



City of Greenville and Greenville Utilities Commission

Greenville, North Carolina

**Request for Proposals
for
Employee Classification and Compensation Study**

Release Date:

October 30, 2018

Submittal Deadline:

November 30, 2018 – 5:00 p.m. EST

1.0 INTRODUCTION

This document constitutes a Request for Proposals (RFP), via sealed proposals, from qualified individuals or organizations to perform the Scope of Work set forth herein.

Organization – This document is divided into the following parts:

- 1) Introduction
- 2) Instructions and General Conditions
- 3) Description of Organizations
- 4) Scope of Services
- 5) Scope of Work
- 6) Proposal Submission Information
- 7) Evaluation and Award Process
- 8) Attachment 1 – Qualifications of Consultant
- 9) Attachment 2 – Professional References
- 10) Attachment 3 – Consultant Registration Form and Disclosure
- 11) Attachment 4 – City of Greenville Organizational Chart
- 12) Attachment 5 – Greenville Utilities Commission Organizational Chart
- 13) Attachment 6 – City of Greenville 2018/2019 Salary Schedule
- 14) Attachment 7 – Greenville Utilities Commission 2018/2019 Salary Schedule

2.0 INSTRUCTIONS AND GENERAL CONDITIONS

2.1 **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, must be in the actual possession of the Human Resources Department at the City of Greenville on or before the proposal closing date and time indicated herein for furnishing the City of Greenville and Greenville Utilities Commission with services as detailed in the following request for proposal.

- a. Proposal Closing: All proposals shall be delivered before **5:00 p.m. EST on November 30, 2018.**
- b. Proposals received after the above listed time and date will be disqualified.
- c. The minimum font size allowable for the proposal is twelve (12) and the proposal is limited to thirty (30) pages. A single page printed front and back is counted as two (2) pages.
- d. Proposals must include two (2) originals, and six (6) copies of the proposal (total of eight).
- e. Proposals must be submitted in a sealed envelope properly addressed to the City of Greenville and Greenville Utilities, Human Resources Departments and clearly marked with 1) Request for Proposal for Employee Classification and Compensation Study and 2) Consultant's name and address on the envelope. All proposals must be typewritten.

2.2 **Guideline for Written Questions:** Any questions relating to the Request for Proposals shall be e-mailed to both of the contact persons whose names appear below no later than November 12, 2018 at 5:00 p.m. All such questions will be answered in writing and such answers will be provided to all parties having obtained a Request for Proposal packet by the City of Greenville and Greenville Utilities Commission.

Contact Persons: Leah B. Futrell, Director of Human Resources
City of Greenville
P.O. Box 7207
Greenville, North Carolina 27835
lfutrell@greenvillenc.gov

Richie R. Shreves, Director of Human Resources
Greenville Utilities Commission
P.O. Box 1847
Greenville, NC 27835
shreVERR@guc.com

3.0 DESCRIPTION OF ORGANIZATIONS

3.1 City of Greenville:

The City of Greenville is a full service City, with a seven member City Council operating under the Council-Manager form of government. City departments include Police, Fire/Rescue, Public Works, Recreation and Parks, Community Development, Human Resources, Financial Services, Information Technology, City Manager, City Attorney, and City Clerk. The City of Greenville is located 85 miles east of Raleigh, North Carolina and employs 759 full-time employees, 14 designated part-time employees, and 325 general part-time employees. Also under the City's pay plan are employees of two sister agencies:

- a. Library: 14 full-time, 10 designated part-time, 58 general part-time
- b. Convention & Visitors Bureau: 6 full-time

3.2 Greenville Utilities Commission:

Greenville Utilities Commission manages the public utilities of the City of Greenville by providing public electric, water, wastewater and natural gas services for the citizens of the City of Greenville and seventy-five (75%) of Pitt County. Greenville Utilities Commission employs 445 full-time employees, 9 designated part-time employees, and 3 general part-time employees.

4.0 SCOPE OF SERVICES

4.1 Project Description:

The City of Greenville and Greenville Utilities Commission maintain a joint classification and pay plan. The City and Greenville Utilities seek a highly qualified consulting firm having experience in the area of local government and public utility personnel systems to assist in the design, conduct, and implementation of a comprehensive classification and compensation plan. The consultant will review the existing job classification and compensation system and make recommendations for system/process improvements or redesign to the existing system, or implementation of a new evaluation and compensation system, and make best practice recommendations.

It is the goal of the City of Greenville and Greenville Utilities Commission to continue to offer a fair, efficient, and competitive classification and compensation plan that can be administered by trained staff in the Human Resources Departments. The Study will assist in the development and implementation of a classification and compensation plan that will enable the City of Greenville and Greenville Utilities Commission to competitively recruit new employees, retain current employees, and motivate and reward outstanding employee job performance.

The goals for this project are to update the current classification and compensation plan to reflect competitive and equitable pay for each position based on:

- A market analysis of similar positions in comparable jurisdictions locally, statewide, regionally, and/or nationally depending on the recruitment market for the various position groupings;
- A market analysis of similar positions in the private and non-profit sectors in relevant labor markets; and
- An internal equity review and analysis among comparable positions within the City of Greenville and Greenville Utilities Commission.

4.2 Background Information:

A joint classification and compensation study was last conducted by a consultant in 2009 with implementation in 2011. This was accomplished through use of job analysis methodology. Employees and supervisors completed position questionnaires, which were then evaluated and analyzed along with pay data collected from other public and private employers. The market-based pay plan was updated by the same consultant in 2015, as part of the five-year market “true-up”. Each of the existing pay plans for the City of Greenville and Greenville Utilities Commission include ranges with a minimum, mid-point, and maximum

salary for each. On the City's pay plan, an additional pay matrix is used for the hourly pay rates for those positions subject to a 56-hour per week work schedule. There are a total of 213 classification titles on the City's pay plan and 227 on the Utilities' pay plan.

