

**RESOLUTION 15-28**

**BE IT RESOLVED** that the City hereby approves those certain recommendations prepared by Evergreen Solutions, LLC related to a proposed pay plan structure, position classifications and pay grade assignments for the City employees set forth therein, the implementation of which shall be phased in over a period up to two years, in substantially the form presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager, whose execution of such agreement shall be conclusive evidence of such approval.

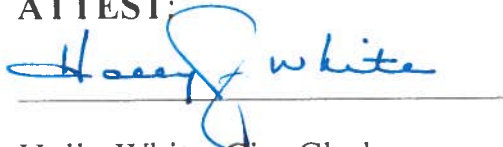
**THIS RESOLUTION** shall be effective immediately upon passage.

**PASSED** in regular session this 11 day of December, 2014 .

**CITY OF PANAMA CITY BEACH**

By:   
Gayle F. Oberst, Mayor

**ATTEST:**

  
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Holly White, City Clerk

## MEMORANDUM

**To:** City Council  
**From:** Mario Gisbert, City Manager  
**Subject:** Salary Study  
**Date:** December 5, 2014

On October 15, 2014, the City Council directed staff to review and verify the Pay Plan Study presented by Evergreen Solutions, and to return to Council a recommendation for its approval and implementation.

Since that time, the Department Heads have reviewed their individual departments and identified inconsistencies and provided clarifications and recommendations related to additional class titles that better service the proposed or current department organizational structure. Evergreen has updated their file with all of the information that was discussed with Department Heads and verified any change with the market and internal equity. Attached is the updated pay plan structure, and listing of job classifications that resulted from that effort.

Staff recommends we adopt the Proposed Pay Grade Assignments, which are "Capped at Peer Average." (Please Note. Cap is for initial implementation, positive performance evaluations will provide for additional compensation opportunities.) Because the Pay Plan Study recommends some individual adjustments that are greater than 5%, staff further recommends these be phased in over 2 years.

In order to implement these new pay grade assignments, Staff will need to bring back to Council a Budget Amendment that accounts for the budget changes in the January meeting. The Budget Amendment will propose to make all adjustments and cap maximum adjustments to 5% or \$5,000 whichever is greater.

Upon implementation of this solution all staff will be equal with the average public sector market peers. During January and February we will start the evaluation process. The evaluations will provide opportunities for all employees and management to better understand their salary goals and performance objectives.

Option	BRING TO MIN	CURRENT RANGE PEN CAPPED AT MID
Total Cost	\$ 52,029.99	\$ 427,387.45
# Adj	36	161
Avg Adj (\$)	\$ 1,445.28	\$ 2,654.58
Avg Adj (%)	4.6%	6.8%

