

SPECIAL ORDINANCE NO. S-_____

**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
of Fort Wayne, Indiana for the year 2017**

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 assigned to each employee of the Civil City and of City Utilities 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 that should accurately reflect the duties and responsibilities of said employees; and

WHEREAS, the Clerk of the City of Fort Wayne, the Board of Park Commissioners, 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 from the 2017 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 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, as outlined in the City's approved work rules.

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF IN IT'S 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 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 positions by division/department, job classification, and titles.

DIVISION/DEPARTMENT	GRID CLASSIFICATION	TITLE
<u>City Clerk</u>	COMOT	ADMINISTRATIVE ASSISTANT
	PAT	ASSISTANT DEPUTY CLERK
	LTC	ASSISTANT METER REPAIR PERSON
	PAT	DEPUTY CLERK
	COMOT	INTERN
	LTC	METER REPAIR PERSON
	LTC	PARKING CONTROL OFFICER
	PAT	PARKING ENFORCEMENT SUPERVISOR
	COMOT	VIOLATIONS BUREAU SPECIALIST
	PAT	VIOLATIONS BUREAU SUPERVISOR
	COMOT	VIOLATIONS COURT ADMINISTRATOR
<u>City Council</u>	PAT	CITY COUNCIL ADMINISTRATOR
	UC	CITY COUNCIL ATTORNEY
<u>City Utilities</u>	PAT	ACCOUNTANT
	COMOT	ACCOUNTING CLERK
	COMOT	ADMINISTRATIVE ASSISTANT
	PAT	ANALYTICAL CHEMIST
	EXE	ASSOCIATE CITY ATTORNEY
	PAT	ASSISTANT MANAGER
	COMOT	ASSISTANT MANAGER
	PAT	ASSISTANT PROGRAM MANAGER
	LTC	ASSISTANT STOREKEEPER
	PAT	ASSISTANT SUPERINTENDENT
	COMOT	AUDIT ERROR SPECIALIST
	LTC	BACKHOE OPERATOR
	PAT	BUSINESS ANALYST
	PAT	BUSINESS SERVICES COORDINATOR
	PAT	CADD TECHNICIAN
	COMOT	CASHIER
	LTC	CHIEF ELECTRICIAN
	LTC	CHIEF OPERATOR
	LTC	CHIEF RELIEF OPERATOR
	PAT	CMMS ADMINISTRATOR
	COMOT	CMMS INTERN
	LTC	COMBINATION REPAIRER/TRUCK DRIVER
	LTC	COMMUNICATIONS OPERATOR/ WATCH PERSON

1	PAT	CONSTRUCTION CONTRACT MANAGER
2	LTC	CONSTRUCTION SUPERVISOR
3	COMOT	CREDIT & COLLECTION SPECIALIST
4	PAT	CUSTOMER RELATIONS MANAGER
5	COMOT	CUSTOMER RELATIONS REPRESENTATIVE
6	COMOT	DATA ANALYST
7	SO	DATA MANAGEMENT CLERK
8	PAT	DEPUTY DIRECTOR
9	PAT	DESIGNER
10	EXE	DIRECTOR OF FINANCE
11	COMOT	DIRECTOR OF CITY UTILITIES
12	LTC	DISPATCHER
13	LTC	ELECTRICIAN
14	SO	ELECTRONICS TECHNICIAN
15	PAT	ENGINEER
16	SO	ENGINEERING ASSOCIATE
17	PAT	ENGINEERING PROGRAM MANAGER
18	SO	ENGINEERING REPRESENTATIVE
19	PAT	EQUIPMENT OPERATOR
20	LTC	EXECUTIVE DIRECTOR OF ALLEN COUNTY REGIONAL SEWER & WATER DISTRICT
21	UC	FILE CLERK
22	COMOT	GIS SPECIALIST/ANALYST
23	PAT	HANSEN ADMINISTRATOR
24	PAT	HEAVY EQUIPMENT OPERATOR
25	LTC	HURSHTOWN OPERATOR
26	LTC	HYDRAULIC SEWER RODDER ASSISTANT
27	LTC	HYDRAULIC SEWER RODDER OPERATOR
28	LTC	IMS/GIS TECH
29	PAT	INDUSTRIAL ELECTRICAL TECHNICIAN
30	LTC	INDUSTRIAL PRETREATMENT COORDINATOR
31	LTC	INDUSTRIAL PRETREATMENT INSPECTOR
32	LTC	INTERN
33	COMOT	INTERN
34	LTC	KEY ACCOUNT ADMINISTRATOR
35	PAT	LABORATORY TECHNICIAN
36	PAT	LABORER
37	LTC	LABORER - ALLEN COUNTY REGIONAL SEWER & WATER DISTRICT
38	UC	MAINTENANCE CREW LEADER
39	LTC	MAINTENANCE WORKING LEADER
40	LTC	MANAGER
41	PAT	MANAGER - ALLEN COUNTY REGIONAL SEWER & WATER DISTRICT
42	UC	MANAGER OF ENGINEERING
43	PAT	MANAGER OF ENGINEERING
44	SO	MANHOLE SEALING ASSISTANT
45	LTC	MANHOLE SEALING OPERATOR
46	LTC	MECHANIC
47	LTC	MECHANIC INTERN
48	LTC	MECHANICAL TECHNICIAN
49	LTC	METER READER
50	LTC	METER READER/TRUCK
51	LTC	NIGHT INVESTIGATOR
52	LTC	NPDES INSPECTION ASSISTANT
53	LTC	NPDES INSPECTION OPERATOR
54	COMOT	PERMIT SPECIALIST

