

**AN ORDINANCE fixing the salaries of
each and every appointed officer,
employee, deputy assistant, departmental
and institutional head of the Civil
City and City Utilities of the City for the year 2014**

WHEREAS, the Mayor and the Common Council of the City of Fort Wayne, Indiana, have according to the powers outlined in IC 36-4-7-3 and IC 36-8-3-3(d) assigned to each employee of the Civil City of Fort Wayne and of City Utilities of Fort Wayne a Job Classification under the City Classification System, which Job Classification should accurately reflect the duties and responsibilities of said employees, and

WHEREAS, the Mayor of the City of Fort Wayne has recommended a maximum salary level for each Job Classification should accurately reflect the duties and responsibilities of said employees, and

WHEREAS, the Clerk of the City of Fort Wayne, the Park Department Board and the Metropolitan Human Relations Commission have recommended Job Classification designations for positions within their respective jurisdictions, and

WHEREAS, the Common Council must assure that salaries reflect the duties and responsibilities assigned to each employee, and to be certain that such salaries are fair and equitable and

WHEREAS, the funds of such salaries are to be provided for the 2014 City Budget and from City Utilities operating funds and other sources as may be specified by Common Council.

NOW THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That all employees of the Civil City of Fort Wayne and of City Utilities, shall be classified by the division/department, job classification and titles.

SECTION 2. That the following Grid is hereby fixed and authorized as a scale for approved Job Classifications. Consistent with our compensation philosophy, it is the City's policy that no employee shall be paid below the minimum and the maximum should not be exceeded, except for approved special occupations, shift differentials, approved longevity pay, approved overtime pay, approved technical skill pay, approved clothing allowance, approved previously accrued vacation payoff, sick time, FLSA earned compensatory time, approved car allowance or approved productivity bonus.

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF IN ITS ENTIRETY

This Grid, as reflected on Exhibit "A", is an attempt to maintain an orderly, consistent and competitive pay policy that includes a "bonus" program for superior performance and a "Grid System" that represents the actual market range for the Non-Union positions within the City of Fort Wayne and City Utilities.

SECTION 3. The following job classifications are a true and complete listing of

all Civil City and City Utilities non-bargaining unit positions by division/department, job classification, and titles. It does not include those positions which are specified as part of a bargaining unit having a written economic agreement with the City of Fort Wayne or City Utilities.

DIVISION/DEPARTMENT

JOB CLASSIFICATION

TITLE

City Clerk

Parking Control

City Council

City Utilities

Community Development

Finance and Administration

COMOT	ADMINISTRATIVE ASSISTANT
PAT	ASSISTANT DEPUTY CLERK
PAT	DEPUTY CLERK
COMOT	VIOLATIONS BUREAU SPECIALIST
COMOT	VIOLATIONS COURT ADMINISTRATOR
PAT	PARKING ENFORCEMENT SUPERVISOR
PAT	VIOLATIONS BUREAU SUPERVISOR
PAT	CITY COUNCIL ADMINISTRATOR
UC	CITY COUNCIL ATTORNEY
PAT	ACCOUNTANT
COMOT	ACCOUNTING CLERK
COMOT	ADMINISTRATIVE ASSISTANT
EXE	ASSOCIATE CITY ATTORNEY
PAT	ASSISTANT MANAGER
COMOT	ASSISTANT MANAGER
PAT	ASSISTANT PROGRAM MANAGER
PAT	ASSISTANT SUPERINTENDENT
PAT	CMMS ADMINISTRATOR
LTC	CONSTRUCTION SUPERVISOR
PAT	CUSTOMER RELATIONS MANAGER
COMOT	CUSTOMER RELATIONS REPRESENTATIVE
SO	DEPUTY DIRECTOR
PAT	DIRECTOR OF FINANCE
EXE	DIRECTOR OF CITY UTILITIES
PAT	ENGINEERING ASSOCIATE
SO	ENGINEERING PROGRAM MANAGER
SO	ENGINEER
PAT	HANSEN ADMINISTRATOR
COMOT	INTERN/SEASONAL
LTC	INTERN/SEASONAL
PAT	MANAGER
SO	MANAGER OF ENGINEERING
PAT	PROGRAM MANAGER
PAT	PUBLIC INFORMATION OFFICER
EXE	SUPERINTENDENT
PAT	SUPERVISOR
LTC	SUPERVISOR
PAT	UTILITY SERVICES MANAGER
PAT	ACCOUNTANT
COMOT	ADMINISTRATIVE ASSISTANT
PAT	CD ADMINISTRATOR
PAT	CD MANAGER
PAT	CD SPECIALIST
EXE	DEPUTY DIRECTOR
EXE	DIRECTOR OF COMMUNITY DEVELOPMENT
PAT	DIRECTOR OF FINANCE
POLE	FIELD SUPERVISOR
COMOT	INTERN/SEASONAL
PAT	OFFICE SUPERVISOR
COMOT	WEED PROGRAM INSPECTOR
PAT	ACCOUNTANT

