



Salary and Benefit Review of Exempt Positions

February 24, 2014

Purpose: To provide a review of Exempt position salaries with the assistance of the AWC Salary Survey (2013).

After presenting a salary study at the January 27, 2014 Council Workshop, the Mayor and staff were tasked with making some changes and come back with a recommendation of the Exempt salaries and benefits and report back to the council on Feb 24, 2014.

The council asked that the staff come back with comparables that are 1) like positions, 2) population comparables of cities that are closer to Woodland (ranging 5,000 to 12,000), 3) how changes can be funded, and 4) a plan for implementation (possible phasing.)

**Job descriptions attached for review*

History:

The current Exempt step plan was developed after a study in 1995, but was not adopted until 1997 and was subsequently adjusted.

The last adjustment to the Exempt Salary Step Plan as a whole was in 2003. There have been some adjustments made between 2003 to 2014 to certain positions such as Police Chief, Fire Chief, Public Works Director, & Building Official.

There have been limited adjustments to Community Development Planner and Building Official. The positions that have not been adjusted in the last 11 years are Clerk-Treasurer and Deputy Clerk-Treasurer.

Survey:

**Source: Columbian Article 1/3/2014 "Oregon state government looks at manager's roles"*

To conduct a self-audit of pay, the entity should base it on level of responsibility, budget control, risk level, confidentiality, supervision, etc. Also look at internal equity, industry competitiveness, employee training, look at how raises are awarded, have similar performance standards for all positions, have up-to-date position descriptions, and have criteria for assigning value to each position, effort, & working conditions. Fair pay can help recruit and retain the best qualified workers and affects morale and productivity.

If pay has not been awarded equally, then the entity should "right a wrong" for valued employees. Even though there may have been recent budget cutting measures, it is still likely that the entity has some funds to address potential salary inequities outside the regular budget process. Salary inequities present liabilities (from a risk management perspective) and should be addressed. City policy, state and federal laws prohibit discrimination. If this has been a problem for years, then documentation exists, which puts the city at risk.

The City needs to look at what it's managers do, how many people they supervise, how much money they are in charge of and how the City's management system is structured. The current plan is "broken". Aspects that need to be reviewed, include how managers are treated, how they are recruited, trained and hired, how they are paid, how their performance reviews are done, how they are held accountable, and how they interact with staff and the public.

Union employees work under a contract that is renegotiated every two years, and it provides the opportunity to change job classifications, descriptions, pay differentials or pay ranges. Managers don't renegotiate their contracts, thus their jobs can go unexamined for years, as they continue to work in evolving positions, evolving departments and evolving markets.

Recommendation:

Cost \$48,853 to bring salaries to 2014 level; If phased effective 4/1/2014 cost is \$36,640.

Implement the updated classification and compensation /salary step plan for Exempts as presented on January 27th and updated on Feb 24th, as recommended by staff and Mayor. These increases can be funded from the 2014 General Fund fund balance of \$157k and portions as they apply per department salary distribution, from Public Works funds (water, sewer, street).

CITY OF WOODLAND
ADMINISTRATIVE/EXEMPT SALARIES

2014 Step Plan -- PROPOSED
with 2% cola

TITLE	2012 Salary	2013 Base	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	New Annual 2014 Cost	Current 2014 Annual cost	Increased cost	Anniversary Date
P/W Director	7,361 Step 8	6,684	6,855	7,031	7,211	7,396	7,586	7,780	7,980	8,184	98,214	93,984	4,230	3/5/2012
Police Chief*	7,443 Step 9	7,081	7,263	7,449	7,640	7,836	8,037	8,243	8,454	8,671	94,031	92,700	1,331	TBD
Clerk Treasurer	6,145 Step 9	6,276	6,437	6,602	6,771	6,945	7,123	7,305	7,493	7,685	92,216	76,536	15,680	4/10/1989
Deputy C/T	5,209 Step 9	4,645	4,764	4,886	5,011	5,140	5,272	5,407	5,545	5,688	68,250	64,872	3,378	6/27/1995
Comm Dev/Planner	4,384 Step 2	5,746	5,893	6,044	6,199	6,358	6,521	6,689	6,860	7,036	74,392	55,956	18,436	5/13/2013
Building Official Part time 2012	26.59 Step 1	5,272 30.42	5,407 31.20	5,546 32.00	5,688 32.82	5,834 33.66	5,983 34.52	6,137 35.41	6,294 36.31	6,456 37.24	64,886	59,088	5,798	11/7/2011
COLA factor	102.00%													

48,853

Step placement based on Anniversary date/years of service

It is recommended to adopt the plan at the March 3, 2014 council meeting, with an effective date of April 1, 2014 (phased in, so cost is reduced as it is 9 months vs. 12 months.) Exempt employees would be placed on the step plan based on their anniversary date, years of service and where they currently are in the step plan.