The City of Greenville and Greenville Utilities Commission utilize merit pay and annual consideration for across-the-board market adjustments to the pay plan in the administration of its pay plans. Performance pay is tied to employee performance and based on merit guidelines. The mid-point of the pay range is considered the "market rate". Merit increases are available to employees depending on their evaluation rating, placement in the pay range, and availability of funds for the merit pool.

The fiscal year for the City of Greenville and Greenville Utilities Commission begins July 1st. Budget preparation begins each December. The Greenville Utilities Commission budget is approved by the Greenville Utilities Commission's Board and recommended for inclusion in the proposed City of Greenville budget which is delivered to the City Council of the City of Greenville by mid-May for approval in June.

5.0 SCOPE OF WORK

The City of Greenville and Greenville Utilities Commission will expect the Consultant to perform the services noted below. Each proposal will address each of the items listed below:

Classification Plan

1. Meet with designated staff members to validate scope of services, methodology, timeliness, and other deliverables.
2. Develop a classification study that reflects the City of Greenville's and Greenville Utilities Commission's overall classification and compensation strategy and includes the clear definition of terms and the development of career ladders for full-time classifications and, in some cases, designated part-time classifications.
3. Review the background materials including organizational charts, budgets, personnel rules and regulations, and related information.
4. Conduct orientation and briefing session(s) with employees, supervisors, managers, and department heads.
5. Design an appropriate job questionnaire for distribution to employees. The form should be available in both hard-copy and in electronic format.
6. Upon receipt of completed questionnaires, conduct interviews with a representative sample of employees and appropriate supervisory and management personnel to confirm content accuracy and resolve inconsistencies.
7. Allocate all employees included within the scope of the study to an appropriate job title, job class, and FLSA exempt/non-exempt designation.
8. Update job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications, working conditions, and certification/license/registration requirements for classification as needed.
9. Attend meetings as required.

Compensation Plan

1. Identify survey labor market and benchmark classes used for market analysis.
2. Conduct a comprehensive compensation search utilizing other similar public and private sector employers as well as utilities. Data may be from reputable

published salary surveys and should be identified as such in the summary report of findings. Benchmark employers and surveys used for this study must be pre-approved by the City of Greenville and Greenville Utilities Commission.

3. Complete internal salary relationship analysis, including the development of appropriate internal relationship guidelines.
4. Develop externally competitive and internally equitable salary recommendations for each class included within the study in order to maintain appropriate competitive position in relation to other employers within the region.
5. Assign a salary range to each classification which reflects the results of the market survey and the analysis of internal relationships.
6. Present survey results to management for discussions and decisions on overall pay philosophy and the feasibility of acceptance.
7. As needed, recommend appropriate premium pay options to supplement the compensation plan. Examples may include pay for certifications, professional licenses, special skills, temporary “acting” assignment at higher level duties, pay alternatives for exempt level workers not normally eligible for overtime, and similar pay practices.
8. Review the current benefits package, excluding health insurance, and related procedures, advise on any missing components, and indicate those deemed as best practices that can be practically applied and implemented in the near future.
9. Review the existing merit-based performance management systems and make recommendations for changes as needed to meet the goal of motivating, rewarding and progressing employees through the pay ranges.
10. Assist in the development of a strategy for implementing pay and compensation recommendations and delineate necessary components in the implementation process.
11. Conduct a compression analysis to identify any extreme current individual or group compensation inequities and provide a recommended corrective action plan and process to remedy these situations.
12. Provide system documentation and computer formats/software to administer compensation plan.
13. Present data-driven rationale for recommendations in written report, and present findings in report form and orally as needed to the management teams at the City of Greenville and Greenville Utilities, to the joint internal Pay and Benefits

Committee, and to the Greenville Utilities Commission's Board and the City Council.

14. Develop a comprehensive employee communications plan to explain the process and final recommendations, including provisions for response to individual questions.
15. Provide training to human resources staff and to management from each department on the utilization and maintenance of the system.
16. Provide the necessary documentation, including the job questionnaires, and other materials so the City of Greenville and Greenville Utilities will be able to maintain the system in consultation with the consultant following the implementation of the plans.
17. Attend meetings as required.

6.0 PROPOSAL SUBMISSION INFORMATION

6.1 Submission of Proposals:

Two (2) originals and six (6) copies of the proposal should be submitted.

- a. Human Resources Department
City of Greenville
ATTN: Leah Futrell, Director of Human Resources
200 W. Fifth Street
Greenville, NC 27858
- b. The proposals must be delivered no later than 5:00 p.m. EST on November 30, 2018. Proposals will not be accepted after this date and time.

6.2 To facilitate the evaluation process, proposals shall be organized into distinctive sections that correspond with the individual evaluation categories described herein.

6.3 Proposals shall include information related to the evaluation categories. The City of Greenville and Greenville Utilities Commission are under no obligation to solicit such information if it is not included with the proposal.

6.4 Required Documents:

- a. The complete proposal, including a cost breakdown for consulting services, travel, and other expenses; proposed timeline to complete the scope of work.
- b. All mandatory exhibits and detail explanation
- c. Completed Qualifications of Consultant form (Attachment 1)
- d. List of references (Attachment 2)
- e. Completed and signed Consultant Application and Disclosure Statement (Attachment 3)

Failure to provide required documents will result in disqualification of the proposal.

6.5 The proposal shall specifically identify such information considered to be proprietary or confidential.

7.0 EVALUATION AND AWARD PROCESS

- 7.1 The capability and the requisite experience and expertise of the Consultant to provide services for the City of Greenville and Greenville Utilities Commission in accordance with the provisions and requirements set forth herein will be evaluated by a joint selection committee.
- 7.2 The following criteria will be used to evaluate all proposals:
- a. Responsiveness
 - 1. Responsiveness shall be determined by the Consultant's demonstration of a method of approach that fully meets all terms and conditions of the RFP and Scope of Work.
 - b. Expertise and reliability
 - 1. Determined by the submission of references and positive reference checks demonstrating the Consultant's success with similar projects.
 - 2. Consideration of all accreditation and ratings of service or products by nationally accepted rating or accrediting agencies.
 - 3. Professional memberships and certifications.
 - 4. Years of compensation experience within public sector, local government and utility sectors.
 - c. Service Factors
 - 1. Determined by the provision of personnel with requisite skill and expertise to deliver proposed services.
 - 2. The depth of services the Consultant proposes to deliver.
 - 3. Access to the Consultant defined in terms of hours and days available, ease of contract, guaranteed response times.
 - 4. A demonstrated plan of action for the Consultant to acquire the services of subject matter experts in the areas that are identified as necessary to this proposal.

