

CITY OF DULUTH PAY GRADE CHART
 Approved 7-1-2021; updated 9-15-2021

<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>	<u>\$ 16,016</u>	<u>\$ 24,835</u>	<u>\$ 7.70</u>	<u>\$ 11.94</u>					
<u>2</u>	<u>\$ 16,765</u>	<u>\$ 26,062</u>	<u>\$ 8.06</u>	<u>\$ 12.53</u>					
<u>3</u>	<u>\$ 17,659</u>	<u>\$ 27,373</u>	<u>\$ 8.49</u>	<u>\$ 13.16</u>					
<u>4</u>	<u>\$ 18,595</u>	<u>\$ 28,725</u>	<u>\$ 8.94</u>	<u>\$ 13.81</u>					
<u>5</u>	<u>\$ 19,490</u>	<u>\$ 30,181</u>	<u>\$ 9.37</u>	<u>\$ 14.51</u>					
<u>6</u>	<u>\$ 20,426</u>	<u>\$ 31,699</u>	<u>\$ 9.82</u>	<u>\$ 15.24</u>					
<u>7</u>	<u>\$ 21,424</u>	<u>\$ 33,238</u>	<u>\$ 10.30</u>	<u>\$ 15.98</u>					
<u>8</u>	<u>\$ 22,526</u>	<u>\$ 34,902</u>	<u>\$ 10.83</u>	<u>\$ 16.78</u>					
<u>9</u>	<u>\$ 23,629</u>	<u>\$ 36,691</u>	<u>\$ 11.36</u>	<u>\$ 17.64</u>					
<u>10</u>	<u>\$ 24,856</u>	<u>\$ 38,522</u>	<u>\$ 11.95</u>	<u>\$ 18.52</u>					
<u>11</u>	<u>\$ 26,083</u>	<u>\$ 40,456</u>	<u>\$ 12.54</u>	<u>\$ 19.45</u>					
<u>12</u>	<u>\$ 27,394</u>	<u>\$ 42,453</u>	<u>\$ 13.17</u>	<u>\$ 20.41</u>					
<u>13</u>	<u>\$ 28,766</u>	<u>\$ 44,554</u>	<u>\$ 13.83</u>	<u>\$ 21.42</u>					
<u>14</u>	<u>\$ 30,202</u>	<u>\$ 46,779</u>	<u>\$ 14.52</u>	<u>\$ 22.49</u>					
<u>15</u>	<u>\$ 31,720</u>	<u>\$ 49,130</u>	<u>\$ 15.25</u>	<u>\$ 23.62</u>					
	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>	<u>\$ 33,301</u>	<u>\$ 51,584</u>	<u>\$ 16.01</u>	<u>\$ 24.80</u>					
	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 Maintenance Worker II				Public Works	08	02	N	9402

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17	\$ 34,944 \$ 54,163	\$ 16.80 \$ 26.04					
	Court Assistant, Sr.		Municipal Court	06	01	N	8810
	Building Maintenance Technician I - not yet hired		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 Records Technician, Sr.		Police	06	04	N	8810
	Purchasing Technician		Police	06	04	N	8810
18	\$ 36,733 \$ 56,930	\$ 17.66 \$ 27.37					
	Accounting/HR Technician		Business Office	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
	Lead Court Assistant		Municipal Court	06	01	N	8810
	Public Works Maintenance Technician II		Public Works	07	02	N	9402
	Parks 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	\$ 38,563 \$ 59,738	\$ 18.54 \$ 28.72					
	Accounting Technician, Sr.		Business Office	06	01	N	8810
	Administrative Assistant		Police	06	04	N	8810
	Administrative Assistant		Planning & Development	06	10	N	8810
	Administrative Assistant		Business Office	06	01	N	8810
	Building Maintenance Supervisor		Police	08	13	N	9015
	Communications Officer		Police	03	04	N	8810
	Development Coordinator		Planning & Development	03	10	N	9410
	Stormwater Coordinator		Planning & Development	03	10	N	9410
20	\$ 40,518 \$ 62,712	\$ 19.48 \$ 30.15					
	Alcohol & Excise Tax Officer		Business Office	06	01	N	8810
	Code Compliance Officer		Planning & 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
	Parks Maintenance Supervisor		Parks	08	06	N	9102
	Payroll & Benefits Specialist		Business Office	06	01	N	8810
	Property Tax Officer		Business Office	06	01	N	8810
21	\$ 42,536 \$ 65,853	\$ 20.45 \$ 31.66					
	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