	9 mo at new/ 3 mo at current	Current 2014 Cost	Cost to fund Phased plan
Phased in on 4/1/2014			
P/W Director	97,156	93,984	3,172
Police Chief*	93,698	92,700	998
Clerk Treasurer	88,296	76,536	11,760
Deputy C/T	67,406	64,872	2,534
Comm Dev/Planner	69,783	55,956	13,827
Building Official	63,436	59,088	4,348

36,640

CITY OF WOODLAND
ADMINISTRATIVE/EXEMPT SALARIES

2013 Step Plan --1.75% COLA / FINAL APPROVED

TITLE	2012 Salary	2013 Base	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Anniversary Date
P/W Director	7,361 Step 8	6,302	6,459	6,621	6,787	6,956	7,130	7,308	7,400	7,678	3/5/2012
Police Chief*	7,443 Step 9	6,218	6,373	6,532	6,695	6,863	7,033	7,211	7,388	7,573	2/1/1986
Fire Chief	6,912 Step 6	6,218	6,373	6,532	6,695	6,863	7,033	7,211	7,388	7,573	2/15/2010
Clerk Treasurer	6,145 Step 9	4,993	5,150	5,308	5,465	5,623	5,780	5,938	6,095	6,253	4/10/1989
Deputy C/T	5,209 Step 9	4,351	4,461	4,572	4,686	4,803	4,925	5,046	5,172	5,300	6/27/1995
Comm Dev/Planner	4,384 Step 2	4,351	4,461	4,572	4,686	4,803	4,925	5,046	5,172	5,300	11/12/2010
Building Official Part time 2012	26.59 Step 1	3,850 22.21	3,946 22.77	4,044 23.33	4,145 23.92	4,249 24.51	4,355 25.12	4,463 25.75	4,576 26.40	4,690 27.06	11/7/2011
COLA factor	101.75%										

CITY OF WOODLAND
ADMINISTRATIVE/EXEMPT SALARIES

2013 Step Plan -- PROPOSED

TITLE	2012 Salary	2013 Base	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	New Annual Cost	Current '13 Annual cost	Increased cost	Anniversary Date
P/W Director	7,361 Step 8	6,553	6,721	6,893	7,070	7,251	7,437	7,628	7,823	8,024	96,288	91,572	4,716	3/5/2012
Police Chief*New	7,443 Step 9	6,942	7,120	7,303	7,490	7,682	7,879	8,081	8,288	8,501	92,187	90,879	1,308	2/1/1986
Clerk Treasurer	6,145 Step 9	6,153	6,310	6,472	6,638	6,808	6,983	7,162	7,346	7,534	90,408	75,030	15,378	4/10/1989
Deputy C/T	5,209 Step 9	4,554	4,670	4,790	4,913	5,039	5,168	5,301	5,437	5,576	66,912	63,602	3,310	6/27/1995
Comm Dev/Planner	4,384 Step 2	5,633	5,778	5,926	6,078	6,234	6,393	6,557	6,726	6,898	72,934	54,860	18,074	5/13/2013
Building Official Part time 2012; Full time 2014	26.59 Step 1	5,169 29.82	5,301 30.58	5,437 31.37	5,576 32.17	5,719 33.00	5,866 33.84	6,017 34.71	6,171 35.60	6,329 36.51	63,613	56,276	7,338	11/7/2011
COLA factor														

50,123

Admin Salary Schedule 2014 - FINAL - Approved by Council

As of: 12/16/2013

**with Building Official Enhancement approved 12/16/2013*

CITY OF WOODLAND ADMINISTRATIVE/EXEMPT SALARIES

2014 Step Plan --2.0% COLA - Approved by Council 12/16/2013

TITLE	2013 Salary	2014 Base	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Anniversary Date
P/W Director	7,678 Step 9	6,428	6,588	6,753	6,922	7,095	7,272	7,454	7,640	7,832	3/5/2012
Police Chief--NEW HIRE	7,573 Step 9	6,342	6,500	6,663	6,829	7,000	7,174	7,355	7,536	7,725	TBD
Clerk Treasurer	6,253 Step 9	5,093	5,253	5,414	5,574	5,735	5,896	6,057	6,217	6,378	4/10/1989
Deputy C/T	5,300 Step 9	4,438	4,550	4,663	4,779	4,899	5,023	5,147	5,275	5,406	6/27/1995
Comm Dev/Planner	4,461 Step 2	4,438	4,550	4,663	4,779	4,899	5,023	5,147	5,275	5,406	5/13/2013
Building Official*	27.06	4,021	4,124	4,230	4,339	4,450	4,564	4,681	4,801	4,924	11/7/2011
Part time 2012; FT 1/1/2014	Step 9	23.20	23.79	24.40	25.03	25.67	26.33	27.01	27.70	28.41	
COLA factor	102.00%										

STEP PLAN Updated from 2013 to 2014 with 2.0% Cola

	Indicates 2013 salary;
	Indicates placement 1/1/2014
	Indicates placement on 2014 anniversary

