CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: **Human Resources**

AGENDA DATE: **08/08/06**

CONTACT PERSON/PHONE: **Human Resources, Linda Ball Thomas, (915) 541-4509**

DISTRICT(S) AFFECTED: **N/A**

SUBJECT:

APPROVE:

BACKGROUND / DISCUSSION:

We recommend that City Council adopt the new the new classification and compensation plan for those positions within the General Services Compensation Plan pursuant to the Classification and Compensation Study completed by Human Resources and recommended by the Civil Service Commission on 7/13/06. The City's previous comprehensive Classification and Compensation Plan was adopted in 1969, since then sections have been modified, but an adjustment to the entire plan has not occurred.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Budgeted for FY07

BOARD / COMMISSION ACTION:
Enter appropriate comments or N/A

As per Civil Service Commission recommendation on July 13, 2006

**********REQUIRED AUTHORIZATION**********

LEGAL: (if required) _JRB_____ **FINANCE:** (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

AN ORDINANCE AMENDING ORDINANCE 8064 (CLASSIFICATION AND COMPENSATION PLAN) TO AMEND ALL POSITIONS WITHIN THE GENERAL SERVICES COMPENSATION PLAN PURSUANT TO THE CLASSIFICATION AND COMPENSATION STUDY COMPLETED BY THE HUMAN RESOURCES DEPARTMENT

WHEREAS, the Human Resources Department has completed a Classification and Compensation Study regarding all positions within the General Services Compensation Plan; and

WHEREAS, the Study has been reviewed by the Human Resources Director and presented to the Civil Service Commission for recommendation pursuant to Section 6.4-1 of the City Charter; and

WHEREAS, the City Council is the approving authority for amendments to Ordinance 8064, the Classification and Compensation Plan; therefore, the Civil Service Commission presented their recommended changes to City Council; and,

WHEREAS, the provisions were considered and appropriate revisions made to the original Study, and both the Human Resources Director and the Civil Service Commission recommended this amendment affecting those positions within this Plan.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

1. That Ordinance 8064, the Classification and Compensation Plan, shall be amended as set forth in Exhibits A and B attached hereto, as recommended by the Human Resources Director and the Civil Service Commission.
2. This Ordinance shall become effective on September 3, 2006.

PASSED AND APPROVED this 22nd day of August 2006

THE CITY OF EL PASO

_____
John F. Cook
Mayor

ATTEST:

_____
Richarda Duffy Momsen
City Clerk

#24106 HR\Ordinance 8064 GS Plan\ESH

APPROVED AS TO FORM:

Elaine S. Hengen
Assistant City Attorney

APPROVED AS TO CONTENT:

Linda Ball Thomas
Human Resources Director

AS RECOMMENDED BY THE CIVIL SERVICE COMMISSION ON JULY 13, 2006.

By: _____
Secretary

#24106 HR\Ordinance 8064 GS Plan\ESH

Exhibit A

General Services

Title, Code & Grade

EXHIBIT A
GENERAL SERVICES COMPENSATION PLAN

Recommended Job Title	Code	Grade
Office Assistant	11250	41
Library Assistant	15580	41
Recreation Leader	16230	41
General Service Worker	18570	41
Toll Collector	12460	42
Transit Information Clerk	14320	42
Licensed Coach Operator Trainee	14450	42
Coach Operator Trainee	14460	42
Museum Operations Assistant	15320	42
Fleet Service Assistant	18230	42
Tire Repairer	18240	42
Truck Driver	18440	42
Utility Laboratory Aide	20560	42
Planning Technician	10190	43
Document Specialist	11070	43
Stores Clerk	11550	43
Inventory Coder	11570	43
Cashier	12480	43
Coin Sorter Operator	12530	43
Senior Recreation Leader	16220	43
Solid Waste Route Supervisor	17820	43
Fleet Service Worker	18220	43
Custodial Shift Leader	18350	43
Trades Helper	18540	43
Groundskeeper	18550	43
Tow Truck Operator	19540	43
Utility Meter Reader	20660	43
Utility Meter Repairer	20690	43
Utility Pipe Layer	21050	43
Senior Office Assistant	11230	44
Customer Relations Clerk	11370	44
Engineering Aide	13840	44
Zoo Keeper	16590	44
Street Resurfacing Inspector	17650	44
General Services Lead Worker	18560	44
Utility Field Customer Service Worker	20640	44
Senior Planning Technician	10180	45
Loan Account & Collection Specialist	10850	45
Printing & Equipment Operator	11090	45
Secretary	11130	45
Materials Specialist	11530	45
Help Desk Specialist	11620	45
Accounting/Payroll Clerk	12260	45
Senior Toll Collector	12450	45
Senior Cashier	12470	45
Parking Meter Service Worker	12520	45
Shuttle Coach Operator	14440	45
Library Information Specialist	15570	45
Veterinary Assistant	16530	45
Senior Zoo Keeper	16580	45
Associate Code Compliance Inspector	17330	45
Traffic Signs & Markings Worker	17520	45
Solid Waste Truck Driver	17830	45
Maintenance Service Ticket Writer	18050	45
Custodial Supervisor	18340	45
Equipment Operator	18430	45
Facilities Maintenance Worker	18530	45
Carpenter	18710	45
Locksmith	18720	45
Roofer	18770	45
Deputy Court Clerk	19160	45
Police Records Specialist	19250	45

