



Human Resources Department

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MEMORANDUM

TO: **CITY DEPARTMENT DIRECTORS, SUPERVISORS, PAYROLL PREPARERS and H.R. DEPARTMENT CONTACTS**

FROM: Gary Johnson, Director of Human Resources

DATE: September 28, 2008

SUBJECT: **COMPENSATION & BENEFITS PACKAGE APPROVED FOR F.Y. 2008-2009**

ATTACHMENTS. The Waco City Council adopted the F.Y. 2008-09 budget in August. The following items have been attached to assist your managers, supervisors and payroll preparers in carrying-out their payroll-related responsibilities: ***Effective Dates for Status Changes*** (Page 6), ***Non-Civil Service Salary Schedules*** [Non-Exempt (Page 7) & Exempt (Page 8)], ***Civil Service Salary Schedules*** [Police (Page 9) & Fire (Page 10)], a revised ***Position Classification Listing*** (Pages 11-17) for the upcoming fiscal year, and a listing of ***Job Classes by Pay Grade*** (Pages 18-20).

CIVIL SERVICE SALARIES. All Police and Fire Civil Service employees will receive a 5.0% across-the-board increase. All Police and Fire Civil Service job class steps will also be adjusted by 5.0%. The 5.0% across-the-board increase will be **effective 09/28/08 (to be initially reflected in the 10/16/08 pay checks)**. The Police Salary Schedule associated with this pay increase (effective 09/28/08) is included on Page 9 (Fire Schedule on Page 10).

NON-CIVIL SERVICE SALARIES. The ***non-civil service salary schedules*** for exempt and non-exempt positions are also attached on Pages 7 & 8. All non-civil service employees will receive a 5.0% across-the-board-increase. The 5.0% across-the-board increase will be effective 09/28/08 (to be initially reflected in the 10/16/08 pay checks). The salary schedules include a minimum salary level (training rate) and a “calculated minimum” (entry level for Quartile 1) along with the various minimum and maximum salary levels for Quartiles 1, 2, 3 and 4.

The ***“calculated minimum”*** represents the entry level for applicants meeting the minimum job requirements. The area between the minimum and “calculated minimum” represents a designated range to place employees not initially meeting the entry-level requirements of

their particular position. The purpose of the “minimum-to-calculated minimum” pay level is to allow managers and supervisors the opportunity to hire individuals as “apprentices” who do not initially meet the minimum job requirements. Once these employees meet the entry-level requirements, they will be eligible to be elevated to the “calculated minimum” pay level.

The Exempt Group and Non-Exempt Group salary schedules reflect 5.0% **across-the-board increases** for the minimum and maximum of each pay grade and quartile, with the exception of the calculated minimum and minimum of Quartile 1, which remains unchanged.

The 5.0% salary increases apply to all budgeted regular full-time, part-time, and temporary pool positions, but not seasonal or temporary positions. All eligible employees on board as of 09/28/08 will receive the pay increase if they receive a Progress Review rating of “Meets Expectations” or “Exceeds Expectations” (**to be reflected on 10/16/08 pay checks**); however, employees with a “Below Expectations” rating will not be eligible to receive a pay increase. Employees on board prior to 07/31/08 are required to receive a Progress Review. Employees hired on or after 08/01/08 will receive the 5.0% salary increase provided they are on board as of 09/28/08.

Employees currently paid above the new maximum will not be eligible for the 5.0% increase, with the exception of employees formerly paid car allowances prior to June 3, 2005. These employees are allowed to exceed the maximum of their assigned pay range by the amount of the car allowance authorized in the June 3, 2005 memo from the City Manager.

Progress Reviews are currently administered once per year and were due in H.R. by September 12, 2008

BENEFITS PACKAGE ENHANCEMENTS EFFECTIVE IN UPCOMING FISCAL YEAR. City management is pleased to announce the following benefit enhancement, which continues in effect during F.Y. 2008-09:

- **Updated Service Credit** -- The City’s retirement benefit will be upgraded in F.Y. 2008-09 per the Council’s adoption in October of 2004 of the annually repeating updated service credit option. This benefit option uses the employees’ average monthly salary over the most recent three-year period and recalculates their retirement credit as if they had always earned that salary and made deposits to the system (matched 2-to-1 by the City) on the basis of that salary. To be eligible, City employees must have 36 months service credit as of December 31, 2007 to be eligible for the 2009 calendar year.

LONGEVITY. The longevity program for **full-time**, non-civil service employees (which became effective on December 1, 1997) will be continued during F.Y. 2008-09. The plan allows full-time, non-civil service employees with at least five years of continuous service to receive longevity pay at the rate of \$4.00 per month, per year of service, up to a maximum of twenty-five years.

Per state law, a civil service longevity program has been in existence for a number of years, which pays civil service personnel at the rate of \$4.00 per month, per year of service after the first year of employment up to a maximum of twenty-five years. Effective October 1, 2006, the maximum number of years for Fire civil service longevity increased to 28 years per the current Collective Bargaining Agreement.

Longevity for non-civil service personnel is typically paid in late November or early December of each year. Non-civil service employees must have five full years of continuous service by November 1st to qualify for the annual longevity payment. Longevity is paid only for full years of service. Months in excess of a full year are not paid. **Non-civil service longevity payments will be reflected this year on the 11/26/08 paycheck.** Individuals moving from a full-time to a part-time position will lose eligibility for the longevity benefit while employed in the part-time job class. Breaks in full-time service are no longer bridged (effective 5/29/03). All time bridged prior to that date will continue to be credited toward longevity pay. The longevity calculation only includes full-time years of service through November 1st of each year.

