

**CITY OF URBANDALE  
COUNCIL LETTER #6662**



3600 86th Street Urbandale, IA 50322  
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**Meeting:** City Council - April 20, 2021  
**Staff Contact:** Erin Freeman, Director of Human Resources  
**Department:** Human Resources

**AGENDA ITEM:**

Non-Union Employee Salary Schedules for FY2021-2022

**RECOMMENDATION:**

Approve the non-union employee salary schedules for FY2021-2022.

<b>CITY ATTORNEY REVIEWED:</b>	<b>FINANCE REVIEWED:</b>	<b>CORRESPONDS WITH:</b>
N/A	Yes	Benefits & Compensation

**ATTACHMENTS:**

Non-Union Salary FY2021-2022

**PROJECT DESCRIPTION:**

At its meeting of March 23, 2021 the City Council approved the FY2021-2022 operating budget. This budget anticipated salary increases for both full-time and part-time non-union employees as recommended in the attached FY2021-2022 wage schedules.

New schedules have been prepared to reflect the recommended salary levels for non-union employees during FY2021-2022 and these schedules reflect a 3.0% across the board increase to the ranges effective on July 1, 2021. Table A includes the recommended salary ranges for the City's full-time non-union management and general employees. Table B includes the recommended salary ranges for the City's permanent part-time non-union employees. Table C includes the recommended salary ranges for the City's non-benefited part-time and seasonal employees. The compensation levels for Fire and EMS part time personnel are contained in Table D and there is a recommended 1.5% increase to the base hourly rate which is half of the 3.0% recommended increase for full time and benefitted part time staff which is consistent with past practice.

The FY2021-2022 non-union pay schedules referenced above for Tables A – D are all attached.

It should be noted that the recommended salary increases for non-union employees come after a review of wage increases for other metro-area cities as well as the wage settlements for the collective bargaining units within the City of Urbandale. The Police, Laborer and Fire unions will each receive a 3.0% general wage increase effective July 1, 2021 in addition to steps for which they may be eligible. The City Council approved the union wage schedules at its meeting of March 23, 2021.

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Therefore, it is recommended that the City Council, at its meeting of April 20, 2021, approve the salary schedule for the City's non-union employees as outlined above.

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**NON-UNION MANAGEMENT AND GENERAL EMPLOYEE SCHEDULE  
FY2021-FY2022 FULL-TIME  
July 1, 2021 to June 30, 2022**

<b>Status</b>	<b>Classification</b>	<b>Range</b>	<b>E/NE</b>
Non CS	Library Custodian	C	NE
Non CS	Office Assistant	C	NE
Non CS	Library Assistant	D	NE
CS	Administrative Technician	E	NE
CS	Community Service Officer	E	NE
CS	Administrative Specialist	G	NE
CS	Billing Specialist	G	NE
CS	Accountant I	H	E
CS	Facility Maintenance Technician	H	NE
CS	GIS Specialist	H	NE
CS	Recreation Coordinator	H	E
CS	Traffic Signal Technician	H	NE
CS	Building Inspector I	I	NE
Non CS	Chief Deputy City Clerk	I	NE
CS	Economic Development Specialist I	I	E
CS	Engineering and Storm Water Technician	I	NE
CS	Engineering Technician	I	NE
CS	Facilities Maintenance Specialist	I	NE
CS	IT Specialist	I	E
Non CS	Library Specialist	I	E
CS	Planner I	I	E
CS	Staff Engineer	I	E
CS	Accountant II	J	E
CS	Building Inspector II	J	NE
CS	Economic Development Specialist II	J	E
CS	IT Administrator	J	E
CS	Marketing & Communications Specialist I	J	E
CS	Civilian Records Supervisor/Accreditation Manager	K	E
CS	Human Resources Analyst	K	E
CS	GIS Coordinator	K	NE
Non CS	Library Manager	K	E
CS	Planner II	K	E
CS	Senior Center Program Supervisor	K	E
CS	Senior Engineering Technician	K	NE
CS	Marketing & Communications Specialist II	K	E
CS	Associate Building Official/Plans Examiner	L	E
Non CS	City Clerk	L	E
CS	Facilities Maintenance Supervisor	L	E
CS	Fleet Supervisor	L	E
CS	Parks Supervisor	L	E
CS	Public Works Supervisor	L	E
Non CS	Assistant Director of Parks and Facilities	M	E
Non CS	Assistant Finance Director	M	E
CS	Fire/EMS Lieutenant	M	NE
CS	Police Sergeant	M	NE
Non CS	Recreation Superintendent	M	E
Non CS	Senior Engineer - PE	M	E

