



## CITY OF WASHINGTON, ILLINOIS City Council Communication

**Meeting Date:** February 1, 2021

**Prepared By:** Ray Forsythe, City Administrator; Joanie Baxter, Finance Director; Alyssa Goodman, HR Specialist; Jon Oliphant, Planning & Development Director

**Agenda Item:** Job Descriptions: Planner, Finance Support Specialist, and Human Resource Manager; Pay Range PT86

**Explanation:**

A Memo and supporting documents were originally presented to the Finance & Personnel Committee on January 19, 2020 to provide an overview to the staffing requests for the 2021/2022 Budget. There are several items which need to be approved by the City Council in order to address two retirements at City Hall and a proposed reorganization as a result.

Retirements have positive and negative impacts on an organization. Over the last year we had four long term employees retire from the City. City Clerk Pat Brown retired after 27 years of service to the City; Carol Moss with 25 years; Kirk Hoog, 22 years and Rick Janes (RJ) with 31 years. All served the City for many years and with their retirements, over one hundred years of institutional knowledge went with them. Fortunately for us they are only a phone call away if we need something that they could easily answer, unfortunately, they are not here on a daily basis to utilize their job knowledge and experience. One of the goals of the City Administrator is to establish a sustainable plan for succession, professional development and a clearer path for employees to work their way up in the organization should they have ambitions to do so. We started with reorganizing the Public Works Department to allow for much needed laborers, supervisors, a utility superintendent and a public works director. In addition, management is dedicated to implementing job training and safety protocols, cross training and a clear chain of command. I feel that while still in the early stages of implementation, we have seen improvements in morale and productivity and clear interest from existing staff to seek higher level jobs, training and certifications.

Similar changes were implemented at City Hall with the separation of the Public Works responsibilities to the City Engineer, adding an Engineering Tech and revised the Planning & Development Director and Finance Director job descriptions to match their actual duties. We also developed and filled the Executive Administrative Assistant and Human Resources Specialist positions.

We have two retirements upcoming at City Hall. Mary Westerfield (25 years), Payroll/Customer Services Supervisor; and Becky Holmes (23 years), Building and Zoning Supervisor, have both announced their intent to retire by the end of the fiscal year. These employees have been with the city for a very long time and have worked their way up the organization from entry level positions. Both were very instrumental during the recovery from the tornado in 2013 and their current positions are a conglomerate of duties that they were doing and others that were given to them when coworkers retired and positions not refilled.

It is important to review positions when they become vacant and review the overall structure of the organization and determine if changes are necessary. In both cases, I believe there are opportunities to build a stronger structure and implement similar changes as was done in the Public Works divisions. The proposal continues to look at the overall organization with a focus on succession planning, professional development and appropriate distribution and separation of duties. Separation is very important in the Finance Department as internal control and generally accepted accounting principles dictate approved accounting methods and practices.

## Planning & Development:

The intention is to replace the Building and Zoning Supervisor with a Planner, which will maintain the essential duties of this position including code enforcement, zoning inspections and analysis for permits, managing building permits and inspections, etc. Some inspections will be shifted to the Engineering Tech like driveway, sidewalks and foundations. Other non-related duties that are currently being performed will be shifted to the Finance Department and a proposed part time Building Maintenance position which will be discussed with the Public Works staffing overview and go back to the Finance & Personnel Committee once it's better defined and then ultimately to the City Council. The Planner position as developed would require a bachelor's degree or master's degree and at least 1 year of experience. This position will provide backup to the Planning & Development Director and assist the City as we continue to develop our succession plan. The Planner job description is attached to this Memo and will require approval. This retirement is scheduled to take place at the end of March so it is our desire to post the Planner position once approved and filled in April within the current fiscal year.

## Finance and Administration Reorganization:

There are several changes proposed in these two Departments. The Executive Administrative Assistant will be retitled as Communications Specialist which is a reflection of the duties being performed. This change will take place on February 1<sup>st</sup>. It does not require separate action because the job description is adequate but the job title change reflects the duties being performed.