EXHIBIT A
GENERAL SERVICES COMPENSATION PLAN

Recommended Job Title	Code	Grade
Court Liaison Supervisor	19360	45
Parking Enforcement Controller	19530	45
Public Safety Report Taker	19770	45
Utility Field Customer Service Inspector	20630	45
Utility Meter Senior Repairer	20680	45
Water Lead Service Worker	21120	45
Wastewater Lead Service Worker	21130	45
Housing Program Relocation Representative	10840	46
Customer Relations Representative	11360	46
Communication Dispatcher	11420	46
Collectively Bargained Payroll Clerk	12255	46
Fire Trainee	19040	46
Police Trainee	19060	46
Property & Evidence Specialist	19430	46
Parking/Traffic Controller	19525	46
Purchasing Clerk	10360	47
Human Resources Specialist	10550	47
Training Technician	11720	47
Safety Technician	11740	47
Benefits Specialist	12106	47
Coach Operator	14420	47
Recreation Specialist	16210	47
Traffic Signs & Markings Technician	17515	47
Fleet Body Repair Technician	18210	47
Machinist	18730	47
Irrigation Technician	18780	47
Vehicle for Hire Inspector	19520	47
Utility Plant Technician	20770	47
Water Services Inspector	21140	47
Planning Specialist	10170	48
Graphics Technician	11065	48
Senior Secretary	11120	48
Parking Meter Service Supervisor	12510	48
International Coach Operator	14430	48
Zoo Exhibit Technician	16450	48
Code Compliance Inspector	17320	48
Fleet Maintenance Technician	18120	48
Groundskeeping Equipment Technician	18130	48
Maintenance Mechanic	18750	48
Certified Fire Trainee	19030	48
Certified Police Trainee	19050	48
Property Disposition Specialist	19420	48
Utility Field Customer Service Supervisor	20620	48
Utility Meter Reader Supervisor	20650	48
Pretreatment Inspector	20940	48
Facilities Maintenance Lead Worker	18520	49
Volunteer Services Specialist	10670	49
Document Center Supervisor	11050	49
Education & Graphics Specialist	11060	49
Departmental Data Management Specialist	11085	49
Office Supervisor	11220	49
Communication Dispatcher Supervisor	11410	49
Accounting/Payroll Specialist	12250	49
Transit Schedule Writer	14340	49
Transit Quality Control Inspector	14360	49
Chief Coach Operator	14410	49
Museum Events Coordinator	15050	49
Library Information Senior Specialist	15560	49
Park User Representative	16240	49
Zoo Facilities Supervisor	16470	49
Fleet Services Coordinator	18060	49
Custodial Services Supervisor	18330	49
Heavy Equipment Operator	18420	49

EXHIBIT A
GENERAL SERVICES COMPENSATION PLAN

Recommended Job Title	Code	Grade
General Services Supervisor	18510	49
Plumber	18760	49
Welder	18790	49
Police Records Unit Supervisor	19240	49
Photographic Laboratory Technician	19450	49
Latent Print Examiner	19470	49
Vehicle for Hire Supervisor	19510	49
Public Safety Call Taker	19760	49
Water Conservation Technician	20330	49
Utility Laboratory Technician	20550	49
Utility Meter Repair Supervisor	20670	49
Utility Central Control Operator	20840	49
Water Service Worker Supervisor	21100	49
Wastewater Service Worker Supervisor	21110	49
Land and Contract Specialist	10390	50
Senior Human Resources Specialist	10540	50
Legal /Contract Secretary	11115	50
Civil Service Commission Recorder	11190	50
Property Control Officer	11560	50
Collections Supervisor	12430	50
Toll Collections Supervisor	12440	50
Engineering Technician	13830	50
Transit Fleet Service Supervisor	14310	50
Zoo Area Supervisor	16560	50
Solid Waste Division Supervisor	17810	50
Service & Security Worker	18525	50
Electrician	18630	50
Electronics Technician	18650	50
Warrant Supervisor	19140	50
Senior Deputy Court Clerk	19150	50
Public Safety Dispatcher - Fire	19720	50
Public Safety Dispatcher - Police	19740	50
Public Safety Communcations Specialist	19780	50
Buyer	10340	51
Accessibility Specialist	10940	51
Administrative Assistant	11110	51
Customer Relations & Billing Supervisor	11350	51
Budget Specialist	12180	51
Senior Acct/Payroll Specialist	12245	51
Disbursements Supervisor	12420	51
Library Services Supervisor	15550	51
Zoo Commissary Supervisor	16540	51
Building Inspector	17220	51
Electrical Inspector	17240	51
Plumbing Inspector	17260	51
Mechanical Inspector	17270	51
Landscape Inspector	17280	51
Traffic Signal Maintenance Supervisor	17440	51
Traffic Control Installation Supervisor	17510	51
Street Operations Assistant	17640	51
Facilities Maintenance Supervisor	18320	53
Lead Maintenance Mechanic	18740	51
Police Records Supervisor	19260	51
Property & Evidence Supervisor	19410	51
Utility Customer Service Supervisor	20610	51
Water Plant Senior Technician	20750	51
Wastewater Plant Senior Tech	20760	51
Materials Supervisor	11520	52
Revenue Processing Supervisor	12330	52
Tax Accounts Supervisor	12340	52
Traffic Control Specialist	13640	52
Transportation Services Supervisor	14100	52
Transit Route Supervisor	14250	52
Code Compliance Supervisor	17310	52

