



MEMORANDUM

TO: City of Menasha Personnel Committee

From: Peggy Steeno, Administrative Services Director

Date: March 14, 2016

RE: Administrative Assistant–Public Works Position – Adjust Pay Grade

BACKGROUND

Due to an upcoming position vacancy in the Public Works department, staff reviewed the Administrative Assistant-Public Works position, including its wage range. As a result of this review, a change to the wage structure for this position is being recommended.

The current wage structure for the position, with an annual wage range of \$43,371 - \$53,055, with step increases that spans a period of 25 years, is included on the schedule for professional, supervisory, and department head positions. However, the majority of the other administrative positions in the City are included on a separate wage schedule that spans a period of 42 months.

ANALYSIS

In completing both an internal and external review of the position, it was noted that the current pay schedule, as detailed below, for the position is out of range in regard to both wage amount and length of time to move from step to step.

Current Wage Schedule

*2016 Range – Bottom - \$43,371 (\$22.24 Per Hour) – Top - \$53,055 (\$27.21 Per Hour)
Includes 25 Steps Over 25 Years*

Due to this, staff is recommending that the position be moved to the schedule that the majority of the other administrative positions are included on, and the wage range be adjusted, as noted below:

Recommended Wage Schedule

2016

	Hiring Rate	Begin 7 th Month	Begin 19 th Month	Begin 31 st Month	Begin 43 rd Month
Administrative Assistant-PW	\$16.96	\$17.99	\$18.99	\$20.01	\$21.04

The above noted wage schedule was confirmed with both internal and external comparables.

FISCAL IMPACT

The fiscal impact of the recommended change is positive to the City Budget.

RECOMMENDATION

Staff is recommending approval of the 'Recommended Wage Schedule', including step increases, as noted above, for the position of Administrative Assistant–Public Works.

Please let me know if you have questions or would like additional information on this item. Otherwise, I look forward to discussing this item with you at the Meeting next Monday.