

Introduced by: Mayor
Date: 04/06/99
Action: Postponed to 05/04/99
Action: Adopted as Amended
Vote: 8 Yes, 0 No, 1 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 99-027**

**A RESOLUTION IMPLEMENTING A NEW SALARY SYSTEM FOR
ADMINISTRATIVE EMPLOYEES, THE BOROUGH CLERK AND DEPUTY
BOROUGH CLERK**

WHEREAS, a managerial compensation study performed in November, 1996 and updated in December, 1998, recommended a pay structure which assigns grade levels and creates salary ranges rather than the current single rate system; and

WHEREAS, the assembly recently passed Ordinance 99-03 which allowed the flexibility to adopt such a system; and

WHEREAS, such a system will allow greater internal comparability among managerial positions through a job grading system, provide more flexibility in recruiting, and give the mayor and assembly the ability to recognize performance and longevity; and

WHEREAS, the assembly still retains the authority to control maximum salary levels through approval of the salary range chart;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the attached administrative salary range chart and grading structure are adopted and incorporated by reference.

SECTION 2. That the mayor is authorized to set actual salaries for administrative employees within the assigned salary ranges.

SECTION 3. That the assembly is authorized to set actual salaries for the borough clerk and deputy borough clerk within the assigned salary ranges.

SECTION 4. That changes to the salary range chart may be made at the beginning of a fiscal year and must be approved by the assembly in the annual budget. Such changes shall be clearly identified and explained in the budget document. No changes to the salary chart shall be made through FY2000.

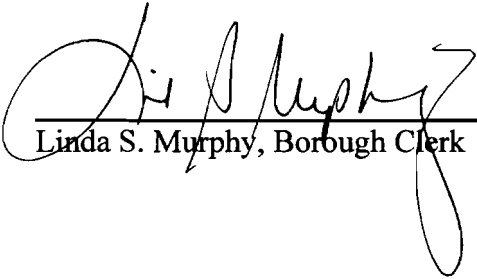
SECTION 5. That this resolution is effective immediately upon adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 4TH DAY OF MAY, 1999.

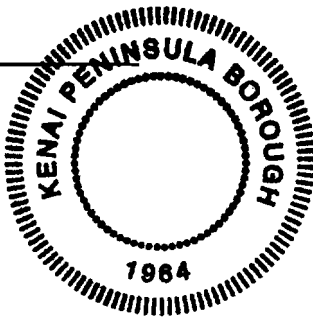


Ronald Wm. Drathman, Assembly President

ATTEST:



Linda S. Murphy, Borough Clerk



POLICY FOR ADMINISTRATIVE EMPLOYEE SALARY INCREASES

1. The Mayor will set actual salaries within the salary ranges and pay chart approved by the assembly.
2. For each fiscal year, the total amount budgeted and available for administrative salary adjustments will be based on the same cumulative percentage due classified employees through general wage increases and/or cost of living payments and scheduled step increases.
3. Notwithstanding the above, a limited number of positions identified as falling well below market average may receive a one time adjustment in the first year of the new salary system.
4. Funding for new positions and new hires will not be charged against the percentage and dollars pool established for Appendix A employees.
5. New hires will receive a starting salary no higher than the mid-point of the appropriate range. If market or other conditions require a higher starting salary, prior Assembly approval will be sought.

**Salary Range Chart
Effective July 1, 1999**

Level	Minimum	Mid Point	Maximum	Spread	% Spread
Level 1	41,180	48,386	55,593	14,413	35%
Level 2	44,064	51,775	59,486	15,422	35%
Level 3	47,124	55,370	63,617	16,493	35%
Level 4	50,490	59,325	68,161	17,671	35%
Level 5	54,060	63,520	72,981	18,921	35%
Level 6	57,834	67,954	78,075	20,241	35%
Level 7	61,914	74,896	86,679	24,765	40%

**Grading Structure
Effective July 1, 1999**

Position	Grade Level	Current Compensation
Borough Attorney	Level 7	\$77,240.00 *
Finance Director	Level 7	\$76,740.00 *
General Services Director	Level 6	\$67,874.00 *
Director of Assessing	Level 6	\$67,874.00 *
Maintenance Director	Level 6	\$67,874.00 *
Planning Director	Level 6	\$67,874.00 *
Chief - Nikiski	Level 6	\$66,335.00
Public Works Director	Level 6	\$65,299.00 *
Chief - CES	Level 6	\$63,060.00
Solid Waste Director	Level 6	\$61,200.00 *
Borough Clerk	Level 5	\$63,240.00 *
Controller	Level 5	\$63,240.00 *
Risk Manager	Level 5	\$60,044.00 *
Assistant Borough Attorney II	Level 5	\$58,461.00 *
Assistant Assessor	Level 5	\$58,240.00 *
Systems Manager	Level 5	\$55,890.00
Emergency Management Coordinator	Level 5	\$55,400.00 *
Roads Director	Level 5	\$54,855.00
Recreation Director	Level 5	\$53,240.00 *
Assistant Chief - Nikiski	Level 4	\$61,914.00
Assistant Chief - CES	Level 4	\$61,901.00
Surveyor	Level 4	\$53,240.00 *
Safety Manager	Level 4	\$51,240.00 *
Purchasing/Materials Manager	Level 4	\$50,000.00
Battalion Chief - Nikiski	Level 3	\$58,595.00
Maintenance Foreman	Level 3	\$56,920.00
Major Capital Projects Administrator	Level 3	\$58,020.00 *
GIS Manager	Level 3	\$51,000.00
Residential Appraisal Manager	Level 2	\$48,240.00 *
Office Manager	Level 2	\$46,150.00
Assistant Borough Attorney I	Level 2	\$45,000.00
Deputy Borough Clerk	Level 2	\$45,000.00
Assistant to the Mayor	Level 1	\$44,522.00 *

NOTE: Administrative Officer Designation is authorized up to 10% beyond current compensation level and may exceed the maximum of the assigned range as long as the basic compensation level is within the range.

NOTE: * Compensation figure includes \$3240 for those receiving a car allowance.