1	COMOT LTC LTC PAT	PLANT CLERK PLANT OPERATOR PLUMBER CREW LEADER PRIMARY CUSTOMER ACCOUNT ADMINISTRATOR PROCESS CONTROL TECHNICIAN PROGRAM MANAGER PUBLIC INFORMATION OFFICER RECEPTIONIST RELIEF OPERATOR SEASONAL/TEMPORARY SEASONAL/TEMPORARY SENIOR CLERK SENIOR ELECTRICAL TECHNICIAN SENIOR GIS SPECIALIST/ANALYST SERVICE TECHNICIAN SEWER JET FLUSHER ASSISTANT SEWER JET FLUSHER OPERATOR SEWER SYSTEM INSPECTOR SPECIAL INVESTIGATOR STOREKEEPER SUPERINTENDENT SUPERVISOR SUPERVISOR SYSTEM PROCESS SPECIALIST TANDEM DRIVER TEAM LEADER TV TRUCK ASSISTANT TV TRUCK TECHNICIAN UTILITY CLERK UTILITY ENGINEERING TECHNICIAN UTILITY PERSON UTILITY SERVICES MANAGER VACUUM ASSISTANT VACUUM OPERATOR WATER OPERATOR WEEKEND ANALYTICAL CHEMIST WORKING FOREMAN WORKING LEADER -- INVENTORY/STORES
2	PAT PAT PAT COMOT LTC COMOT LTC COMOT LTC PAT LTC LTC LTC LTC LTC LTC EXE PAT LTC COMOT LTC PAT LTC LTC COMOT PAT LTC PAT LTC LTC LTC PAT LTC LTC	
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20	<u>Community Development</u> COMOT COMOT	ABANDONED VEHICLE SPECIALIST ABANDONED VEHICLE SPECIALIST/ TRAINING ACCOUNTANT ADMINISTRATIVE ASSISTANT CASE SYSTEM HEARING SPECIALIST CD ADMINISTRATOR CD MANAGER CD SPECIALIST CODE ENFORCEMENT OFFICER DEPUTY DIRECTOR DIRECTOR DIRECTOR OF COMMUNITY DEVELOPMENT DIRECTOR OF FINANCE ENFORCEMENT RECORDS SPECIALIST ENFORCEMENT SERVICE SPECIALIST/ DISPATCH FIELD SUPERVISOR INTERN OFFICE SUPERVISOR
21	PAT COMOT COMOT PAT PAT PAT PAT EXE PAT EXE	
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1		COMOT	SEASONAL/TEMPORARY
		PAT	SENIOR LOAN SPECIALIST
		COMOT	WEED PROGRAM INSPECTOR
2	<u>Finance and Administration</u>	PAT	ACCOUNTANT
3		COMOT	ADMINISTRATIVE ASSISTANT
4		PAT	ASSISTANT PROPERTY MANAGER
5		PAT	BENEFITS & WELLNESS COORDINATOR
6		EXE	CHIEF INFORMATION OFFICER
7		EXE	CITY CONTROLLER
8		PAT	COMPLIANCE OFFICER
9		PAT	COMPLIANCE SUPERVISOR
10		EXE	DEPUTY CONTROLLER
11		PAT	DEPUTY DIRECTOR
12		PAT	DIRECTOR OF RISK MANAGEMENT
13		PAT	DIRECTOR OF PURCHASING SERVICES
14		PAT	HR & BENEFITS MANAGER
15		COMOT	INTERN
16		LTC	MAINTENANCE TECHNICIAN
17		PAT	PAYROLL COORDINATOR
18		PAT	PAYROLL MANAGER
19		PAT	PROPERTY MANAGER
20		COMOT	RECORDS MANAGEMENT ASSISTANT
21		COMOT	SEASONAL/TEMPORARY
22		PAT	PURCHASING SUPERVISOR
23		PAT	RISK MANAGEMENT SPECIALIST
24		PAT	SAFETY CLAIMS/INVESTIGATOR
25		PAT	SAFETY CLAIMS/INVESTIGATOR
26			SUPERVISOR
27		PAT	SENIOR ACCOUNTANT/ANALYST
28		COMOT	SENIOR BUYER
29		PAT	SENIOR PAYROLL COORDINATOR
30		PAT	SUPERVISOR
31	<u>Mayor's Office</u>		
32		COMOT	ADMINISTRATIVE ASSISTANT
33		PAT	ASSISTANT TO COMMUNITY LIAISON
34		PAT	CITIZEN SERVICES SPECIALIST
35		PAT	CITIZEN SERVICES SUPERVISOR
36		PAT	COMMUNITY LIAISON
37		EXE	DEPUTY MAYOR
38		PAT	DIRECTOR OF CITIZEN SERVICES
39		EXE	DIRECTOR OF HUMAN RESOURCES
40		EXE	DIRECTOR OF INTERGOVERNMENTAL
41			AFFAIRS
42		PAT	DIRECTOR OF PUBLIC INFORMATION
43		COMOT	EXECUTIVE ASSISTANT
44		PAT	HR COORDINATOR
45		PAT	HR GENERALIST
46		COMOT	HR SPECIALIST
47		COMOT	INTERN
48		PAT	LEGISLATIVE & BUSINESS LIAISON
49		PAT	MANAGER
50		PAT	PUBLIC INFORMATION OFFICER
51		COMOT	SEASONAL/TEMPORARY
52		PAT	SENIOR HR COORDINATOR
53	<u>Law Department</u>		
54		COMOT	ADMINISTRATIVE ASSISTANT
55		EXE	ASSOCIATE CITY ATTORNEY
56		EXE	CITY ATTORNEY

