

CITY OF DULUTH PAY GRADE CHART  
 Approved 9-30-2023

Grade	Position	Annual Range (40 hour base)		Annual Range (42 hour base)	Hourly Range		Department	EEO-4 Category	EEO-4 Function	FLSA	WC
1		\$ 17,160	\$ 26,603	N/A	\$8.25	\$12.79					
2		\$ 17,992	\$ 27,934	N/A	\$8.65	\$13.43					
3		\$ 18,907	\$ 29,307	N/A	\$9.09	\$14.09					
4		\$ 19,926	\$ 30,763	N/A	\$9.58	\$14.79					
5		\$ 20,883	\$ 32,344	N/A	\$10.04	\$15.55					
6		\$ 21,861	\$ 33,966	N/A	\$10.51	\$16.33					
7		\$ 22,942	\$ 35,610	N/A	\$11.03	\$17.12					
8		\$ 24,128	\$ 37,378	N/A	\$11.60	\$17.97					
9		\$ 25,314	\$ 39,312	N/A	\$12.17	\$18.90					
10		\$ 26,624	\$ 41,267	N/A	\$12.80	\$19.84					
11		\$ 27,955	\$ 43,326	N/A	\$13.44	\$20.83					
12		\$ 29,349	\$ 45,469	N/A	\$14.11	\$21.86					
13		\$ 30,805	\$ 47,715	N/A	\$14.81	\$22.94					
14		\$ 32,365	\$ 50,107	N/A	\$15.56	\$24.09					
15		\$ 33,987	\$ 52,624	N/A	\$16.34	\$25.30	(Minimum Pay at \$20/Hour)				
	Administrative Assistant/Tax Clerk I						Business Office	06	01	N	8810
	Building Maintenance Worker I						Business Office	08	13	N	9015
	Parks Maintenance Worker I						Parks & Recreation	08	06	N	9102
	Public Works Maintenance Worker I						Public Works	08	02	N	9402
16		\$ 35,672	\$ 55,245	N/A	\$17.15	\$26.56	(Minimum Pay at \$20/Hour)				
	Building Maintenance Worker II						Econ Dev & Marketing	08	13	N	9015
	Building Maintenance Worker II						Business Office	08	13	N	9015
	Building Maintenance Worker II						Parks & Recreation	08	13	N	9015
	Court Assistant						Municipal Court	06	01	N	8810
	Parks Maintenance Worker II						Parks & Recreation	08	06	N	9102
	Police Records Technician						Police	06	04	N	8810
	Public Works Litter Crew Lead						Public Works	08	02	N	9402
	Public Works Maintenance Worker II						Public Works	08	02	N	9402