HEALTH INSURANCE COVERAGE & PREMIUMS. The City has budgeted \$469.76 per month (\$5,637 annually) for each full-time employee's health insurance coverage for F.Y. 2008-09 (12% increase over last year's contribution of \$419.42 per month). There will be no premium increases for dependent coverage. Effective October 1, 2006, the City's Health Plan began operating on a fiscal year basis (period to run from October 1, 2008 through September 30, 2009 this fiscal year).

EXPLANATION OF ITEMS IN ATTACHMENT. The **PAY PERIOD SCHEDULE** on Page 6 provides the initial dates for each F.Y. 2008-09 pay period. In order to process status change requests for promotions, differential pay, certification pay, etc. in a timely manner, they must be submitted to Human Resources at least three (3) weeks before the effective date. **All requests are effective at the beginning of a pay period.** The City's "pay-day" is currently Thursday.

The **NON-CIVIL SERVICE SALARY SCHEDULES** for Exempt and Non-Exempt employees are included on Pages 7 through 8, respectively (effective 09/28/08). The method for figuring pay increases remains unchanged and is described in more detail below.

The **POLICE CIVIL SERVICE SALARY SCHEDULE** is included on Page 9 (effective 09/28/08).

The **FIRE CIVIL SERVICE SALARY SCHEDULE** is included on Page 10 (effective 09/28/08).

The **POSITION CLASSIFICATION LISTING** beginning on Page 11 provides an alphabetical listing of job titles and job numbers for each position. The numbers on this listing typically have four numerical digits, followed by a single alphabetical letter and three additional numeric digits.

Positions requiring a DOT (Department of Transportation) drivers license are not listed separately but are identified in the system with a “4” placed in front of the first four digits of the corresponding job class.

Part-time job classes include the number “9” placed in front of the first four digits of the job number. The corresponding pay range, or hourly pay in the case of market adjusted job classes, is listed in parentheses at the end of the part-time job number. Part-time, professional positions can be identified in job numbers with Pay Range “888.” This identifies part-time professional positions that should otherwise be exempt from overtime; however, since they are paid on a part-time basis, this is not practical.

Temporary and seasonal job classes include the number “6” in front of the first four digits of the job number. Employees in **temporary** positions are hired for a specific, relatively short duration to perform work during a peak workload period or for a special project. Employees in temporary positions work less than 1,000 hours in a year. Employees in **seasonal** positions are hired to work for less than seven (7) months per year in positions that are only required during specified months of the year. Seasonal employees may not work over 1,000 hours in a year.

A listing of non-civil service job classes by pay grade (entitled **JOB CLASSES BY PAY GRADE**) is included on Pages 18-20. Separate listings are included for exempt and non-exempt job groups.

300/400 SERIES. A number of journey and senior-level job classes have been combined into single job titles as a result of broad banding. The “**400 Series**” job classes are eligible to progress to the maximum pay in Quartile 4, while the “**300 Series**” job classes are only eligible to advance to the maximum of Quartile 3. In the Position Classification Listing, the 300 or 400 series positions are identified in parentheses following the job title.

For example, incumbents in the *Accounting Technician (Series 400)* position (Pay Range #58) are eligible to progress to the maximum pay of Quartile 4 in Pay Range #58, while *Accounting Technician (Series 300)* incumbents can only progress to the maximum of Quartile 3 in Pay Range #58.

METHOD TO BE USED IN FIGURING SALARY INCREASES. As has been the case the past several years, the hourly rate is to be used as the “base” to figure new hourly rates and increases (with the exception of Fire suppression positions). Since the H.T.E. System includes cents to calculate the hourly rate, **DO NOT ROUND UP** the annual salary to whole dollars:

EXAMPLE/5% RECLASSIFICATION INCREASE (Full-time Calculation):

\$8.9700	Old Hourly Pay
x 1.05	(5% Increase)

\$9.4185	<i>NEW HOURLY PAY</i>
\$9.4185	New Hourly Pay
x 2,080	Total Annual Hours

\$19,590.48	NEW ANNUAL PAY (<i>NOTE: DO NOT ROUND ANNUAL SALARY TO WHOLE DOLLARS</i>)
\$19,590.48	New Annual Pay
/26	Divided by No. of Pay Periods Per Year

\$753.48	BI-WEEKLY GROSS PAY

Thanks for your attention regarding this information. Feel free to contact Human Resources if you have any questions.

