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To: Human Resources/IT Committee and Common Council Members

From: Kami Lynch, City Clerk *KL*  
Jay Ratchman, Interim Human Resources Director *JMB*

Date: July 7, 2021

Re: Change in Election Positions

The seasonal election positions are currently compensated in accordance with the 2021 Seasonal/Recreation Pay Schedule. We are recommending that all election positions in this pay plan move to a fixed hourly rate versus a step rate increase based on anniversary. Employees in these positions might work none to several elections during a year, so providing a step increase based on anniversary year does not always make sense. Moving to a fixed rate eases administration and provides a more equitable means to compensate our employees in these positions.

Our recommendation is to move the Chief Election Inspector and Chief Election Inspector (co-chief) to a fixed rate of \$12.74/hour and the Election Inspector to a fixed rate of \$9.80/hour.

One final change is to delete the Election Technician position currently in grade 7. We no longer staff for that position.

We are not requesting additional funds in 2021 to make these changes. Had we made these changes prior to the April 2021 election, the total cost increase for that election would have been \$1,276.

Please contact us if you have any questions regarding these recommendations.

## 2021 SEASONAL/RECREATION PAY SCHEDULE

WIAA Certified Sports Officials	\$25.88 per game	Chief Election Inspector - \$12.74 per hour
Certified Fitness Instructor	\$25.88 per class	Chief Election Inspector (co-chief) - \$12.74 per hour
Background Investigator	\$28.97 per hour	Election Inspector - \$9.80 per hour

PAY GRADE	1st Year	2nd Year	3rd Year	4th Year
<b>GRADE 8</b>	\$15.37	\$15.99	\$16.62	\$17.22
Adult Sport Official (non-certified) <i>Adult Flag Football</i> Youth Sport Official III Recreation/Sports Instructor III (non-certified) <i>Adult Fitness Instructor (Zumba, Outdoor Bootcamp)</i> Activity Coordinator III <i>Assistant Clubhouse Supervisor</i> <i>Playground Coordinator</i>				
<b>GRADE 7</b>	\$13.49	\$14.11	\$14.73	\$15.37
Code Compliance Inspector Activity Coordinator II <i>Assistant Playground Coordinator</i> Recreation/Sports Instructor II <i>Dance Instructor</i> <i>Preschool Instructors (Jr. Clubhouse, Teacher and Me)</i> <i>Adult Instructor (Spanish, Special Events)</i> Facility Manager III Pool Manager <del>Election Technician</del>				
<b>GRADE 6</b>	\$12.66	\$13.29	\$13.92	\$14.51
Lifeguard III/Swim Instructor Concession Manager				
<b>GRADE 5</b>	\$11.89	\$12.49	\$13.11	\$13.73
Engineering Aide-Inspection/drafting survey Engineering Aide-Traffic Activity Coordinator I <i>Youth Sports - Assistant Coordinator</i> Facility Manager II <i>League Facility Supervisor</i> <i>Director of Instruction-Swim Lessons</i> <i>Scheig Center Attendant</i> <i>Maintenance Lead Outdoor Pools</i> Recreation/Sports Instructor I <i>Bike Safety Instructor</i> <i>Camp Instructor (Tennis, Soccer, Baseball, Golf, Sports Exploration)</i> Youth Sport Official II Lifeguard II/Swim Instructor				
<b>GRADE 4</b>	\$10.84	\$11.44	\$12.07	\$12.74
Laborer Program Activity Leader II <i>Camp Supervisor</i> <i>Playground Leader</i> Facility Manager I <i>Clubhouse Attendant</i> <i>Facility Supervisor-Winter Recreation Center</i> Student Intern Lifeguard/Swim Instructors				
<b>GRADE 3</b>	\$9.80	\$10.39	\$11.04	\$11.74
Program/Activity Leader I <i>Assistant Dance Instructor</i> Customer Service Associate <i>Outside Operations (Golf)</i> Pool Cashier, Concessionaire Youth Sports Official I <del>Chief Election Inspector</del> <del>Chief Election Inspector (co-chief)</del>				
<b>GRADE 2</b>	\$8.88	\$9.18	\$9.51	\$9.80
<del>Election Inspector</del>				
<b>GRADE 1</b>	\$8.27	\$8.39	\$8.52	\$8.65
Scorekeeper <i>Basketball</i> <i>Flag Football - Youth and Adult</i> Attendant/Grounds Personnel <i>Concessions/Beverage Cart</i> <i>Water Slide Attendant</i> Grounds Personnel				