

Requested and Prepared by: Administration
Meeting date: December 13, 1999
Postponed to: January 24, 2000
Postponed to: March 6, 2000
Amended: March 6, 2000
Vote: Unanimous

**CITY OF WASILLA
RESOLUTION SERIAL NO. 99-44(AM)**

**A RESOLUTION OF THE WASILLA CITY COUNCIL AMENDING THE SALARY
MANAGEMENT SYSTEM AND SALARY STRUCTURE.**

WHEREAS, the council hereby repeals Resolution Serial No. WR 95-11; and

WHEREAS, the city commissioned and received an independent compensation and classification update study from the MBL Group, Inc.; and

WHEREAS, the study implementation recommendations suggest actions to amend the city's compensation program (Exhibit A); and

WHEREAS, the new salary grades and ranges were developed and existing positions aligned in the new grades (Exhibit B (SUB)); and

WHEREAS, the merit matrix will result in a more appropriate distribution of employees across the new salary grades and ranges (Exhibit C); and

WHEREAS, upon council implementation of the new performance management process, a new performance appraisal form (Exhibit D) will be used; and

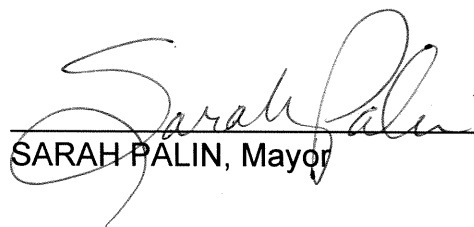
WHEREAS, the council adopts as policy the use of the annual movement in the cost of labor in Alaska to adjust the city salary structure in future years and adjustments will be made prior to January 31 of each calendar year.

NOW THEREFORE BE IT RESOLVED, that the Wasilla City Council accepts the December 1999 MBL Group, Inc. report prepared by Dianne Burt- Green and Liz Wong and adopts their recommendations to the Salary Management System.

FURTHERMORE BE IT RESOLVED, that the Wasilla City Council authorizes administration to engage on-going professional human resources management for the city and make proposals for the same in the annual budget.

ADOPTED by the Wasilla City Council on March 6, 2000.

I certify that a resolution in substantially the above form was passed by a majority of those voting at a duly called and conducted meeting of the governing body of the City of Wasilla this 6th day of March 2000.


SARAH PALIN, Mayor

ATTEST:


KRISTIE L. VANGORDER, CMC/AE
City Clerk

[SEAL]

EXHIBIT A

IMPLEMENTATION RECOMMENDATIONS

In summary, the following is a summary of the implementation recommendations outlined by the compensation study:

1. All City of Wasilla job descriptions have been updated.
2. A new, entry-level Police Officer was added.
3. The Parks & Property Tech II job title was changed to Community Activities Coordinator.
4. MBL Group, Inc. will conduct annual market movement studies for the City of Wasilla for the next three years.
5. New salary grades & ranges were developed and existing positions aligned in the new grades (Exhibit B (SUB)).
6. Recommend revising salary administration practice and begin using the entire salary range to pay employees. Discontinue the practice of only paying up to the 75th percentile of the salary range.
7. Implement and train managers to effectively use the Merit Matrix (Exhibit C) in conjunction with the Performance Appraisal process. Effective use of the Matrix will result in a more appropriate distribution of employees across the new salary grades and ranges.
8. Move five city employees to the minimum of the new salary range. Annual implementation cost will be \$6,521.
9. Grandfather six city employees in their new salary range until the market catches up with their current pay. This over maximum cost is \$14,099.
10. Implement the new Performance Management process, which includes a new Performance Appraisal form (Exhibit D).

EXHIBIT B (SUB)
CITY OF WASILLA – SALARY GRADE RANGES

Grade	Salary Range	Minimum	2nd Quartile	Midpoint	3rd Quartile	Maximum	Spread
1	Temporary Employees Interns	\$13,333	\$14,167	\$15,000	\$15,833	\$16,667	25%
2		\$17,391	\$18,696	\$20,000	\$21,304	\$22,609	30%
3	Parks & Properties Tech I: Grounds Maintenance (Part Time)	\$21,739	\$23,370	\$25,000	\$26,630	\$28,261	30%
4	Museum Aide Finance Clerk I Library Aide	\$23,957	\$26,054	\$28,150	\$30,246	\$32,343	35%
5	Secretary II-Police Youth Court Secretary II-Public Works Admin Community Activities Coordinator	\$25,833	\$28,417	\$31,000	\$33,583	\$36,167	40%
6	Parks & Properties Tech I: Beautification Administrative Assistant-Police Administrative Assistant-Admin Finance Clerk II-Sales Tax Finance Clerk II-Assessment & Utility Billing Finance Clerk II- Payables Finance Clerk II-Receivables, General Ledger, & Grants Planning Clerk	\$27,224	\$30,287	\$33,350	\$36,413	\$39,476	45%
7	Children's Librarian Public Works Clerk Interlibrary Loan Coordinator Museum Registrar Deputy City Clerk	\$29,400	\$33,075	\$36,750	\$40,425	\$44,100	50%

