RESOLUTION OF THE COMMON COUNCIL	
Authorizing and directing the proper city official(s) to approve the updated position description, grade level and pay rate for the Information Technology Director.	
Committee	Personnel Committee recommends approval 4-0 on September 9, 2019
Committee	Finance Committee recommends approval on 5-0 on September 24, 2019
Fiscal Impact:	$4558.40 for the remainder of 2019
File Number: R-158-2019	**Date Introduced:** October 8, 2019

WHEREAS, the Personnel Committee received a request to approve the updated Information Technology Director position description, with an increase in grade level from 14 to 17, and pay rate increase from $39.86 to $48.00, and

WHEREAS, the Personnel Committee met on September 9, 2019, to consider the updated Information Technology Director position description, with an increase in grade level from 14 to 17, and pay rate increase from $39.86 to $48.00, and

WHEREAS, the Personnel Committee recommends approval (4-0) of the updated Information Technology Director position description, with an increase in grade level from 14 to 17, and pay rate increase from $39.86 to $48.00, now therefore,

BE IT RESOLVED by the Common Council of the City of Stoughton that the proper city official(s) be hereby authorized and directed to approve the updated Information Technology Director position description, with an increase in grade level from 14 to 17, and pay rate increase from $39.86 to $48.00.

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____ _____

Tim Swadley, Mayor **Date**

Council Action: _____ ☐ **Override** **Vote** _____

From: Amy Jo Gillingham
To: Brett Schumacher; Jamin Friedl
Cc: Tim Swadley
Subject: Finance Agenda Items
Date: Wednesday, September 18, 2019 10:09:43 AM

Greetings!
The two positions below will be brought to the Finance Committee on Monday, September 23, 2019 for your review and consideration. Should you have any questions, please do not hesitate to contact me.

Information Technology Director
This position description was approved December 2016. At the time that the position description was being developed we were unsure of what the duties of the position would be as this was the first time that the City of Stoughton would have an IT Director. The Personnel Committee and Mayor Olson agreed that we would review the position after 1-2 years to see if the position description required any updated and to see if the compensation was in line with the duties. It has been two years since we hired Director Montgomery therefore the position is being reviewed.

Following the Springsted grading system, a Position Analysis Questionnaire (PAQ- Springsted document) was complete and the Position Description was reviewed and updated to properly reflect the duties of the position. The PAQ was graded by Springsted. The position responsibilities have increased and the position grade is recommended to move from a grade level 14 to grade level 17. The grade and step placement is based on a matrix and placement process that was updated and approved by the City Council in 2018. John should be placed at step max which equals $46.15. Because the scale has not been kept current by City Council a 4% adjustment to the scale is necessary for the compensation to be market competitive. The 4% adjustment would increase the compensation to $48.00/hr., salaried at $99840.00

Personnel unanimously recommended the compensation plan stated above move forward to Finance and then to Council.

Deputy Treasurer
The Deputy Treasurer has handled many of the Treasurer responsibilities off and on for several years based on staffing needs. Prior to this past year, the department staffing has been unstable causing the incumbent to have to handle higher level duties. Because of this, the incumbents skill set and knowledge has grown exponentially. The incumbent has done an excellent job with the Treasure responsibilities. Shifting the Treasurer duties permantly to the current deputy treasurer would free up the Assistant Director to work on more accountant related tasks and take on more projects and tasks from the Director. The position description has been re-written to reflect the assumed duties and a PAQ was completed and sent to Springsted for scoring.

The grade level, according to Springsted, would move from a grade 9 to a grade level 10. The incumbent would be placed at step 7. The current compensation at step 7, grade 10 would be $28.66. Again, to make the scale competitive 4% should be added. The compensation would be $29.81 for grade 10, step 7.

For both positions, the Personnel Committee agreed that the change should take effect once final approval is received by Finance and Council. The change would be effective the date of Council approval. The two employees, based on this system would be "right sized". Therefore, there would be no increase as of 1/1/202. The two employees are receiving the grade level, step placement and the 4% increase to the scale. Therefore, they are properly placed and compensated,

Again, should you have any questions, please do not hesitate to contact me.

Please feel free to share with the Finance Committee, prior to the meeting on Monday.

AmyJo Gillingham
Director of Human Resources & Risk Management
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Request for Reconsideration Process Policy

1.0 Purpose

Wage/Grade Level Reconsideration

2.0 Policy Details

The City of Stoughton contracted with Springsted Incorporated to conduct a classification and compensation study for all City positions in 2014. As a part of this study, employees and supervisors completed Position Analysis Questionnaire's (PAQs) and reviewed job descriptions for each City position. The job descriptions along with information provided in the PAQs provided the information to develop job evaluation points for all positions and to gather comprehensive market survey information. The development and maintenance of job evaluation points allows for the comparison of positions in relation to one another within the City of Stoughton. In addition to the internal rankings of positions, the comprehensive market survey results were utilized to assign City positions to the proposed compensation plan. We continue to use this method for newly created positions as well as if there are significant changes to a position such as credentials required, educational requirements and or a permanent change to job duties or responsibilities.

The job evaluation system utilized in evaluating all City positions is the Springsted Systematic Analysis and Factor Evaluation (SAFE®) job evaluation system. The SAFE system was developed specifically for public sector organizations, is widely accepted and used throughout the country in local government jurisdictions and non-profit organizations. The system has been tested in federal courts under an EEOC claim and been found to be an equitable tool for evaluating the internal relationships of positions within an organization. It has also been accepted under the State of Minnesota Local Government Pay Equity Act.

The criteria and factors that the SAFE system utilizes to evaluate positions are described in the attached information.

Annually, during the employee performance appraisal period, ~~I~~f the employee thinks that there has been a change in their position that justifies a review for grade placement the employee should determine whether they wish to request reconsideration of the placement of their ~~position within the compensation plan~~grade level.
The Request for Reconsideration~~s~~ must be job specific and relate to the job responsibilities and requirements.

Contact the Human Resources and Risk Management Department for the Reconsideration Process forms.

3.0 Procedures

4.0 Exhibits / Appendices / Forms

5.0 Document History