The Payroll/Customer Services Supervisor position currently provides supervision to the 3 Customer Service Specialists, provides leadership and responsibilities in utility billing, is the lead on payroll and performs human resource responsibilities related to benefits, employee file maintenance and has been the main contact to employees prior to the Human Resource Specialist hire. This position has also been the lead on the utility and payroll portions of the TYLER software conversion and has managed the utility billing and payroll processing components of both the old system and the new TYLER system. Like the Building and Zoning Supervisor, this position has evolved over the last 10 years due to added demands from the tornado as well as the retirement of other City Hall employees who were not replaced and duties redistributed to existing staff. While the retirement will take place close to the end of the fiscal year, the employee will be shifting to 3 day's a week to use up accrued vacation.

Following is a summary of the proposed changes to the organization chart as a result of this retirement which will be phased in over the remaining months of the fiscal year: Maintain 3 Customer Service Specialists, add Finance Support Specialist, reclassify the Accountant, rename and reclassify the Human Resource Specialist to Human Resource Manager and retitle the Executive Administrative Assistant to Communications Specialist.

While these changes are proposed for the organization it is easier to summarize the changes including the current employee in the position. Following is a summary of the changes:

- Customer Service Specialist II – Cara Hanson. The position provides reception duties as well as utility support. Currently – Customer Service Specialist I. This promotion would take place on May 1<sup>st</sup> with the retirement of the Payroll/Customer Services Supervisor and reflects additional duties with the TYLER software and redistribution of duties.
- Senior Customer Service Specialist – Paula Arnold. This position is the senior position and is the lead worker in the Customer Service division. Currently – Customer Service Specialist II. This position will be trained to eventually become the Customer Service Supervisor with staff supervision responsibilities. This promotion would take place on February 1<sup>st</sup> to provide adequate time for training prior to the retirement of the Payroll/Customer Services Supervisor. This promotion reflects additional duties taken

on due to the impending retirement and redistribution of duties and the requirements of the new TYLER system.

- Customer Service Specialist I – this is an entry level customer service position that will be filled due to the retirement of the Payroll/Customer Services Supervisor and a vacancy due to the creation of a new position – Finance Support Specialist which is outlined below and filled by the Current Customer Service Specialist II – Jill Thomas.
- A new position - Finance Support Specialist to be filled by Jill Thomas, currently a Customer Service Specialist II. This new position will provide Finance Support responsibilities, including primary for Payroll, backup to Customer Service and Human Resources, and assistance to Accountant and Finance Director. This change will take place on May 1<sup>st</sup> with the retirement of the Payroll/Customer Services Supervisor. This position takes on many of the payroll, financial and human resource support. It also allows for the redistribution of duties due to the new TYLER software and the retirement of the Building and Zoning Supervisor who also performed duties related to purchasing, office equipment management, finance support and other miscellaneous tasks.
- Part-Time Accountant to be reclassified to reflect additional duties and responsibilities as a result of the TYLER software implementation, redistribution of responsibilities and ensuring that there is a separation of duties in the Finance division. This position will also be reclassified to a proposed new Part-Time Classification PT86 to reflect the professional nature of this position and will be a 32 hour/week position. This change will take place on February 1<sup>st</sup>.
- Human Resources Specialist reclassified and retitled as Human Resources Manager to reflect additional duties and responsibilities as a result of the retirement of the Payroll/Customer Services Supervisor and redistribution of duties from the Finance Director and City Administrator. This position will be the primary contact for Human Resources and responsible for the operation of this function. This will be a 32 hour/week position up from 20 and reclassified to a new Part-Time Classification in the pay plan PT86. This change will take place on February 1<sup>st</sup>.
- The Clerk's Assistant position is proposed to remain budgeted but unfilled until the job description is developed shortly after the fiscal year begins. This will require separate recommendation and approval by the Finance & Personnel Committee and City Council in the future.
- Revise the Pay plan to include a new Part-Time Classification PT86. This reflects the professional level duties of the Accountant and Human Resource Manager. This is attached to this memo and will require separate action by the City Council and would go into effect in February.

### **Staffing Request/Fiscal Impact**

Due to the 2 pending retirements and the creation of 1 new position in Planning and 1 new position in Finance/Utilities and the plan to reclassify and redistribute duties, staff is proposing only a minor increase in Full Time Equivalents (FTE's) in this budget proposal:

- Renaming the Executive Administrative Assistant to Communications Specialist with 24 hours/week budgeted. The current budget reflects a full-time employee so this is a reduction. Remain in the PT70 Range.
- Elimination of the Payroll/Customer Services Supervisor position. Range 74
- Elimination of the Building and Zoning Supervisor position. Range 72
- Creation of the Planner position. Range 80
- Creation of the Finance Support Specialist position. Range 58
- Reclassify Customer Service Specialist II from Range 54 to Range 56, which is the same range that Police Administrative Support Specialists are in.
- Hire a Customer Service Specialist I. Range 52.
- Reclassification of the Accountant from the PT70 to the proposed PT86 Range with 32 hours/week budgeted.