EXHIBIT A
GENERAL SERVICES COMPENSATION PLAN

Recommended Job Title	Code	Grade
Airport Labor Supervisor	18360	52
Industrial Electrician	18610	52
Electronics Lead Technician	18640	52
Photographic Laboratory Senior Technician	19440	52
Public Safety Communicator	19750	52
Utility Sample Specialist	20530	52
Utility Central Control Supervisor	20830	52
Pretreatment Inspector Supervisor	20930	52
Engineering Senior Technician	13820	53
Veterinary Technician	16520	53
Zoo Collection Supervisor	16550	53
Residential Combination Inspector	17225	53
Zoning Board of Adjustment Secretary	17355	53
Fleet Maintenance Lead Technician	18110	53
Wastewater Collection Maintenance Supervisor	21030	53
Wastewater Lift Station Maintenance Supervisor	21040	53
Well Maintenance Supervisor	21070	53
Utility Construction Supervisor	21060	53
Public Safety Senior Dispatcher - Fire	19710	54
Housing Construction Specialist	10820	54
Departmental Data Management Supervisor	11080	54
Office Manager	11210	54
Park Area Supervisor	16320	54
Building Inspector Supervisor	17210	54
Electrical Inspector Supervisor	17230	54
Mechanical & Plumbing Inspector Supervisor	17250	54
Traffic Signal Division Supervisor	17420	54
Traffic Signs & Markings Division Supervisor	17430	54
Street Operations Supervisor	17630	54
Fleet Maintenance Supervisor	18030	54
Fleet Body Shop Supervisor	18040	54
Heavy Equipment Supervisor	18410	54
Electrician Supervisor	18620	54
Public Safety Dispatch Shift Sup - Police	19730	54
Water Plant Assistant Superintendent	20730	54
Wastewater Plant Assistant Superintendent	20740	54
Water Production Assistant Superintendent	20820	54
Utility Electrictronic Controls Supervisor	20850	54
Housing Construction Supervisor	10660	55
Engineering Lead Technician	13815	55
Residential Combination Inspector Supervisor	17215	55
Building Plans Examiner	17350	55
Mechanical & Plumbing Plans Examiner	17360	55
Electrical Plans Examiner	17370	55
Landscape Plans Examiner	17380	55
Solid Waste Superintendent	17730	55
Fleet Maintenance Chief	18020	55
Facilities Maintenance Chief	18315	55
Wastewater Lift Station Superintendent	20910	55
Wastewater Construction Superintendent	21020	55
Wastewater Collection Maintenance Superintendent	21025	55

