

CITY OF DULUTH PAY GRADE CHART
Approved 7-10-2023

<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>
1	\$ 17,160	\$ 26,603	\$8.25	\$12.79					
2	\$ 17,992	\$ 27,934	\$8.65	\$13.43					
3	\$ 18,907	\$ 29,307	\$9.09	\$14.09					
4	\$ 19,926	\$ 30,763	\$9.58	\$14.79					
5	\$ 20,883	\$ 32,344	\$10.04	\$15.55					
6	\$ 21,861	\$ 33,966	\$10.51	\$16.33					
7	\$ 22,942	\$ 35,610	\$11.03	\$17.12					
8	\$ 24,128	\$ 37,378	\$11.60	\$17.97					
9	\$ 25,314	\$ 39,312	\$12.17	\$18.90					
10	\$ 26,624	\$ 41,267	\$12.80	\$19.84					
11	\$ 27,955	\$ 43,326	\$13.44	\$20.83					
12	\$ 29,349	\$ 45,469	\$14.11	\$21.86					
13	\$ 30,805	\$ 47,715	\$14.81	\$22.94					
14	\$ 32,365	\$ 50,107	\$15.56	\$24.09					
15	\$ 33,987	\$ 52,624	\$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 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	
16	\$ 35,672	\$ 55,245	\$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	
17	\$ 37,419	\$ 58,011	\$17.99	\$27.89 (Minimum Pay at \$20/Hour)					
	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	

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18	\$ 39,354	\$ 60,986	\$18.92	\$29.32 (Minimum Pay at \$20/Hour)				
	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
19	\$ 41,309	\$ 63,981	\$19.86	\$30.76 (Minimum Pay at \$20/Hour)				
	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
	Communications Officer			Police	03	04	N	8810
	Permit Technician			Community Development & Er	03	10	N	9410
20	\$ 43,389	\$ 67,163	\$20.86	\$32.29				
	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, Sr.			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
	Property Tax Officer			Business Office	06	01	N	8810
	Stormwater Coordinator			Community Development & Er	03	10	N	9410
21	\$ 45,552	\$ 70,533	\$21.90	\$33.91				
	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
	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
22	\$ 47,798	\$ 74,069	\$22.98	\$35.61				
	Assistant to Mayor and City Manager			City Manager's Office	06	01	N	8810
	Athletic & Tennis Coordinator			Parks & Recreation	05	06	E	9102
	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
	Stormwater Program Manager			Community Development & Er	03	13	N	9410
23	\$ 50,190	\$ 77,792	\$24.13	\$37.40				
	Administrative Records Management Supervisor			Business Office	06	01	N	8810
	Communications Supervisor			Police	03	04	N	8810

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<u>24</u>	<u>\$ 52,686</u>	<u>\$ 81,682</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
	Police Officer			Police	04	04	N - 207k	7720
<u>25</u>	<u>\$ 55,349</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
	Master Police Officer			Police	04	04	N - 207k	7720
<u>26</u>	<u>\$ 58,074</u>	<u>\$ 90,022</u>	<u>\$27.92</u>	<u>\$43.28</u>				
	Code Compliance Manager			Community Development & Er	02	10	E	9410
	Police Corporal			Police	04	04	N - 207k	7720
	Police Corporal-Crime Analyst/SocMed Coord			Police	04	04	N - 207k	7720
<u>27</u>	<u>\$ 61,048</u>	<u>\$ 94,515</u>	<u>\$29.35</u>	<u>\$45.44</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
	Planner, Sr.			Community Development & Er	03	10	E	9410
<u>28</u>	<u>\$ 64,043</u>	<u>\$ 99,258</u>	<u>\$30.79</u>	<u>\$47.72</u>				
	Clerk of Municipal Court			Municipal Court	06	01	E	8810
	Deputy Director Public Works			Public Works	01	02	E	9402
	Deputy I.T. Manager			I.T.	03	01	E	8810
	Police Sergeant			Police	03	04	N - 207k	7720
<u>29</u>	<u>\$ 67,267</u>	<u>\$ 104,229</u>	<u>\$32.34</u>	<u>\$50.11</u>				
	Chief Building Official			Community Development & Er	2	09	N	9410
	Public Information & Marketing Manager			Public Info & Marketing	01	01	E	9410
	Planning Manager			Community Development & Er	02	10	E	9410
<u>30</u>	<u>\$ 70,678</u>	<u>\$ 109,408</u>	<u>\$33.98</u>	<u>\$52.60</u>				
	Deputy City Clerk			City Clerk's Office	01	01	E	8810
	Police Lieutenant			Police	02	04	N-207k / E	7720
<u>31</u>	<u>\$ 74,152</u>	<u>\$ 114,899</u>	<u>\$35.65</u>	<u>\$55.24</u>				
<u>32</u>	<u>\$ 77,917</u>	<u>\$ 120,702</u>	<u>\$37.46</u>	<u>\$58.03</u>				
	Human Resources Manager			Human Resources	02	01	E	8810
	Police Captain			Police	02	04	E	7720
<u>33</u>	<u>\$ 81,765</u>	<u>\$ 126,672</u>	<u>\$39.31</u>	<u>\$60.90</u>				
	Deputy Director Comm. Dev & Engineering				02	10	E	9410
<u>34</u>	<u>\$ 85,883</u>	<u>\$ 133,016</u>	<u>\$41.29</u>	<u>\$63.95</u>				
	Police Major			Police	01	04	E	7720