1		COMOT	ACCOUNTING CLERK
		COMOT	ADMINISTRATIVE ASSISTANT
		EXE	CHIEF INFORMATION OFFICER
		EXE	CITY CONTROLLER
2		PAT	COMPLIANCE ADMINISTRATOR
		COMOT	COMPLIANCE INVESTIGATOR
		PAT	COMPLIANCE OFFICER
3		EXE	DEPUTY CONTROLLER
		PAT	DEPUTY DIRECTOR
		PAT	DIRECTOR OF PURCHASING SERVICES
4		COMOT	INTERN/SEASONAL
		PAT	PAYROLL COORDINATOR
5		PAT	PAYROLL MANAGER
		PAT	PAYROLL PRACTITIONER
		PAT	PROPERTY MANAGER
6		PAT	PURCHASING SUPERVISOR
		PAT	SENIOR ACCOUNTANT/ANALYST
7		COMOT	SENIOR BUYER
	<u>Benefits</u>		
8		PAT	BENEFITS & COMMUNICATIONS MANAGER
		PAT	BENEFITS & WELLNESS COORDINATOR
9		COMOT	INTERN/SEASONAL
	<u>Risk Management</u>		
10		COMOT	ADMINISTRATIVE ASSISTANT
		PAT	DIRECTOR OF RISK MANAGEMENT
11		PAT	RISK MANAGEMENT SPECIALIST
		PAT	SAFETY CLAIMS/INVESTIGATOR
12	<u>Mayor's Office</u>		
		COMOT	ADMINISTRATIVE ASSISTANT
13		PAT	CITIZEN SERVICES SPECIALIST
		PAT	CITIZEN SERVICES SUPERVISOR
		PAT	COMMUNITY LIAISON
14		PAT	DIRECTOR OF CITIZEN SERVICES
		EXE	DIRECTOR OF HUMAN RESOURCES
15		PAT	DIRECTOR OF PUBLIC INFORMATION
		EXE	DEPUTY MAYOR
16		COMOT	EXECUTIVE ASSISTANT
		PAT	HR GENERALIST
17		COMOT	HR SPECIALIST
		COMOT	INTERN/SEASONAL
18		PAT	LABOR RELATIONS MANAGER
		PAT	LEGISLATIVE & BUSINESS LIAISON
		PAT	MANAGER
19		PAT	PUBLIC INFORMATION OFFICER
	<u>Law Department</u>		
20		COMOT	ADMINISTRATIVE ASSISTANT
		EXE	ASSOCIATE CITY ATTORNEY
21		EXE	CITY ATTORNEY
	<u>Internal Audit</u>		
22		EXE	DIRECTOR OF INTERNAL AUDIT
		PAT	STAFF AUDITOR
23	<u>Metro Human Relations Commission</u>		
		COMOT	ADMINISTRATIVE ASSISTANT
24		EXE	EXECUTIVE DIRECTOR
		COMOT	INTERN/SEASONAL
25		COMOT	INVESTIGATOR
		PAT	LEAD INVESTIGATOR
		PAT	STAFF COUNSEL
26	<u>Parks and Recreation</u>		
		COMOT	ADMINISTRATIVE ASSISTANT
27		LTC	ASSISTANT GOLF SUPERINTENDENT
		PAT	ASSISTANT SUPERVISOR
28		EXE	DEPUTY DIRECTOR
		EXE	DIRECTOR OF PARKS
29		UC	GOLF COURSE PRO/MANAGER
30			

