

Office of the City Manager

City of Richland Hills, Texas

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Eric Strong, City Manager
Date: October 4th, 2016
Subject: Update to Pay Scale

Council Action Requested:

Approval of update to Employee Classification Scale

Background Information:

As part of the budget process and our recent compensation and classification study, council approved a 5% adjustment to pay ranges. That is reflected on the attached classification schedule. Although you have already approved this in the budget process, I would like for you to formally approve the new classification document as well. This document also formally puts the Assistant City Manager on the pay scale, which has previously been filled several times, but never officially part of the compensation schedule.

Board/Citizen Input: N/A

Financial Impact:

Staff Contacts:

Eric Strong
City Manager
estrong@richlandhills.com

Attachments: Classification Schedule

**City of Richland Hills
Compensation Schedule
October 1, 2016**

Class 8	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 16,906	\$ 20,963	\$ 25,020	\$ 1,409	\$ 1,747	\$ 2,085	\$ 8.13	\$ 10.08	\$ 12.03

Class 10	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 19,384	\$ 24,036	\$ 28,688	\$ 1,615	\$ 2,003	\$ 2,391	\$ 9.32	\$ 11.56	\$ 13.79

Class 12	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 21,546	\$ 26,718	\$ 31,889	\$ 1,796	\$ 2,226	\$ 2,657	\$ 10.36	\$ 12.84	\$ 15.33

Secretary
Receptionist

Class 13	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 22,446	\$ 27,833	\$ 33,220	\$ 1,871	\$ 2,319	\$ 2,768	\$ 10.79	\$ 13.38	\$ 15.97

Class 14	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 24,059	\$ 29,833	\$ 35,607	\$ 2,005	\$ 2,486	\$ 2,967	\$ 11.57	\$ 14.34	\$ 17.12

Community Center Coordinator

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Class 15	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 25,670	\$ 31,831	\$ 37,992	\$ 2,139	\$ 2,653	\$ 3,166	\$ 12.34	\$ 15.30	\$ 18.27

Deputy Court Clerk
Records Clerk
Library Assistant
Police Recruit
Fire Recruit
Administrative Assistant
Animal Shelter Assistant
Street Maintenance Worker
Utilities Maintenance Worker
Drainage Maintenance Worker
Parks Maintenance Worker
Meter Reader

Class 16	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 26,808	\$ 33,242	\$ 39,675	\$ 2,234	\$ 2,770	\$ 3,306	\$ 12.89	\$ 15.98	\$ 19.07

Permit Technician
Office Clerk Utility Billing
Library Specialist

Class 17	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 27,945	\$ 34,652	\$ 41,358	\$ 2,329	\$ 2,888	\$ 3,447	\$ 13.44	\$ 16.66	\$ 19.88

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Class 18	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 29,537	\$ 36,626	\$ 43,714	\$ 2,461	\$ 3,052	\$ 3,643	\$ 14.20	\$ 17.61	\$ 21.02

Cashier II
Administrative Secretary

Class 19	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 33,411	\$ 42,933	\$ 52,455	\$ 2,784	\$ 3,578	\$ 4,371	\$ 16.06	\$ 20.64	\$ 25.22

Code Enforcement Officer
Animal Control Officer
Assistant Library Director
Accounting Tech
Administrative Assistant Fire
Administrative Assistant Community Development
Administrative Assistant to Public Works Director
Utilities Foreman
Street Foreman
EPA Utility Foreman
Water Utilities Foreman

Class 20	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 38,325	\$ 47,523	\$ 56,721	\$ 3,194	\$ 3,960	\$ 4,727	\$ 18.43	\$ 22.85	\$ 27.27

Water Systems Instrumentation Foreman
Crime Victim Liaison
Firefighter EMT

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Class 21	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 45,256	\$ 56,117	\$ 66,977	\$ 3,771	\$ 4,676	\$ 5,581	\$ 21.76	\$ 26.98	\$ 32.20

Police Officer
Firefighter/Paramedic
Marshal

Class 22	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 48,273	\$ 59,134	\$ 69,995	\$ 4,023	\$ 4,928	\$ 5,833	\$ 23.21	\$ 28.43	\$ 33.65

Economic Development Specialist
Crime Victim Liaison Coordinator

Class 23	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 51,169	\$ 62,682	\$ 74,194	\$ 4,264	\$ 5,223	\$ 6,183	\$ 24.60	\$ 30.14	\$ 35.67

Municipal Court Clerk
Public Safety Systems Integrator
Police Sergeant
Fire Engineer

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Class 24	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 58,025	\$ 71,081	\$ 84,137	\$ 4,835	\$ 5,923	\$ 7,011	\$ 27.90	\$ 34.17	\$ 40.45

Public Works Superintendent
Executive Assistant
Assistant to City Manager
Fire Captain
City Secretary

Class 25	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 68,227	\$ 80,165	\$ 92,102	\$ 5,686	\$ 6,680	\$ 7,675	\$ 32.80	\$ 38.54	\$ 44.28

Police Commander
Director of Library

Class 26	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 86,856	\$102,217	\$ 117,577	\$ 7,238	\$ 8,518	\$ 9,798	\$ 41.76	\$ 49.14	\$ 56.53

Police Chief
Fire Chief
Director of Neighborhood Services
City Engineer/Projects Manager
Director of Finance

Class 27	Annual Minimum	Annual Midpoint	Annual Maximum	Monthly Minimum	Monthly Midpoint	Monthly Maximum	Hourly Minimum	Hourly Midpoint	Hourly Maximum
Jobs Included in Range	\$ 98,000	\$114,000	\$ 130,000	\$ 8,167	\$ 9,500	\$ 10,833	\$ 47.12	\$ 54.81	\$ 62.50

Assistant City Manager