Division	Recommended Title	Recommended Pay Grade	Proposed Grade Minimum	Proposed Grade Midpoint	Proposed Grade Maximum
Water Department	Accounts Payable & Receivable Specialist	27	\$13.60	\$18.02	\$22.44
Building and Planning	Administrative Aide - Licensing	29	\$14.99	\$19.86	\$24.73
Building and Planning	Administrative Aide - Planning	29	\$14.99	\$19.86	\$24.73
Police	Administrative Aide - Police	29	\$14.99	\$19.86	\$24.73
Public Works Administration	Administrative Aide - Public Works	29	\$14.99	\$19.86	\$24.73
Building and Planning	Administrative Support Specialist - Building Department	25	\$12.34	\$16.04	\$19.74
Recreation	Administrative Support Specialist - Recreation	25	\$12.34	\$16.04	\$19.74
Aquatic Center	Aquatics Lifeguard Crew Chief	27	\$13.60	\$18.02	\$22.44
Building and Planning	Assistant City Manager/CRA Engineer	47	\$36.06	\$48.68	\$61.31
Aquatic Center	Beach & Aquatics Administration and Communications Supervisor	28	\$14.28	\$18.92	\$23.56
Aquatic Center	Beach & Aquatics Maintenance Worker I	24	\$11.75	\$15.27	\$18.80
Aquatic Center	Beach & Aquatics Maintenance Worker II	25	\$12.34	\$16.04	\$19.74
Aquatic Center	Beach & Aquatics Superintendent	36	\$21.09	\$27.94	\$34.79
Police	Beach and Surf Officer	28	\$14.28	\$18.92	\$23.56
Wastewater Treatment	Belt Press Operator	30	\$15.74	\$20.86	\$25.97
Building and Planning	Building & Planning Director	46	\$34.34	\$46.36	\$58.38
Building and Planning	Building Inspector	35	\$20.09	\$26.61	\$33.14
Building and Planning	Building Official	42	\$28.26	\$38.15	\$48.04
Public Works Administration	CAD Operator I	29	\$14.99	\$19.86	\$24.73
Public Works Administration	CAD Operator II	31	\$16.53	\$21.90	\$27.27
Administration	City Clerk	40	\$25.63	\$34.60	\$43.57
Public Works Administration	City Engineer/Utilities Director	48	\$37.85	\$51.10	\$64.35
Administration	City Manager	Council			
Building and Planning	Code Enforcement/Animal Control Officer	30	\$15.74	\$20.86	\$25.97
Police	Communications Officer	28	\$14.28	\$18.92	\$23.56
Police	Communications Supervisor	32	\$17.35	\$22.99	\$28.63
Public Works Administration	Cross Connection Control Technician I	29	\$14.99	\$19.86	\$24.73
Public Works Administration	Cross Connection Control Technician II	31	\$16.53	\$21.90	\$27.27
Administration	Custodian	22	\$10.66	\$13.85	\$17.05
Water Department	Customer Service Representative I	25	\$12.34	\$16.04	\$19.74
Water Department	Customer Service Representative II	27	\$13.60	\$18.02	\$22.44
Fire	Deputy Fire Chief	43	\$29.67	\$40.05	\$50.44
Police	Deputy Police Chief	43	\$29.67	\$40.05	\$50.44
Wastewater Treatment	Electrician I	28	\$14.28	\$18.92	\$23.56
Wastewater Treatment	Electrician II	30	\$15.74	\$20.86	\$25.97
Public Works Administration	Engineer I	40	\$25.63	\$34.60	\$43.57
Public Works Administration	Engineer II	44	\$31.15	\$42.06	\$52.96
Fire	Engineer/EMT	27	\$13.60	\$18.02	\$22.44
Fire	Engineer/Paramedic	28	\$14.28	\$18.92	\$23.56
Underground Utilities	Equipment Maintenance Mechanic	33	\$18.23	\$24.15	\$30.07
Administration	Executive Assistant/Deputy City Clerk	35	\$20.09	\$26.61	\$33.14