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Status	Classification	Range	E/NE
Non CS	Assistant Director of Economic Development	N	E
Non CS	Building Official	N	E
Non CS	Community Development Manager/Chief Planner	N	E
CS	Fire Captain	N	NE
CS	Fire Marshal	N	E
Non CS	Assistant Director of Public Works	O	E
CS	Assistant Fire Chief	O	E
Non CS	Assistant Library Director	O	E
Non CS	Director of Risk Management and Support Services	O	E
CS	Police Captain	O	E
Non CS	Economic Development Director	P	E
Non CS	Assistant Director of Engineering	Q	E
Non CS	Director of Technology	Q	E
Non CS	Library Director	R	E
Non CS	Assistant City Manager/Economic Development Director	S	E
Non CS	Community Development Director	S	E
Non CS	Director of Human Resources	S	E
Non CS	Director of Parks and Recreation	S	E
Non CS	Chief of Police	T	E
Non CS	Director of Engineering and Public Works	T	E
Non CS	Finance Director	T	E
Non CS	Fire Chief/Emergency Preparedness Director	T	E
Non CS	City Manager	Y	E

CS - Civil Service Position

E - Exempt (Salary)

Non CS - Not a Civil Service Position

NE - Non Exempt (Hourly)

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TABLE A  
 FY2021-2022 ANNUAL SALARY RANGE  
 NON-UNION MANAGEMENT AND GENERAL EMPLOYEE SCHEDULE  
 July 1, 2021 to June 30, 2022

