

CITY OF DULUTH PAY GRADE CHART
 Approved 1-11-2020; updated as of 10-31-2020; 2-21-2021

<u>Grade</u>	<u>Annual Range</u>		<u>Hourly Range</u>		<u>Department</u>	<u>EEO-4 Category</u>	<u>EEO-4 Function</u>	<u>FLSA</u>	<u>WC</u>
<u>1</u>	\$ 15,704	\$ 24,357	\$ 7.55	\$ 11.71					
<u>2</u>	\$ 16,474	\$ 25,542	\$ 7.92	\$ 12.28					
<u>3</u>	\$ 17,306	\$ 26,832	\$ 8.32	\$ 12.90					
<u>4</u>	\$ 18,221	\$ 28,163	\$ 8.76	\$ 13.54					
<u>5</u>	\$ 19,115	\$ 29,598	\$ 9.19	\$ 14.23					
<u>6</u>	\$ 20,030	\$ 31,075	\$ 9.63	\$ 14.94					
<u>7</u>	\$ 21,008	\$ 32,594	\$ 10.10	\$ 15.67					
<u>8</u>	\$ 22,090	\$ 34,216	\$ 10.62	\$ 16.45					
<u>9</u>	\$ 23,171	\$ 35,963	\$ 11.14	\$ 17.29					
<u>10</u>	\$ 24,378	\$ 37,773	\$ 11.72	\$ 18.16					
<u>11</u>	\$ 25,563	\$ 39,666	\$ 12.29	\$ 19.07					
<u>12</u>	\$ 26,853	\$ 41,621	\$ 12.91	\$ 20.01					
<u>13</u>	\$ 28,205	\$ 43,680	\$ 13.56	\$ 21.00					
	Building Custodian				Business Office	08	13	N	9015
	Building Custodian				Parks & Recreation	08	06	N	9015
<u>14</u>	\$ 29,619	\$ 45,864	\$ 14.24	\$ 22.05					
	Sr. Building Custodian				Business Office	08	13	N	9015
<u>15</u>	\$ 31,096	\$ 48,173	\$ 14.95	\$ 23.16					
	Court Cashier				Municipal Court	06	01	N	8810
	Parks Office Assistant				Parks & Recreation	06	06	N	8810
	Parks Maintenance Worker I				Parks & Recreation	08	06	N	9102
	Public Works Maintenance Worker I				Public Works	08	02	N	9402
	Receptionist				Business Office	06	01	N	8810
<u>16</u>	\$ 32,656	\$ 50,565	\$ 15.70	\$ 24.31					
	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 Maintenance Worker II				Public Works	08	02	N	9402