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<u>35</u>	<u>\$ 90,147</u> <u>\$ 139,672</u>	<u>\$43.34</u> <u>\$67.15</u>					
	Planning & Development Director		Community Development & Er	01	10	E	9410
	Public Works Director		Public Works	01	02	E	9410
<u>36</u>	<u>\$ 94,619</u> <u>\$ 146,640</u>	<u>\$45.49</u> <u>\$70.50</u>					
	Economic Development & Marketing Director		Economic Development	01	10	E	9410
<u>37</u>	<u>\$ 99,362</u> <u>\$ 154,024</u>	<u>\$47.77</u> <u>\$74.05</u>					
	IT Manager		I.T.	03	01	E	8810
	Parks & Recreation Director		Parks & Recreation	01	06	E	9102
	Deputy Police Chief		Police	01	04	E	7720
<u>38</u>	<u>\$ 104,333</u> <u>\$ 161,699</u>	<u>\$50.16</u> <u>\$77.74</u>					
	City Clerk/Assistant City Manager		City Clerk's Office	01	01	E	8810
	Finance & Redevelopment Director/Asst City Mgr		City Manager's Office	02	01	E	8810
<u>39</u>	<u>\$ 109,616</u> <u>\$ 169,770</u>	<u>\$52.70</u> <u>\$81.62</u>					
<u>40</u>	<u>\$ 115,086</u> <u>\$ 178,298</u>	<u>\$55.33</u> <u>\$85.72</u>					
	Police Chief		Police	01	04	E	7720
<u>41</u>	<u>\$ 120,806</u> <u>\$ 187,179</u>	<u>\$58.08</u> <u>\$89.99</u>					
<u>42</u>	<u>\$ 126,859</u> <u>\$ 196,560</u>	<u>\$60.99</u> <u>\$94.50</u>					
<u>43</u>	<u>\$ 133,182</u> <u>\$ 206,419</u>	<u>\$64.03</u> <u>\$99.24</u>					
<u>44</u>	<u>\$ 139,838</u> <u>\$ 216,674</u>	<u>\$67.23</u> <u>\$104.17</u>					
	Chief Municipal Court Judge/Court Administrator		Municipal Court	01	01	E	8810
<u>45</u>	<u>\$ 146,848</u> <u>\$ 227,490</u>	<u>\$70.60</u> <u>\$109.37</u>					
<u>46</u>	<u>\$ 154,232</u> <u>\$ 238,888</u>	<u>\$74.15</u> <u>\$114.85</u>					
<u>47</u>	<u>\$ 161,928</u> <u>\$ 250,848</u>	<u>\$77.85</u> <u>\$120.60</u>					
<u>48</u>	<u>\$ 169,978</u> <u>\$ 263,453</u>	<u>\$81.72</u> <u>\$126.66</u>					
<u>49</u>	<u>\$ 178,485</u> <u>\$ 276,515</u>	<u>\$85.81</u> <u>\$132.94</u>					
<u>50</u>	<u>\$ 187,429</u> <u>\$ 290,389</u>	<u>\$90.11</u> <u>\$139.61</u>					

PART-TIME JOBS

	<u>Department</u>	<u>Category</u>	<u>Function</u>	<u>FLSA</u>	<u>WC</u>
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
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
Program/Office Assistant	Parks & Recreation	06	06	N	8810
Election Workers	Business Office	06	01	N	8810
Event Attendant	Economic Development	05	06	N	9410

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	<u>Department</u>	<u>EEO-4 Category</u>	<u>EEO-4 Function</u>	<u>FLSA</u>	<u>WC</u>
City Manager \$ 223,936 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 Plus Cell Phone allowance of \$45/month = \$540 annual)		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	8810
Board & Commission Members \$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

- 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 & 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 just 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, 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,
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 Deveopment 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/hour, changed Planning & Development department to Community Development & Engineering.