Recreation	Facilities & Grounds Maintenance Worker	23	\$11.18	\$14.54	\$17.90
Recreation	Facilities & Special Events Coordinator	31	\$16.53	\$21.90	\$27.27
Public Works Administration	Field Inspector I	28	\$14.28	\$18.92	\$23.56
Public Works Administration	Field Inspector II	31	\$16.53	\$21.90	\$27.27
Public Works Administration	Field Inspector III	33	\$18.23	\$24.15	\$30.07
Administration	Finance Director	46	\$34.34	\$46.36	\$58.38
Fire	Fire Battalion Chief	38	\$23.25	\$30.81	\$38.37
Fire	Fire Captain	36	\$21.09	\$27.94	\$34.79
Fire	Fire Chief	46	\$34.34	\$46.36	\$58.38
Fire	Fire Inspector	40	\$25.63	\$34.60	\$43.57
Fire	Fire Lieutenant	32	\$17.35	\$22.99	\$28.63
Fire	Firefighter/EMT	25	\$12.34	\$16.04	\$19.74
Fire	Firefighter/Paramedic	26	\$12.95	\$17.16	\$21.37
Administration	Human Resources Analyst	30	\$15.74	\$20.86	\$25.97
Administration	Human Resources Director	42	\$28.26	\$38.15	\$48.04
Administration	Information Technology Analyst	35	\$20.09	\$26.61	\$33.14
Administration	Information Technology Director	43	\$29.67	\$40.05	\$50.44
Wastewater Treatment	Instrumentation & Controls Technician I	30	\$15.74	\$20.86	\$25.97
Wastewater Treatment	Instrumentation & Controls Technician II	33	\$18.23	\$24.15	\$30.07
Wastewater Treatment	Instrumentation & Controls Technician III	35	\$20.09	\$26.61	\$33.14
Police	Lead Beach and Surf Officer	29	\$14.99	\$19.86	\$24.73
Wastewater Treatment	Lift Station Mechanic A	29	\$14.99	\$19.86	\$24.73
Wastewater Treatment	Lift Station Mechanic B	28	\$14.28	\$18.92	\$23.56
Wastewater Treatment	Lift Station Mechanic C	26	\$12.95	\$17.16	\$21.37
Wastewater Treatment	Lift Station Mechanic Trainee	24	\$11.75	\$15.27	\$18.80
Wastewater Treatment	Lift Station Supervisor	33	\$18.23	\$24.15	\$30.07
Recreation	Maintenance Worker I	23	\$11.18	\$14.54	\$17.90
Recreation	Maintenance Worker II	25	\$12.34	\$16.04	\$19.74
Water Department	Meter Reader I	24	\$11.75	\$15.27	\$18.80
Water Department	Meter Reader II	26	\$12.95	\$17.16	\$21.37
Water Department	Meter Reset Technician	26	\$12.95	\$17.16	\$21.37
Underground Utilities	Meter Service Technician I	26	\$12.95	\$17.16	\$21.37
Underground Utilities	Meter Service Technician II	28	\$14.28	\$18.92	\$23.56
Recreation	Parks & Facilities Maintenance Crew Chief-Athletic Field Maintenance Division	26	\$12.95	\$17.16	\$21.37
Recreation	Parks & Facilities Maintenance Crew Chief-Turf and Irrigation Division	27	\$13.60	\$18.02	\$22.44
Recreation	Parks & Facilities Maintenance Superintendent	36	\$21.09	\$27.94	\$34.79
Recreation	Parks & Facilities Maintenance Supervisor-Athletic Field Maintenance Division	29	\$14.99	\$19.86	\$24.73
Recreation	Parks & Facilities Maintenance Supervisor-Turf and Irrigation Division	31	\$16.53	\$21.90	\$27.27
Recreation	Parks & Recreation Director	44	\$31.15	\$42.06	\$52.96
Recreation	Parks & Recreation Resources Supervisor	30	\$15.74	\$20.86	\$25.97
Water Department	Personnel/Payroll Specialist	32	\$17.35	\$22.99	\$28.63
Pier	Pier Attendant	23	\$11.18	\$14.54	\$17.90