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17	\$ 34,258 \$ 53,102	\$ 16.47 \$ 25.53					
			Court Assistant, Sr.	Municipal Court	06	01	N 8810
			Maintenance Technician I	Public Works	07	02	N 9402
			Maintenance Technician I	Parks & Recreation	07	06	N 9102
			Police Records Technician, Sr.	Police	06	04	N 8810
			Purchasing Technician	Police	06	04	N 8810
18	\$ 36,005 \$ 55,806	\$ 17.31 \$ 26.83					
			Accounting/HR Technician	Business Office	06	01	N 8810
			Building Maintenance Technician	Police	08	13	N 9015
			Camera Monitor (& Operator)	Police	06	04	N 8810
			Heavy Equipment Operator	Public Works	07	02	N 9402
			Lead Court Assistant	Municipal Court	06	01	N 8810
			Maintenance Technician II	Public Works	07	02	N 9402
			Maintenance Technician II	Parks & Recreation	07	06	N 9102
			Police Fleet Assistant	Police	04	03	N 7720
			State Law Enforcement Certification Manager	Police	04	01	N 8810
19	\$ 37,814 \$ 58,573	\$ 18.18 \$ 28.16					
			Accounting Technician, Sr.	Business Office	06	01	N 8810
			Administrative Assistant	Police	06	04	N 8810
			Administrative Assistant	Community Development	06	10	N 8810
			Administrative Assistant	Business Office	06	01	N 8810
			Communications Officer	Police	03	04	N 8810
			Development Coordinator	Community Development	03	10	N 9410
			Parks Maintenance Supervisor	Parks	08	06	N 9102
20	\$ 39,728 \$ 61,485	\$ 19.10 \$ 29.56					
			Alcohol & Excise Tax Officer	Business Office	06	01	N 8810
			Code Compliance Officer	Community Development	03	10	N 9410
			Communications Officer, Sr.	Police	03	04	N 8810
			Crime Scene Technician I (Evidence/Property)	Police	03	04	N 9410
			Judicial Administrative Assistant	Municipal Court	06	01	N 8810
			Occupational Tax Officer	Business Office	06	01	N 8810
			Payroll & Benefits Specialist	Business Office	06	01	N 8810
			Property Tax Officer	Business Office	06	01	N 8810
21	\$ 41,704 \$ 64,563	\$ 20.05 \$ 31.04					
			Administrative Assistant, Sr.	any	06	varies	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
			Public Works Supervisor	Public Works	08	02	N 9402
			Recreation Programs Coordinator	Parks & Recreation	05	06	E 9102
			Senior Events & Facility Coordinator	Parks & Recreation	05	06	E 9102
			Special Projects Coordinator	Business Office	06	01	N 8810

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<u>22</u>	<u>\$ 43,763</u> <u>\$ 67,787</u>	<u>\$ 21.04</u> <u>\$ 32.59</u>					
	Assistant to Mayor and City Manager	City Manager's Office	06	01	N	8810	
	Athletic & Tennis Coordinator	Parks & Recreation	05	06	E	9102	
	Police Records Supervisor	Police	06	04	N	8810	
	Stormwater Program Manager	Community Development	03	13	N	9410	
<u>23</u>	<u>\$ 45,926</u> <u>\$ 71,198</u>	<u>\$ 22.08</u> <u>\$ 34.23</u>					
	Administrative Records Management Officer	Business Office	06	01	N	8810	
	Communications Supervisor	Police	03	04	N	8810	
	Crime Scene Technician III (CSI & police cert.)	Police	03	04	N	9410	
	Heavy Equipment Maintenance Mechanic	Public Works	07	02	N	9402	
	Police Officer	Police	04	04	N - 207k	7720	
<u>24</u>	<u>\$ 48,235</u> <u>\$ 74,755</u>	<u>\$ 23.19</u> <u>\$ 35.94</u>					
	Economic Development & Marketing Specialist	Community Development	02	10	E	9410	
	Information Technology Technician	Business Office	03	01	N	9410	
	Master Police Officer	Police	04	04	N - 207k	7720	
	Planner	Community Development	03	10	E	9410	
<u>25</u>	<u>\$ 50,648</u> <u>\$ 78,499</u>	<u>\$ 24.35</u> <u>\$ 37.74</u>					
	Budget & Finance Analyst	Business Office	02	01	N	8810	
	Building or Development Inspector I	Community Development	03	09	N	9410	
	Planner/GIS Specialist	Community Development	02	10	E	9410	
	Police Corporal	Police	04	04	N - 207k	7720	
<u>26</u>	<u>\$ 53,165</u> <u>\$ 82,410</u>	<u>\$ 25.56</u> <u>\$ 39.62</u>					
	Code Compliance Manager	Planning & Development	02	10	E	9410	
<u>27</u>	<u>\$ 55,869</u> <u>\$ 86,507</u>	<u>\$ 26.86</u> <u>\$ 41.59</u>					
	Accounting Officer	Business Office	02	01	E	8810	
	Assistant Director (Recreation)	Parks & Recreation	02	06	E	9102	
	Assistant Director (Parks)	Parks & Recreation	02	06	E	9102	
	Deputy Director Public Works	Public Works	01	02	E	9402	
	Sr. Planner/GIS Specialist	Community Development	02	10	E	9410	
	Planner, Sr.	Community Development	03	10	E	9410	
	Police Sergeant	Police	03	04	N - 207k	7720	
<u>28</u>	<u>\$ 58,635</u> <u>\$ 90,834</u>	<u>\$ 28.19</u> <u>\$ 43.67</u>					
	Building & Dev. Inspector II (Building Official)	Community Development	03	09	N	9410	
	Clerk of Municipal Court	Municipal Court	06	01	E	8810	
	Deputy I.T. Manager	Business Office	03	01	E	8810	