EFFECTIVE DATES FOR STATUS CHANGES

F.Y. 2008-2009

Status changes need to be submitted to the Human Resources Department three (3) weeks BEFORE the effective date. **All requests are effective at the beginning of a pay period.** Below are the beginning dates for each pay period in F.Y. 2008-2009:

EFFECTIVE DATE	YEAR
SEPTEMBER 28 th	2008
OCTOBER 12 th	2008
OCTOBER 26 th	2008
NOVEMBER 9 th	2008
NOVEMBER 23 rd	2008
DECEMBER 7 th	2008
DECEMBER 21 st	2008
JANUARY 4 th	2009
JANUARY 18 th	2009
FEBRUARY 1 st	2009
FEBRUARY 15 th	2009
MARCH 1 st	2009
MARCH 15 th	2009
MARCH 29 th	2009
APRIL 12 th	2009
APRIL 26 th	2009
MAY 10 th	2009
MAY 24 th	2009
JUNE 7 th	2009
JUNE 21 st	2009
JULY 5 th	2009
JULY 19 th	2009
AUGUST 2 nd	2009
AUGUST 16 th	2009
AUGUST 30 th	2009
SEPTEMBER 13 th	2009

**NON-CIVIL SERVICE SALARY SCHEDULE—
NON-EXEMPT SALARY GROUP**

(Hourly) Effective 09/28/08

***NOTE:** Non-Exempt employees are paid on an hourly basis. The hourly rate is also reflected on the “Employment Opportunities” posting.*

PAY GRADE	MINIMUM (Training Rate)	CALCULATED MINIMUM	QUARTILE 1		QUARTILE 2		QUARTILE 3		QUARTILE 4	
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
51	6.7268	6.7268	6.7268	8.1151	8.1226	9.4613	9.4690	10.7999	10.8078	12.5901
52	6.7381	7.1213	7.1213	8.7243	8.7318	10.1908	10.1984	11.6575	11.6649	13.6281
53	7.2111	7.6403	7.6403	9.3787	9.3862	10.9807	10.9883	12.5901	12.5976	14.7335
54	7.7509	8.2079	8.2079	10.0932	10.1006	11.8457	11.8529	13.6055	13.6130	15.9595
55	8.3184	8.8170	8.8170	10.8603	10.8677	12.7782	12.7854	14.7036	14.7110	17.2757
56	8.9483	9.4812	9.4812	11.7026	11.7101	13.8009	13.8087	15.9068	15.9142	18.7121
57	9.6196	10.1939	10.1939	12.6201	12.6275	14.9141	14.9217	17.2154	17.2229	20.2840
58	10.3531	10.9691	10.9691	13.5978	13.6055	16.1175	16.1250	18.6294	18.6370	21.9988
59	11.1423	11.8065	11.8065	14.6734	14.6808	17.4260	17.4337	20.1789	20.1861	23.8641
60	12.0073	12.7269	12.7269	15.8390	15.8468	18.8625	18.8700	21.8786	21.8861	25.9098
61	12.9416	13.7165	13.7165	17.1102	17.1177	20.4192	20.4270	23.7212	23.7285	28.1361
62	13.9587	14.7961	14.7961	18.4940	18.5017	22.1191	22.1267	25.7442	25.7519	30.5726
63	15.0661	15.9729	15.9729	20.0058	20.0132	23.9769	23.9843	27.9480	27.9553	33.2350

NON-CIVIL SERVICE SALARY SCHEDULE EXEMPT SALARY GROUP

(Bi-Weekly Salary & Hourly Rate)

Effective 09/28/08

*NOTE: Exempt Positions are paid and reflected on the "Employment Opportunities" notice on a bi-weekly basis.
The hourly rate has been computed for computer purposes only.*

PAY GRADE	MINIMUM (Training Rate)	CALCULATED MINIMUM	QUARTILE 1		QUARTILE 2		QUARTILE 3		QUARTILE 4	
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
21	\$984.17	\$984.17	\$984.17	\$1,179.89	\$1,180.49	\$1,360.38	\$1,360.99	\$1,541.49	\$1,542.09	\$1,781.57
	12.3021	12.3021	12.3021	14.7487	14.7562	17.0048	17.0123	19.2687	19.2761	22.2696
22	\$984.17	\$1,050.27	\$1,050.27	\$1,274.35	\$1,274.96	\$1,473.51	\$1,474.11	\$1,672.67	\$1,673.25	\$1,938.61
	12.3021	13.1284	13.1284	15.9293	15.9369	18.4188	18.4262	20.9084	20.9157	24.2325
23	\$1,037.53	\$1,141.62	\$1,141.62	\$1,388.07	\$1,388.67	\$1,609.49	\$1,610.09	\$1,830.29	\$1,830.91	\$2,124.52
	12.9692	14.2702	14.2702	17.3508	17.3586	20.1186	20.1262	22.8788	22.8864	26.5566
24	\$1,134.43	\$1,247.93	\$1,247.93	\$1,521.03	\$1,521.63	\$1,767.73	\$1,768.33	\$2,014.41	\$2,015.02	\$2,344.13
	14.1804	15.5991	15.5991	19.0130	19.0205	22.0965	22.1042	25.1802	25.1877	29.3015
25	\$1,249.59	\$1,374.71	\$1,374.71	\$1,679.28	\$1,679.87	\$1,956.64	\$1,957.24	\$2,234.63	\$2,235.23	\$2,604.66
	15.6198	17.1840	17.1840	20.9910	20.9985	24.4580	24.4656	27.9327	27.9405	32.5581
26	\$1,385.22	\$1,524.19	\$1,524.19	\$1,866.40	\$1,867.00	\$2,180.47	\$2,181.07	\$2,494.55	\$2,495.16	\$2,913.30
	17.3152	19.0525	19.0525	23.3302	23.3375	27.2559	27.2634	31.1817	31.1895	36.4163
27	\$1,538.03	\$1,691.95	\$1,691.95	\$2,075.78	\$2,076.39	\$2,431.97	\$2,432.58	\$2,788.16	\$2,788.76	\$3,262.89
	19.2254	21.1494	21.1494	25.9474	25.9548	30.3999	30.4072	34.8519	34.8597	40.7861
28	\$1,711.32	\$1,882.40	\$1,882.40	\$2,315.25	\$2,315.85	\$2,718.97	\$2,719.57	\$3,123.29	\$3,123.91	\$3,662.40
	21.3915	23.5301	23.5301	28.9407	28.9483	33.9871	33.9946	39.0413	39.0488	45.7800
29	\$1,863.58	\$2,050.16	\$2,050.16	\$2,526.44	\$2,527.04	\$2,975.29	\$2,975.88	\$3,424.14	\$3,424.74	\$4,022.20
	23.2947	25.6270	25.6270	31.5805	31.5879	37.1912	37.1986	42.8018	42.8093	50.2775
30	\$2,081.15	\$2,289.33	\$2,289.33	\$2,828.47	\$2,829.08	\$3,339.30	\$3,339.91	\$3,849.51	\$3,850.12	\$4,530.02
	26.0144	28.6167	28.6167	35.3561	35.3636	41.7412	41.7487	48.1190	48.1264	56.6253
31	\$2,328.09	\$2,561.17	\$2,561.17	\$3,170.83	\$3,171.44	\$3,752.65	\$3,753.26	\$4,334.46	\$4,335.07	\$5,111.23
	29.1010	32.0147	32.0147	39.6354	39.6429	46.9082	46.9157	54.1809	54.1885	63.8904