- d. Completeness of Proposal
 - 1. Consultant submits proposal which includes all required documents and a work plan that thoroughly meets the Scope of Work and all terms and conditions.
 - e. Access and Ease of Use
 - 1. The Consultant demonstrates the requisite availability and ability to complete projects within required time dates.
 - f. Flexibility
 - 1. The proposal demonstrates the flexibility to facilitate anticipated and unanticipated future process changes that are based on best practices.
 - g. Availability of Staff
 - 1. Staff members are made available to the City of Greenville and Greenville Utilities Commission convenient to explain and present its Best and Final Offer.
 - 2. The available staff members shall have the requisite knowledge of the proposal to provide required information and have the requisite authority to agree and act upon the City of Greenville and Greenville Utilities Commission instructions.
 - h. Cost
 - 1. Cost will be evaluated for budget constraints, method of costing, method of pricing, and comparisons of cost in relation to other competitive proposals.
 - i. Time
 - 1. The intent is that the recommendations of the proposal be implemented at the beginning of fiscal year 2020/2021 (i.e., July 1, 2020).
- 7.3 Members of a joint internal selection committee will evaluate each submitted proposal to determine those firms who may be invited for an interview or presentation at the consultant's expense. The selection committee will recommend a contract with one firm to the two governing boards, who will give final approval of the selection.

QUALIFICATIONS OF CONSULTANT

1. State the full name, home and regional office address of your organization. Describe your organizational structure (e.g. publicly held corporation, private non-profit, partnership, etc.). If it is incorporated, include the state in which it is incorporated. List the name and occupation of those individuals serving on your organization's board of directors, and list the name of any entity or person owning 10% or more of your organization.
2. List the name, title, mailing address, telephone number, and e-mail address of the contact person for this proposal.
3. Confirm that you are a licensed consultant in the state of North Carolina with the capacity to provide classification and compensation management consulting. Provide documentation.
4. Describe your company's organization, philosophy, management and provide a brief history. Describe your contractual relationships, if any, with organizations necessary to your proposal's implementation.
5. How long has your organization been providing consulting services?
6. Detail your accomplishments in developing and implementing classification and compensation plans for public sector employers, particularly local government employers and utilities.
7. Identify any past, pending, or threatened litigation or administrative or state ethics board or similar body proceedings to which you, your firm, or any of your employees are or have been a party during the last five (5) years.
8. Describe the issues and challenges, as you view them, facing the City of Greenville and Greenville Utilities Commission Classification and Compensation Plan in the upcoming five (5) years and describe how your organization can assist the City of Greenville and Greenville Utilities Commission. What differentiates your organization from other organizations that may submit proposals for the City of Greenville and Greenville Utilities Commission?
9. Provide a copy of the sample of the invoice that would be used to report and bill for work performed.
10. The City of Greenville and GUC have adopted an Affirmative Action and Minority and Women Business Enterprise Plan (M/WBE) Program. Firms submitting a proposal are attesting that they also have taken affirmative action to ensure equality of

opportunity in all aspects of employment, and to utilize M/WBE suppliers of materials and/or labor when available.

PROFESSIONAL REFERENCES

List five (5) current clients for whom you provide services related to classification and compensation analysis and design. For each client, the list must specify the type of work performed by your company, the size of the client's group, and the period of time retained as a client. One of the five must be the longest standing client, one must be the client with the largest employee population, and one must be the client for which the largest impact was achieved through your company's services.

For each client, include the name, title, address, email address, and phone number of a contact person that the City of Greenville and Greenville Utilities Commission may contact as a reference.

CONSULTANT REGISTRATION FORM

Federal Employer's ID# _____

Name of Organization _____

Business Address _____

City, State, Zip _____ Fax () _____

Main Contact Person _____ Phone () _____

Main Contact Person's E-mail address _____

Organization Structure (Please circle one)

1. Individual 2. Partnership 3. Corporation

4. Government Agency 5. Non-Profit Agency 6. Public Utility

Small Business () Yes () No

Minority Owned Business () Yes () No

Please describe below the major product(s) or service(s) provided by your company: _____

DISCLOSURE STATEMENT

Vendor must disclose any possible conflict of interest with The City of Greenville and Greenville Utilities Commission, including, but not limited to, any relationship with any City of Greenville or Greenville Utilities Commission employee. Your response must disclose if a known relationship exists between any principal of your firm and any City of Greenville or Greenville Utilities Commission employee. If, to your knowledge, no relationship exists, this should also be stated in your response. Failure to disclose such a relationship may result in cancellation of a purchase and/or contract as a result of your response. This form must be completed and returned in order for your proposal to be eligible for consideration.