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<u>29</u>	<u>\$ 61,568</u> <u>\$ 95,389</u>	<u>\$ 29.60</u> <u>\$ 45.86</u>					
	Deputy City Clerk		City Clerk's Office	01	01	E	8810
	Economic Development Manager (INACTIVE)		Community Development	02	10	E	9410
	Police Lieutenant		Police	02	04	N-207k / E	7720
	Public Information & Marketing Manager		Public Info & Marketing	01	01	E	9410
<u>30</u>	<u>\$ 64,688</u> <u>\$ 100,152</u>	<u>\$ 31.10</u> <u>\$ 48.15</u>					
<u>31</u>	<u>\$ 67,870</u> <u>\$ 105,165</u>	<u>\$ 32.63</u> <u>\$ 50.56</u>					
	Human Resources Manager		Business Office	02	01	E	8810
	Police Captain		Police	02	04	E	7720
<u>32</u>	<u>\$ 71,302</u> <u>\$ 110,469</u>	<u>\$ 34.28</u> <u>\$ 53.11</u>					
	Economic Development & Marketing Director		Economic Development	01	10	E	9410
<u>33</u>	<u>\$ 74,838</u> <u>\$ 115,939</u>	<u>\$ 35.98</u> <u>\$ 55.74</u>					
	Police Major		Police	01	04	E	7720
<u>34</u>	<u>\$ 78,582</u> <u>\$ 121,742</u>	<u>\$ 37.78</u> <u>\$ 58.53</u>					
<u>35</u>	<u>\$ 82,514</u> <u>\$ 127,837</u>	<u>\$ 39.67</u> <u>\$ 61.46</u>					
	Planning & Development Director		Planning & Development	01	10	E	9410
	Public Works Director		Public Works	01	02	E	9402
<u>36</u>	<u>\$ 86,611</u> <u>\$ 134,222</u>	<u>\$ 41.64</u> <u>\$ 64.53</u>					
	Deputy Police Chief		Police	01	04	E	7720
	IT Manager		Business Office	03	01	E	8810
	Parks & Recreation Director		Parks & Recreation	01	06	E	9102
<u>37</u>	<u>\$ 90,938</u> <u>\$ 140,962</u>	<u>\$ 43.72</u> <u>\$ 67.77</u>					
	Finance & Redevelopment Director/Asst City Mgr		Business Office	02	01	E	8810
<u>38</u>	<u>\$ 95,493</u> <u>\$ 147,992</u>	<u>\$ 45.91</u> <u>\$ 71.15</u>					
	City Clerk		City Clerk's Office	01	01	E	8810
<u>39</u>	<u>\$ 100,318</u> <u>\$ 155,376</u>	<u>\$ 48.23</u> <u>\$ 74.70</u>					
	Police Chief		Police	01	04	E	7720

