



# **City of Jonesboro**

**Salary Schedule Effective January 1, 2009**

**And Administration Policy Effective**

**January 1, 2010**

**The City of Jonesboro believes that it is in the best interest of both the community we serve and our employees to fairly compensate our work force for the value of the work provided. An independent firm was engaged by the City of Jonesboro to evaluate salaries of employees and provide a compensation program with the following objectives:**

- To provide salary ranges that are fair and internally equitable;**
- To provide salary ranges that are externally competitive with relevant labor markets**

**This salary structure supersedes the Condrey Classification and Compensation Policy for full-time employees of the City of Jonesboro. These policies will be reviewed on an ongoing basis and necessary changes addressed through approval of the Mayor and City Council.**

**Base and/or Merit adjustments, as available, will be established annually and may carry different allocations from year to year.**

## **NEW HIRES**

**No employee will be hired below the minimum of the salary range for the classification. Department Supervisors will have the discretion to request a new hire salary up to halfway between minimum and mid-point of the salary range of the grade, based upon the employee's qualifications with approval of the Human Resources Manager and Mayor. Any salary recommendation in excess of this will require the approval of the Mayor and City Council prior to the salary offer.**

**Department Supervisors should ensure that internal equity exists in the salary structure before a salary is offered to an applicant.**

## **PROMOTIONS**

**A promotion is a process by which a regular full-time employee moves to a job title that has a higher grade and salary range. When moving to a position with a new job description and higher salary range, the promotional increase will be the greatest of five percent (5%) of base pay or the**

**minimum of the new position salary range. In no instance shall a promotional increase result in a salary that exceeds the maximum of the salary range of the new position.**

## **DEMOTIONS**

**Due to organizational re-adjustments or demotions caused by personal matters or inadequate performance, employee may be transferred to a position having a lesser salary range. This type of transfer may necessitate a decrease in salary due to lesser duties and accountabilities but shall not reduce the salary below the minimum of the salary range of the new position.**

**If the demotion occurs within one year of a promotion, the employee will be returned to his previous salary with addition of any cost of living adjustments made in the interim when returned to the position from which they were promoted or to job of similar duties**

## **LATERAL TRANSFERS**

**A lateral transfer is defined as the movement of a regular full-time employee to a classification which has the same grade and salary range. Lateral transfers do not result in salary adjustments.**

## **SALARY INCREASES**

**Annually the Mayor and City Council will consider increasing the salaries within all pay grades. Market Adjustments or Cost of Living Adjustments, if any, will change the salary ranges for each pay grade.**

**Additional increases, if available, are eligible only to increase salary up to the maximum of the position range. In no event, will an employee's current salary increase above the maximum for the position.**

## **STATUS CHANGE PROCEDURE**

**If a supervisor has reason to believe a position needs to be reclassified due to change in duties, increased educational or experience requirements, etc. a request may be submitted to Human Resources along with a job description with the additional or changes duties. If the review results in an upgrade in Job Class the employee will be eligible for an increase equal to no less than the minimum of the new salary range. Such requests may not be submitted more than once in a twelve month period.**

**CITY OF JONESBORO**  
**JESAP Job Titles - Grades - Policy Pay Ranges**

Job Title	Grade	32.1616	Points	20,145.89
	Level	Min (80%)	Midpoint	Max. (120%)
Chief of Police	131	\$ 71,435	\$89,293	\$ 107,152
Fire Chief	131			
Operations Manager	131			
Finance Director	130	\$ 68,862	\$ 86,077	\$ 103,293
Public Works Director	129	\$ 66,289	\$ 82,861	\$ 99,433
Human Resources Director	127	\$ 61,143	\$ 76,429	\$ 91,714
Information Systems Director	127			
Assistant Chief of Police	126	\$ 58,570	\$ 73,213	\$ 87,855
Director of Parks and Recreation	126			
Assistant Fire Chief	126			
Director of Planning	125	\$ 55,997	\$ 69,996	\$ 83,996
Transit Director	124	\$ 53,424	\$ 66,780	\$ 80,136
911 Director	124			
Police Captain	123	\$ 50,851	\$ 63,564	\$ 76,277
Transportation Director	122	\$ 48,278	\$ 60,348	\$ 72,417
Chief Building Official	122			
Sanitation Superintendent	122			
Assistant Parks & Recreation Director	121	\$ 45,705	\$ 57,132	\$ 68,558
Project Manager	121			
Fire Training Officer - Div Chief	121			
Battalion Chief	121			
Assistant City Attorney	121			
Fire Marshall	121			
Facilities Maintenance Director	121			
<u>Police Lieutenant</u>	<u>120</u>	<u>\$ 43,132</u>	<u>\$ 53,916</u>	<u>\$ 64,699</u>
CDBG Grants Coordinator	119	\$ 40,560	\$ 50,699	\$ 60,839
Network Administrator	119			
Fire Captain	119			
Purchasing Manager	119			
Parks Maintenance Superintendent	118	\$37, 987	\$47,483	\$ 56,980
Facilities & Program Planner	118			
Sanitation Supervisor	118			
Software Engineer	118			
Police Sergeant	118			
Transit Field Supervisor	117	\$36,057	\$45,071	\$ 54,085