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<u>17</u>		<u>\$ 37,419</u>	<u>\$ 58,011</u>	<u>N/A</u>	<u>\$17.99</u>	<u>\$27.89</u>	<u>(Minimum Pay at \$20/Hour)</u>				
	Court Assistant, Sr.						Municipal Court	06	01	N	8810
	Building Maintenance Technician I						Police	08	13	N	9015
	Public Works Maintenance Technician I						Public Works	07	02	N	9402
	Parks Maintenance Technician I						Parks & Recreation	07	06	N	9102
	Police Fleet Vehicle Maintenance Technician						Police	04	03	N	7720
	Police Records Technician, Sr.						Police	06	04	N	8810
	Purchasing Technician						Police	06	04	N	8810
<u>18</u>		<u>\$ 39,354</u>	<u>\$ 60,986</u>	<u>N/A</u>	<u>\$18.92</u>	<u>\$29.32</u>	<u>(Minimum Pay at \$20/Hour)</u>				
	Accounting/HR Technician						Finance/Human Resources	06	01	N	8810
	Building Maintenance Technician II						Police	08	13	N	9015
	Camera Monitor (& Operator)						Police	06	04	N	8810
	Heavy Equipment Operator						Public Works	07	02	N	9402
	Parks Maintenance Technician II						Parks & Recreation	07	06	N	9102
	Public Works Maintenance Technician II						Public Works	07	02	N	9402
<u>19</u>		<u>\$ 41,309</u>	<u>\$ 63,981</u>	<u>N/A</u>	<u>\$19.86</u>	<u>\$30.76</u>	<u>(Minimum Pay at \$20/Hour)</u>				
	Accounting Technician, Sr.						Finance	06	01	N	8810
	Administrative Assistant						Police	06	04	N	8810
	Administrative Assistant						Community Development & Er	06	10	N	8810
	Administrative Assistant/Records Officer						Business Office	06	01	N	8810
	Building Maintenance Supervisor						Police	08	13	N	9015
	Camera Monitor, Sr.						Police	06	04	N	8810
	Permit Technician						Community Development & Er	03	10	N	9410
<u>20</u>		<u>\$ 43,389</u>	<u>\$ 67,163</u>	<u>N/A</u>	<u>\$20.86</u>	<u>\$32.29</u>					
	Alcohol & Excise Tax Officer						Business Office	06	01	N	8810
	Camera Operations Supervisor						Police	06	04	N	8810
	Code Compliance Officer						Community Development & Er	03	10	N	9410
	Communications Officer						Police	03	04	N	8810
	Crime Scene Technician I (Evidence/Property)						Police	03	04	N	9410
	Occupational Tax Officer						Business Office	06	01	N	8810
	Parks Maintenance Supervisor						Parks	08	06	N	9102
	Payroll & Benefits Specialist						Human Resources	06	01	N	8810
	Sr. Permit Technician						Community Development & Er	03	10	N	9410
	Property Tax Officer						Business Office	06	01	N	8810
	Public Safety Ambassador						Police	04	04	N	9410
	Stormwater Coordinator						Community Development & Er	03	10	N	9410

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<u>21</u>		<u>\$ 45,552</u>	<u>\$ 70,533</u>	<u>N/A</u>		<u>\$21.90</u>	<u>\$33.91</u>					
	Administrative Assistant, Sr.							any	06	varies	N	8810
	Communications Officer, Sr.							Police	03	04	N	8810
	Crime Scene Technician II (CSI cert.)							Police	03	04	N	9410
	Deputy Clerk of Municipal Court							Municipal Court	06	01	N	8810
	Events Coordinator							Public Info & Marketing	03	01	N	9410
	Festival Center Coordinator							Public Info & Marketing	03	01	N	9410
	Marketing Outreach Coordinator (& Sr. level)							Public Info & Marketing	03	01	N	9410
	Recreation Programs Coordinator							Parks & Recreation	05	06	E	9102
	Senior Events & Facility Coordinator							Parks & Recreation	05	06	E	9102
	Planning Technician							Community Development & Er	3	10	N	9410
	Sr. Code Compliance Officer							Community Development & Er	3	10	N	9410
<u>22</u>		<u>\$ 47,798</u>	<u>\$ 74,069</u>	<u>N/A</u>		<u>\$22.98</u>	<u>\$35.61</u>					
	Assistant to Mayor and City Manager							City Manager's Office	06	01	N	8810
	GIS Specialist							Community Development & Er	03	10	N	9410
	Police Records Supervisor							Police	06	04	N	8810
	Public Works Supervisor							Public Works	08	02	N	9402
	Sr. Planning Technician							Community Development & Er	3	10	N	9410
	Stormwater Program Manager							Community Development & Er	03	13	N	9410
<u>23</u>		<u>\$ 50,190</u>	<u>\$ 77,792</u>	<u>N/A</u>		<u>\$24.13</u>	<u>\$37.40</u>					
	Administrative Records Management Supervisor							Business Office	06	01	N	8810
	Communications Supervisor							Police	03	04	N	8810
<u>24</u>		<u>\$ 52,686</u>	<u>\$ 81,682</u>	<u>N/A</u>		<u>\$25.33</u>	<u>\$39.27</u>					
	Crime Scene Technician III (CSI & police cert.)							Police	03	04	N	9410
	Development Specialist							Economic Development	02	10	E	9410
	Heavy Equipment Maintenance Mechanic							Public Works	07	02	N	9402
	Information Technology Technician							I.T.	03	01	N	9410
	Planner							Community Development & Er	03	10	E	9410
<u>25</u>		<u>\$ 55,349</u>	<u>\$ 85,758</u>	<u>\$ 58,116</u>	<u>\$ 85,758</u>	<u>\$26.61</u>	<u>\$41.23</u>					
	Budget & Finance Analyst							Finance	02	01	N	8810
	Building Inspector							Community Development & Er	03	09	N	9410
	Police Officer							Police	04	04	N - 207k	7720
<u>26</u>		<u>\$ 58,074</u>	<u>\$ 90,022</u>	<u>\$ 60,977</u>	<u>\$ 90,022</u>	<u>\$27.92</u>	<u>\$43.28</u>					
	Code Compliance Manager							Community Development & Er	02	10	E	9410
	Master Police Officer							Police	04	04	N - 207k	7720