- Reclassification and renaming the Human Resource Specialist to Human Resource Manager from the PT70 to the proposed PT86 Range with 32 hours/week budgeted.

Fiscal Impact:

FTE – increase from 6.15 to 6.25 or .10 FTE increase.

Current Fiscal Year impact: Current year impact for reclassifications effective February 1, 2021 is approximately \$5,000.

Proposed Budget impact: Dependent upon the General Wage Increase for FY21-22 but estimated to result in an overall savings of over \$25,000.

**Recommendation/Committee Discussion Summary:** This item was included on the January 19<sup>th</sup> Finance & Personnel Committee Agenda. The Finance & Personnel Committee discussed and recommends approval.

**Action Requested:** Staff is seeking approval of the creation of the Planner and Finance Support Specialist job descriptions, renaming the Executive Administrative Assistant to Communications Specialist, reclassifying Customer Services Specialist II to Range 56, approval of the proposed PT86 Pay Range and reclassifying the Accountant from PT70, Renaming the Human Resource Specialist to the Human Resource Manager, approving the revised job description and reclassifying to the proposed PT86 Pay Range from PT70.

**Attachments:** Job Descriptions: Planner, Finance Support Specialist, and Human Resource Manager; Pay Range PT86; Proposed Organizational Chart for impacted departments.



## **FINANCE SUPPORT SPECIALIST**

**Division:** Finance

**Reports to:** Finance Director

**JOB SUMMARY:** Appointed by the City Administrator, and under the supervision, direction and management of the Finance Director, this position is responsible for the processing of payroll, internal purchasing and maintenance of City Hall equipment and contracts. The Finance Support Specialist provides administrative support to the Finance Director and Accountant and serves as backup for human resources, customer service, utility billing and collection.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Primary responsibility for the processing of bi-weekly, monthly and quarterly payroll, including interfaces with Employee Self Service, Time and Attendance and Executime portals.
- Maintains, updates and confirms records through the City payroll system of employee profile information, pay, direct deposit, deductions, insurance, pensions, taxes, leave and benefits.
- Makes all payroll tax deposits for state and federal withholding, Social Security and Medicare.
- Administers Good Health Incentive and Sick Leave Buy Back programs.
- Processes online reporting of pension and deferred compensation payments, including IMRF, ICMA and VALIC.
- Serves as internal purchasing agent for supplies and equipment.
- Maintains office equipment, including the copy and fax machines, printers, postage machine and shredder and manages contracts with outside vendors.
- Assists Finance Director with maintenance of fixed asset records. Manages and maintains inventory of surplus property.
- Responsible for Accounts Receivable billings and collection.
- Updates and maintains the Form W-9 vendor information.
- Takes the deposit to the bank on a daily basis or as required.
- Assists the Accountant with Purchasing and Accounts Payable functions and serves as backup to Accounts Payable.
- Serves as backup for Human Resources in absence of Human Resources Manager, including onboarding, offboarding and Workers Compensation claims administration.
- Serves as backup for the customer service, utility billing and collection functions.
- Performs other duties as assigned by Finance Director or Accountant.

### **SECONDARY DUTIES**

- Provides clerical support to other finance staff as required.
- Performs other related duties as required.

### **REQUIRED JOB SKILLS & COMPETENCIES**

- Proficient in Microsoft Word and Excel, including composition of letters and reports and preparation of spreadsheets.
- Skill in operating listed tools and equipment.
- Ability to learn and utilize comprehensive municipal financial software system.
- Ability to perform mathematical computations accurately and quickly
- Ability to communicate effectively verbally and in writing
- Ability to establish successful working relationships with management, employees, coworkers, and outside vendors.
- Ability to work under pressure of deadlines and with frequent interruptions.
- Ability to multi-task and prioritize tasks and projects.

### **SPECIAL REQUIREMENTS**

- A valid Illinois State motor vehicle operator's license.