8	Wastewater Tech I Water Tech I Adult & Electronic Services Librarian Roads/Airports Tech I Parks & Properties Tech I: Facilities Maintenance Probation Officer	\$31,843	\$36,222	\$40,600	\$44,978	\$49,357	55%
9	Sr. Accountant/Assistant Dept. Head Roads Tech II Police Officer I Water Tech II Wastewater Collection Tech II Wastewater Treatment Tech II	\$34,308	\$39,454	\$44,600	\$49,746	\$54,892	60%
10	Economic Developer/Planner City Planner City Clerk Library Director Water/Wastewater Tech III Parks & Properties Tech III Roads Tech III Police Officer II	\$38,868	\$45,184	\$51,500	\$57,816	\$64,132	65%
11	Deputy Director of Public Works	\$43,833	\$51,504	\$59,175	\$66,846	\$74,517	70%
12	Police Sergeant Police Investigator	\$48,519	\$57,009	\$65,500	\$73,991	\$82,481	70%
13	Finance Director Chief of Police Public Works Director Deputy Administrator	\$52,407	\$61,579	\$70,750	\$79,921	\$89,093	70%

EXHIBIT C

CITY OF WASILLA
2000 Merit Increase Matrix

The merit increase for each employee is based on their Summary Performance Rating and Position in Salary Grade

Performance Distribution: the percent of employees receiving each of the defined summary performance ratings.

	10%	20%	60%	7%	3%	
	Exceptional Performance	Exceeds Requirements	Meets Requirements	Needs Improvement	Does Not Meet Requirements	
1st Quartile	44%	6.00% to 8.00%	4.00% to 6.00%	3.00% to 4.50%	1.00% to 2.50%	0.00%
2nd Quartile	22%	5.00% to 7.00%	3.00% to 5.00%	2.00% to 3.50%	0.00% to 1.50%	0.00%
3rd Quartile	15%	4.00% to 6.00%	2.00% to 4.00%	1.00% to 2.50%	0.00%	0.00%
4th Quartile	19%	3.00% to 5.00%	1.00% to 3.00%	0.00% to 1.50%	0.00%	0.00%

Cost as Percent of Current Annualized Payroll: 3.03%

EXHIBIT D



CITY OF WASILLA PERFORMANCE APPRAISAL FORM

Employee Name	Position Title
Department	Supervisor
Date of Review	Type of Appraisal 6 mos. Annual Special

Basic Standards for Rating Performance:

The following definitions apply to each performance factor rated in Section I and the overall performance rated in section II.

- | | |
|--------------------------------|--|
| 5 = Exceptional Performance | Unique and exceptional accomplishments of unusually high caliber. |
| 4 = Exceeds Requirements | Clearly and consistently above what is required. Performance is significantly better than average. |
| 3 = Meets Requirements | Performance is fully acceptable. Meets the requirements of the job in all respects. |
| 2 = Needs Improvement | Marginal performance. Sometimes acceptable but not consistent. |
| 1 = Does Not Meet Requirements | Does not meet the minimum requirements of the job. Requires much improvement. |

I - APPRAISAL OF PERFORMANCE SKILLS

The purpose of this section is to assess the specific performance skills of the employees of the City of Wasilla. Read the factor definitions below. Based on the definitions for each factor, choose the rating that most accurately describes the employee's performance. Comments regarding the work performed by the employee to clarify ratings must be completed for each performance factor used.

1. Knowledge and Skills

Performance Rating _____

Degree to which employee:

- . Demonstrates job knowledge and skills needed to perform the responsibilities of the position.
- . Keeps updated on the latest developments relating to this position and related areas.
- . Shows initiative in learning new and related job skills.
- . Includes new subject matter into everyday operations.

