

ORDINANCE NO. 2022-18

AN ORDINANCE TO REPEAL ALL PREVIOUS ORDINANCES REGARDING THE COMPENSATION FOR NON-UNION CITY EMPLOYEES, AND ORDINANCE ESTABLISHING THE SCHEDULE OF AUTHORIZED NON-UNION CITY EMPLOYEES, AN ORDINANCE ESTABLISHING THE COMPENSATION FOR NON-UNION CITY EMPLOYEES.

Section I: All previous ordinances regarding compensation of non-union employees, establishing the schedule of authorized non-union employees is hereby repealed, effective at the earliest date allowed by law.

Section II: Pursuant to the recommendations of the Finance and Civil Service Committees, Section 34.30 of the Hillsboro City Code of Ordinances is amended to read as follows:

Section 34.30 SCHEDULE OF AUTHORIZED POSITIONS AND RATES OF COMPENSATION

(A) The following classifications of pay ranges are established for appointed officials:

Safety-Service Director	\$ 75,000 to \$ 90,000
Chief Building Official / Plans Examiner	\$ 65,000 to \$ 85,000
Tax Commissioner	\$ 50,000 to \$ 60,000

(B) The following classifications are hourly pay ranges established for non-union Civil Service Employees and shall receive compensation as provided herein based upon a pay schedule as determined by the Auditor but no fewer than twenty-six weeks (26):

POLICE DEPARTMENT (not subject to collective bargaining)

	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
Administrative Assistant to the Chief	\$ 23.00	\$ 25.00	\$ 27.00	\$ 29.00
Chief	\$ 65,000 to \$ 75,000 * Plus an additional \$20,600 per year for Systems Administrator			
Captain	\$ 55,000 to \$ 65,000			

1st Reading 7-14-22
2nd Reading 8-11-22
3rd Reading 9-15-22

SUPERINTENDENTS / SUPERVISORS

Public Works Superintendent	\$ 75,000 to \$90,000
Water Plant Superintendent	\$ 65,000 to \$ 70,000
Waste Water Superintendent	\$ 65,000 to \$ 70,000
Utility Office Manager	\$ 50,000 to \$ 60,000

ADMINISTRATIVE

Administrative Assistant I	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
	\$ 23.00	\$ 25.00	\$ 27.00	\$ 29.00
Administrative Assistant II/Building	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
Department	\$ 17.50	\$ 19.33	\$ 21.16	\$ 23.00
Administrative Assistant II/HR	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
	\$ 17.50	\$ 19.33	\$ 21.16	\$ 23.00
Systems Administrator	<u>1st Year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
	\$ 19.50	\$ 23.16	\$ 26.82	\$ 30.50
Administrative Assistant I /Grant Writer	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
	\$ 23.00	\$ 25.00	\$ 27.00	\$ 29.00
Economic Development Coordinator/Grant Writer	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
	\$ 23.00	\$25.00	\$ 27.00	\$ 29.00

AUDITOR

Auditor I	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
	\$23.00	\$ 25.00	\$ 27.00	\$ 29.00

Auditor II	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
	\$ 17.50	\$ 19.33	\$ 21.16	\$ 23.00

Auditor III	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
	\$ 11.50	\$ 13.50	\$ 15.50	\$ 17.50

TAX

Deputy Tax Commissioner	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
	\$ 17.50	\$ 19.33	\$ 21.16	\$ 23.00

Deputy Tax Commissioner (1)	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
	\$ 17.50	\$ 19.33	\$ 21.16	\$ 23.00

UTILITY OFFICE

Utility Office Clerk I	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
	\$ 17.50	\$ 19.33	\$ 21.16	\$ 23.00

Utility Office Clerk I I	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
	\$ 17.50	\$ 19.33	\$ 21.16	\$ 23.00

Meter Reader	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
	\$ 17.50	\$ 19.33	\$ 21.13	\$ 23.00

WATER AND WASTE WATER LICENSED OPERATORS

Class A (3)	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
	\$ 29.00	\$ 30.00	\$ 31.00	\$ 32.00

Class B (2)	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
	\$ 26.00	\$ 27.00	\$ 28.00	\$ 29.00

Class C (1)	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
	\$23.00	\$ 24.00	\$ 25.00	\$ 26.00

Unlicensed Operator	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
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	\$17.50	\$19.33	\$ 21.13	\$ 23.00
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LABOR POOL