2011 Admin salaries were frozen at their current 2011 step and 0% cola

2012 Admin salaries were 0% cola; except Police Chief & Fire Chief

2013 Admin salaries were 1.75% cola

2013 Salary Study (presented February 24, 2014)

Population	4,170			6,315			7,355			7,670			11,940			3,015		
Position	Black Diamond			Brier			Chehalis			Gig Harbor			Kelso			La Center		
	Entity Title	2013		Entity Title	2013		Entity Title	2013	Increase	Entity Title	2013		Entity Title	2013		Entity Title	2013	
Clerk/Treas (Clerk/Finance)	Clk/Asst CA/FD	\$ 118,530		Clk/Treas	\$ 92,388		Clk+FD	\$ 72,306		Clk+FD	\$ 106,842		Clk/FD	\$ 87,588		Clk/FD	\$ 103,716	
Public Works Director		\$ 108,168			n/a			\$ 88,044			pending			\$ 93,468			\$ 103,716	
Police Chief		\$ 138,924			\$ 97,536			\$ 88,044			\$ 129,036			\$ 92,628			\$ 103,716	
Deputy Clk/Finance Div.	Deputy Clk Fin Dir	\$ 96,960		Deputy CT	\$ 57,288		Accountant	\$ 61,056		Accountant	\$ 83,388		Acct Superv	\$ 66,072		Accountant	\$ 73,476	
Comm Dev Planner	Exec Direct CommD	\$ 108,168		City Planner	\$ 82,596		CD Director	\$ 88,044		Assoc Planner	\$ 72,408		ComDevDir	\$ 86,988		Planner	\$ 94,500	
Building Official		\$ -			\$ 65,352			\$ 61,056			\$ 104,076			\$ 70,728			\$ 83,720	

Population	9,585			5,545			9,975			8,950			5,625			7,470		
Position	Poulsbo			Ridgefield			Shelton			Toppenish			Woodland			Yelm		
	Entity Title	2013		Entity Title	2013		Entity Title	2013		Entity Title	2013		Entity Title	2013		Entity Title	2013	
Finance & Admin/Clerk/HR	Clk+FD	\$ 95,394		Clk+FD	\$ 82,776			\$ 92,556		Clk/FD	\$ 86,292		Clk/Treas	\$ 75,036		Clk + Treas	\$ 71,418	
Public Works Director		\$ 114,276			\$ 92,904			\$ 97,188			\$ 86,292		PW Dir	\$ 92,136			\$ 86,640	
Police Chief		\$ 117,972			\$ 93,756			\$ 92,556			\$ 84,588		Police Chief	\$ 90,876			\$ 94,524	
Deputy Clk/Finance Div.	Acctg Manager	\$ 72,540		Deputy Clk	\$ 54,672		Acct Mngr	\$ 69,072		Lead Fin Tech	\$ 48,696		Deputy CT	\$ 63,600		Deputy Clk	\$ 56,064	
Comm Dev Planner	Planning Director	\$ 106,980			n/a		Senior Plan	\$ 72,516		Planner/BldgOff	\$ 71,316		CD Planner	\$ 63,600		CDDir Assoc	\$ 84,582	
Building Official		\$ 106,980			\$ 79,080			\$ 65,784		BldgOff/Planner	\$ 71,316		Bldg Official	\$ 56,280			\$ 71,004	

Some entity positions that are split into 2 or more were averaged together to be combined to equal Woodland's titles/positions

NA - Not Applicable

ANNUAL HOURS WORKED AT 40 HRS or more PER WEEK = 2,080

AWC - Job match:

AWC uses a scale of 1-3 that rates jurisdictions jobs and scores higher if the positions have substantially greater duties and responsibilities.

Pay equity should be based on level of responsibility, budget control, risk level, confidentiality, supervision, etc.

Woodland:

~Public Works Director serves as the head of the Public Works Department, including Water, Sewer, Street, Park, Facilities, Code Enforcement and oversees Building and Planning.

The job description requires 3 years supervisory experience and a bachelor or master degree in engineering and WA State Prof Engineering license and any equivalent combination of education and experience.

~Police Chief performs a variety of complex administrative, supervisory and professional work involved with planning, coordinating, directing and participating in all activities of the Police Department.

The job description requires a baccalaureate degree with a major emphasis in police science, administration of justice or related field and 7 years police experience, completion of basic law enforcement training academy or equivalent; or an equivalent combination of education, training and experience

~Clerk-Treasurer serves as Assistant City Administrator, Finance Director, City Clerk, Human Resources Director, Risk Management Director, etc.

The job description requires graduation from a college or university with major coursework in Accounting or Business Administration; 5 years of progressively responsible experience in accounting and/or municipal government; Human Resource expertise and experience; or any equivalent combination of education and experience.