No Known Relationship Exists _____

Relationship Exists (Please explain) _____

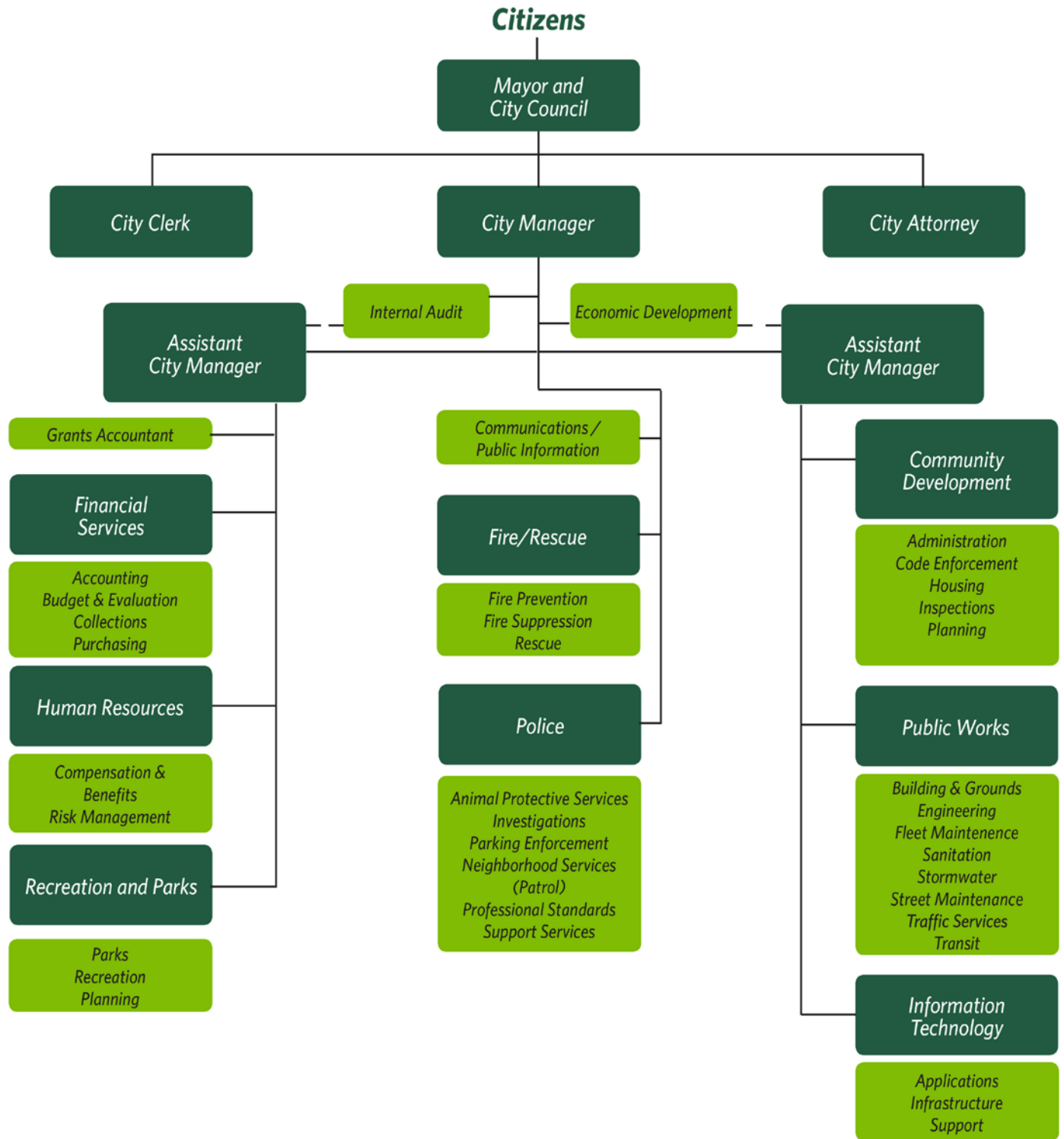
I CERTIFY THAT:

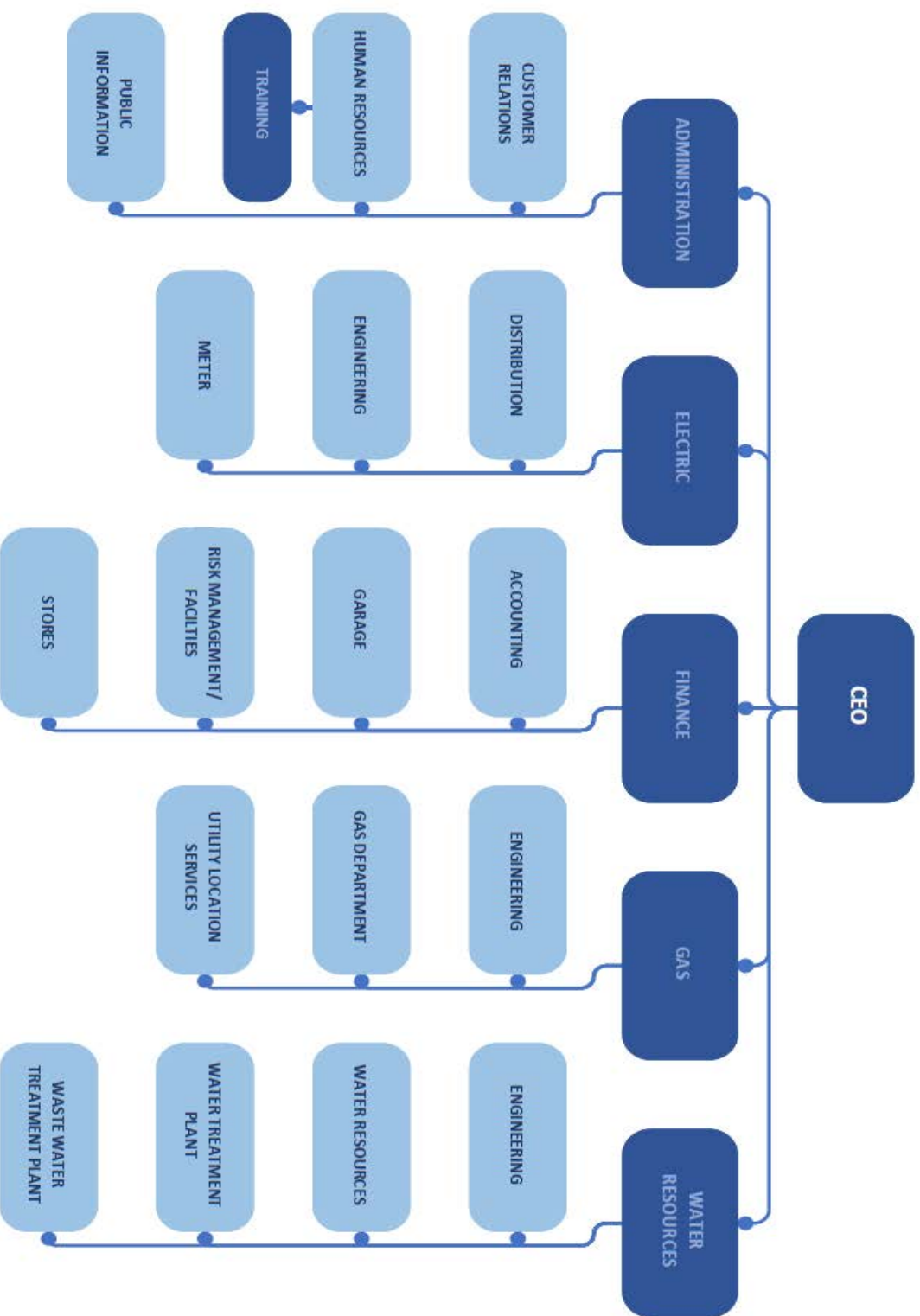
1. I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein is accurate and true as of the date of this proposal.
2. My organization shall comply with all State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment.