Crew Leader	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
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	\$ 23.00	\$ 25.00	\$ 27.00	\$ 29.00
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Equipment Operator	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
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	\$ 21.00	\$ 23.00	\$ 25.00	\$ 27.00
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Laborer	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
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	\$ 17.50	\$ 19.33	\$ 21.16	\$ 23.00
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Janitor	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
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	\$ 11.50	\$ 13.50	\$ 15.50	\$ 17.50
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Code Enforcement	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
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	\$ 17.50	\$ 19.33	\$ 21.16	\$ 23.00
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Parks and Recreation Maintenance Laborer

	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>
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	\$ 12.50	\$ 13.50	\$ 14.50	\$ 15.50
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Part-time employee	Applicable Minimum Wage
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LAW

Assistant Prosecuting Attorney	\$ 17,500 to \$ 20,000 (annual)
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Deputy Law Director	\$ 10,000 (annual)
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Victim Rights Director	\$ 20.00 to \$ 25.00 (hourly)
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Victim Rights Advocate	\$ 15.00 to \$ 20.00 (hourly)
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(C) STEP RAISES- Step increases for hourly pay employees shall be given on the first full pay period after the employee's anniversary date.

1. All steps will receive the cost-of-living raise based on each previous step rate. Step raises are based on merit and at the discretion of the department head or the Safety Service Director. All percentage raises will be based upon the amount of funds available.

2. For all employees exceeding this pay range they will be given a 3% cost of living raise based on merit and the amount of funds available.

(D) PERCENTAGE RAISES- Percentage increases shall be included in the step increase at the beginning of the year if funds are available.

(E) LOYAL EMPLOYEE RAISE- Raises for loyal employees, hourly or salary, are as follows:

1.5% above the annual budget raise, for each milestone of service, 10 years, 15 years, 20 years, 25 years, and 30 years. This will not take effect until 2024 and this raise will not be retroactive.

(F) GENERAL INFORMATION

1. Any position newly titled from previously titled positions does not create a new position for purpose of years of service.

2. If a non-union civil service employee changes positions within the city, he or she shall begin years of service credit as if in their first year for the position. If changing positions would create a pay cut for the individual after their probationary period is over in the new position, the Mayor and Safety-Service Director, may increase that individual's pay by moving the individual's salary up until a level is reached which guarantees a raise over the salary of the previous position.

3. All new hires for an unfilled non-union civil service position are subject to a six-month probationary period.

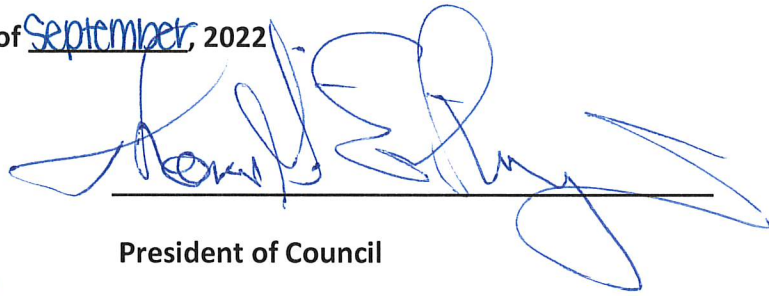
4. Any overtime or compensatory time shall be approved in writing by the department heads, with the exception of the department heads themselves. The department heads overtime or compensatory time shall be approved in writing by the Safety-Service Director or by the Mayor, in the alternative.

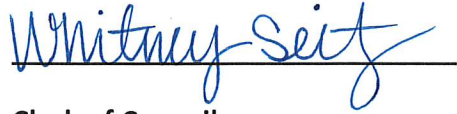
5. All city employees shall be paid bi-weekly. (c) All provisions herein may be adjusted by City Council in the form of ordinances from time to time as is necessary to keep up with inflation and cost of living.

Section III The pay rates in this ordinance shall take effect the next pay period following passage of this ordinance.

Passed this 15th day of September, 2022

Attest:

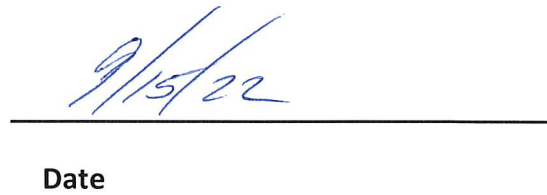


President of Council

Clerk of Council

Approved:



Mayor

Date