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16
A	30,904	31,789	32,673	33,557	34,441	35,326	35,756	36,210	36,640	37,094	37,525	37,978	38,409	38,863	39,293	39,747
B	33,603	34,577	35,530	36,483	37,457	38,409	38,886	39,361	39,860	40,337	40,813	41,289	41,764	42,240	42,740	43,216
C	36,301	37,344	38,385	39,429	40,450	41,493	42,014	42,536	43,057	43,578	44,077	44,599	45,120	45,642	46,163	46,685
D	38,999	40,109	41,243	42,355	43,465	44,576	45,144	45,688	46,254	46,798	47,365	47,909	48,476	49,043	49,587	50,154
E	41,696	42,898	44,077	45,279	46,458	47,660	48,249	48,862	49,450	50,040	50,631	51,243	51,832	52,421	53,011	53,623
F	44,394	45,664	46,934	48,204	49,474	50,744	51,378	52,013	52,648	53,283	53,918	54,553	55,187	55,823	56,456	57,092
G	48,432	49,814	51,197	52,580	53,963	55,346	56,050	56,729	57,432	58,112	58,815	59,495	60,198	60,879	61,581	62,262
H	53,827	55,369	56,911	58,430	59,972	61,513	62,284	63,056	63,826	64,597	65,367	66,117	66,886	67,658	68,429	69,200
I	59,224	60,925	62,601	64,302	65,981	67,680	68,520	69,381	70,220	71,059	71,921	72,759	73,599	74,461	75,298	76,138
J	64,619	66,456	68,316	70,152	72,010	73,848	74,778	75,684	76,613	77,544	78,473	79,380	80,310	81,239	82,147	83,076
K	69,993	71,989	73,984	76,002	77,998	79,992	80,990	81,987	82,986	83,983	85,004	86,001	86,998	87,996	88,994	89,991
L	75,390	77,544	79,698	81,852	84,005	86,160	87,247	88,313	89,402	90,467	91,556	92,622	93,709	94,775	95,864	96,929
M	80,785	83,098	85,411	87,701	90,014	92,327	93,484	94,639	95,796	96,953	98,109	99,242	100,398	101,555	102,711	103,867
N	86,182	88,654	91,102	93,573	96,022	98,494	99,718	100,966	102,190	103,414	104,661	105,885	107,110	108,333	109,582	110,805
O	91,556	94,185	96,793	99,401	102,031	104,639	105,953	107,247	108,561	109,876	111,169	112,483	113,799	115,114	116,406	117,721
P	96,953	99,718	102,484	105,273	108,040	110,805	112,189	113,572	114,955	116,339	117,721	119,127	120,510	121,893	123,277	124,659
Q	102,348	105,273	108,198	111,123	114,048	116,973	118,424	119,897	121,348	122,822	124,274	125,748	127,199	128,673	130,124	131,597
R	107,745	110,828	113,912	116,973	120,057	123,140	124,683	126,223	127,765	129,308	130,825	132,368	133,910	135,451	136,994	138,535
S	114,478	117,744	121,009	124,296	127,561	130,825	132,459	134,092	135,724	137,379	139,012	140,644	142,276	143,909	145,542	147,175
T	122,573	126,065	129,579	133,071	136,585	140,077	141,823	143,570	145,338	147,083	148,830	150,575	152,343	154,089	155,836	157,581
U	130,644	134,386	138,104	141,845	145,564	149,306	151,165	153,047	154,906	156,765	158,647	160,506	162,365	164,248	166,106	167,966
V	138,739	142,707	146,675	150,620	154,588	158,556	160,529	162,524	164,497	166,492	168,465	170,437	172,432	174,405	176,400	178,373
W	146,834	151,029	155,223	159,418	163,612	167,807	169,916	172,002	174,110	176,196	178,304	180,391	182,500	184,585	186,694	188,779
X	154,906	159,327	163,748	168,192	172,614	177,035	179,257	181,456	183,679	185,878	188,100	190,322	192,521	194,743	196,942	199,165
Y	163,000	167,649	172,319	176,966	181,637	186,286	188,622	190,934	193,269	195,604	197,940	200,254	202,589	204,924	207,236	209,571

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**FY 2021-2022 HOURLY RATE RANGE NON-UNION BENEFIT ELIGIBLE  
PART-TIME SCHEDULE JULY 1, 2021 TO JUNE 30, 2022**

<u>Classification</u>	<u>Range</u>
Office Assistant	C
Library Assistant	D
Recreation Specialist	E
Administrative Technician	E
Accounts Receivable Clerk	F

**TABLE B  
FY2021-2022 HOURLY RATE RANGE  
NON-UNION BENEFIT ELIGIBLE PART-TIME EMPLOYEES SCHEDULE  
July 1, 2021 to June 30, 2022**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16
A	14.85	15.29	15.71	16.14	16.56	16.98	17.19	17.41	17.61	17.83	18.05	18.26	18.47	18.68	18.89	19.11
B	16.16	16.62	17.08	17.54	18.00	18.47	18.69	18.93	19.16	19.39	19.63	19.85	20.09	20.30	20.55	20.78
C	17.45	17.95	18.46	18.96	19.45	19.94	20.20	20.46	20.70	20.95	21.19	21.44	21.69	21.94	22.20	22.44
D	18.75	19.29	19.83	20.36	20.90	21.43	21.70	21.96	22.24	22.51	22.76	23.03	23.31	23.58	23.83	24.11
E	20.05	20.62	21.19	21.77	22.33	22.92	23.21	23.48	23.77	24.06	24.34	24.64	24.92	25.20	25.48	25.78
F	21.34	21.95	22.57	23.18	23.78	24.40	24.70	25.01	25.32	25.62	25.91	26.22	26.53	26.84	27.14	27.45
G	23.29	23.95	24.62	25.28	25.94	26.60	26.94	27.27	27.61	27.93	28.27	28.60	28.94	29.27	29.61	29.94
H	25.87	26.62	27.36	28.09	28.84	29.58	29.95	30.31	30.68	31.05	31.43	31.79	32.16	32.53	32.90	33.27
I	28.48	29.29	30.10	30.91	31.72	32.54	32.94	33.35	33.75	34.17	34.58	34.98	35.38	35.79	36.19	36.61
J	31.06	31.95	32.85	33.72	34.62	35.50	35.96	36.39	36.83	37.28	37.73	38.16	38.60	39.06	39.50	39.94
K	33.65	34.61	35.58	36.53	37.50	38.46	38.93	39.41	39.90	40.38	40.87	41.34	41.83	42.31	42.79	43.26