Printed or Typed Name

Title

Signature







ASSIGNMENT OF CLASSES TO SALARY GRADES AND RANGES

Adopted August 22, 2011 and Effective July 2, 2011
Last Amended June 23, 2018

<u>Grade</u>	<u>Salary Range</u>			<u>Position Title</u>
	<u>Min</u>	<u>Mid</u>	<u>Max</u>	
105	\$ 27,996.80	\$ 35,006.40	\$ 42,016.00	Collections Clerk Custodian Grounds Maintenance Technician I Grounds Maintenance Worker Laborer Library Assistant Library Clerk Parks Maintenance Technician I Refuse Collector Staff Support Specialist I
106	\$ 29,390.40	\$ 36,732.80	\$ 44,116.80	Auto Service Worker Community Services Clerk Construction Worker Parking Control Officer
107	\$ 30,888.00	\$ 38,563.20	\$ 46,300.80	Animal Protective Services Officer Equipment Operator False Alarm Coordinator Grounds Maintenance Technician II Parks Maintenance Technician II Parts Technician Staff Support Specialist II
108	\$ 32,385.60	\$ 40,518.40	\$ 48,609.60	Collections Technician I Custodial Crew Leader Family Services Victims Advocate Loan Administrator Property & Evidence Technician Recreation Assistant ROW (Right-of-Way) Maintenance Technician Sanitation Crew Leader I Staff Support Specialist III Transit Driver
109	\$ 34,340.80	\$ 42,931.20	\$ 51,542.40	Building Facilities Technician I Grounds Maintenance Technician III Heavy Equipment Operator Lead Transit Driver Park Ranger Permit Officer Sanitation Crew Leader II

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Last Amended June 23, 2018

<u>Grade</u>	<u>Salary Range</u>			<u>Position Title</u>
	<u>Min</u>	<u>Mid</u>	<u>Max</u>	
				Telecommunicator Traffic Control Worker
110	\$ 36,420.80	\$ 45,510.40	\$ 54,620.80	Collections Technician II-EMS Crime Analyst I Lead Telecommunicator Parks Crew Leader Pesticide Control Officer Senior Construction Worker
111	\$ 38,584.00	\$ 48,256.00	\$ 57,886.40	Accounting Generalist Administrative Assistant Buyer I Code Enforcement Officer Collections Officer Communications Technician Engineering Assistant I Facilities Maintenance Supervisor Forensics Technician HR Specialist I Librarian I Parks Program Assistant Police Technology Specialist Senior Parking Control Officer Streets Coordinator Traffic Control Crew Leader Traffic Signal Technician I
112	\$ 41,288.00	\$ 51,625.60	\$ 61,942.40	Accounting Specialist Animal Protective Services Supervisor Building Facilities Technician II Crime Analyst II Housing Rehab Specialist IT Support Specialist I Lead Code Enforcement Officer Librarian II Parks Facilities Supervisor I Planner I Police Accreditation Coordinator Property & Evidence Custodian Senior Administrative Assistant

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<u>Grade</u>	<u>Salary Range</u>				<u>Position Title</u>
	<u>Min</u>	<u>Mid</u>	<u>Max</u>		
113	\$ 44,200.00	\$ 55,265.60	\$ 66,289.60		Administrative Services Specialist Building Facilities Coordinator Community Relations Officer Deputy City Clerk GIS Technician I Grants Accountant HR Specialist II Library Business Manager Neighborhood Liaison/Community Ombudsman Paint/Body Technician Police Research Specialist Sanitation Supervisor Streets Supervisor Welder
114	\$ 47,715.20	\$ 59,654.40	\$ 71,593.60		Building Inspector Cemetery Supervisor Community Projects Coordinator Data Analyst Development Liaison Economic Developer Engineering Assistant II Executive Assistant to City Manager F/R Administrative Assistant IT Support Specialist II Landscape Supervisor Librarian III Master Mechanic MWBE Coordinator Network Analyst I Parts Manager Planner II Public Works Coordinator Quality Control Technician Recreation Supervisor Safety Specialist Traffic Signal Technician II
115	\$ 51,563.20	\$ 64,417.60	\$ 77,313.60		Code Enforcement Supervisor Collections Supervisor Forensics Supervisor GIS Technician II