1		PAT	LABOR & EMPLOYEE RELATIONS MANAGER
2	<u>Internal Audit</u>		
3		EXE PAT	DIRECTOR OF INTERNAL AUDIT STAFF AUDITOR
4	<u>Metro Human Relations Commission</u>		
5		COMOT EXE COMOT COMOT COMOT PAT	ADMINISTRATIVE ASSISTANT EXECUTIVE DIRECTOR INTERN INVESTIGATOR SEASONAL/TEMPORARY STAFF COUNSEL
7	<u>Parks and Recreation</u>		
8		COMOT LTC COMOT PAT COMOT COMOT EXE EXE LTC LTC LTC UC PAT LTC LTC LTC LTC LTC LTC PAT LTC LTC COMOT PAT PAT LTC PAT PAT LTC LTC PAT	ADMINISTRATIVE ASSISTANT ASSISTANT GOLF SUPERINTENDENT ASSISTANT SUPERVISOR ASSISTANT SUPERVISOR CLERICAL COURIER/STOREROOM HELPER DEPUTY DIRECTOR DIRECTOR OF PARKS FLEET MECHANIC GARDEN HELPER GARDENER GOLF COURSE PRO/MANAGER GOLF GREEN SUPERINTENDENT GREENHOUSE GARDNER GREENHOUSE HELPER GROUNDS EQUIPMENT OPERATOR GROUNDS MAINTENANCE A HEAVY EQUIPMENT OPERATOR HIGH RANGER OPERATOR LANDSCAPE ARCHITECT LANDSCAPE GARDENER MAINTENANCE TECHNICIAN MAINTRAC COORDINATOR MANAGER OUTDOOR RECREATION COORDINATOR PARK PERSON C PROGRAM FACILITY COORDINATOR PROJECT MANAGEMENT TECHNICIAN PUBLIC INFORMATION OFFICER RELIEF PERSON SMALL MOTOR MECHANIC SENIOR PROGRAM FACILITY COORDINATOR STOREKEEPER SUPERINTENDENT SUPERVISOR SUPERVISOR WORKING LEADER AQUATIC CENTER MANAGER AQUATIC SUPERVISOR ASSISTANT GOLF PRO MANAGER BASKETBALL PROGRAM COORDINATOR BASKETBALL SITE SUPERVISOR BASKETBALL STAFF CAMP ASSISTANT SUPERVISOR
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1	LTC PAT COMOT LTC	CAMP COUNSELOR CAMP SUPERVISOR FOOD SERVICE ASSISTANT GOLF ASSISTANT GREEN SUPERINTENDENT
2	COMOT LTC	GOLF CASHIER/STARTER GOLF COURSE MAINTENANCE
3	LTC COMOT	HEAD LIFEGUARD HURSTOWN ATTENDANT
4	COMOT COMOT	HURSTOWN SUPERVISOR INTERN
5	LTC COMOT	LIFEGUARD LIFETIME SPORTS ACADEMY COORDINATOR
6	LTC LTC	LINDENWOOD STAFF MAINTENANCE – UTILITY SECURITY PERSON
7	LTC LTC	MAINTENANCE-SEASONAL NATURALIST
8	COMOT COMOT	PLAYGROUND LEADER PLAYGROUND STAFF
9	PAT LTC	PLAYGROUND SUPERVISOR POOL STAFF (NON-CERTIFIED)
10	COMOT	PRESCHOOL/YOUTH SPORTS COORDINATOR
11	COMOT	PRESCHOOL/YOUTH SPORTS INSTRUCTOR
12	COMOT COMOT	PRESCHOOL/YOUTH SITE SUPERVISOR PROJECT MANAGEMENT TECHNICIAN
13	COMOT COMOT	RECREATION CENTER LEADER RECREATION LEADER
14	COMOT LTC	RECREATION SPECIALIST SALOMON FARM OPERATIONS SUPERVISOR
15	COMOT COMOT	SEASONAL/TEMPORARY SPECIAL EVENTS COORDINATOR