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<u>27</u>	Accounting Officer Assistant Director (Recreation) Assistant Director (Parks) Planner, Sr. Police Corporal	\$ 61,048	\$ 94,515	\$ 64,100	\$ 94,515	\$29.35	\$45.44	Business Office Parks & Recreation Parks & Recreation Community Development & Er Police	02 02 02 03 04	01 06 06 10 04	E E E E N - 207k	8810 9102 9102 9410 7720
<u>28</u>	Clerk of Municipal Court Deputy Director Public Works Deputy I.T. Manager	\$ 64,043	\$ 99,258	N/A		\$30.79	\$47.72	Municipal Court Public Works I.T.	06 01 03	01 02 01	E E E	8810 9402 8810
<u>29</u>	Chief Building Official Public Information & Marketing Manager Police Sergeant	\$ 67,267	\$ 104,229	\$ 70,631	\$ 104,229	\$32.34	\$50.11	Community Development & Er Public Info & Marketing Police	2 01 03	09 01 04	N E N - 207k	9410 9410 7720
<u>30</u>	Deputy City Clerk	\$ 70,678	\$ 109,408	N/A		\$33.98	\$52.60	City Clerk's Office	01	01	E	8810
<u>31</u>	Police Lieutenant	\$ 74,152	\$ 114,899	N/A		\$35.65	\$55.24	Police	02	04	N-207k / E	7720
<u>32</u>	Human Resources Manager	\$ 77,917	\$ 120,702	N/A		\$37.46	\$58.03	Human Resources	02	01	E	8810
<u>33</u>	Deputy Director Comm. Dev & Engineering Police Captain	\$ 81,765	\$ 126,672	N/A		\$39.31	\$60.90	Police	02 02	10 04	E E	9410 7720
<u>34</u>		\$ 85,883	\$ 133,016	N/A		\$41.29	\$63.95					
<u>35</u>	Planning & Development Director Police Major Public Works Director	\$ 90,147	\$ 139,672	N/A		\$43.34	\$67.15	Community Development & Er Police Public Works	01 01 01	10 04 02	E E E	9410 7720 9410