	PAT	GOLF GREEN SUPERINTENDENT
	PAT	LANDSCAPE ARCHITECT
1	PAT	MANAGER
	PAT	OUTDOOR RECREATION COORDINATOR
2	PAT	PROGRAM FACILITY COORDINATOR
	PAT	PROJECT MANAGEMENT TECHNICIAN
3	PAT	PUBLIC INFORMATION OFFICER
	PAT	SUPERINTENDENT
4	LTC	SUPERVISOR
	COMOT	SUPERVISOR
5	COMOT	AQUATIC CENTER MANAGER
	COMOT	AQUATIC SUPERVISOR
6	COMOT	ASSISTANT GOLF PRO MANAGER
	COMOT	BASKETBALL PROGRAM COORDINATOR
7	PAT	BASKETBALL SITE SUPERVISOR
	LTC	BASKETBALL STAFF
8	PAT	CAMP ASSISTANT SUPERVISOR
	COMOT	CAMP COUNSELORS
9	LTC	CAMP SUPERVISOR
	COMOT	CLERICAL
10	LTC	GOLF ASSISTANT GREEN SUPERINTENDENT
	COMOT	GOLF CASHIER/STARTER
11	LTC	GOLF COURSE MAINTENANCE
	COMOT	HURSHTOWN ATTENDANT
12	COMOT	HURSHTOWN SUPERVISOR
	COMOT	INTERN/SEASONAL
13	LTC	LIFEGUARD
	COMOT	LIFETIME SPORTS ACADEMY COORDINATOR
14	LTC	LINDENWOOD STAFF
	LTC	MAINTENANCE - UTILITY SECURITY PERSON
15	LTC	MAINTENANCE - SEASONAL
	LTC	NATURALIST
16	COMOT	PLAYGROUND LEADER
	COMOT	PLAYGROUND STAFF
17	PAT	PLAYGROUND SUPERVISOR
	COMOT	POOL STAFF (NON-CERTIFIED)
18	COMOT	POOL-HEAD LIFEGUARD
	COMOT	PRESCHOOL/YOUTH SPORTS COORDINATOR
19	COMOT	PRESCHOOL/YOUTH STAFF
	COMOT	PROJECT MANAGEMENT TECHNICIAN
20	COMOT	RECREATION CENTER LEADER
	COMOT	RECREATION LEADER
21	COMOT	RECREATION SITE SUPERVISOR
	COMOT	RECREATION SPECIALIST
22	COMOT	SPECIAL EVENTS COORDINATOR
	LTC	TENNIS INSTRUCTOR
23	LTC	TENNIS PROGRAM COORDINATOR
	PAT	THEATRE MANAGER
24	LTC	THEATRE ASSISTANT MANAGER
	LTC	THEATRE ATTENDANT
25	LTC	THEATRE TECHNICIAN
	COMOT	WEEKEND/EVENING
26		RECEPTIONIST/HOST(ESS)
27	PAT	ACCOUNTANT
	COMOT	ADMINISTRATIVE ASSISTANT
28	PAT	BOARD OF PUBLIC WORKS MANAGER
	COMOT	CLERK TO BOARD
29	EXE	DIRECTOR OF PUBLIC WORKS
	PAT	DIRECTOR OF TRANSPORTATION
30	PAT	ADMINISTRATION SUPPORT
	PAT	FLOOD CONTROL MANAGER
	LTC	FLOOD MAINTENANCE MANAGER
	COMOT	GREENWAYS MANAGER
	LTC	INTERN/SEASONAL
	LTC	INTERN/SEASONAL
	LTC	LIGHTING DIVISION SEASONAL
	LTC	LIGHTING FOREMAN

		PAT COMOT PAT LTC	MANAGER PUBLIC WORKS MANAGER PROGRAM MANAGER SUPERVISOR STREET LIGHT WAREHOUSE
1	<u>Fleet Management</u>		
2		COMOT PAT PAT	ADMINISTRATIVE ASSISTANT DIRECTOR OF FLEET MANAGEMENT FLEET SYSTEM ANALYST
3	<u>Street Department</u>		
4		COMOT LTC EXE LTC LTC	ADMINISTRATIVE ASSISTANT ASSISTANT STREET COMMISSIONER STREET COMMISSIONER GENERAL FOREMAN LEAF PICK-UP LABORER
5			
6	<u>Street Project Management; Transportation Engineering</u>		
7		PAT EXE PAT	ASSISTANT CITY ENGINEER CITY ENGINEER MANAGER
8	<u>Traffic Engineering</u>		
9		COMOT PAT COMOT PAT LTC LTC LTC LTC LTC PAT LTC	ADMINISTRATIVE ASSISTANT ASSISTANT TRAFFIC ENGINEER CLERICAL DIRECTOR TRAFFIC OPERATIONS INTERN/SEASONAL SIGN & MARKING FOREMAN SIGN & MARKING SUPERVISOR SIGN DIVISION SEASONAL SIGNAL DIVISION SEASONAL SIGNAL FOREMAN TRAFFIC ENGINEER TRAFFIC OPERATIONS SUPERVISOR
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SECTION. 4. Pursuant to State Statute economic conditions must be approved by the Common Council. Such economic conditions include, but are not limited to, base pay and monetary fringe benefits. These matters will be negotiated by and between the City and the appropriate bargaining unit for the year 2014. Upon conclusion of such negotiations the appropriate Ordinances shall be submitted to the Common Council for approval.