Some entity positions that are split into 2 or more were averaged together to be combined to equal Woodland's titles/positions

- ~**Deputy Clerk-Treasurer** provides support to the Clerk-Treasurer in fulfilling the duties of the Finance and City Clerk Department and to all City Departments. Provides a wide variety of complex accounting duties in the Finance Dept. Also serves as Civil Service Secretary. Performs independently and requires a considerable amount of knowledge of the functions, procedures and purpose of the City. Performs under occasional supervision. Requires an Associates Degree in accounting, finance or business and five (5) years of progressively responsible experience in accounting and/or municipal government; or any equivalent combination of education and work experience.

- ~**Community Development Planner** performs a variety of complex supervisory, administrative and professional work in planning and all phases of land use planning and development. Directs the development and implementation of economic and community development plans, programs and services.
The job description requires graduation from a 4 year college or university with a degree in land-use planning, urban planning, public administration or closely related field. Three (3) years experience in city planning and economic development, land use planning, zoning and grant administration. Master's degree in urban or regional planning can substitute for 2 years experience. Or an equivalent combination of education and experience.

- ~**Building Official** administers building code program for the city including plan review, building inspection, fee verification and flood plain manager.
The job description requires 2 years post-secondary college in pre-engineering, construction technology or related field; 2 years supervisory experience; equivalent combination by be substituted.
Certification in I.C.C.: Plans Examiner, Building, Plumbing and Mechanical.

Some entity positions that are split into 2 or more were averaged together to be combined to equal Woodland's titles/positions



Public Works Director:

Is motivated, a hardworker, dedicated, gets along well with others, speaks well/promotes the city, can balance multi-projects, supervises 15 FTE's, provides excellent customer service with the public, works with contractors, and other entities, has had favorable performance evaluations, is highly qualified in his position, and excels at the duties assigned to him. He brings a wealth of knowledge, education, expertise and dedication to the City of Woodland.

The Public Works Director position 2013 salary of \$7,678 (step 9) per month is 5% below the average of \$8,024 or (\$346)/mo. This position does not currently meet comparable average salary and benefits of Western Washington Cities shown, nor SW Washington cities.

PW Director Comp's: High Salary Range			
City (Population):	Annual Salary	per month	
Black Diamond (4,170)	\$ 108,168	\$ 9,014	
Brier (6,315)	\$ -	\$ -	
Chehalis (7,355)	\$ 88,044	\$ 7,337	
Gig Harbor (7,670)	\$ -	\$ -	
Kelso (11,940)	\$ 93,468	\$ 7,789	
La Center (3,015)	\$ 103,716	\$ 8,643	
Poulsbo (9,585)	\$ 114,276	\$ 9,523	
Ridgefield (5,545)	\$ 92,904	\$ 7,742	
Shelton (9,975)	\$ 97,188	\$ 8,099	
Toppenish (8,950)	\$ 86,292	\$ 7,191	
Woodland (5,625)	\$ 92,136	\$ 7,678	
Yelm (7,470)	\$ 86,640	\$ 7,220	
Average	\$ 96,283	8,024	
High	\$ 108,168	9,014	
Low	\$ 86,292	7,191	
Woodland below average	\$ (4,147)	\$ (346) month below avg	5%
Woodland below High	\$ (16,032)	\$ (1,336) month below avg high	17%

Average population is 7,301

PW Director Comp's: High Salary Range			
City (Population):			
Black Diamond (4,170)	\$ 108,168	\$	9,014
Brier (6,315)	\$ -	\$	-
Chehalis (7,355)	\$ 88,044	\$	7,337
Gig Harbor (7,670)	\$ -	\$	-
Kelso (11,940)	\$ 93,468	\$	7,789
La Center (3,015)	\$ 103,716	\$	8,643
Poulsbo (9,585)	\$ 114,276	\$	9,523
Ridgefield (5,545)	\$ 92,904	\$	7,742
Shelton (9,975)	\$ 97,188	\$	8,099
Toppenish (8,950)	\$ 86,292	\$	7,191
Woodland (5,625)	\$ 92,136	\$	7,678
Yelm (7,470)	\$ 86,640	\$	7,220
Average	\$ 96,283		8,024
High	\$ 108,168		9,014
Low	\$ 86,292		7,191
Woodland below average	\$ (4,147)	\$	(346) month below avg
Woodland below High	\$ (16,032)	\$	(1,336) month below avg high

