

**Office of the City Manager**

City of Richland Hills, Texas

## Memorandum

**To:** Honorable Mayor Bill Agan and members of the Richland Hills City Council  
**From:** Eric Strong, City Manager  
**Date:** January 8<sup>th</sup>, 2018  
**Subject:** Pay Plan Update

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### **City Council Action Requested:**

Consider approval to an updated pay plan and position list.

### **Background Information:**

Due to several organizational changes, including retirements and other employees departing the organization, we have a need to update some positions on our pay and position list. Many of these positions that we are proposing changing are not new, we are just reclassifying them based on market conditions and/or changing job demands. A few are new, which I will point out.

On the attached spreadsheet, new positions are highlighted, while ones that are either moving or going away are indicated with a ~~strikethrough~~. A summary of the changes is outlined below.

**Class 14:** we have removed the Community Center Coordinator position, since the Community Center no longer exists.

**Class 15:** We have removed the Deputy Court Clerk (we haven't filled that position in over five years). We have moved the Records Clerk up one pay grade due to additional responsibilities with digital records. We have also removed the Animal Shelter Assistant and Parks Maintenance Worker as neither of those of those positions is currently used.

**Class 16:** We have removed the Permit Technician as we haven't used that position in several years. We have upgraded the Utility Billing Clerk to a Class 18.

**Class 18:** We have removed the Cashier II position and upgraded it to a Utility Billing Coordinator position in Class 19.

**Class 19:** We have removed the departmental designations for Administrative Assistants and just made them all generic to one Administrative Assistant position.

**Class 21:** We have upgraded the Development Coordinator position to a Class 21 and changed the title to Development Manager. This position will be given some additional supervisory roles that justify this.

**Class 22:** We have removed the Economic Development Specialist. This position hasn't been filled in over five years and these duties are handled by the Development Manager.

**Class 23:** We have moved the Municipal Court Clerk up one pay classification. We have also added a Human Resources Manager. This is a new position to help with numerous HR needs.

**Class 24:** We have removed the Executive Assistant and reclassified it as an Administrative Assistant (class 19). We have also removed the Assistant to the City Manager, as that position was replaced with the Assistant City Manager position several years ago. We have proposed moving the City Secretary position up one pay classification.

**Class 26:** We have removed the on staff City Engineer, as those duties are now contracted out.

It should be noted that by creating the HR position, and reclassifying the former Executive Assistant to the City Manager to an Administrative Assistant, we save money with these changes. Formerly, the City Manager's Assistant and the A/P Clerk (which we eliminate in favor of the HR position), cost a combined total of approximately \$175,000 (salaries and benefits). These two new positions would likely be closer to \$135,000 (salaries and benefits).

**Board/Citizen Input:**

N/A

**Financial Impact:**

Overall savings of approximately \$40,000 per year.

**Staff Contacts:**

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**Attachments:** FY17-18 Compensation Schedule

**City of Richland Hills  
Compensation Schedule  
1-Jan-18**

Class 8	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 16,906	\$ 20,963	\$ 25,020	\$ 1,409	\$ 1,747	\$ 2,085	\$ 8.13	\$ 10.08	\$ 12.03

Recreation Aide

Class 10	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 19,384	\$ 24,036	\$ 28,688	\$ 1,615	\$ 2,003	\$ 2,391	\$ 9.32	\$ 11.56	\$ 13.79

Recreation Leader

Class 12	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 21,546	\$ 26,718	\$ 31,889	\$ 1,796	\$ 2,226	\$ 2,657	\$ 10.36	\$ 12.84	\$ 15.33

Secretary  
Receptionist

Class 13	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 22,446	\$ 27,833	\$ 33,220	\$ 1,871	\$ 2,319	\$ 2,768	\$ 10.79	\$ 13.38	\$ 15.97

Class 14	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 24,059	\$ 29,833	\$ 35,607	\$ 2,005	\$ 2,486	\$ 2,967	\$ 11.57	\$ 14.34	\$ 17.12

Community Center Coordinator

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Class 15	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 25,670	\$ 31,831	\$ 37,992	\$ 2,139	\$ 2,653	\$ 3,166	\$ 12.34	\$ 15.30	\$ 18.27