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<u>36</u>	Economic Development & Marketing Director	\$ <u>94,619</u>	\$ <u>146,640</u>	<u>N/A</u>	\$ <u>45.49</u>	\$ <u>70.50</u>	Economic Development	01	10	E	9410
<u>37</u>	IT Manager Parks & Recreation Director	\$ <u>99,362</u>	\$ <u>154,024</u>	<u>N/A</u>	\$ <u>47.77</u>	\$ <u>74.05</u>	I.T. Parks & Recreation	03 01	01 06	E E	8810 9102
<u>38</u>	City Clerk/Assistant City Manager Deputy Police Chief Finance & Redevelopment Director/Asst City Mgr	\$ <u>104,333</u>	\$ <u>161,699</u>	<u>N/A</u>	\$ <u>50.16</u>	\$ <u>77.74</u>	City Clerk's Office Police City Manager's Office	01 01 02	01 04 01	E E E	8810 7720 8810
<u>39</u>		\$ <u>109,616</u>	\$ <u>169,770</u>	<u>N/A</u>	\$ <u>52.70</u>	\$ <u>81.62</u>					
<u>40</u>		\$ <u>115,086</u>	\$ <u>178,298</u>	<u>N/A</u>	\$ <u>55.33</u>	\$ <u>85.72</u>					
<u>41</u>	Police Chief	\$ <u>120,806</u>	\$ <u>187,179</u>	<u>N/A</u>	\$ <u>58.08</u>	\$ <u>89.99</u>	Police	01	04	E	7720
<u>42</u>		\$ <u>126,859</u>	\$ <u>196,560</u>	<u>N/A</u>	\$ <u>60.99</u>	\$ <u>94.50</u>					
<u>43</u>		\$ <u>133,182</u>	\$ <u>206,419</u>	<u>N/A</u>	\$ <u>64.03</u>	\$ <u>99.24</u>					
<u>44</u>	Chief Municipal Court Judge/Court Administrator	\$ <u>139,838</u>	\$ <u>216,674</u>	<u>N/A</u>	\$ <u>67.23</u>	\$ <u>104.17</u>	Municipal Court	01	01	E	8810
<u>45</u>		\$ <u>146,848</u>	\$ <u>227,490</u>	<u>N/A</u>	\$ <u>70.60</u>	\$ <u>109.37</u>					
<u>46</u>		\$ <u>154,232</u>	\$ <u>238,888</u>	<u>N/A</u>	\$ <u>74.15</u>	\$ <u>114.85</u>					
<u>47</u>		\$ <u>161,928</u>	\$ <u>250,848</u>	<u>N/A</u>	\$ <u>77.85</u>	\$ <u>120.60</u>					
<u>48</u>		\$ <u>169,978</u>	\$ <u>263,453</u>	<u>N/A</u>	\$ <u>81.72</u>	\$ <u>126.66</u>					
<u>49</u>		\$ <u>178,485</u>	\$ <u>276,515</u>	<u>N/A</u>	\$ <u>85.81</u>	\$ <u>132.94</u>					
<u>50</u>		\$ <u>187,429</u>	\$ <u>290,389</u>	<u>N/A</u>	\$ <u>90.11</u>	\$ <u>139.61</u>					

**PART-TIME JOBS**

Department                      Category Function    FLSA                      WC

Note: Temporary, seasonal, and part-time employees are paid on the basis of education, experience, training, performance, and time of service with the City. Generally, these employees are paid on Grade 1, 9, 17 or 25.

Accounting Specialist	Finance	06	01	N	8810
Accounting Technician	Finance	06	01	N	8810
Administrative Assistant	Public Works	06	02	N	8810
Court Bailiff	Police	04	04	N	7720
Dumpster Attendant	Public Works	08	02	N	9402
Election Workers	Business Office	06	01	N	8810
Event Attendant	Economic Development	05	06	N	9410
Event Assistant	Economic Development	05	06	N	9410
Financial Assistant	Finance	06	01	N	8810
Fleet Assistant	Police	07	04	N	9410
License Officer	City Clerk/Business Office	03	01	N	9410
Office Assistant	Parks & Recreation	06	06	N	8810
Office Assistant	Public Works	06	02	N	8810
Park Maintenance Worker	Parks & Recreation	08	06	N	9102
Program/Office Assistant	Parks & Recreation	06	06	N	8810
Receptionist	Business Office	06	01	N	8810
Senior Activities Assistant	Parks & Recreation	06	06	N	8810

Seasonal Employees are not on the grade/step chart.