SECTION 5. In addition to the compensation for positions listed herein the City shall contribute 3% of employees' salary to the Public Employees Retirement Fund (PERF).

SECTION 6. That, in addition to the compensation provided for herein: The City of Fort Wayne Law Department shall receive not more than \$6,500 for services performed in connection with the operations of the municipally owned utilities pursuant to I.C. 36-4-7-4 which additional compensation shall be paid from the revenues of the appropriate utility or function. The City of Fort Wayne Law Department shall also receive an additional sum not to exceed \$13,000 for services provided in connection with the City Self-Insurance Program involving matters not in litigation.

Any and all payments to be made hereunder for extraordinary services shall be subject to the final approval by the City Controller. Nothing in this agreement shall prevent the use of other attorneys or firms to perform extraordinary services, subject, however, to the provisions of I.C. 36-4-9-12.

SECTION 7. From and after the first day of January, 2014 all appointed officers, employees, deputies, assistants, departmental and institutional heads of the Civil City and City Utilities will be

paid according to this, the above and following provisions of this ordinance, subject to budgetary limitations, collective bargaining agreements, future changes or amendments enacted by Common Council.

SECTION 8. That all Departments subject to this Ordinance will conform to the Official City's Personnel Policies and Procedures relating to hiring, pay, and other related practices, approved by the Mayor and administered by the City's Human Resources Department.

SECTION 9. If any section, clause, sentence, paragraph or part or provisions of this Ordinance be found invalid or void by a Court of competent jurisdiction, it shall be conclusively presumed that this ordinance would have passed by the Common Council without such invalid section, clauses, paragraph, part or provisions, and the remaining parts of the Ordinance will remain in effect.

SECTION 10. The Municipal Code of the City of Fort Wayne references, in codification form, salary ordinances previously adopted by the City Council for past years. Such salary ordinances have a duration of one year and thus, with the exception of the 2013 salary ordinances, have expired. Commencing January 1, 2014, any conflict between the terms and conditions hereof and any previous ordinance shall be resolved in favor of the most recently enacted ordinance.

SECTION 11. Two copies of all attachments and Exhibits referred to in this Ordinance shall be kept on file with the City Clerk of Fort Wayne for the purpose of public inspection.

SECTION 12. This ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

Council Member

APPROVED AS TO FORM AND LEGALITY

Carol Helton, City Attorney

2014 SALARY GRID

EXHIBIT "A"

<u>JOB CLASSIFICATION</u>	<u>MIN</u>	<u>MAX</u>
COMOT (Temp/Seasonal)	\$ 7.25/hr	\$ 15.00/hr
COMOT (Part Time)	\$7.25/hr	\$26.47/hr
COMOT	\$24,483.32	\$55,052.67
POLE (Temp/Seasonal)	\$ 7.25/hr	\$ 15.00/hr
POLE (Part Time)	\$7.25/hr	\$42.72/hr
POLE	\$30,398.81	\$88,853.24
LTC (Temp/Seasonal)	\$ 7.25/hr	\$ 15.00/hr
LTC (Part Time)	\$ 7.25/hr	\$30.29/hr
LTC	\$32,130.67	\$62,995.78
PAT (Temp/Seasonal)	\$ 7.25/hr	\$ 15.00/hr
PAT (Part Time)	\$ 7.25/hr	\$38.95/hr
PAT	\$31,419.27	\$81,010.56
EXE	\$70,844.92	\$131,853.32
SO	\$63,470.90	\$108,934.08