CIVIL SERVICE SALARY SCHEDULE
City of Waco, Texas

POLICE PAY SCHEDULE
F.Y. 2008-2009

(Effective 09/28/08)

JOB CLASSIFICATION	HOURLY PAY
Police Recruit (Non-Civil Service Position)	\$18.8092
Police Officer (Grade I)	
Year 0	20.5549
Year 1	21.6721
Year 2	22.7820
Year 3	23.8918
Year 4	25.0090
Year 5	26.0969
Year 6	27.2215
Police Sergeant (Grade II)	
Year 0	\$29.4996
Year 2	30.5730
Year 3	31.6975
Police Commander (Grade III)	
Year 0	\$34.2970
Year 2	35.5747
Police Assistant Chief (Grade IV)	
Year 0	\$39.0870
Year 2	40.5255

CIVIL SERVICE SALARY SCHEDULE

City of Waco, Texas

FIRE PAY SCHEDULE

F.Y. 2008-2009
(Effective 09/28/08)

JOB CLASSIFICATION	Pay Grade	ANNUAL PAY (Based on 3 Week Work Period, Unless Noted Otherwise)
Firefighter (Grade I)	701	
Year 0		\$39,938.38
Year 1		42,116.58
Year 2		44,234.86
Year 3		46,413.07
Year 4		48,576.47
Year 5		50,724.71
Year 6		52,888.08
Fire Equipment Engineer (Grade II)	702	
Year 0		\$54,940.36
Year 2		55,941.02
NOTE: Grade III (Not Currently Utilized)		
Fire Prevention Specialist (Grade II)	703	
Year 0		\$54,940.36
Year 2		55,941.02
Fire Lieutenant (Grade IV)	704	
Year 0		\$58,336.67
Year 2		60,253.02
Fire Lieutenant (Grade IV-Fire Alarm Operator)	712	
Year 0 - Based on 2 week work period		\$58,336.67
Year 2 - Based on 2 week work period		60,253.02
Fire Captain (Grade V)	705	
Year 0		\$63,335.67
Year 2		65,824.69
Fire Captain (Grade V-Fire Training Captain)	713	
Year 0 - Based on 2 week work period		\$63,335.67
Year 2 - Based on 2 week work period		65,824.69
Fire Training Officer & Fire Marshal (Grade VI)	707&706	
Year 0 - Based on 2 week work period		\$69,249.78
Year 2 - Based on 2 week work period		72,680.96
Assistant Fire Chief (Grade VII)	708	
Year 0		\$73,228.89
Year 2		76,089.81

POSITION CLASSIFICATION LISTING

(Listing As of 10/01/08)

POSITION CLASSIFICATION TITLE	JOB NUMBER
ACCOUNTANT	1613-B-022
ACCOUNTING TECHNICIAN (400 Series)	1602-F-058
ACCOUNTING TECHNICIAN (300 Series)	1601-F-058
ACCOUNTING TECHNICIAN (PT)	91601-F-1 (#058)
ADMINISTRATIVE SERVICES COORDINATOR	3000-F-060
ADVANCED NURSE PRACTITIONER	2300-B-026
ANIMAL CONTROL OFFICER	2301-D-057
ASSISTANT CITY ATTORNEY	3001-B-027
ASSISTANT CITY SECRETARY	1603-F-024
ASSISTANT FIRE CHIEF	2010-B-808
ASSISTANT POLICE CHIEF	1914-B-904
BUILDING ATTENDANT	2800-H-053
BUILDING ATTENDANT (PT)	92800-H-1 (#053)
BUYER	1604-B-025
CABLE TV TECHNICIAN	3002-G-060
CAMERA OPERATOR (PT)	93018-C-1 (Hourly Rate)
CASEWORKER	2302-B-021
CASEWORKER (PT)	92302-B-2 (#021)
CITY ATTORNEY	3021-A-999
CITY MANAGER	1629-A-999
CITY SECRETARY	1630-A-999
COMMUNITY INITIATIVES ASSOCIATE	2500-B-023
COMMUNITY PROMOTIONS SPECIALIST	2101-B-024
COMMUNITY RELATIONS SPECIALIST	2102-B-022
COMMUNITY RELATIONS SPECIALIST (PT)	92102-B-2 (#022)
COMPUTER ANALYST	1605-B-025
COMPUTER OPERATOR (PT)	91606-F-1 (#052)
COMPUTER SUPPORT TECHNICIAN	1607-B-061
COURIER	3017-F-053
CRIME PREVENTION SPECIALIST	1921-F-024
CRIME SCENE TECHNICIAN	1919-C-059
CRIME SCENE TECHNICIAN (PT)	91919-C-1 (#059)
CRIME TECHNICIAN	1900-C-057
CRISIS TEAM COUNSELOR	1901-B-060
CURATOR	2103-B-023
CURATORIAL TECHNICIAN	2104-E-055
CURATORIAL TECHNICIAN (PT)	92104-E-1 (#055)
CUSTOMER RELATIONS AGENT	2734-F-059
CUSTOMER RELATIONS COORDINATOR	2735-F-061