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<u>Grade</u>	<u>Salary Range</u>			<u>Position Title</u>
	<u>Min</u>	<u>Mid</u>	<u>Max</u>	
				Lead Planner Parks Facilities Supervisor II Police Public Information Officer Recycling Coordinator Sanitation Operations Supervisor Senior Economic Developer Surveyor/Floodplain Coordinator Telecommunications Supervisor Training & Development Specialist Transit Supervisor
116	\$ 55,660.80	\$ 69,576.00	\$ 83,532.80	Accounting Supervisor Building & Grounds Supervisor Building Inspector/Plans Reviewer Civil Engineer I Financial Analyst HR Specialist III Librarian IV Mechanic Supervisor Network Analyst II Parks Coordinator Sanitation Route Supervisor Systems Analyst I Traffic Services Supervisor
117	\$ 60,091.20	\$ 75,150.40	\$ 90,168.00	Assistant Chief Building Inspector Assistant Street Superintendent Assistant Traffic Engineer Human Resources Generalist Marketing and Events Coordinator Parks Facilities Manager Parks Planner Public Safety Systems Administrator Recreation Manager Senior Planner Systems Analyst II Transportation Planner
118	\$ 64,937.60	\$ 81,161.60	\$ 97,385.60	Civil Engineer II Communications Manager/PIO Network Analyst III Purchasing Manager

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	<u>Min</u>	<u>Mid</u>	<u>Max</u>	
				Server/Security Analyst Systems Analyst III Telecommunications Analyst
119	\$ 70,116.80	\$ 87,651.20	\$ 105,185.60	Building & Grounds Superintendent Chief Building Inspector Chief Planner Database Administrator Economic Development and Revitalization Manager Fleet Superintendent Human Resources Manager Internal Auditor Parks Superintendent Recreation Superintendent Safety/Risk Manager Street Superintendent Systems Analyst IV Transit Manager
120	\$ 75,732.80	\$ 94,681.60	\$ 113,588.80	Civil Engineer III Financial Services Manager Sanitation Manager
121	\$ 82,555.20	\$ 103,188.80	\$ 123,822.40	Traffic Engineer
122	\$ 89,960.00	\$ 112,465.60	\$ 134,971.20	Applications Manager Assistant City Attorney City Engineer Director of Libraries IT Infrastructure Manager Support Services Manager
123	\$ 98,092.80	\$ 122,595.20	\$ 147,097.60	Assistant Director of Public Works
124	\$ 106,932.80	\$ 133,619.20	\$ 160,347.20	Director of Community Development Director of Financial Services Director of Human Resources Director of Information Technology Director of Recreation & Parks
125	\$ 116,521.60	\$ 145,662.40	\$ 174,782.40	Chief of Police Director of Public Works

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<u>Grade</u>	<u>Salary Range</u>			<u>Position Title</u>
	<u>Min</u>	<u>Mid</u>	<u>Max</u>	
				F/R Chief
126	\$ 127,025.60	\$ 158,787.20	\$ 190,507.20	Assistant City Manager
FIRE/RESCUE				
300	\$ 33,612.80	\$ 34,444.80	\$ 35,297.60	F/R Trainee
310	\$ 37,668.80	\$ 46,737.60	\$ 55,785.60	F/R Officer I
320	\$ 45,260.80	\$ 54,329.60	\$ 65,249.60	F/R Officer II Life Safety Educator
330	\$ 49,940.80	\$ 61,006.40	\$ 72,051.20	EMS Specialist Fire Inspector
340	\$ 54,392.00	\$ 65,686.40	\$ 76,980.80	F/R Lieutenant Lieutenant/Deputy Fire Marshal
350	\$ 62,940.80	\$ 78,665.60	\$ 94,307.20	F/R Captain
360	\$ 69,243.20	\$ 83,179.20	\$ 97,115.20	
370	\$ 78,416.00	\$ 98,030.40	\$ 117,624.00	Battalion Chief EMS Manager Fire Marshal/Battalion Chief
380	\$ 88,088.00	\$ 110,156.80	\$ 132,121.60	Deputy F/R Chief
POLICE				
500	\$ 35,526.40	\$ 36,420.80	\$ 37,294.40	Police Officer Trainee
510	\$ 43,451.20	\$ 54,371.20	\$ 65,249.60	Police Officer
520	\$ 46,571.20	\$ 58,177.60	\$ 69,784.00	Master Police Officer Police Corporal
530	\$ 55,681.60	\$ 66,331.20	\$ 76,980.80	Police Sergeant

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<u>Grade</u>	<u>Salary Range</u>			<u>Position Title</u>
	<u>Min</u>	<u>Mid</u>	<u>Max</u>	
540	\$ 63,876.80	\$ 79,102.40	\$ 94,307.20	Police Lieutenant
550	\$ 78,416.00	\$ 98,030.40	\$ 117,624.00	Police Captain
560	\$ 88,088.00	\$ 110,156.80	\$ 132,121.60	Deputy Police Chief