5%
17%

City	Title-Comparable positions to Woodland PW Director:	Low step	High step	Annual
Black Diamond:		\$ 7,424	\$ 9,014	\$ 108,168
Brier:		\$ -	\$ -	\$ -
Chehalis:		\$ 6,036	\$ 7,337	\$ 88,044
Gig Harbor:	pending	\$ -	\$ -	\$ -
Kelso:		\$ 6,231	\$ 7,789	\$ 93,468
La Center:		\$ 7,110	\$ 8,643	\$ 103,716
Poulsbo:		\$ 8,215	\$ 9,523	\$ 114,276
Ridgefield:		\$ 6,457	\$ 7,742	\$ 92,904
Shelton:		\$ 6,230	\$ 8,099	\$ 97,188
Toppenish:		\$ 5,752	\$ 7,191	\$ 86,292
Woodland:		\$ 6,302	\$ 7,678	\$ 92,136
Yelm:		\$ -	\$ 7,220	\$ 86,640
	Average:	\$ 6,640	\$ 8,024	\$ 96,283



Police Chief:

Must be motivated, a hardworker, dedicated, get along well with others, speak well/to promot the city, able to balance multi-projects, supervise 9 officers and 2 clerks = 11 FTE's, provide excellent customer service with the public, must be highly qualified in his position, and excel at the duties assigned to him.
Should bring a wealth of knowledge, education, expertise and dedication to the City of Woodland.

The Police Chief position 2013 salary of \$7,573 (Step 9) per month is 12% below the average of \$8,501 or (\$928)/mo. This position does not currently meet comparable average salary and benefits of Western Washington Cities shown, nor SW Washington cities.

Police Chief Comp's: High Salary Range			
City (Population):			
Black Diamond (4,170)	\$ 138,924	\$ 11,577	
Brier (6,315)	\$ 97,536	\$ 8,128	
Chehalis (7,355)	\$ 88,044	\$ 7,337	
Gig Harbor (7,670)	\$ 129,036	\$ 10,753	
Kelso (11,940)	\$ 92,628	\$ 7,719	
La Center (3,015)	\$ 103,716	\$ 8,643	
Poulsbo (9,585)	\$ 117,972	\$ 9,831	
Ridgefield (5,545)	\$ 93,756	\$ 7,813	
Shelton (9,975)	\$ 92,556	\$ 7,713	
Toppenish (8,950)	\$ 84,588	\$ 7,049	
Woodland (5,625)	\$ 90,876	\$ 7,573	
Yelm (7,470)	\$ 94,524	\$ 7,877	
Average	\$ 102,013	8,501	
High	\$ 138,924	11,577	
Low	\$ 84,588	7,049	
Woodland below average	\$ (11,137)	\$ (928) month below avg	12%
Woodland below High	\$ (48,048)	\$ (4,004) month below avg high	53%

Average population is 7,301

Police Chief Comp's: High Salary Range			
City (Population):			
Black Diamond (4,170)	\$ 138,924	\$	11,577
Brier (6,315)	\$ 97,536	\$	8,128
Chehalis (7,355)	\$ 88,044	\$	7,337
Gig Harbor (7,670)	\$ 129,036	\$	10,753
Kelso (11,940)	\$ 92,628	\$	7,719
La Center (3,015)	\$ 103,716	\$	8,643
Poulsbo (9,585)	\$ 117,972	\$	9,831
Ridgefield (5,545)	\$ 93,756	\$	7,813
Shelton (9,975)	\$ 92,556	\$	7,713
Toppenish (8,950)	\$ 84,588	\$	7,049
Woodland (5,625)	\$ 90,876	\$	7,573
Yelm (7,470)	\$ 94,524	\$	7,877
Average	\$ 102,013		8,501
High	\$ 138,924		11,577
Low	\$ 84,588		7,049
Woodland below average	\$ (11,137)	\$	(928) month below avg
Woodland below High	\$ (48,048)	\$	(4,004) month below avg high

12%
53%

City	Title-Comparable positions to Woodland Police Chief:	Low step	High step	Annual
Black Diamond:		\$ 10,134	\$ 11,577	\$ 138,924
Brier:		\$ 6,446	\$ 8,128	\$ 97,536
Chehalis:		\$ 6,036	\$ 7,337	\$ 88,044
Gig Harbor:		\$ 8,602	\$ 10,753	\$ 129,036
Kelso:		\$ 6,175	\$ 7,719	\$ 92,628
La Center:		\$ 7,110	\$ 8,643	\$ 103,716
Poulsbo:		\$ 8,481	\$ 9,831	\$ 117,972
Ridgefield:		\$ 6,517	\$ 7,813	\$ 93,756
Shelton:		\$ 5,933	\$ 7,713	\$ 92,556
Toppenish:		\$ 5,639	\$ 7,049	\$ 84,588
Woodland:		\$ 6,218	\$ 7,573	\$ 90,876
Yelm:		\$ -	\$ 7,877	\$ 94,524
Average:		\$ 7,026	\$ 8,501	\$ 102,013



Clerk-Treasurer:

Is motivated, a hardworker, dedicated, gets along well with others, speaks well/promotes the city, can balance multi-projects, has a high level of responsibility, maintains confidentiality, supervises 6 FTE's and more in the past, provides support to the other departments on a high level, makes quick and accurate assessments and offers solutions, participates in mediation, negotiations, deals with complaints and resolutions, provides excellent customer service with the public, outside entities and organizations, has had favorable performance evaluations, has had 18+ years of excellent audit reports, achieved the designation of Certified Municipal Clerk (CMC), WA Finance Officer Professional Finance Officer (PFO), Certified Public Funds Investment Manager (CPFIM), has achieved hundreds of hours of continuing education, is highly qualified in her position, and excels at the duties assigned to her. Achieved a rating grade of "A" for 2 years straight from Standard & Poor (first time rated for the City.) Managed \$3.9 m financing for the new police station/facilities. She has nearly 25 years of service with the City of Woodland and with this longevity, brings a wealth of knowledge, education, expertise and dedication to the City of Woodland.