CUSTOMER SERVICES REP (400 Series)	1608-F-058
CUSTOMER SERVICES REP (400 Series) [PT]	91608-F-1 (#058)
CUSTOMER SERVICES REP (300 Series)	1609-F-058
CUSTOMER SERVICES REP (300 Series) [PT]	91609-F-1 (#058)
DATA ENTRY OPERATOR	1610-F-052
DENTAL ASSISTANT	2303-C-055
DENTAL COORDINATOR	2304-B-027
DENTAL HYGIENIST	2305-C-058
DENTIST	2306-B-026
DEPUTY FIRE CHIEF	2013-B-811
DISPATCHER	1903-F-058
DISPATCHER (PT)	91903-F-1 (#058)
DISPATCH SUPERVISOR	1902-F-060
DRAFTER	1719-C-057
DRAFTER (PT)	91719-C-1 (#057)
ELECTRONIC SYSTEMS TECHNICIAN	2714-C-058
ENGINEER	1700-B-025
ENGINEERING ADMINISTRATOR	1701-B-028
ENGINEERING TECHNICIAN	1702-C-060
ENGINEER SUPERVISOR	1727-A-027
ENVIRONMENTAL COORDINATOR	2801-C-025
ENVIRONMENTAL INSPECTOR	2725-C-061
EQUIPMENT OPERATOR (Streets) [400 Series]	1720-H-057
EQUIPMENT OPERATOR (Streets) [400 Series/DOT]	41720-H-057
EQUIPMENT OPERATOR (Parks) [300 Series]	2105-H-057
EQUIPMENT OPERATOR (Sol. Waste, Landfl.) [300 Series]	2802-H-057
EQUIPMENT OPERATOR (Sol. Waste, Landfl.) [400 Series/DOT]	42802-H-057
EQUIPMENT OPERATOR (PT)	92802-H-1 (#057)
EQUIPMENT OPERATOR (Streets) [300 Series]	1703-H-057
EQUIPMENT OPERATOR (Streets) [300 Series/DOT]	41703-H-057
EXECUTIVE SERVICES (Assistant City Manager)	1611-A-031
FACILITY ATTENDANT	2803-F-053
FIELD SUPERVISOR (Inspection)	2403-H-022
FIELD SUPERVISOR (Finance/Wtr. Office)	1612-F-022
FIELD SUPERVISOR (Fire)	2016-H-022
FIELD SUPERVISOR (Parks, Zoo)	2106-H-022
FIELD SUPERVISOR (Police)	1904-H-022
FINANCIAL SUPERVISOR	1615-B-027
FIREFIGHTER	2003-B-801
FIRE LT./ALARM OPERATOR	2006-B-804
FIRE CAPTAIN	2012-B-805
FIRE CAPTAIN—TRAINING	2017-B-813
FIRE EQUIPMENT ENGINEER	2004-B-802
FIRE LIEUTENANT (Station)	2007-B-804