### **REQUIRED EDUCATION & EXPERIENCE**

- Graduation from a standard senior high school or GED, with specialized course work in accounting or finance preferred but not required.
- Three years' experience working in a finance or related field, including payroll, payables, receivables, billing and collection.
- Preferably has customer service experience.

**TOOLS AND EQUIPMENT USED**

- Personal computer, including word processing and spreadsheet software
- Utility billing software applications
- Standard office equipment.

**PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderately quiet.

I, \_\_\_\_\_, have received a copy of this Job Description and have read it thoroughly. I understand all that is required of me and acknowledge that I have no limitations or medical condition that would prevent me from fulfilling my job responsibilities. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with The City of Washington.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date Signed





## **PLANNER**

**Division:** Planning and Development

**Reports to:** Planning and Development Director

**JOB SUMMARY:** This position is an entry-level position responsible for performing professional, administrative, technical, regulatory and programmatic functions that are the responsibility of Planning and Development Department. This position examines the working plans of proposed buildings and other structures for their compliance with the City zoning ordinance; enforces the zoning regulations; makes interpretations and decisions in applying provisions to individual projects; performs zoning analyses work and other planning functions of the Planning & Development Department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Researches existing records; analyzes and interprets the regulations of the zoning ordinance pertaining to uses, structures and construction within the City of Washington and responds to FOIA requests for zoning related information from external customers.
- May make zoning-related field inspections of properties to check for compliance with the zoning ordinance and prepares investigative reports on inspections.
- Performs zoning analyses for applications to determine if zoning relief (e.g., variations, special uses, and planned developments) is required.
- Performs zoning analyses for permit applications including, but not limited to: Consolidations and subdivisions of property. All work requiring building permits and developments, construction, addition, expansion and conversion of structures.
- Coordinates inspections for building, electrical, plumbing and life safety. Prepares monthly payouts for each.
- Figures construction value for new construction from RS Means Square Foot Costs manual.
- Enforces all City Council adopted building and building-related codes, including IBC, IRC, NEC, the Illinois State Plumbing Code., and the Dangerous Buildings Code.
- Change of use for business license applications, food services, and as a part of other licensing programs.
- Control over use provisions, separation of lots, nonconforming status and elimination of uses and buildings.
- Vacation of alleys and in some cases of sale and purchase of property.
- Aldermanic and resident complaints of zoning ordinance violations.
- Reviews submitted building plans with other plan reviewers of the Planning & Development Department and other City Departments as needed.
- Creates letters and/or makes phone calls on violations and follows up until abated.
- Prepares lien waivers for unpaid fines.
- Prepares monthly and yearly building reports
- Other duties and/or responsibilities as assigned.

### **SECONDARY DUTIES**

- May subsequently consult with Developers, Engineers and Builders, during the successive phases of planning and on the completed project plan on items including, but not limited to, interpretation of zoning regulations, consultation on alternate plans, compliance, and timeliness.
- Provides technical assistance, advice, and interpretation to residents and City officials by meeting with them or by phone or email on provisions and requirements of the zoning ordinance.
- Reviews zoning applications and prepares staff report packets for Planning & Zoning Commission, Preservation Commission, Public Works Committee and City Council as required.
- Attends evening meetings as required.
- Performs other related duties as required.

### **REQUIRED JOB SKILLS & COMPETENCIES**

- Well-developed knowledge of one or more planning disciplines, such as land use, urban design, or preservation.
- Considerable knowledge of zoning and/or preservation ordinances and Land Use Regulatory policy.
- Working knowledge of zoning principles and practices.
- Working knowledge of modern principles and practices of construction.
- Working knowledge of the legal procedures involved in enforcing zoning ordinances and other related codes.
- Ability to read and understand architectural plans.

- Considerable knowledge of and ability to use Internet search engines, word processing software, email, and Windows operating systems.
- Ability to understand theory and process of land use regulations as administered by local municipalities throughout the U.S. Functional knowledge of personal computer applications including word processing, spreadsheets, web-based applications, databases, and GIS.
- Ability to work with and relate to a diverse group of residents from varying socioeconomic and ethnic backgrounds.
- Excellent organizational and project management skills.
- Excellent oral, written and interpersonal communication skills in dealing with individuals and groups at all levels.
- Self-motivated, disciplined, organized, and reliable. Innovative, creative, resourceful and independent thinking.