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<u>22</u>	<u>\$ 44,637 \$ 69,139</u>	<u>\$ 21.46 \$ 33.24</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	
	Special Projects Coordinator	Business Office	06	01	N	8810	
	Stormwater Program Manager	Planning & Development	03	13	N	9410	
<u>23</u>	<u>\$ 46,842 \$ 72,613</u>	<u>\$ 22.52 \$ 34.91</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	
	Police Officer	Police	04	04	N - 207k	7720	
<u>24</u>	<u>\$ 49,192 \$ 76,253</u>	<u>\$ 23.65 \$ 36.66</u>					
	Economic Development & Marketing Specialist	Planning & Development	02	10	E	9410	
	Heavy Equipment Maintenance Mechanic	Public Works	07	02	N	9402	
	Information Technology Technician	Business Office	03	01	N	9410	
	Master Police Officer	Police	04	04	N - 207k	7720	
	Planner	Planning & Development	03	10	E	9410	
<u>25</u>	<u>\$ 51,667 \$ 80,059</u>	<u>\$ 24.84 \$ 38.49</u>					
	Budget & Finance Analyst	Business Office	02	01	N	8810	
	Building Inspector	Planning & Development	03	09	N	9410	
	Planner/GIS Specialist	Planning & Development	02	10	E	9410	
	Police Corporal	Police	04	04	N - 207k	7720	
<u>26</u>	<u>\$ 54,226 \$ 84,053</u>	<u>\$ 26.07 \$ 40.41</u>					
	Code Compliance Manager	Planning & Development	02	10	E	9410	
<u>27</u>	<u>\$ 56,992 \$ 88,234</u>	<u>\$ 27.40 \$ 42.42</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	
	Sr. Planner/GIS Specialist	Planning & Development	02	10	E	9410	
	Planner, Sr.	Planning & Development	03	10	E	9410	
	Police Sergeant	Police	03	04	N - 207k	7720	
<u>28</u>	<u>\$ 59,800 \$ 92,643</u>	<u>\$ 28.75 \$ 44.54</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	Business Office	03	01	E	8810	

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<u>29</u>	<u>\$ 62,795 \$ 97,302</u>	<u>\$ 30.19 \$ 46.78</u>					
	Building Official		Planning & Development	03	09	N	9410
	Deputy City Clerk		City Clerk's Office	01	01	E	8810
	Police Lieutenant		Police	02	04	N-207k / E	7720
	Public Information & Marketing Manager		Public Info & Marketing	01	01	E	9410
<u>30</u>	<u>\$ 65,978 \$ 102,149</u>	<u>\$ 31.72 \$ 49.11</u>					
<u>31</u>	<u>\$ 69,222 \$ 119,746</u>	<u>\$ 33.28 \$ 57.57</u>					
	Police Captain		Police	02	04	E	7720
<u>32</u>	<u>\$ 72,738 \$ 112,674</u>	<u>\$ 34.97 \$ 54.17</u>					
	Human Resources Manager		Business Office	02	01	E	8810
<u>33</u>	<u>\$ 76,336 \$ 118,248</u>	<u>\$ 36.70 \$ 56.85</u>					
	Economic Development & Marketing Director		Economic Development	01	10	E	9410
	Police Major		Police	01	04	E	7720
<u>34</u>	<u>\$ 80,163 \$ 124,176</u>	<u>\$ 38.54 \$ 59.70</u>					
<u>35</u>	<u>\$ 84,157 \$ 130,395</u>	<u>\$ 40.46 \$ 62.69</u>					
	Planning & Development Director		Planning & Development	01	10	E	9410
	Public Works Director		Public Works	01	02	E	9402
<u>36</u>	<u>\$ 88,338 \$ 136,906</u>	<u>\$ 42.47 \$ 65.82</u>					
	Deputy Police Chief		Police	01	04	E	7720
<u>37</u>	<u>\$ 92,747 \$ 143,790</u>	<u>\$ 44.59 \$ 69.13</u>					
	IT Manager		Business Office	03	01	E	8810
	Parks & Recreation Director		Parks & Recreation	01	06	E	9102
<u>38</u>	<u>\$ 97,406 \$ 150,946</u>	<u>\$ 46.83 \$ 72.57</u>					
	City Clerk/Assistant City Manager		City Clerk's Office	01	01	E	8810
	Finance & Redevelopment Director/Asst City Mgr		Business Office	02	01	E	8810
<u>39</u>	<u>\$ 102,315 \$ 158,475</u>	<u>\$ 49.19 \$ 76.19</u>					
	Police Chief		Police	01	04	E	7720

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<u>40</u>	<u>\$ 107,432</u> <u>\$ 166,442</u>	<u>\$ 51.65</u> <u>\$ 80.02</u>					
<u>41</u>	<u>\$ 112,778</u> <u>\$ 174,741</u>	<u>\$ 54.22</u> <u>\$ 84.01</u>					
<u>42</u>	<u>\$ 118,414</u> <u>\$ 183,498</u>	<u>\$ 56.93</u> <u>\$ 88.22</u>					
<u>43</u>	<u>\$ 124,342</u> <u>\$ 192,691</u>	<u>\$ 59.78</u> <u>\$ 92.64</u>					
<u>44</u>	<u>\$ 130,541</u> <u>\$ 202,259</u>	<u>\$ 62.76</u> <u>\$ 97.24</u>					
	Chief Municipal Court Judge/Court Administrator		Municipal Court	01	01	E	8810
<u>45</u>	<u>\$ 137,072</u> <u>\$ 212,368</u>	<u>\$ 65.90</u> <u>\$ 102.10</u>					
<u>46</u>	<u>\$ 143,978</u> <u>\$ 222,997</u>	<u>\$ 69.22</u> <u>\$ 107.21</u>					
<u>47</u>	<u>\$ 151,174</u> <u>\$ 234,166</u>	<u>\$ 72.68</u> <u>\$ 112.58</u>					
<u>48</u>	<u>\$ 158,683</u> <u>\$ 245,939</u>	<u>\$ 76.29</u> <u>\$ 118.24</u>					
<u>49</u>	<u>\$ 166,629</u> <u>\$ 258,149</u>	<u>\$ 80.11</u> <u>\$ 124.11</u>					
<u>50</u>	<u>\$ 174,970</u> <u>\$ 271,086</u>	<u>\$ 84.12</u> <u>\$ 130.33</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 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	AP
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)		01	01	E	8810
Parks & Recreation Advisory Board (non-paid)					
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 - Planning & 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	Planning & 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 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