16	LTC LTC	TENNIS INSTRUCTOR TENNIS PROGRAM COORDINATOR
17	PAT LTC	THEATER MANAGER THEATRE ASSISTANT MANAGER
18	LTC LTC	THEATRE ATTENDANT THEATRE TECHNICIAN
19	LTC COMOT	WEEKEND/EVENING RECEPTIONIST/ HOST(ESS)
20	<u>Public Works</u>	
21	PAT COMOT	ACCOUNTANT ADMINISTRATIVE AIDE
22	COMOT LTC	ADMINISTRATIVE ASSISTANT ASPHALT PLANT OPERATOR
23	EXE LTC	ASSISTANT CITY ENGINEER ASSISTANT STREET COMMISSIONER
24	PAT PAT	ASSISTANT TRAFFIC ENGINEER BOARD OF PUBLIC WORKS MANAGER
25	LTC SO	BUILDING SERVICE PERSON CITY ENGINEER
26	COMOT COMOT	CLERICAL CLERK TO BOARD
27	COMOT COMOT	COMMUNICATIONS OPERATOR COST ACCOUNTANT
28	LTC EXE	CULVERT & DRAINAGE REPAIRER DEPUTY DIRECTOR
29	PAT	DEPUTY DIRECTOR OF TRAFFIC OPERATIONS
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1	PAT	DESIGN COORDINATOR
2	PAT	DIRECTOR OF FINANCE
3	PAT	DIRECTOR OF FLEET MANAGEMENT
4	EXE	DIRECTOR OF PUBLIC WORKS
5	PAT	DIRECTOR TRAFFIC OPERATIONS
6	PAT	DIRECTOR OF TRANSPORTATION
7		ADMINISTRATION AND SUPPORT
8	PAT	ENFORCE OFFICER/INSPECTOR
9	LTC	ENGINEERING TECH
10	PAT	FINANCE MANAGER
11	PAT	FLEET SYSTEM ANALYST
12	PAT	FLOOD CONTROL MANAGER
13	PAT	FLOOD MAINTENANCE MANAGER
14	LTC	GENERAL FOREMAN
15	PAT	GREENWAYS MANAGER
16	COMOT	INTERN
17	LTC	INTERN
18	PAT	INSPECTOR TECHNICIAN
19	LTC	LABORER
20	LTC	LABORER A
21	PAT	LAND ACQUISITION AGENT
22	LTC	LEAF PICK-UP LABORER
23	LTC	LIGHTING DIVISION SEASONAL
24	LTC	LIGHTING FOREMAN
25	LTC	MAINTENANCE
26	LTC	MAINTENANCE SUPERVISOR
27	PAT	MANAGER
28	LTC	MANAGER
29	LTC	MATERIALS CONTROL/OFFICE
30		COORDINATOR
	LTC	OPERATOR A
	LTC	OPERATOR B
	LTC	OPERATOR/REPAIR PERSON
	COMOT	PAYROLL CLERK/TYPIST
	COMOT	PERMIT ASSISTANT
	COMOT	PERMIT COORDINATOR
	PAT	PROGRAM MANAGER
	PAT	PROJECT COORDINATOR
	LTC	PROJECT COORDINATOR
	PAT	PROJECT MANAGER
	PAT	PUBLIC OUTREACH COORDINATOR
	COMOT	PUBLIC WORKS MANAGER
	PAT	RIGHT OF WAY MANAGER
	LTC	ROUTE DRIVER
	COMOT	SEASONAL/TEMPORARY
	LTC	SEASONAL/TEMPORARY
	COMOT	SECRETARY VII
	PAT	SENIOR LAND ACQUISITION AGENT
	LTC	SIGN FABRICATOR
	LTC	SIGN & MARKING FOREMAN
	LTC	SIGN & MARKING SPECIALIST/
		ELECTRICAL TECHNICIAN
	LTC	SIGN & MARKING SUPERVISOR
	LTC	SIGN DIVISION SEASONAL
	LTC	SIGNAL DIVISION SEASONAL
	LTC	SIGNAL FOREMAN
	EXE	STREET COMMISSIONER
	PAT	SUPERVISOR
	LTC	SUPERVISOR
	LTC	SURVEY TECH
	LTC	SWEEPER OPERATOR
	COMOT	TECHNICIAN