**SPECIAL REQUIREMENTS**

- A valid Illinois State motor vehicle operator's license.
- Ability to be a certified One- and Two-Family Dwelling Inspector and a Plan Examiner.

**REQUIRED EDUCATION & EXPERIENCE**

- Must possess a bachelor's degree from an accredited college or university in Urban Planning or substantially similar area. Possession of a master's degree is preferred.
- Must possess one (1) or more years of progressively responsible experience working in the public sector with land use policy, theory and analysis as applicable to developing land use regulations.

**TOOLS AND EQUIPMENT USED**

- Personal computer, including word processing and spreadsheet software; phone; fax; and copy machines.
- Ladder; scaffolding; tape measurer.

**PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The ability to occasionally work outside in a variety of weather and environmental conditions

**WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is moderately quiet.

I, \_\_\_\_\_, have received a copy of this Job Description and have read it thoroughly. I understand all that is required of me and acknowledge that I have no limitations or medical condition that would prevent me from fulfilling my job responsibilities. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with The City of Washington.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date Signed





## **HUMAN RESOURCES MANAGER**

**Division:** Administration

**Reports to:** City Administrator

**JOB SUMMARY:** Appointed by and under the supervision, direction and management of the City Administrator, this position manages, administers and coordinates the activities of the human resources division in support of policies, goals and objectives established by the City Council and City Administrator. In addition, the position provides high level administrative assistance to the City Administrator and oversees risk management functions for the City.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages Human Resources functions, and plans, develops, recommends, and implements human resources activities, policies, procedures, and programs, assisting upper management as requested.
- Provides highly responsible, complex and confidential administrative and technical work in support of the City Administrator.
- Continuously work to improve human resource processes. Research, recommend and draft changes to policies, procedures, guidelines, manuals, safety programs and job descriptions, and clearly communicate such to job applicants, employees, City officials, customers, vendors, etc.
- Provides clerical and recordkeeping support as required for all City, State and federal mandated employee compensation and benefits programs, including but not limited to the: Fair Labor Standards Act (FLSA); Americans With Disabilities Act (ADA); and Family and Medical Leave Act (FMLA).
- Completes full cycle recruiting while maintaining regular communication with each department to understand needs and various talent gaps.
- Manages City wide benefit program, including health and retirement plans; conducting annual Open Enrollment and managing City Wellness Program.
- Conduct staffing needs analysis, wage and benefit surveys.
- Coordinate compensation surveys and evaluate jobs using established evaluation systems to ensure equitable wage and salary rates, both internally and externally.
- Prepare and handle legal and highly confidential information related to collective bargaining.
- Oversees risk management functions for the City including monitoring and tracking the City's insurance coverage and losses. Coordinate all aspects of City-wide safety training programs and present training as required.
- Ensures timely processing of workers' compensation claims; evaluates accident reports to determine accuracy and completeness and to ensure adequate investigation; ensures that the City is in compliance with applicable laws and regulations; provides training and guidance to claims coordinators in all departments; recommends loss control strategies.
- Other duties and/or responsibilities as assigned.

### **SECONDARY DUTIES**

- Manages employee appreciation and recognition programs and initiatives.
- Oversees disciplinary action against employees who violate rules and regulations and addressing employee grievances; includes participation in performance improvement plans and reevaluations.
- Assist in the preparation of the annual budget in regard to staffing and training recommendations.
- Performs other duties as assigned from time to time.
- Assists the City Administrator with projects as required.

### **REQUIRED JOB SKILLS, COMPETENCIES & EXPERIENCE**

- Strong skills in interpersonal communication, writing, and organization.
- Ability to handle confidential information with great sensitivity.
- Ability to work with limited supervision and high motivation.
- Good reasoning abilities. Sound judgment.
- Ability to work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Thorough knowledge of acceptable practices and standards in human resources, maintaining compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Strong knowledge of job classification methods, performance management practices, employee benefits, labor relations and professional development concepts.

- Exceptional skill in public, employee and labor relations and in maintaining effective working relationships; advanced skill researching and analyzing information.
- Skilled using Outlook, Word, Excel, Access, PowerPoint; payroll and HR software, and report generating software – Tyler Technologies preferred.
- Define problems, collect data, establish facts and draw valid conclusions; solve problems involving several variables where only limited standardization exists.
- Ability to read and interpret complex documents such as policies, procedures, regulations, laws, labor agreements and employment contracts; present information to a variety of audiences ensuring comprehension; provide testimony in claims and suits against the City.

