

RESOLUTION NO. 03-17

CITY OF CRAIG

**AMENDING PERSONNEL RULES
(Supercedes No. 96-08)**

WHEREAS, the Personnel Rules adopted by Resolution 95-34 need to be amended in order to update the Classification Pay Plan (Attachment A); and

WHEREAS, the Classification Pay Plan (Attachment A) was previously amended by Resolution 96-08, which is hereby superceded with Resolution 03-17.

THEREFORE BE IT RESOLVED, that the City of Craig by this resolution, amends the Personnel Rules as mentioned above and incorporates the attached Classification Pay Plan – Position by Grade.

PASSED AND APPROVED by a duly constituted quorum of the city council this 19th day of June 2003.


MAYOR DENNIS WATSON


VICKI HAMILTON, CITY CLERK



Resolution 03-17

**CLASSIFICATION PAY PLAN-POSITION BY GRADE
ATTACHMENT (A) Personnel Rules**

Adding a grade between the existing Grade 5 and Grade 6 for purposes of adjusting pay scale to include an additional level.

City Dept Salary /
Officer Head Supervisor Hourly

Non-Classified

Laborer				H
Janitor				H
Park Assistant				H

Part-time and/or temporary

Records Clerk (P-T)				H
Librarian Assistant (P-T)				H
Life Guard I (part-time)				H
WSI Instructor I (part-time)				H
Cashier (part-time)				H

Grade 1

Receptionist				H
Intern				H
Life Guard II				H
WSI Instructor II				H
Cashier II				H

Grade 2

Correction Officer I				H
Dispatcher Fill-in				H
Dispatcher Recruit				H
Clerk Typist I				H
Head Lifeguard I			Y	H
WSI Head Instructor I				H

Grade 3

Police Dispatcher I				H
Nurse I				H
Billing Clerk I				H
Librarian I			Y	H
Utility Worker I				H

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City Dept Salary /
 Officer Head Supervisor Hourly

Harbormaster Asst I				H
Clerk Typist II				H
Head Lifeguard II			Y	H
WSI Instructor II				H

Grade 4

Librarian II		Y	Y	H
Nurse II				H
Police Dispatcher II				H
Accounting Clerk I				H
Billing Clerk II				H
Harbormaster Asst II				H
Clerk Typist III				H

Grade 5

Nurse III				H
Dispatcher III				H
Accounting Clerk II				H
Billing Clerk III				H
Utility Operator II				H
EMS Co-ordinator		Y		H
Harbormaster Asst III				H

Grade 6

Dispatcher IV				H
Accounting Clerk III				H
Utility Operator III				H
Mechanic I				H

Grade 7

Planner I		Y		S
Police Officer Recruit				H
Utility Operator IV				H
Water/Sewer Oper Train				H

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City Dept Salary /
 Officer Head Supervisor Hourly

City Clerk I	Y			S
Mechanic II				H
Equipment Operator I				H
Public Facilities Asst				H
Aquatic Manager I		Y	Y	S

Grade 8

City Clerk II	Y		Y	S
Planner II		Y		S
Mechanic III				H
Police Officer I				H
Water/Sewer Oper I				H
Treasurer I	Y	Y	Y	S
Equipment Operator II				H
Parks/PF Manager I		Y	Y	H
Harbormaster I		Y	Y	S
Aquatic Manager II		Y	Y	S
Maintenance I				H

Grade 9

Planner III		Y		S
Police Officer II				H
Water/Sewer Oper II				H
Treasurer II	Y	Y	Y	S
Equipment Operator III				H
Parks/PF Manager II		Y	Y	S
Harbormaster II		Y	Y	S

Grade 10

Police Officer III				H
Planner IV		Y		S
Parks/PF Manager III		Y	Y	S
Public Works Foreman			Y	H
Water/Sewer Operator III				H

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ATTACHMENT (A) Personnel Rules

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	City Officer	Dept Head	Supervisor	Salary / Hourly
Harbormaster III		Y	Y	S
Grade 11				
Police Sergeant I			Y	H
Grade 12				
Police Sergeant II			Y	H
Public Works Director		Y	Y	S
Grade 13				
Chief of Police I	Y	Y	Y	S
Grade 14				
Chief of Police II	Y	Y	Y	S
Contractual				
City Administrator	Y	Y	Y	S
Doctor		Y	Y	S
Resolution/Ordinance				
City Council				S
Mayor	Y			S