The Clerk-Treasurer position 2013 salary of \$6,253 (Step 9) per month is 20% below the average of \$7,534 or (\$1,281)/mo. This position does not currently meet comparable average salary and benefits of Western Washington Cities shown, nor SW Washington cities.

Clerk-Treasurer Comp's: High Salary Range		
City (Population)	Annual Salary	per month
Black Diamond (4,170)	\$ 118,530	\$ 9,878
Brier (6,315)	\$ 92,388	\$ 7,699
Chehalis (7,355)	\$ 72,306	\$ 6,026
Gig Harbor (7,670)	\$ 106,842	\$ 8,904
Kelso (11,940)	\$ 87,588	\$ 7,299
La Center (3,015)	\$ 103,716	\$ 8,643
Poulsbo (9,585)	\$ 95,394	\$ 7,950
Ridgefield (5,545)	\$ 82,776	\$ 6,898
Shelton (9,975)	\$ 92,556	\$ 7,713
Toppenish (8,950)	\$ 86,292	\$ 7,191
Woodland (5,625)	\$ 75,036	\$ 6,253
Yelm (7,470)	\$ 71,418	\$ 5,952
Average	\$ 90,404	\$ 7,534
High	\$ 118,530	\$ 9,878
Low	\$ 72,306	\$ 6,026
Woodland below average	\$ (15,368)	\$ (1,281) month below avg
Woodland below High	\$ (43,494)	\$ (3,625) month below avg high

20%

Average population is 7,301

2013 Salary Study (presented February 24, 2014)

Clerk-Treasurer Comp's: High Salary Range		
City (Population)	Annual Salary	per month
Black Diamond (4,170)	\$ 118,530	\$ 9,878
Brier (6,315)	\$ 92,388	\$ 7,699
Chehalis (7,355)	\$ 72,306	\$ 6,026
Gig Harbor (7,670)	\$ 106,842	\$ 8,904
Kelso (11,940)	\$ 87,588	\$ 7,299
La Center (3,015)	\$ 103,716	\$ 8,643
Poulsbo (9,585)	\$ 95,394	\$ 7,950
Ridgefield (5,545)	\$ 82,776	\$ 6,898
Shelton (9,975)	\$ 92,556	\$ 7,713
Toppenish (8,950)	\$ 86,292	\$ 7,191
Woodland (5,625)	\$ 75,036	\$ 6,253
Yelm (7,470)	\$ 71,418	\$ 5,952
Average	\$90,404	7,534
High	\$118,530	9,878
Low	\$72,306	6,026
Woodland below average	\$ (15,368)	\$ (1,281) month below avg
Woodland below High	\$ (43,494)	\$ (3,625) month below avg high

City	Title-Comp positions to Woodland Clerk-Treasurer:	Low step	High step	Annual
Black Diamond:	City Clerk/Assistant City Administrator	\$ 7,954	\$ 10,741	\$ 128,892
Black Diamond:	Finance Director	\$ 7,424	\$ 9,014	\$ 108,168
Brier:	Clerk-Treasurer	\$ 4,893	\$ 7,699	\$ 92,388
Chehalis:	City Clerk	\$ 4,165	\$ 5,064	\$ 60,768
Chehalis:	Finance Manager	\$ 5,748	\$ 6,987	\$ 83,844
Gig Harbor:	City Clerk	\$ 6,289	\$ 7,862	\$ 94,344
Gig Harbor:	Finance Director	\$ 7,956	\$ 9,945	\$ 119,340
Kelso:	Finance Director/City Clerk	\$ 5,839	\$ 7,299	\$ 87,588
La Center:	Finance Director/City Clerk	\$ 7,110	\$ 8,643	\$ 103,716
Poulsbo:	City Clerk	\$ 5,943	\$ 6,889	\$ 82,668
Poulsbo:	Finance Director	\$ 7,772	\$ 9,010	\$ 108,120
Ridgefield:	Administrative Services Clerk/City Clerk	n/a	\$ 6,351	\$ 76,212
Ridgefield:	Finance Director	\$ 6,210	\$ 7,445	\$ 89,340
Shelton:	Financial Services Director	\$ 5,933	\$ 7,713	\$ 92,556
Toppenish:	Finance Director/City Clerk	\$ 5,752	\$ 7,191	\$ 86,292
Woodland:	Clerk-Treasurer	\$ 4,993	\$ 6,253	\$ 75,036
20% Yelm:	City Clerk/HR Manager	n/a	\$ 6,535	\$ 78,420
58% Yelm:	Treasurer	\$ 4,496	\$ 5,368	\$ 64,416
Average:		\$ 6,155	\$ 7,556	\$ 90,673