**SPECIAL REQUIREMENTS**

- Must possess a valid Illinois State motor vehicle operator's license, or have the ability to obtain one by start of employment.
- Ability to attend frequent training sessions to remain up to date on all federal, state, and local laws to maintain compliance.

**REQUIRED EDUCATION**

- Bachelor's degree from an accredited college or university with concentration in business administration or human resources and five years progressively responsible experience in a full-service human resources department; or equivalent combination of training and experience that provides the required knowledge, skills and abilities.
- Professional HR Accreditation preferred (SPHR or SCP)

**TOOLS AND EQUIPMENT USED**

- Personal computer, including word processing and spreadsheet software; HRIS technology; phone, fax and copy machine.

**PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderately quiet.

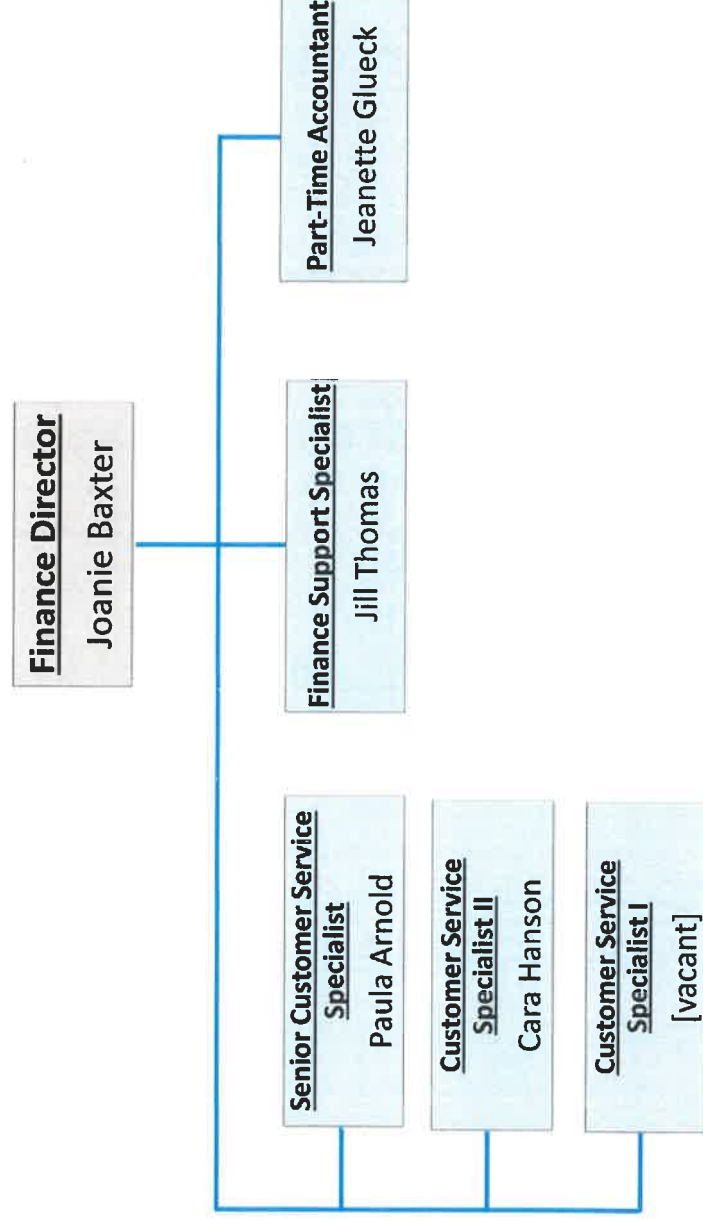
I, \_\_\_\_\_, have received a copy of this Job Description and have read it thoroughly. I understand all that is required of me and acknowledge that I have no limitations or medical condition that would prevent me from fulfilling my job responsibilities. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with The City of Washington.