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<u>40</u>	<u>\$ 105,331</u>	<u>\$ 163,176</u>	<u>\$ 50.64</u>	<u>\$ 78.45</u>					
<u>41</u>	<u>\$ 110,573</u>	<u>\$ 171,309</u>	<u>\$ 53.16</u>	<u>\$ 82.36</u>					
<u>42</u>	<u>\$ 116,085</u>	<u>\$ 179,899</u>	<u>\$ 55.81</u>	<u>\$ 86.49</u>					
<u>43</u>	<u>\$ 121,909</u>	<u>\$ 188,906</u>	<u>\$ 58.61</u>	<u>\$ 90.82</u>					
<u>44</u>	<u>\$ 127,982</u>	<u>\$ 198,286</u>	<u>\$ 61.53</u>	<u>\$ 95.33</u>					
	Chief Municipal Court Judge/Court Administrator				Municipal Court	01	01	E	8810
<u>45</u>	<u>\$ 134,389</u>	<u>\$ 208,208</u>	<u>\$ 64.61</u>	<u>\$ 100.10</u>					
<u>46</u>	<u>\$ 141,149</u>	<u>\$ 218,629</u>	<u>\$ 67.86</u>	<u>\$ 105.11</u>					
<u>47</u>	<u>\$ 148,200</u>	<u>\$ 229,570</u>	<u>\$ 71.25</u>	<u>\$ 110.37</u>					
<u>48</u>	<u>\$ 155,563</u>	<u>\$ 241,114</u>	<u>\$ 74.79</u>	<u>\$ 115.92</u>					
<u>49</u>	<u>\$ 163,363</u>	<u>\$ 253,094</u>	<u>\$ 78.54</u>	<u>\$ 121.68</u>					
<u>50</u>	<u>\$ 171,538</u>	<u>\$ 265,762</u>	<u>\$ 82.47</u>	<u>\$ 127.77</u>					

NOT ON PAY SCALE

	<u>Department</u>	<u>EEO-4 Category</u>	<u>EEO-4 Function</u>	<u>FLSA</u>	<u>WC</u>
City Manager \$ 186,056 plus car allowance of \$500/bi-weekly = \$13,000 annual	City Manager's Office	01	01	E	8810
Mayor \$500/mo. Plus \$150 per meeting (2 meetings/month max) = \$9,600		01	01	E	8810
City Councilmembers \$200/mo. Plus \$150 per meeting (2 meetings/month max) = \$6,000		01	01	E	8810
Associate Municipal Court Judges \$400 per court session of at least 1 hour; other duties \$125 per hour		01	01	E	8810
Municipal Court Solicitors \$135/hour		01	01	E	AP
Board & Commission Members \$25/meeting					8810
Finance Committee		01	01	E	8810
Planning Commission		01	10	E	8810
Zoning Board of Appeals		01	10	E	8810
Alcohol Review Board		01	01	E	8810
Parks & Recreation Advisory Board (non-paid)					

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

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

FLSA Codes

- 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

7/24/2009 \$ 7.25

Federal Minimum Wage for Exempt Status

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
- 11 - Corrections
- 12 - Utilities & Transportation
- 13 - Sanitation & Sewage
- 14 - Employment Security (State Govts only)
- 15 - Other

PART-TIME JOBS (Partial List in Process)	<u>Department</u>	<u>EEOC Category</u>	<u>EEOC Function</u>	<u>FLSA</u>	<u>WC</u>
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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	Business Office	06	01	N	8810
Accounting Technician	Business Office	06	01	N	8810
Administrative Assistant	Public Works	06	02	N	8810
Associate Municipal Court Judges	Municipal Court	01	01	N	8810
Court Bailiff	Police	04	04	N	7720
Dumpster Attendant	Public Works	08	02	N	9402
Event Assistant	Community Development	05	06	N	9410
Financial Assistant	Business Office	06	01	N	8810
Fleet Assistant	Police	07	04	N	9410
License & Compliance Inspector	City Clerk/Business Office	03	01	N	9410
Office Assistant	Parks & Recreation	06	06	N	8810
Office Assistant	Public Works	06	02	N	8810
Program/Office Assistant	Parks & Recreation	06	06	N	8810
Recreation Assistant	Parks & Recreation	05	06	N	9102
Summer Day Camp Counselors	Parks & Recreation	05	06	N	9102

Part-time jobs are typically placed on Grades 1, 9, 17, 25

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 Community Development department title to Community 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

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