Pier	Pier Attendant Crew Chief	24	\$11.75	\$15.27	\$18.80
Building and Planning	Planner	36	\$21.09	\$27.94	\$34.79
Wastewater Treatment	Plant Operations & Lab Supervisor	37	\$22.15	\$29.34	\$36.54
Police	Police Captain	40	\$25.63	\$34.60	\$43.57
Police	Police Chief	46	\$34.34	\$46.36	\$58.38
Police	Police Corporal	34	\$19.13	\$25.35	\$31.57
Police	Police Corporal	34	\$19.13	\$25.35	\$31.57
Police	Police Lieutenant	38	\$23.25	\$30.81	\$38.37
Police	Police Lieutenant	38	\$23.25	\$30.81	\$38.37
Police	Police Lieutenant	38	\$23.25	\$30.81	\$38.37
Police	Police Lieutenant	38	\$23.25	\$30.81	\$38.37
Police	Police Officer	32	\$17.35	\$22.99	\$28.63
Police	Police Sergeant	36	\$21.09	\$27.94	\$34.79
Public Works Administration	Public Works Director	48	\$37.85	\$51.10	\$64.35
Administration	Receptionist	24	\$11.75	\$15.27	\$18.80
Recreation	Recreation & Athletics Supervisor	31	\$16.53	\$21.90	\$27.27
Recreation	Recreation Administration Supervisor	32	\$17.35	\$22.99	\$28.63
Recreation	Recreation Coordinator	27	\$13.60	\$18.02	\$22.44
Street	Roadside Maintenance Foreman	30	\$15.74	\$20.86	\$25.97
Building and Planning	Senior Administrative Support Specialist - Building Department	29	\$14.99	\$19.86	\$24.73
Administration	Senior Administrative Support Specialist - Civil Service	27	\$13.60	\$18.02	\$22.44
Building and Planning	Senior Planner	39	\$24.41	\$32.34	\$40.27
Street	Senior Street Maintenance Worker	28	\$14.28	\$18.92	\$23.56
Stormwater	Stormwater Maintenance Worker A	29	\$14.99	\$19.86	\$24.73
Stormwater	Stormwater Maintenance Worker B	27	\$13.60	\$18.02	\$22.44
Stormwater	Stormwater Maintenance Worker C	25	\$12.34	\$16.04	\$19.74
Stormwater	Stormwater Maintenance Worker Trainee	24	\$11.75	\$15.27	\$18.80
Stormwater	Stormwater Supervisor	33	\$18.23	\$24.15	\$30.07
Street	Street Maintenance Worker	25	\$12.34	\$16.04	\$19.74
Street	Street Maintenance Worker Trainee	24	\$11.75	\$15.27	\$18.80
Street	Streets Superintendent	34	\$19.13	\$25.35	\$31.57
Police	Supply Clerk/Impound Clerk	25	\$12.34	\$16.04	\$19.74
Underground Utilities	Underground Utilities Foreman	33	\$18.23	\$24.15	\$30.07
Underground Utilities	Underground Utilities Locator I	26	\$12.95	\$17.16	\$21.37
Underground Utilities	Underground Utilities Locator II	28	\$14.28	\$18.92	\$23.56
Underground Utilities	Underground Utilities Superintendent	39	\$24.41	\$32.34	\$40.27
Underground Utilities	Utilities Service Worker I	25	\$12.34	\$16.04	\$19.74
Underground Utilities	Utilities Service Worker II	26	\$12.95	\$17.16	\$21.37
Underground Utilities	Utilities Service Worker III	27	\$13.60	\$18.02	\$22.44
Underground Utilities	Utilities Service Worker IV	28	\$14.28	\$18.92	\$23.56
Underground Utilities	Utilities Service Worker V	29	\$14.99	\$19.86	\$24.73
Underground Utilities	Utilities Service Worker VI	30	\$15.74	\$20.86	\$25.97
Water Department	Utility Billing Supervisor	37	\$22.15	\$29.34	\$36.54
Underground Utilities	Utility Service Worker Trainee	24	\$11.75	\$15.27	\$18.80
Wastewater Treatment	Wastewater Facility Maintenance Supervisor	33	\$18.23	\$24.15	\$30.07
Wastewater Treatment	Wastewater Facility Maintenance Worker I	26	\$12.95	\$17.16	\$21.37
Wastewater Treatment	Wastewater Facility Maintenance Worker II	27	\$13.60	\$18.02	\$22.44
Wastewater Treatment	Wastewater Facility Maintenance Worker III	28	\$14.28	\$18.92	\$23.56
Wastewater Treatment	Wastewater Facility Maintenance Worker Trainee	24	\$11.75	\$15.27	\$18.80
Wastewater Treatment	Wastewater Plant Operator A	32	\$17.35	\$22.99	\$28.63
Wastewater Treatment	Wastewater Plant Operator B	31	\$16.53	\$21.90	\$27.27
Wastewater Treatment	Wastewater Plant Operator C	29	\$14.99	\$19.86	\$24.73
Wastewater Treatment	Wastewater Plant Operator Trainee	24	\$11.75	\$15.27	\$18.80
Wastewater Treatment	Wastewater Plant Superintendent	40	\$25.63	\$34.60	\$43.57
Water Plants	Water Plant Operator A	32	\$17.35	\$22.99	\$28.63
Water Plants	Water Plant Operator B	30	\$15.74	\$20.86	\$25.97
Water Plants	Water Plant Operator C	29	\$14.99	\$19.86	\$24.73
Water Plants	Water Plant Operator Trainee	24	\$11.75	\$15.27	\$18.80
Water Plants	Water Plant Superintendent	38	\$23.25	\$30.81	\$38.37
Police	Police Network Engineer/Forensic Investigator	35	\$20.09	\$26.61	\$33.14