Recreation Assistant	Parks & Recreation	05	06	N	9102
Recreation Leader	Parks & Recreation	05	06	N	9102
Summer Day Camp Counselors	Parks & Recreation	05	06	N	9102
Event Patron Liaison	Economic Development	05	06	N	9410

**NOT ON PAY SCALE**

Department                      EEO-4    EEO-4                      FLSA                      WC  
Category    Function

<b>City Manager</b> plus car allowance of \$500/bi-weekly = \$13,000 annual	\$ 223,936	City Manager's Office	01	01	E	8810
<b>Mayor</b> \$500/mo. Plus \$150 per meeting (2 meetings/month max) = \$9,600 Plus Cell Phone allowance of \$45/month = \$540 annual)			01	01	E	8810
<b>City Councilmembers</b> \$200/mo. Plus \$150 per meeting (2 meetings/month max) = \$6,000			01	01	E	8810
<b>Associate Municipal Court Judges</b> \$400 per court session of at least 1 hour; other duties \$125 per hour			01	01	E	8810
<b>Board &amp; Commission Members</b> \$25/meeting (if paid)						8810
Planning Commission (paid)			01	10	E	8810
Zoning Board of Appeals (paid)			01	10	E	8810
Alcohol Review Board (paid-hearings only, meetings are unpaid)			01	01	E	8810
Parks & Recreation Advisory Board (unpaid)						
Employee Benefits & Audit Committee (unpaid)						

**EEO-4 Job Categories**

- 01 - Officials & Administrators
- 02 - Professionals
- 03 - Technicians
- 04 - Protective Services
- 05 - Para-professionals
- 06 - Administrative Support
- 07 - Skilled Craft Workers
- 08 - Service-Maintenance

**Workers' Compensation Codes**

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- 7720 - Police Department Employees
- 8810 - Clerical/Office (& elected/appointed)
- 9015 - Building Operations
- 9102 - Parks & Recreation
- 9402 - Street Cleaning
- 9410 - Not otherwise classified

**FLSA Codes**

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- N - Non-Exempt
- E - Exempt
- 207k - Law Enforcement Special exemption up to 43 hours at regular rate & up to 28-day cycles

**Federal Minimum Wage**

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7/24/2009                                    \$            7.25

**Federal Minimum Wage for Exempt Status**

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7/24/2009	\$455/week	\$	23,660	
12/1/2016	\$913/week	\$	47,476	injunction by federal court; never took effect
1/1/2020	\$684/week	\$	35,568	

**EEO-4 Job Functions**

- 01 - Financial/Administration/General Control
- 02 - Streets & Highways
- 03 - Public Welfare
- 04 - Police Protection
- 05 - Fire Protection
- 06 - Natural Resources/Parks & Recreation
- 07 - Hospitals & Sanatoriums
- 08 - Health
- 09 - Housing
- 10 - Community Development & Engineering
- 11 - Corrections
- 12 - Utilities & Transportation
- 13 - Sanitation & Sewage
- 14 - Employment Security (State Govts only)
- 15 - Other

## **HISTORY OF THE PAY CHART**

ORIGINALLY EFFECTIVE 11-8-2000

AMENDED 1-1-2001 (1.5% COLA)

AMENDED 1-8-2001 (Add City Administrator)

AMENDED 1-1-2002 (2.8% COLA)

AMENDED 7-1-2002 (Salary Survey Changes)

AMENDED 1-1-2003 (1.5% COLA)

AMENDED 7-1-2003 (Salary Survey Changes)

AMENDED 1-1-2004 (1.0% COLA)

AMENDED 7-1-2004 (Salary Survey Changes)

AMENDED 1-1-2005 (2.1% COLA)

AMENDED 7-1-2005 (Salary Survey Changes)

AMENDED 1-1-2006 (3.0% COLA) & Added Chief Municipal Court Judge/Court Administrator

AMENDED 7-1-2006 (Salary Survey Changes)

AMENDED 8-1-2006 (added Public Info & Marketing Officer; and MIS Tech)