<i>Comments:</i>

2. Organization and Planning

Performance Rating _____

Degree to which employee:

- Creates realistic short-term and long-term plans.
- Creates realistic timetables.
- Anticipates possible problems in reaching the required results and develops alternative plans.
- Groups activities for best use of personnel and material resources in order to achieve goals.
- Minimizes confusion and inefficiencies in work operations.
- Establishes appropriate procedures to monitor work progress.
- Forecasts problems and changes.
- Adjusts to problems or changes to ensure that established goals and timetables are met.

<i>Comments:</i>

3. Problem Solving and Decision Making

Performance Rating _____

Degree to which employee:

- Demonstrates ability to clearly identify and define problem areas.
- Effectively identifies and evaluates alternative solutions.
- Exercises good judgment in taking appropriate action based on all available information.
- Recognizes decisions that need to be postponed until all relative facts are gathered and analyzed.
- Willingly makes decisions relating to work area.

<i>Comments:</i>

4. Communication

Performance Rating _____

Degree to which employee:

- Actively listens and responds to others in a meaningful way.
- Expresses ideas and information accurately and understandably in both oral and written form.
- Uses legible handwriting, proper grammar and appropriate punctuation.
- Reads and understands others' written and oral communications.

<i>Comments:</i>

5. Interpersonal Relations

Performance Rating _____

Degree to which employee:

- Works cooperatively with City employees as well as the public.
- Responds positively to situations that need cooperation, courtesy, and tact to avoid conflict.
- Focuses on performance rather than personality when relating with others.

<i>Comments:</i>

6. Initiative

Performance Rating _____

Degree to which employee:

- Accepts responsibility for completion of assignments.
- Assumes additional assignments without being told and can be counted on to accept assignments and follow through with them.
- Puts forth effort and time necessary to do the job well.

<i>Comments:</i>

7. Quality of Work

Performance Rating _____

Degree to which employee:

- Finishes assignments completely and accurately.
- Efficiently uses resources and produces accurate work product.

<i>Comments:</i>

8. Quantity of Work

Performance Rating _____

Degree to which employee:

- Shows a high level of work output on a regular basis.
- Produces work quickly.
- Makes the most effective use of available work time.
- Approaches work in an organized manner, determining proper procedures required.
- Completes work within acceptable time frame or delegates work appropriately to meet deadlines.

<i>Comments:</i>

9. Safety & Health

Performance Rating _____

Degree to which employee:

- Adheres to safety and health requirements.
- Notifies others when they are violating safety and health regulations.
- Maintains equipment according to safety and operating standards.

<i>Comments:</i>

10. Attendance & Punctuality

Performance Rating _____

Degree to which employee:

- Arrives to work on time.
- Observes prescribed work break/meal periods.
- Has an acceptable overall attendance record.

<i>Comments:</i>

THE FOLLOWING PERFORMANCE SKILLS APPLY ONLY TO THOSE EMPLOYEES WHO SUPERVISE

11. Delegation & Supervisory Skill

Performance Rating _____

Degree to which employee:

- Shows ability to delegate work.
- Clearly defines responsibilities and authority limits of subordinates.
- Effectively assigns work to subordinates based upon demonstrated skills and knowledge.
- Motivates employees to think and work independently.
- Recognizes individual capabilities and assigns work accordingly.
- Counsels employees in both positive and negative circumstances.
- Appraises performance and individual contributions.

<i>Comments:</i>

12. Development of Subordinates

Performance Rating _____

Degree to which employee:

- Provides opportunities to challenge subordinate's capabilities and develop their knowledge and skills necessary for career advancement.
- Identifies back-ups and groomed replacements for key positions.
- Identifies training programs to improve subordinate's performance.
- Defines and communicates standards of performance and assists employees in achieving these standards.

<i>Comments:</i>

II - EMPLOYEE'S PERFORMANCE APPRAISAL SUMMARY

Overall Performance Rating _____

<i>Comments:</i>

III - DEVELOPMENTAL PLAN

Identify below the project and/or goals that you and the employee have agreed upon for the next year. If additional goals/projects are required, they can be described on a separate attached sheet. Indicate the job responsibility listed on the employee's job description to which each goal/project pertains. For each goal/project, identify how the employee's performance is to be measured.

Goal/Project	Responsibility	Performance Measures
1.		
2.		
3.		

IV - EMPLOYEE'S COMMENTS AND ADMINISTRATIVE REVIEW

Employees comments on review:

Employee's Signature

Date

Supervisor's Signature

Date