Deputy Clerk-Treasurer:

Is motivated, a hardworker, dedicated, gets along well with others, can balance multi-projects, has a high level of responsibility, maintains confidentiality, in the absence of the CT, supervises 6 FTE's and more in the past, provides support to the other departments on a high level, makes quick and accurate assessments and offers solutions, coordinates the civil service function for the city, provides excellent customer service with the public, has had favorable performance evaluations, has assisted with 18+ years of excellent audit reports, achieved the designation of Certified Municipal Clerk (CMC), WA Finance Officer Professional Finance Officer (PFO), Certified Public Funds Investment Manager (CPFIM), has achieved hundreds of hours of continuing education, is highly qualified in her position, and excels at the duties assigned to her.

She has nearly 18 years of service with the City of Woodland and with this longevity, brings a wealth of knowledge, education, expertise and dedication to the City of Woodland.

The Deputy Clerk-Treasurer position 2013 salary of \$5,300 (Step 9) per month is 5% below the average of \$5,576 or (\$276)/mo. This position does not currently meet comparable average salary and benefits of Western Washington Cities shown, nor SW Washington cities. Also internal equity for this level of position should be comparable to the other department mid-level supervisors such as Public Works Senior Leadman (\$5,882/mo) and Police Sergeant (\$6,218/mo). DCT is at \$5,300/mo and currently does not meet comparable equity.

Deputy CT Comp's: High Salary Range		
City (Population)	Annual Salary	per month
Black Diamond (4,170)	\$ 96,960	\$ 8,080
Brier (6,315)	\$ 57,288	\$ 4,774
Chehalis (7,355)	\$ 61,056	\$ 5,088
Gig Harbor (7,670)	\$ 83,388	\$ 6,949
Kelso (11,940)	\$ 66,072	\$ 5,506
La Center (3,015)	\$ 73,476	\$ 6,123
Poulsbo (9,585)	\$ 72,540	\$ 6,045
Ridgefield (5,545)	\$ 54,672	\$ 4,556
Shelton (9,975)	\$ 69,072	\$ 5,756
Toppenish (8,950)	\$ 48,696	\$ 4,058
Woodland (5,625)	\$ 63,600	\$ 5,300
Yelm (7,470)	\$ 56,064	\$ 4,672
Average	\$ 66,907	\$ 5,576 mo
High	\$ 96,960	\$ 8,080 mo
Low	\$ 48,696	\$ 4,058 mo
Woodland below average	\$ (3,307)	\$ (276) monthly below avg
Woodland below High	\$ (33,360)	\$ (2,780) monthly below avg high

Average population is 7,301

Deputy CT Comp's: High Salary Range		
City (Population)	Annual Salary	per month
Black Diamond (4,170)	\$ 96,960	\$ 8,080
Brier (6,315)	\$ 57,288	\$ 4,774
Chehalis (7,355)	\$ 61,056	\$ 5,088
Gig Harbor (7,670)	\$ 83,388	\$ 6,949
Kelso (11,940)	\$ 66,072	\$ 5,506
La Center (3,015)	\$ 73,476	\$ 6,123
Poulsbo (9,585)	\$ 72,540	\$ 6,045
Ridgefield (5,545)	\$ 54,672	\$ 4,556
Shelton (9,975)	\$ 69,072	\$ 5,756
Toppenish (8,950)	\$ 48,696	\$ 4,058
Woodland (5,625)	\$ 63,600	\$ 5,300
Yelm (7,470)	\$ 56,064	\$ 4,672
Average	\$66,907	\$ 5,576 mo
High	\$96,960	\$ 8,080 mo
Low	\$48,696	\$ 4,058 mo
Woodland below average	\$ (3,307)	\$ (276) monthly below avg
Woodland below High	\$ (33,360)	\$ (2,780) monthly below avg high