Exhibit B

General Services

Pay Schedule

CITY OF EL PASO
HUMAN RESOURCES DEPARTMENT
GENERAL SERVICES PAY SCHEDULE
EFFECTIVE SEPTEMBER 3, 2006

	GRADE	MINIMUM RATE	FIRST QUARTILE	MIDPOINT	THIRD QUARTILE	MAXIMUM RATE
Annual	**GS 41**	18,778.54	20,781.41	22,784.28	24,787.15	26,790.02
Monthly		1,564.88	1,731.78	1,898.69	2,065.60	2,232.50
Biweekly		722.25	799.29	876.32	953.35	1,030.39
Hourly		9.028125	9.991125	10.954000	11.916875	12.879875
Annual	**GS 42**	19,717.46	21,820.48	23,923.49	26,026.50	28,129.52
Monthly		1,643.12	1,818.37	1,993.62	2,168.88	2,344.13
Biweekly		758.36	839.25	920.13	1,001.02	1,081.90
Hourly		9.479500	10.490625	11.501625	12.512750	13.523750
Annual	**GS 43**	20,703.33	22,911.50	25,119.66	27,327.83	29,535.99
Monthly		1,725.28	1,909.29	2,093.31	2,277.32	2,461.33
Biweekly		796.28	881.21	966.14	1,051.07	1,136.00
Hourly		9.953500	11.015125	12.076750	13.138375	14.200000
Annual	**GS 44**	21,265.94	23,837.49	26,409.04	28,980.59	31,552.14
Monthly		1,772.16	1,986.46	2,200.75	2,415.05	2,629.35
Biweekly		817.92	916.83	1,015.73	1,114.64	1,213.54
Hourly		10.224000	11.460375	12.696625	13.933000	15.169250
Annual	**GS 45**	22,329.23	25,029.36	27,729.49	30,429.62	33,129.75
Monthly		1,860.77	2,085.78	2,310.79	2,535.80	2,760.81
Biweekly		858.82	962.67	1,066.52	1,170.37	1,274.22
Hourly		10.735250	12.033375	13.331500	14.629625	15.927750
Annual	**GS 46**	23,445.69	26,280.83	29,115.96	31,951.10	34,786.24
Monthly		1,953.81	2,190.07	2,426.33	2,662.59	2,898.85
Biweekly		901.76	1,010.80	1,119.84	1,228.89	1,337.93
Hourly		11.272000	12.635000	13.998000	15.361125	16.724125
Annual	**GS 47**	24,617.97	27,594.87	30,571.76	33,548.66	36,525.55
Monthly		2,051.50	2,299.57	2,547.65	2,795.72	3,043.80
Biweekly		946.85	1,061.34	1,175.84	1,290.33	1,404.83
Hourly		11.835625	13.266750	14.698000	16.129125	17.560375
Annual	**GS 48**	25,298.89	28,719.05	32,139.20	35,559.36	38,979.52
Monthly		2,108.24	2,393.25	2,678.27	2,963.28	3,248.29
Biweekly		973.03	1,104.58	1,236.12	1,367.67	1,499.21
Hourly		12.162875	13.807250	15.451500	17.095875	18.740125
Annual	**GS 49**	26,563.84	30,155.01	33,746.17	37,337.33	40,928.49
Monthly		2,213.65	2,512.92	2,812.18	3,111.44	3,410.71
Biweekly		1,021.69	1,159.81	1,297.93	1,436.05	1,574.17
Hourly		12.771125	14.497625	16.224125	17.950625	19.677125
Annual	**GS 50**	27,892.03	31,662.75	35,433.48	39,204.20	42,974.92
Monthly		2,324.34	2,638.56	2,952.79	3,267.02	3,581.24
Biweekly		1,072.77	1,217.80	1,362.83	1,507.85	1,652.88
Hourly		13.409625	15.222500	17.035375	18.848125	20.661000
Annual	**GS 51**	29,286.64	33,245.89	37,205.15	41,164.41	45,123.66
Monthly		2,440.55	2,770.49	3,100.43	3,430.37	3,760.31
Biweekly		1,126.41	1,278.69	1,430.97	1,583.25	1,735.53
Hourly		14.080125	15.983625	17.887125	19.790625	21.694125
Annual	**GS 52**	30,110.32	34,610.50	39,110.67	43,610.84	48,111.02
Monthly		2,509.19	2,884.21	3,259.22	3,634.24	4,009.25
Biweekly		1,158.09	1,331.17	1,504.26	1,677.34	1,850.42
Hourly		14.476125	16.639625	18.803250	20.966750	23.130250
Annual	**GS 53**	31,615.83	36,341.02	41,066.20	45,791.38	50,516.57
Monthly		2,634.65	3,028.42	3,422.18	3,815.95	4,209.71
Biweekly		1,215.99	1,397.73	1,579.47	1,761.21	1,942.94
Hourly		15.199875	17.471625	19.743375	22.015125	24.286750
Annual	**GS 54**	33,196.62	38,158.07	43,119.51	48,080.95	53,042.40
Monthly		2,766.39	3,179.84	3,593.29	4,006.75	4,420.20
Biweekly		1,276.79	1,467.62	1,658.44	1,849.27	2,040.09
Hourly		15.959875	18.345250	20.730500	23.115875	25.501125
Annual	**GS 55**	34,856.46	40,065.98	45,275.49	50,485.01	55,694.52
Monthly		2,904.71	3,338.83	3,772.96	4,207.08	4,641.21
Biweekly		1,340.63	1,541.00	1,741.37	1,941.73	2,142.10
Hourly		16.757875	19.262500	21.767125	24.271625	26.776250