FIRE MARSHAL	2009-B-806
FIRE MECHANIC	2000-G-058
FIRE LIEUTENANT (Prevention)	2015-B-812
FIRE TRAINING OFFICER	2008-B-807
HEALTH SERVICES COORDINATOR	2308-B-025
HEALTH SERVICES SUPERVISOR	2309-B-026
INSPECTION SUPERVISOR (Inspection)	2400-B-024
INSPECTION SUPERVISOR (Engineering)	1705-C-024
INSPECTOR (Inspection, Utilities)	2401-C-060
INSPECTOR (Engineering, Streets)	1706-C-060
INSPECTOR (Engineering, Streets) [DOT]	41706-C-060
INSPECTOR (Solid Waste)	2814-C-060
INSTRUMENT TECHNICIAN	2703-C-060
INTERN (PT)	90146-G-2 (#022)
INTERNAL AUDITOR	1616-B-026
INVENTORY TECHNICIAN	1617-F-056
LAB ANALYST	2727-C-060
LAB TECHNICIAN	2311-C-057
LABORATORY SUPERVISOR (Health)	2312-B-026
LEGAL SECRETARY	3004-F-059
LIBRARIAN (400 Series)	3006-B-024
LIBRARIAN (300 Series)	3005-B-024
LIBRARIAN (300 Series) [PT]	93005-B-2 (#024)
LIBRARY TECHNICIAN	3007-E-055
LIBRARY TECHNICIAN (PT)	93007-E-1 (#055)
LIFEGUARD I (TMP/SEAS)	62128-G-1 (Hourly Rate)
LIFEGUARD II (TMP/SEAS)	62129-G-1 (Hourly Rate)
MASTER ELECTRICIAN	2149-G-061
MASTER ELECTRICIAN (DOT)	42737-G-061
MASTER TRADESWORKER (Parks)	2143-G-060
MASTER TRADESWORKER (Utilities/DOT)	42726-G-060
MATERIAL SPECIALIST	1618-E-057
MATERIALS TESTING TECHNICIAN	1708-C-057
MUNICIPAL COURT JUDGE	1631-A-999
MUNICIPAL SERVICES DIRECTOR (Airport)	1718-A-029
MUNICIPAL SERVICES DIRECTOR (Budget)	1635-A-029
MUNICIPAL SERVICES DIRECTOR (Fire)	2001-A-030
MUNICIPAL SERVICES DIRECTOR (Fleet)	1799-A-029
MUNICIPAL SERVICES DIRECTOR (H.R., Finance)	1622-A-030
MUNICIPAL SERVICES DIRECTOR (Info. Syst.)	1634-A-029
MUNICIPAL SERVICES DIRECTOR (Parks & Rec.)	2151-A-030
MUNICIPAL SERVICES DIRECTOR (Health)	2318-A-030
MUNICIPAL SERVICES DIRECTOR (Housing)	2406-A-029
MUNICIPAL SERVICES DIRECTOR (Inspection)	2402-A-030
MUNICIPAL SERVICES DIRECTOR (Library, Mun. Info.)	3014-A-029

MUNICIPAL SERVICES DIRECTOR (Conv. Cntr., Ranger Hall of Fame)	2118-A-029
MUNICIPAL SERVICES DIRECTOR (Planning)	2504-A-029
MUNICIPAL SERVICES DIRECTOR (Police)	1908-A-030
MUNICIPAL SERVICES DIRECTOR (Gen. Serv.)	1637-A-029
MUNICIPAL SERVICES DIRECTOR (Engineering)	1713-A-030
MUNICIPAL SERVICES DIRECTOR (Utilities/Env.)	2722-A-029
MUNICIPAL SERVICES DIRECTOR (Utilities)	2736-A-030
NURSE	2314-B-026
NURSE (PT)	92314-B-2 (#026)
NUTRITION SPECIALIST	2315-B-021
NUTRITION SPECIALIST (PT)	92315-B-2 (#021)
OPERATIONS ADMINISTRATOR (Safety)	3026-A-026
OPERATIONS ADMINISTRATOR (Training)	3027-B-026
OPERATIONS ADMINISTRATOR (Landfill)	2810-A-026
OPERATIONS ADMINISTRATOR (Traffic)	1714-A-026
OPERATIONS ADMINISTRATOR (Zoo)	2119-A-026
OPERATIONS ADMINISTRATOR (Water Office)	1632-A-026
OPERATIONS ADMINISTRATOR (Utilities)	2730-A-026
OPERATIONS COORDINATOR (Conv. Cntr., Zoo)	2121-H-057
OPERATIONS COORDINATOR (Parks & Rec.)	2148-H-059
OPERATIONS COORDINATOR (Sol. Wst., Landfill)	2812-H-059
OPERATIONS COORDINATOR (Sol. Wst., Landfill/DOT)	42812-H-059
OPERATIONS COORDINATOR (Streets)	41726-H-059
OPERATIONS SUPERVISOR (Parks)	2120-H-025
OPERATIONS SUPERVISOR (Sol. Waste)	2811-H-025
OPERATIONS SUPERVISOR (Streets, Equip. Srv.)	1715-H-025
OPERATIONS SUPERVISOR (Streets/Equip. Srv./DOT)	41715-H-025
OUTREACH WORKER	2316-E-058
PARK RANGER	2107-D-058
PARK RANGER (PT)	92107-D-1 (#058)
PART TIME-DENTIST	92306-B-888
PART TIME-INTERN	90146-B-888
PART TIME-LIBRARIAN 300	93005-B-888
PART TIME-NURSE	92314-B-888
PART TIME-NUTRITION SPECIALIST	92315-B-888
PART-TIME-PROGRAM COORDINATOR	93028-B-2
PART TIME-VOLUNTEER COORDINATOR	93022-B-888
PERSONNEL GENERALIST	3008-B-024
PLANNER (400 Series)	2503-B-025
PLANNER (300 Series)	2502-B-025
PLANS EXAMINER	2407-C-062