\_\_\_\_\_  
Name

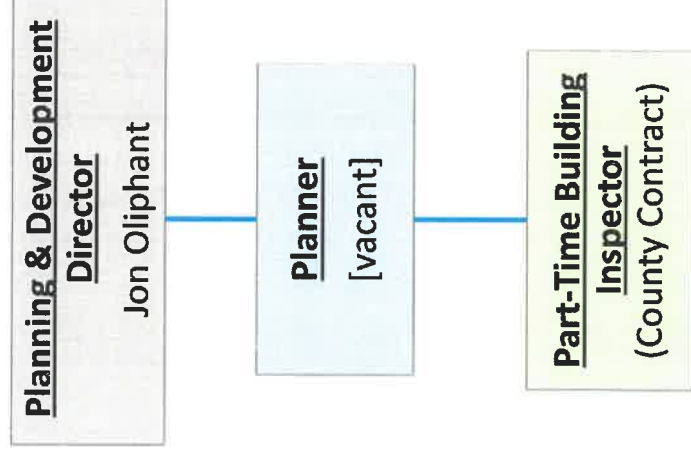
\_\_\_\_\_  
Date Signed

# {Proposed}

## Finance Department

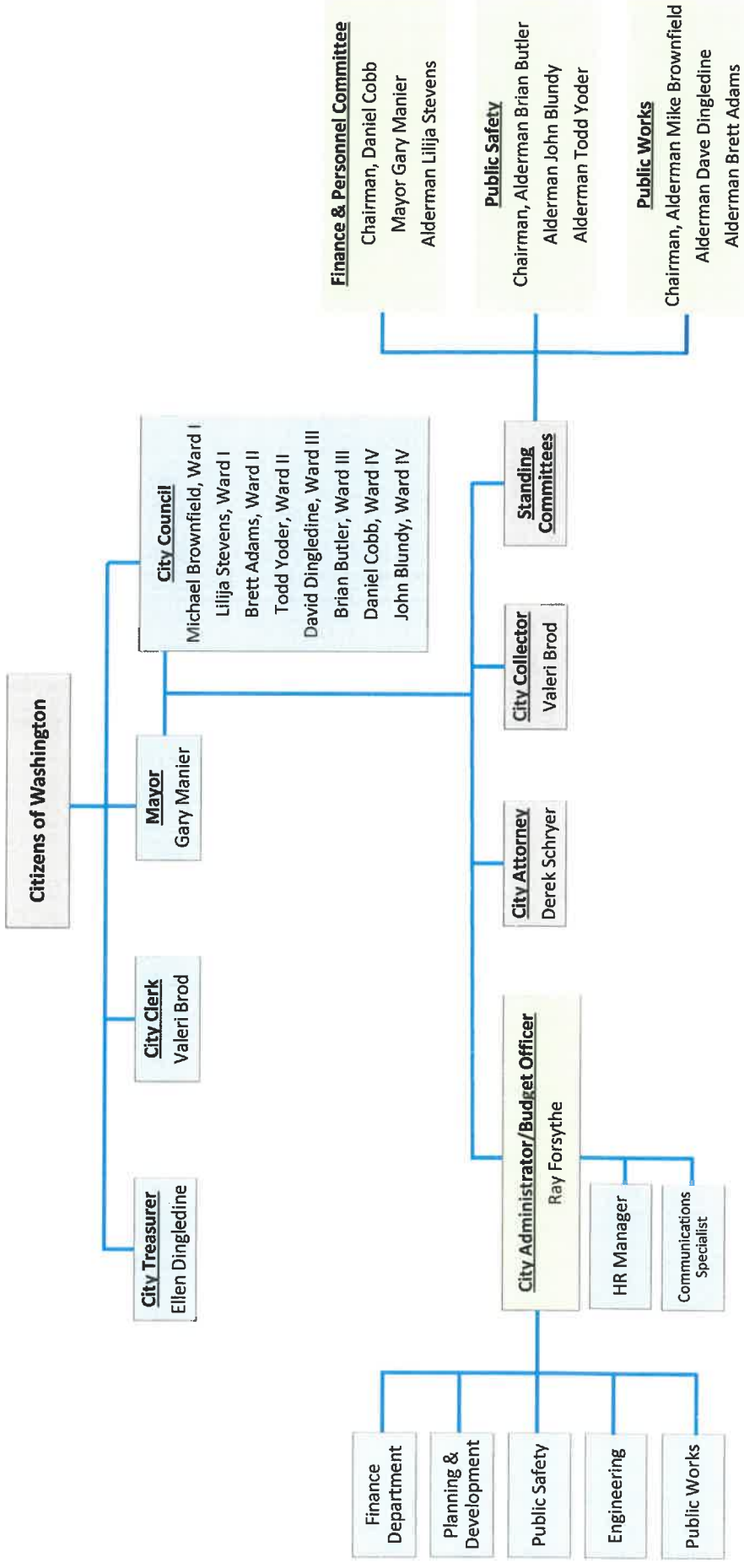


# {Proposed} Planning and Development



# City of Washington Organizational Chart

Updated: 01/13/2021



Version 20210113



| Range | 1     | 1A    | 2     | 2A    | 3     | 3A    | 4     | 4A    | 5     | 5A    | 6     | 6A    | 7     | 7A    |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| PT32  | 14.76 | 15.63 | 16.49 | 17.35 | 18.22 | 19.10 | 19.97 | 20.87 | 21.75 |       |       |       |       |       |
| PT40  | 16.36 | 17.14 | 17.92 | 18.71 | 19.49 | 20.29 | 21.07 | 21.88 | 22.68 |       |       |       |       |       |
| PT48  | 17.95 | 18.65 | 19.35 | 20.04 | 20.76 | 21.45 | 22.17 | 22.88 | 23.60 | 24.31 | 25.04 | 25.77 | 26.49 |       |
| PT50  | 18.39 | 19.12 | 19.83 | 20.54 | 21.27 | 21.99 | 22.72 | 23.45 | 24.19 | 24.93 | 25.65 | 26.41 | 27.15 |       |
| PT51  | 18.71 | 19.63 | 20.61 | 21.13 | 21.67 | 22.21 | 22.75 | 23.90 | 24.50 | 25.11 | 25.74 | 26.38 | 27.05 |       |
| PT52  | 18.86 | 19.59 | 20.33 | 21.05 | 21.80 | 22.55 | 23.29 | 24.04 | 24.78 | 25.54 | 26.31 | 27.06 | 27.83 |       |
| PT54  | 19.57 | 19.93 | 20.68 | 21.43 | 22.18 | 22.93 | 23.70 | 24.46 | 25.23 | 25.99 | 26.76 | 27.53 | 28.32 |       |
| PT56  | 19.94 | 20.51 | 21.28 | 22.05 | 22.83 | 23.60 | 24.39 | 25.17 | 25.96 | 26.75 | 27.54 | 28.34 | 29.13 |       |