Attachment 7

**GREENVILLE UTILITIES COMMISSION
ASSIGNMENT OF CLASSES TO SALARY GRADES AND RANGES**

Adopted May 10, 2011

Effective July 1, 2018

<u>Grade</u>	<u>Salary Range</u>			<u>Position Title</u>
	<u>Min</u>	<u>Mid</u>	<u>Max</u>	
102	\$24,190.40 \$11.63	\$30,222.40 \$14.53	\$36,275.20 \$17.44	
103	\$25,398.80 \$12.21	\$31,740.80 \$15.28	\$38,084.80 \$18.31	GENERAL UTILITY WORKER (W/R)
104	\$26,665.60 \$12.82	\$33,321.60 \$16.02	\$39,998.40 \$19.23	RECEPTIONIST PRE-APPRENTICE
105	\$27,996.80 \$13.46	\$35,006.40 \$16.83	\$42,016.00 \$20.20	FACILITIES MAINTENANCE WORKER METER TECHNICIAN I PIPE LAYER I (W/R) STAFF SUPPORT SPECIALIST I APPRENTICE
106	\$29,390.40 \$14.13	\$36,732.80 \$17.66	\$44,116.80 \$21.21	BUILDING MAINTENANCE TECHNICIAN CASHIER I CUSTOMER RECORDS CLERK GAS SYSTEMS TECHNICIAN I AUTO SERVICE WORKER HR SUPPORT CLERK STORES WAREHOUSE TECHNICIAN I
107	\$30,888.00 \$14.85	\$38,563.20 \$18.54	\$46,300.80 \$22.26	BILLING SPECIALIST I CADD TECHNICIAN EQUIPMENT OPERATOR III (W/R) PIPE LAYER II (W/R) STAFF SUPPORT SPECIALIST II STORES WAREHOUSE TECHNICIAN II
108	\$32,385.60 \$15.57	\$40,518.40 \$19.48	\$48,609.60 \$23.37	CUSTOMER CONTACT REPRESENTATIVE I CASHIER II GAS SYSTEMS TECHNICIAN II PIPE LAYER III (W/R) REVENUE PROTECTION REPRESENTATIVE STAFF SUPPORT SPECIALIST III TREE TRIMMER I
109	\$34,340.80 \$16.51	\$42,931.20 \$20.64	\$51,542.40 \$24.78	ACCOUNTING TECHNICIAN I BILLING SPECIALIST II CONTROL SYSTEMS TECHNICIAN I EQUIPMENT OPERATOR IV (W/R) FACILITIES MAINTENANCE TECHNICIAN GAS SYSTEMS TECHNICIAN III LOAD MANAGEMENT TECHNICIAN I METER TECHNICIAN II REVENUE PROTECTION SPECIALIST SYSTEMS DISPATCHER I WATER DISTRIBUTION SYSTEM QUALITY TECHNICIAN I WTP/WWTP MAINTENANCE MECHANIC I WTP/WWTP OPERATOR I
110	\$36,420.80 \$17.51	\$45,510.40 \$21.88	\$54,620.80 \$26.26	GAS SERVICEWORKER UTILITY LOCATOR I
111	\$38,584.00 \$18.55	\$48,256.00 \$23.20	\$57,888.40 \$27.83	ACCOUNTING TECHNICIAN II ADMINISTRATIVE ASSISTANT CADD SPECIALIST COMMUNICATIONS TECHNICIAN CONSTRUCTION INSPECTOR I CONTROL SYSTEMS TECHNICIAN II

				CUSTOMER CONTACT REPRESENTATIVE II ELECTRIC METER SPECIALIST ELECTRIC SHOP TECHNICIAN ENGINEERING ASSISTANT I (ELEC, W/R, GAS, SS/C) EQUIPMENT OPERATOR V (W/R) FACILITIES MAINTENANCE CREW LEADER GAS SERVICE WORKER SENIOR GAS SYSTEMS OPERATOR (LNG) GAS SYSTEMS TECHNICIAN IV HR SPECIALIST I LINEWORKER THIRD CLASS (OH, UG, SS/C) LOAD MANAGEMENT TECHNICIAN II MECHANIC I SYSTEMS DISPATCHER II TREE TRIMMER II WATER DISTRIBUTION SYSTEM QUALITY TECHNICIAN II WTP/WWTP LABORATORY TECHNICIAN I WTP/WWTP OPERATOR II
112	\$41,288.00 \$18.85	\$51,625.60 \$24.82	\$61,942.40 \$29.78	COMMUNICATIONS SPECIALIST IT SUPPORT SPECIALIST I PUBLIC INFORMATION SPECIALIST SENIOR ADMINISTRATIVE ASSISTANT STORES WAREHOUSE SUPERVISOR UTILITY LOCATOR II WTP/WWTP MAINTENANCE MECHANIC II
113	\$44,200.00 \$21.25	\$55,265.60 \$26.57	\$66,289.60 \$31.87	ASSISTANT STORES MANAGER BEHAVIOR OBSERVATION FEEDBACK PGM FACILITATOR CALL CENTER LEADER CHIEF CREDIT OFFICER CONSTRUCTION INSPECTOR II CONTROL SYSTEMS TECHNICIAN III ENERGY SERVICES OFFICER GAS INSTRUMENTATION TECHNICIAN GAS SYSTEMS OPERATOR SENIOR (LNG) GIS TECHNICIAN I HR SPECIALIST II INDUSTRIAL PRETREATMENT SPECIALIST LINEWORKER SECOND CLASS (OH, UG, SS/C) REMOTE FACILITIES OPERATOR (W/R) SECRETARY TO THE GENERAL MANAGER TREE TRIMMER CREW LEADER WR INSTRUMENT TECHNICIAN I WTP/WWTP LABORATORY TECHNICIAN II WTP/WWTP OPERATOR III
114	\$47,715.20 \$22.94	\$59,654.40 \$28.68	\$71,593.60 \$34.42	BRANCH SUPERVISOR CHIEF UTILITY LOCATOR COLLECTIONS SUPERVISOR ELECTRIC COMMUNICATIONS TECHNICIAN ENGINEERING ASSISTANT II (ELEC, W/R, GAS, SS/C) ENVIRONMENTAL CONTROL OFFICER GAS SYSTEMS CREW LEADER I GAS TECHNICAL SUPPORT ASSISTANT GENERATOR TECHNICIAN HRIS ANALYST II INSPECTIONS CREW LEADER IT SUPPORT SPECIALIST II LINEWORKER FIRST CLASS (OH, UG, SS/C) MASTER MECHANIC NETWORK ANALYST I PARALEGAL PARTS MANAGER PROTECTIVE RELAY TECHNICIAN SAFETY SPECIALIST I WR PIPE CREW LEADER I WR SYSTEMS MAINTENANCE CREW LEADER WTP/WWTP LEAD OPERATOR WWTP INVENTORY AND PARTS COORDINATOR WWTP MAINTENANCE ELECTRICIAN