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TRAFFIC ENGINEER
TRAFFIC OPERATIONS ELECTRICIAN
TRAFFIC OPERATIONS SUPERVISOR
TRAFFIC SYSTEMS SPECIALIST
TRUCK DRIVER
UTILITY MAINTENANCE PERSON
WORKING LEADER
WORKING LEADER

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, as outlined in the City's approved work rules.

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. 36-4-74 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, 2017 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 limitation.

SECTION 8. That all employees subject to this ordinance will conform to the official City 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, 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 2016 salary ordinances, have expired. Commencing January 1, 2017, 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

2017 SALARY GRID

EXHIBIT "A"

<u>JOB CLASSIFICATION</u>	<u>MIN</u>	<u>MAX</u>
COMOT (Hourly)	\$7.25/hr	\$28.4192/hr
COMOT (Annually)	\$15,080.00	\$59,111.95
POLE (Hourly)	\$ 7.25/hr	\$46.2000/hr
POLE (Annually)	\$15,080.00	\$96,096.10
LTC (Hourly)	\$ 7.25/hr	\$32.1745/hr
LTC (Annually)	\$15,080.00	\$66,922.98
PAT (Hourly)	\$ 7.25/hr	\$42.0020/hr
PAT (Annually)	\$15,080.00	\$87,364.19
EXE	\$77,609.16	\$144,442.62
SO	\$63,470.90	\$108,934.08