PLANT OPERATOR	2708-G-059
PLANT OPERATOR [DOT]	42708-G-059
POLICE CADET (PT)	91920-D-1 (\$7,500/hr.)
POLICE OFFICER	1911-B-901
POLICE SERGEANT	1912-B-902
POLICE COMMANDER	1913-B-903
POLICE RECRUIT	1915-D-905
POOL COORDINATOR (TMP/SEAS)	62130-G-1 (hourly rate)
PROFESSIONAL TEMPORARY POOL I (PT)	93019-B-2 (#021)
PROFESSIONAL TEMPORARY POOL II (PT)	93020-B-2 (#027)
PROGRAM ADMINISTRATOR (Fleet, Streets)	1721-A-027
PROGRAM ADMINISTRATOR (Fire/Emerg. Mgt.)	1800-B-027
PROGRAM ADMINISTRATOR (Health)	2319-A-027
PROGRAM ADMINISTRATOR (Inspection)	2404-B-027
PROGRAM ADMINISTRATOR (Library)	3015-A-027
PROGRAM ADMINISTRATOR (Parks, Recreat., Facilities, TRHF)	2122-A-027
PROGRAM ADMINISTRATOR (Planning, Neighbor.)	2506-A-027
PROGRAM ADMINISTRATOR (Police)	1909-A-027
PROGRAM ADMINISTRATOR (H.R., Mun. Ct., Finance)	1623-A-027
PROGRAM ANALYST (Equip. Serv.)	1717-F-022
PROGRAM ANALYST (Health)	2320-F-022
PROGRAM ANALYST (Parks)	2123-F-022
PROGRAM ANALYST (Sol. Waste)	2818-F-022
PROGRAM ANALYST (Utilities)	2724-F-022
PROGRAM COORDINATOR (City Sec. Off.)	1625-B-024
PROGRAM COORDINATOR (Emergency Mgt.)	1801-B-024
PROGRAM COORDINATOR (Housing)	2408-B-024
PROGRAM COORDINATOR (Mun. Info., Libr.)	3023-B-024
PROGRAM COORDINATOR (Parks, Recreat.)	2124-B-024
PROGRAM COORDINATOR (Planning)	2505-B-024
PROGRAM COORDINATOR (Sol. Waste)	2813-B-024
PROGRAM COORDINATOR (Sol. Waste) (PT)	92813-B-024
PROGRAM COORDINATOR (Eco. Dev.)	2507-B-024
PROGRAM COORDINATOR (Utilities)	2728-B-024
PROGRAM COORDINATOR (PT)	92813-B-2 (#024)
PROGRAM MANAGER (Fleet)	1728-A-028
PROGRAM MANAGER (Risk Mgmt., Finance)	1626-A-028
PROGRAM MANAGER (Sol. Waste)	2816-A-028
PROGRAM MANAGER (Utilities)	2733-A-028
PROGRAM MANAGER (Budget)	1640-A-028
PROGRAM SUPERVISOR (Conv. Cntr., Parks, Facil.)	2126-H-024
PROGRAM SUPERVISOR (Fire)	2014-F-024
PROGRAM SUPERVISOR (Fleet)	1641-B-024
PROGRAM SUPERVISOR (Health)	2317-F-024
PROGRAM SUPERVISOR (Inspection)	2405-B-024
PROGRAM SUPERVISOR (Libr., Mun. Info.)	3016-H-024
PROGRAM SUPERVISOR (Finance, City Mgrs. Off.)	1627-F-024

PROGRAM SUPERVISOR (Streets)	1723-B-024
RECORDS SUPERVISOR	1905-C-059
RECREATION AIDE (PT)	92141-G-1 (#051)
RECREATION AIDE (TMP/SEAS)	62141-G-1 (#051)
RECREATION PROGRAM COORDINATOR	2108-E-022
RECREATION SPECIALIST	2109-E-021
RECREATION SPECIALIST (PT)	92109-E-2 (#021)
RECREATION SPECIALIST (TMP/SEAS)	62109-E-2 (#021)
REGISTERED DIETITIAN	2323-B-023
RETAIL AIDE	2110-H-053
RETAIL AIDE (PT)	92110-H-1 (#053)
RETAIL AIDE (TMP/SEAS)	62110-H-1 (#053)
RETAIL SERVICES COORDINATOR	2111-E-057
SANITARIAN	2321-B-023
SECRETARY (400 Series)	3011-F-057
SECRETARY (300 Series)	3010-F-057
SECRETARY (300 Series) [PT]	93010-F-1 (#057)
SECURITY GUARD	1906-D-055
SECURITY GUARD (PT)	91906-D-1 (#055)
SR. BUYER	1639-B-026
SR. FINANCIAL ANALYST	1614-B-025
SR. MATERIALS TESTING TECHNICIAN	1707-C-058
SR. PLANNER	2509-B-026
SR. SANITARIAN	2324-B-023
SR. SERVICE PROVIDER	2115-H-056
SR. SERVICE TECHNICIAN	2731-G-060
SR. ZOOKEEPER	2142-H-058
SERVICE AIDE (300 Series) [PT]	91619-F-1 (#057)
SERVICE PROVIDER (Parks, Zoo, Rec.)	2117-H-054
SERVICE PROVIDER (Conv. Cntr., Parks, Zoo, Rec.)	92117-H-1 (#054)
SERVICE PROVIDER (Sol. Waste, Landfill)	2808-H-054
SERVICE PROVIDER (Sol. Waste, Landfill/DOT)	42808-H-054
SERVICE PROVIDER (Streets, Equip. Serv.)	1712-H-054
SERVICE PROVIDER (Utilities)	2721-H-054
SERVICE PROVIDER (TMP/SEAS)	62117-H-1 (#054)
SERVICE TECHNICIAN (Fleet)	2710-G-058
SERVICE TECHNICIAN (PT)	92710-G-1 (#058)
SERVICE TECHNICIAN (Landfill)	2817-G-060
STAFF ASSISTANT	3012-F-058
STAFF ASSISTANT (PT)	93012-F-1 (#058)
SUMMER WORKER I (TMP/SEAS)	62131-F-1 (Hourly Rate)
SUMMER WORKER II (TMP/SEAS)	62132-F-1 (Hourly Rate)
SUMMER WORKER III (TMP/SEAS)	62133-F-1 (Hourly Rate)
SUMMER WORKER IV (TMP/SEAS)	62134-F-1 (Hourly Rate)
SURVEY COORDINATOR	1709-C-058
SURVEY TECHNICIAN	1710-H-057
SURVEY TECHNICIAN (TMP/SEAS)	61710-H-1 (#057)
SYSTEMS ANALYST	1638-B-026