115	\$51,563.20 \$24.79	\$64,417.60 \$30.97	\$77,313.60 \$37.17	ACCOUNTANT/AUDITOR I BENEFITS ADMINISTRATOR E-LEARNING INSTRUCTIONAL DESIGNER/TRAINER GAS SYSTEMS COORDINATOR GIS TECHNICIAN II LINE CLEARING COORDINATOR PROCUREMENT COORDINATOR WR INSTRUMENT TECHNICIAN II WR SCADA NETWORK COORDINATOR WTP/WWTP MAINTENANCE MECHANIC III
116	\$55,660.80 \$26.76	\$69,576.00 \$33.45	\$83,532.80 \$40.16	ACCOUNTANT/AUDITOR II BUSINESS ANALYST I CONTROL SYSTEMS SUPERVISOR CREDIT SUPERVISOR CUSTOMER SERVICE & BILLING SUPERVISOR GAS COMPLIANCE COORDINATOR ENGINEERING COORDINATOR (GAS, WR) GAS SYSTEMS CREW LEADER II GAS SYSTEMS OPERATOR CREW LEADER II GIS SYSTEMS ANALYST I IT SUPPORT SPECIALIST SUPERVISOR LOAD MANAGEMENT SYS DISPATCHING SUPERVISOR MECHANIC SUPERVISOR METER CREW LEADER NATURAL GAS SUPPLY ANALYST I NETWORK ANALYST II OH CONSTRUCTION/LINE CREW LEADER OH ELECTRIC SERVICE CREW LEADER SAFETY SPECIALIST II SUBSTATION CREW LEADER SYSTEMS ANALYST I TROUBLESHOOTER CREW LEADER UG ELECTRIC CREW LEADER UG MAINTENANCE CREW LEADER UTILITY FINANCIAL ANALYST WR PIPE CREW LEADER II WWTP MAINTENANCE PUMP STATION CREW LEADER WWTP MAINTENANCE PLANT CREW LEADER WWTP MAINTENANCE IC&E CREW LEADER
117	\$60,091.20 \$28.89	\$75,150.40 \$36.13	\$90,168.00 \$43.35	ACCOUNTANT/AUDITOR III BUSINESS ANALYST II COLLECTIONS MANAGER ENGINEERING COORDINATOR (ELEC, SS/C) ENERGY SERVICES SUPERVISOR FACILITIES ENGINEER I GIS SYSTEMS COORDINATOR STORES MANAGER SYSTEMS ANALYST II UTILITY TRAINING OFFICER WR ENGINEERING SUPPORT MANAGER WTP/WWTP CHIEF OF MAINTENANCE WTP/WWTP OPERATIONS COORDINATOR
118	\$64,937.60 \$31.22	\$81,161.60 \$39.02	\$97,385.60 \$46.82	ACCOUNTANT/AUDITOR IV BUSINESS ANALYST III CHEMIST ENGINEER I (ELEC, GAS, WR) ENVIRONMENTAL COMPLIANCE COORDINATOR EXECUTIVE ASSISTANT TO GENERAL MANAGER GAS SYSTEMS SUPERVISOR IT SERVER/SECURITY ANALYST NATURAL GAS SUPPLY ANALYST II NETWORK ANALYST III OH CONSTRUCTION/MAINTENANCE SUPERVISOR PUBLIC INFORMATION OFFICER/COMMUNICATIONS MGR RIGHT OF WAY OFFICER SENIOR FINANCIAL PLANNING & RATES ANALYST SUBSTATION/COMMUNICATIONS SUPERVISOR SUPERINTENDENT OF BUILDINGS AND GROUNDS

				SYSTEMS ANALYST III UG ELECTRIC DISTRIBUTION SUPERVISOR WR SYSTEMS SUPERVISOR
119	\$70,116.80 \$33.71	\$87,651.20 \$42.14	\$105,185.60 \$50.57	ACCOUNTING MANAGER ASSISTANT DIRECTOR OF CUSTOMER RELATIONS BUSINESS ANALYST IV BUSINESS DEVELOPMENT SPECIALIST DATABASE ADMINISTRATOR FLEET MANAGER GAS SYSTEMS SUPERINTENDENT HUMAN RESOURCES MANAGER SENIOR SYSTEMS ANALYST SYSTEMS ANALYST IV WR SYSTEMS SUPERINTENDENT WTP/WWTP SUPERINTENDENT
120	\$75,732.80 \$36.41	\$94,681.60 \$45.52	\$113,588.80 \$54.61	ENGINEER II (ELEC, GAS, WR) METER SUPERINTENDENT RISK & FACILITIES MANAGER SENIOR IT SERVER/SECURITY ANALYST
121	\$82,555.20 \$39.69	\$103,188.80 \$49.61	\$123,822.40 \$59.53	NATURAL GAS SUPPLY OFFICER SENIOR DATABASE ADMINISTRATOR
122	\$89,980.00 \$43.25	\$112,465.60 \$54.07	\$134,971.20 \$64.89	ELECTRIC DISTRIBUTION ENGINEER ELECTRIC PLANNING ENGINEER GAS DISTRIBUTION ENGINEER GAS PLANNING ENGINEER GAS SYSTEMS ENGINEER IT APPLICATIONS MANAGER (CIS, GIS) IT INFRASTRUCTURE MANAGER MANAGER OF ADVANCED ANALYTICS SUBSTATION/CONTROLS ENGINEER WATER QUALITY MANAGER WR CONSTRUCTION/CONTRACTS ENGINEER WR PLANTS ENGINEER WR SYSTEMS ENGINEER
123	\$98,082.80 \$47.16	\$122,595.20 \$58.94	\$147,097.60 \$70.72	ASSISTANT DIRECTOR OF ELECTRIC SYSTEMS
124	\$106,932.80 \$51.41	\$133,619.20 \$64.24	\$160,347.20 \$77.09	DIRECTOR OF CUSTOMER RELATIONS DIRECTOR OF FINANCIAL SERVICES AND ACCOUNTING DIRECTOR OF HUMAN RESOURCES DIRECTOR OF INFORMATION TECHNOLOGY
125	\$116,521.60 \$56.02	\$145,662.40 \$70.03	\$174,782.40 \$84.03	DIRECTOR OF ELECTRIC SYSTEMS DIRECTOR OF GAS SYSTEMS DIRECTOR OF WATER RESOURCES
126	\$127,025.60 \$61.07	\$158,787.20 \$76.34	\$190,507.20 \$91.59	CHIEF ADMINISTRATIVE OFFICER CHIEF FINANCIAL OFFICER
127	\$139,692.80 \$67.16	\$174,657.60 \$83.97	\$209,580.80 \$100.76	ASSISTANT GENERAL MANAGER - COO GENERAL COUNSEL