Collector	117			
Youth Sports Coordinator	116	\$34,770	\$ 43,463	\$ 52,156
Senior Planner	116			
Street Maintenance Supervisor	116			
Street Supervisor	116			
Signalization Supervisor	115			
Financial Accountant	115			
Network Technician	115			
Sexton	114	\$32,198	\$40,247	\$ 48,296
Traffic Coordinator	114			
Firefighter - Driver/Operator	114			
Senior Construction Inspector	114			
Fleet Supervisor	113	\$30,911	\$38,639	\$ 46,367
Records Clerk Supervisor - Police	113			
HR Safety Technician	113			
Office Manager - Streets	113			
Office Manager	113			
Police Officer	112	\$ 29,625	\$ 37,031	\$ 44,437
911 Shift Leader	112			
Computer Technician	112			
Electronic Technician	112			
Street Crew Leader	112			
Crew Leader-Parks	112			
Inspection Coordinator	112			
HVAC Technician	112			
Contract Coordinator	111	\$ 28,338	\$ 35,423	\$ 42,507
Inspector	111			
Construction Inspector	111			
Cartographer	111			
Special Projects Technician	111			
Planning Technician	111			
Firefighter	111			
Budget Specialist	110	\$ 27,052	\$ 33,815	\$ 40,577
Budget Specialist	110			
Accounting Technician	110			
Mechanic - Transit	110			
Signal Technician	110			
Fleet Technician I	110			
Paralegal	110			
Transit Route Coordinator	109	\$ 25,765	\$ 32,206	\$ 38,648
Accounts Payable Specialist	109			
Administrative Assistant - Public Works	109			
911 Dispatchers	109			
Administrative Assistant - Police Dept.	109			

<b>Legal Assistant-Secretary</b>	<b>109</b>			
<b>Maintenance Technician</b>	<b>109</b>			
<b>Administrative Secretary - Clerk's Office</b>	<b>109</b>			
<b>Code Enforcement Officer</b>	<b>109</b>			
<b>Transit Accounting Assistant</b>	<b>109</b>			
<b>Equipment Operator II</b>	<b>109</b>			
<b>Administrative Assistant to the Mayor</b>	<b>109</b>			
<b>Administrative Secretary - Streets</b>	<b>109</b>			
<b>Administrative Secretary - Fire Dept.</b>	<b>109</b>			
<b>Animal Control Officer</b>	<b>109</b>			
<b>Welder</b>	<b>108</b>	<b>\$ 24,479</b>	<b>\$ 30,598</b>	<b>\$ 36,718</b>
<b>Permit Clerk</b>	<b>108</b>			
<b>Transit Driver</b>	<b>108</b>			
<b>Paratransit Coordinator</b>	<b>108</b>			
<b>Cemetery Groundskeeper/Assistant</b>	<b>108</b>			
<b>Equipment Operator II - Street</b>	<b>108</b>			
<b>CID Secretary</b>	<b>108</b>			
<b>Administrative Assistant - Planning</b>	<b>108</b>			
<b>Administrative Assistant - Parks &amp; Rec.</b>	<b>108</b>			
<b>Administrative Secretary - CDBG</b>	<b>108</b>			
<b>Transit Advertising/Marketing Assistant</b>	<b>107</b>	<b>\$ 23,192</b>	<b>\$ 28,990</b>	<b>\$ 34,788</b>
<b>Administrative Secretary - Engineering</b>	<b>107</b>			
<b>Transit Clerk</b>	<b>107</b>			
<b>Equipment Operator I</b>	<b>107</b>			
<b>Equipment Operator I - Street</b>	<b>107</b>			
<b>Sanitation Worker</b>	<b>106</b>	<b>\$ 21,263</b>	<b>\$ 26,578</b>	<b>\$ 31,894</b>
<b>Custodian</b>	<b>106</b>			
<b>Fleet Service Worker</b>	<b>106</b>			
<b>Records Clerk - Police</b>	<b>106</b>			
<b>Kennel Master</b>	<b>106</b>			
<b>Park Maintenance Worker</b>	<b>106</b>			
<b>Maintenance/Custodian</b>	<b>106</b>			
<b>Street Maintenance Laborer</b>	<b>106</b>			
<b>Maintenance Worker</b>	<b>106</b>			