TECHNICAL ADMINISTRATOR	1620-A-027
TECHNICAL COORDINATOR	2719-C-061
TECHNICAL SUPERVISOR (Info. Systems)	1621-B-024
TECHNICAL SUPERVISOR (Engineer., Airport)	1711-B-024
TECHNICAL SUPERVISOR (Conv. Cntr.)	2114-B-024
TECHNICAL SUPERVISOR (Mun. Info.)	3013-B-024
TRADESWORKER (Parks, Conv. Cntr.) [400 Series]	2116-G-059
TRADESWORKER (Parks, Zoo, Conv. Cntr., TRHF) [300 Series]	2113-G-059
TRADESWORKER (Solid Waste) [300 Series]	2807-G-059
TRADESWORKER (Streets) [400 Series]	1725-G-059
TRADESWORKER (Solid Waste) [400 Series]	2819-G-059
TRADESWORKER (Solid Waste) [300 Series]	2739-G-059
TRAFFIC ANALYST [300 Series]	2711-C-059
TRAFFIC CONTROL TECHNICIAN	2713-C-054
UTILITIES OPERATIONS SUPERVISOR	2715-H-025
UTILITY WORKER (DOT)	42716-H-055
VETERINARIAN	2322-B-026
VOLUNTEER COORDINATOR	3022-F-021
VOLUNTEER COORDINATOR (PT)	93022-F-2 (#021)
WATER UTILITY OPERATOR	42732-H-060
ZOOKEEPER	2112-H-055

JOB CLASSES BY PAY GRADE
City of Waco, TX

October, 2008

EXEMPT GROUP:

PAY GRADE	JOB CLASS TITLE
21	Nutrition Specialist Recreation Specialist Caseworker Volunteer Coordinator
22	Intern Accountant Field Supervisor Program Analyst Recreation Program Coordinator Community Relations Specialist
23	Community Initiatives Associate Curator Medical Lab Technician Sanitarian Registered Dietitian
24	Community Promotions Specialist Inspection Supervisor Librarian 300/400 Personnel Generalist Program Coordinator Program Supervisor Technical Supervisor Assistant City Secretary Crime Prevention Specialist Sr. Sanitarian
25	Buyer Chemist Computer Analyst Engineer Environmental Coordinator Health Services Coordinator Operations Supervisor Planner 300/400 Sr. Financial Analyst Utilities Operations Supervisor
26	Advanced Nurse Practitioner Dentist Health Inspection Supervisor Health Services Supervisor

	Internal Auditor Lab Supervisor Nurse Operations Administrator Systems Analyst Veterinarian/Zoo Senior Planner Senior Buyer
27	Assistant City Attorney Dental Coordinator Engineer Supervisor Financial Supervisor Program Administrator Technical Administrator
28	Engineering Administrator Program Manager
29	Municipal Services Director (All Other M.S.D.'s—see Pay Range #30 below)
30	Municipal Services Director (Finance, H.R., Fire, Police, Engineering, Health, Utilities, Parks and Recreation and Inspection)
31	Executive Services (Asst. City Manager)

NON-EXEMPT GROUP:

PAY GRADE	JOB CLASS TITLE
51	Recreation Aide—PT
52	Computer Operator Data Entry Operator
53	Building Attendant—FT/PT Courier Facility Attendant—FT/PT Retail Aide
54	Service Provider Traffic Control Tech
55	Curatorial Tech Security Guard Dental Assistant Library Tech Utility Worker—DOT/Non-DOT Zookeeper
56	Inventory Tech Sr. Service Provider
57	Animal Control Officer Crime Tech Drafter Equipment Operator

	<p>Lab Tech Material Specialist Material Testing Tech Operations Coordinator (Conv. Cntr.; Zoo) Retail Services Coordinator Secretary 300/400 Service Aide 300/400 Survey Tech</p>
58	<p>Accounting Tech 300/400 Customer Service Representative 300/400—FT/PT Dental Hygienist Dispatcher Electronic Systems Tech Fire Mechanic Outreach Worker Park Ranger Sr. Materials Testing Tech Sr. Zookeeper Service Tech/Fleet Staff Assistant Survey Coordinator</p>
59	<p>Legal Secretary Records Supervisor Tradesworker 300/400 Traffic Analyst 300/400 Crime Scene Tech Customer Relations Agent Operations Coordinator (Solid Waste; Landfill)</p>
60	<p>Service Tech/Landfill (Mkt. Adjustment) Administrative Services Coordinator Cable TV Tech Dispatch Supervisor Engineering Tech Inspector Instrument Tech Lab Analyst Sr. Service Tech Crisis Team Counselor Water Utility Operator Master Tradesworker</p>
61	<p>Environmental Inspector Technical Coordinator Computer Support Technician Customer Relations Coordinator Master Electrician</p>
62	Plans Examiner
63	NONE TO-DATE