- ~~Deputy Court Clerk~~
- ~~Records Clerk~~
- Library Assistant
- Police Recruit
- Fire Recruit
- Administrative Assistant
- ~~Animal Shelter Assistant~~
- Street Maintenance Worker
- Utilities Maintenance Worker
- Drainage Maintenance Worker
- ~~Parks Maintenance Worker~~
- Meter Reader

Class 16	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 26,808	\$ 33,242	\$ 39,675	\$ 2,234	\$ 2,770	\$ 3,306	\$ 12.89	\$ 15.98	\$ 19.07

- ~~Permit Technician~~
- ~~Office Clerk Utility Billing~~
- Records Manager
- Library Specialist

Class 17	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 27,945	\$ 34,652	\$ 41,358	\$ 2,329	\$ 2,888	\$ 3,447	\$ 13.44	\$ 16.66	\$ 19.88

- Property Room Tech

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Class 18	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 29,537	\$ 36,626	\$ 43,714	\$ 2,461	\$ 3,052	\$ 3,643	\$ 14.20	\$ 17.61	\$ 21.02

~~Cashier II~~

Administrative Secretary

Office Clerk Utility Billing

Class 19	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 33,411	\$ 42,933	\$ 52,455	\$ 2,784	\$ 3,578	\$ 4,371	\$ 16.06	\$ 20.64	\$ 25.22

Code Enforcement Officer

Animal Control Officer

Assistant Library Director

Accounting Tech

Administrative Assistant

~~Administrative Assistant - Fire~~

~~Administrative Assistant - Community Development~~

~~Administrative Assistant to Public Works Director~~

Utilities Foreman

Street Foreman

EPA Utility Foreman

Water Utilities Foreman

Utility Billing Coordinator

Class 20	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 38,325	\$ 47,523	\$ 56,721	\$ 3,194	\$ 3,960	\$ 4,727	\$ 18.43	\$ 22.85	\$ 27.27

Water Systems Instrumentation Foreman

Crime Victim Liaison

Firefighter EMT

Recreation Supervisor

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Class 21	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 45,256	\$ 56,117	\$ 66,977	\$ 3,771	\$ 4,676	\$ 5,581	\$ 21.76	\$ 26.98	\$ 32.20

Police Officer  
Firefighter/Paramedic  
Marshal  
~~Development Coordinator~~

Class 22	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 48,273	\$ 59,134	\$ 69,995	\$ 4,023	\$ 4,928	\$ 5,833	\$ 23.21	\$ 28.43	\$ 33.65

~~Economic Development Specialist~~  
Development Manager  
Firefighter Engineer  
Crime Victim Liaison Coordinator

Class 23	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 51,169	\$ 62,682	\$ 74,194	\$ 4,264	\$ 5,223	\$ 6,183	\$ 24.60	\$ 30.14	\$ 35.67

~~Municipal Court Clerk~~  
Human Resources Manager  
Public Safety Systems Integrator  
Police Sergeant  
Fire Engineer

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Class 24	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 58,025	\$ 71,081	\$ 84,137	\$ 4,835	\$ 5,923	\$ 7,011	\$ 27.90	\$ 34.17	\$ 40.45

- Municipal Court Clerk
- Public Works Superintendent
- ~~Executive Assistant~~
- ~~Assistant to City Manager~~
- Fire Captain
- ~~City Secretary~~

Class 25	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 68,227	\$ 80,165	\$ 92,102	\$ 5,686	\$ 6,680	\$ 7,675	\$ 32.80	\$ 38.54	\$ 44.28

- City Secretary
- Police Captain
- Director of Library
- Director of Parks and Rec

Class 26	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 86,856	\$ 102,217	\$ 117,577	\$ 7,238	\$ 8,518	\$ 9,798	\$ 41.76	\$ 49.14	\$ 56.53

- Police Chief
- Fire Chief
- Director of Neighborhood Services
- ~~City Engineer/Projects Manager~~
- Director of Finance

Class 27	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 98,000	\$ 114,000	\$ 130,000	\$ 8,167	\$ 9,500	\$ 10,833	\$ 47.12	\$ 54.81	\$ 62.50

- Assistant City Manager