



# **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   |           |           |             |
| Police Lieutenant                     | 120   | \$ 43,132 | \$ 53,916 | \$ 64,699   |
| 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 |           |           |           |
| Transit Field Supervisor          | 117 | \$ 36,057 | \$ 45,071 | \$ 54,085 |
| Police Sergeant                   | 117 |           |           |           |
| 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 |           |           |           |
| Admin Assistant - Public Works    | 109 |           |           |           |
| 911 Dispatchers                   | 109 |           |           |           |

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