AMENDED 1-1-2007 (1.0% COLA)

AMENDED 7-1-2007 (Salary Survey Changes) & added 4 steps to each grade

AMENDED 1-1-2008 (3.0% COLA)

AMENDED 7-1-2008 (Salary Survey Changes)

AMENDED 1-1-2009 (3.0% COLA)

AMENDED 7-1-2009 (Salary Survey Changes)

Due to budget constraints, no COLA on 1-1-2010

No recommended salary survey changes on 7-1-2010; added Police Building Maintenance Technician

Due to budget constraints, no COLA on 1-1-2011

No recommended salary survey changes for 7-1-2011

UPDATED 4-1-2011 (to reflect changes in some job title names)

AMENDED 1-1-2012 (2.0% COLA) and other job title updates

AMENDED 7-1-2012 (2.0% COLA) and job regrades and new job titles

AMENDED 7-1-2013 (3.0% COLA) and job regrades and job title changes

AMENDED 7-1-2014 (2.0% COLA)

UPDATED 7-15-2014; added Accounting/HR Technician, IT Technician, GIS Specialist, Economic Development Specialist; and changed Planning & Development department title to Planning & Development

UPDATED 8-30-2014; job regrades on Code Compliance Officer and Deputy Public Works Director; added Stormwater Technician I & II, Stormwater Supervisor

UPDATED 1-23-2015 - added Maintenance Tech I & II; renamed PI & Marketing Manager (dept re-org)

UPDATED 6-22-2015 - added Court Cashier; corrected minor job title typos

UPDATED 7-1-2015 - (1.0% COLA) and job regrades

UPDATED 7-2-2016 (1% COLA) and job regrades

UPDATED 7-1-2017 (2% COLA) and job regrades

UPDATED 7-1-2018 (2% COLA) and job regrades

UPDATED 1-1-2019 (1% COLA) and new job- Economic Development Director

UPDATED 7-1-2019 (3% Merit)

UPDATED 1-11-2020 Job Regrades, especially sworn Police

UPDATED 10-31-2020 (1% COLA)

UPDATED 2-23-2021 Added Code Compliance Manager; regrade CSI III to same grade as PO

UPDATED 7-1-2021 (2% COLA); job regrades, new jobs of Bldg Maint Wk 1 & II, Bldg Maint Tech II, Sr. Code Compliance Officer, Code Manager, Planning Manager; rename Building Inspector, and renamed Building Inspector II to Building Official, Custodian job titles eliminated

UPDATED 7-10-2022 (3% COLA); job regrades; new jobs Building Maintenance Worker I, Stormwater Coordinator, Camera Monitor, Camera Monitor II, Camera Monitor Supervisor, Planning Technician, Planning Technician, Sr. Code Compliance Officer, GIS Specialist, Planning Manager, renamed Administrative Records Management officer to Administrative Records

Management Supervisor, renamed Building Official to Chief Building Official, renamed License & Compliance Inspector PT to License Officer PT, updated pay grades on Part-Time Jobs Page for seasonal and associate judges, added page for seasonal and associate judges, updated WC code for Public Works Director

UPDATED 9-12-2022; minor position job title changes to Camera Monitor series and changed Development Coordinator to Permit Technician; changed Economic Development & Marketing Specialist to Development Specialist, added Event Attendant to part-time list

UPDATED 11-14-2022; moved Stormwater Coordinator from Grade 19 to Grade 20; added Event Patron Liaison to seasonal Parks part-time list.

UPDATED 7-10-2023 4% COLA; job regrades; added new jobs, removed unused jobs, minimum pay for FT is \$20/hour and regular PT is \$15 per hour changed Planning & Development department to Community Development & Engineering.

UPDATED 9-26-2023 Police re-grades (up 1 grade), added annual salary on 42-hour work week if applicable, added Police Ambassador job, removed unused/outdated job titles, added Sr. Activieis Assistant to PT list. added Sr. Permit Technician and Sr. Planning Technician