.15	31.52	31.91	32.29	32.69	33.06	33.45	33.83	34.22	34.60
I	29.62	30.46	31.30	32.15	32.99	33.84	34.26	34.68	35.10	35.54	35.96	36.38	36.80	37.22	37.64	38.07
J	32.30	33.23	34.16	35.07	36.00	36.92	37.40	37.85	38.30	38.77	39.24	39.69	40.14	40.62	41.08	41.54
K	35.00	35.99	37.00	37.99	39.00	40.00	40.49	40.99	41.50	42.00	42.50	42.99	43.50	44.00	44.50	44.99

**TABLE C**  
**FY2022-2023 WAGE SCALE SCHEDULE**  
**NON-BENEFIT ELIGIBLE PART-TIME AND SEASONAL EMPLOYEES**  
**July 1, 2022 to June 30, 2023**

	Minimum		Maximum	
<b><u>RECREATION</u></b>				
MAC Camp Supervisor	\$ 20.00	-	\$ 26.00	/ Hour
Youth in the Parks Supervisor	\$ 15.00	-	\$ 17.00	/ Hour
Recreation Leader I	\$ 12.00	-	\$ 13.00	/ Hour
Recreation Leader II	\$ 15.00	-	\$ 17.00	/ Hour
MAC Camp Counselor	\$ 11.00	-	\$ 13.00	/ Hour
<b><u>INTERNS</u></b>				
Civil Engineering Interns	\$ 16.00	-	\$ 18.00	/ Hour
Interns	\$ 14.00	-	\$ 15.00	/ Hour
<b><u>MAINTENANCE/LABOR</u></b>				
Summer Laborer - Public Works (RW/SW/TS) or Parks	\$ 15.00	-	\$ 17.00	/ Hour
Athletic Field Seasonal Maintenance	\$ 15.00	-	\$ 17.00	/ Hour
<b><u>PART-TIME LIBRARY AND OFFICE</u></b>				
Library Assistant	\$ 16.43	-	\$ 24.28	/ Hour
Office Assistant	\$ 16.43	-	\$ 24.28	/ Hour
Library Page	\$ 9.10	-	\$ 10.92	/ Hour

New non-benefit eligible part-time and seasonal staff will be hired at the minimum hourly rate. Returning seasonal staff may be brought back in subsequent seasons up to the maximum hourly rate.

**TABLE D**  
**FY2022-2023 WAGE SALARY SCALE**  
**FIRE DEPARTMENT - PART TIME**  
**July 1, 2022 to June 30, 2023**

**PART-TIME**

Full Member	16.17	/ Hour
Public Education/Fire Prevention	16.17	/ Hour
Fire Recruit	12.67	/ Hour
<b>Certification Pay (#) in Addition to Hourly Base Wage</b>		
Fire Officer I	0.25	/ Hour
Fire Officer II	0.50	/ Hour
Fire Instructor I	0.25	/ Hour
Fire Instructor II	0.50	/ Hour
EMS Instructor	0.25	/ Hour
Inspector	0.25	/ Hour
Engineer	0.25	/ Hour
Lieutenant	2.00	/ Hour
Captain	3.25	/ Hour
Assistant Chief	4.50	/ Hour
EMT - I	1.50	/ Hour
EMT - P	2.00	/ Hour
EMT - PS/RN	3.50	/ Hour

*# Hourly pay at one and one-half rate for General Toned calls*

*Certification Pay is not compiled for I and II level certifications; either, or*