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**TABLE C  
FY2021-2022 WAGE SCALE SCHEDULE  
NON BENEFIT ELIGIBLE PART-TIME AND SEASONAL EMPLOYEES  
July 1, 2021 to June 30, 2022**

<b>PART-TIME</b>				
<b><u>RECREATION</u></b>				
MAC Camp Supervisor	\$ 19.72		\$ 25.73	/ Hour
Youth in the Parks Supervisor	\$ 13.00	-	\$ 16.00	/ Hour
Kids Kamp Supervisor	\$ 11.00	-	\$ 12.50	/ Hour
Kids Kamp Counselor	\$ 9.00	-	\$ 11.25	/ Hour
MAC Camp Counselor	\$ 9.00	-	\$ 11.25	/ Hour
<b><u>LIBRARY AND OFFICE</u></b>				
Library Assistant	\$ 15.80	-	\$ 23.35	/ Hour
Office Assistant	\$ 15.80	-	\$ 23.35	/ Hour
Library Page	\$ 8.75	-	\$ 10.50	/ Hour
<b>SEASONAL</b>				
<b><u>INTERNS</u></b>				
Civil Engineering Interns	\$ 12.00	-	\$ 16.00	/ Hour
Economic Development Intern	\$ 10.00	-	\$ 13.00	/ Hour
Marketing Intern	\$ 10.00	-	\$ 13.00	/ Hour
Park and Recreation Interns	\$ 10.00	-	\$ 13.00	/ Hour
Library Intern	\$ 10.00	-	\$ 13.00	/ Hour
<b><u>MAINTENANCE/LABOR</u></b>				
Summer Laborer - Public Works (RW/SW/TS) or Parks	\$ 12.00	-	\$ 14.00	/ Hour
Athletic Field Seasonal Maintenance	\$ 13.05	-	\$ 16.00	/ Hour

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**TABLE D  
FY2021-2022 WAGE SALARY SCALE  
FIRE DEPARTMENT - PART TIME  
July 1, 2021 to June 30, 2022**

<b>PART-TIME</b>		
Full Member	15.55	/ Hour
Public Education/Fire Prevention	15.55	/ Hour
Fire Recruit	12.18	/ Hour
<b>Certification Pay (#) in Addition to Hourly Base Wage</b>		
Fire Officer I	0.25	/ Hour
Fire Officer II	0.50	/ Hour
Fire Instructor I	0.25	/ Hour
Fire Instructor II	0.50	/ Hour
EMS Instructor	0.25	/ Hour
Inspector	0.25	/ Hour
Engineer	0.25	/ Hour
Lieutenant	2.00	/ Hour
Captain	3.25	/ Hour
Assistant Chief	4.50	/ Hour
EMT - I	1.50	/ Hour
EMT - P	2.00	/ Hour
EMT - PS/RN	3.50	/ Hour

*# Hourly pay at one and one-half rate for General Toned calls*

*Certification Pay is not compiled for I and II level certifications; either, or*