| PT58  | 20.30 | 21.08 | 21.88 | 22.68 | 23.48 | 24.27 | 25.07 | 25.88 | 26.69 | 27.50 | 28.32 | 29.14 | 29.95 | 30.55 |
| PT70  | 23.55 | 24.46 | 25.38 | 26.29 | 27.22 | 28.14 | 29.08 | 30.02 | 30.95 | 31.90 | 32.84 | 33.80 | 34.75 | 35.44 |
| PT86  | 28.34 | 29.44 | 30.54 | 31.65 | 32.76 | 33.88 | 34.99 | 36.12 | 37.25 | 38.38 | 39.52 | 40.67 | 41.81 | 42.65 |

Public Works Part-Time Laborers: 1st year - \$10.96 per hour; Returning - \$11.61 per hour; 3rd year or more - \$12.33 per hour

46 - Custodian; 50 - Office Assistant; 52 - Customer Service Specialist I; 56 - Customer Service Specialist II, Police Admin. Support Specialist;  
58 - Administrative Officer; Administrative Assistant; Finance Support Specialist; 60 - Senior Customer Service Specialist;  
72 - Customer Service Supervisor; 80 - Planner; Planning & Development Coordinator 86 - Accountant;  
96 - Deputy Chief of Police; Utilities Superintendent

PT40 - Part-Time Custodian; PT48 - Part-Time Cemetery Sexton; PT51 - Part-Time Officer/Asst. Commander/Commander,  
Part-Time Records Clerk; PT54 - Part-Time Administrative Assistant; PT56 - Part-Time Pol. Admin. Support Specialist;  
PT70 - Part-Time Communications Specialist; PT86 - Part-Time Accountant, Part-Time Human Resources Manager

| Base      | After 3   | After 6   | After 9   | After 12  | After 15  | After 18  | After 21  | After 24  |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 77,812.57 | 79,300.79 | 80,789.01 | 82,278.81 | 83,022.92 | 83,767.04 | 84,511.14 | 85,255.25 | 86,007.27 |