City	Title-Comp positions to Woodland Deputy ClkTreas:	Low step	High step	Annual
Black Diamond:	Deputy Clerk/Finance Director	\$ 6,565	\$ 8,080	\$ 96,960
Brier:	Deputy Clerk-Treasurer	\$ 3,567	\$ 4,774	\$ 57,288
Chehalis:	Accountant	\$ 4,286	\$ 5,088	\$ 61,056
Gig Harbor:	Accountant	\$ 5,559	\$ 6,949	\$ 83,388
Kelso:	Accounting Supervisor	\$ 4,195	\$ 5,506	\$ 66,072
La Center:	Accountant	\$ 5,037	\$ 6,123	\$ 73,476
Poulsbo:	Accounting Manager	\$ 5,215	\$ 6,045	\$ 72,540
Ridgefield:	Administrative Assistant/Deputy Clerk	\$ 3,668	\$ 4,556	\$ 54,672
Shelton:	Accounting Manager	\$ 4,427	\$ 5,756	\$ 69,072
Toppenish:	Lead Finance Tech	\$ 3,246	\$ 4,058	\$ 48,696
Woodland:	Deputy Clerk-Treasurer	\$ 4,351	\$ 5,300	\$ 63,600
Yelm:	Deputy City Clerk	\$ 3,912	\$ 4,672	\$ 56,064
Average:		\$ 4,502	\$ 5,576	\$ 66,907
Woodland-Mid level supervisors:				
5%	Public Works Senior Leadworker	\$ 5,207	\$ 5,882	\$ 70,584
52%	Police Sergeant	\$ 6,002	\$ 6,218	\$ 74,616



Community Development Planner:

Is motivated, a hardworker, dedicated, gets along well with others, can balance multi-projects, has a high level of responsibility, supervises 1.5 FTE's, provides excellent customer service with the public, has had favorable performance evaluations, is highly qualified in her position, and excels at the duties assigned to her. She brings a wealth of knowledge, education, expertise and dedication to the City of Woodland.

The Comm Development Planner position 2013 salary of \$5,300 (Step 9) per month is 30% below the average of \$6,898 or (\$1,598)/mo. This position does not currently meet comparable average salary and benefits of Western Washington Cities shown, nor SW Washington cities.

Comm Dev Plan Comp's: High Salary Range		
City (Population)	Annual Salary	per month
Black Diamond (4,170)	\$ 108,168	\$ 9,014
Brier (6,315)	\$ 82,596	\$ 6,883
Chehalis (7,355)	\$ 74,550	\$ 6,213
Gig Harbor (7,670)	\$ 72,408	\$ 6,034
Kelso (11,940)	\$ 79,284	\$ 6,607
La Center (3,015)	\$ 94,500	\$ 7,875
Poulsbo (9,585)	\$ 106,980	\$ 8,915
Ridgefield (5,545)	\$ -	\$ -
Shelton (9,975)	\$ 72,516	\$ 6,043
Toppenish (8,950)	\$ 71,316	\$ 5,943
Woodland (5,625)	\$ 63,600	\$ 5,300
Yelm (7,470)	\$ 84,582	\$ 7,049
Average	\$ 82,773	6,898
High	\$ 108,168	9,014
Low	\$ 63,600	5,300
Woodland below average	\$ (19,173)	\$ (1,598) month below avg
Woodland below High	\$ (44,568)	\$ (3,714) month below avg high

30%

Average population is 7,301

2013 Salary Study (presented February 24, 2014)

Comm Dev Plan Comp's: High Salary Range		
City (Population)	Annual Salary	per month
Black Diamond (4,170)	\$ 108,168	\$ 9,014
Brier (6,315)	\$ 82,596	\$ 6,883
Chehalis (7,355)	\$ 74,550	\$ 6,213
Gig Harbor (7,670)	\$ 72,408	\$ 6,034
Kelso (11,940)	\$ 79,284	\$ 6,607
La Center (3,015)	\$ 94,500	\$ 7,875
Poulsbo (9,585)	\$ 106,980	\$ 8,915
Ridgefield (5,545)	\$ -	\$ -
Shelton (9,975)	\$ 72,516	\$ 6,043
Toppenish (8,950)	\$ 71,318	\$ 5,943
Woodland (5,625)	\$ 63,600	\$ 5,300
Yelm (7,470)	\$ 84,582	\$ 7,049
Average	\$ 82,773	6,898
High	\$ 108,168	9,014
Low	\$ 63,600	5,300
Woodland below average	\$ (19,173)	\$ (1,598) month below avg
Woodland below High	\$ (44,568)	\$ (3,714) month below avg high

30%
70%

City	Title-Comp positions to Woodland Comm Dev Planner:	Low step	High step	Annual
Black Diamond:	Exec Director Comm Development	\$ 7,424	\$ 9,014	\$ 108,168
Brier:	City Planner	\$ 5,507	\$ 6,883	\$ 82,596
Chehalis:	Planner	\$ 4,186	\$ 5,088	\$ 61,056
Chehalis:	Community Development Director	\$ 6,036	\$ 7,337	\$ 88,044
Gig Harbor:	Assoc Planner	\$ 4,827	\$ 6,034	\$ 72,408
Kelso:	Community Development Manager	\$ 4,772	\$ 5,965	\$ 71,580
Kelso:	Community Development Director/City Engineer	\$ 5,799	\$ 7,249	\$ 86,988
La Center:	Planner	\$ 6,479	\$ 7,875	\$ 94,500
Poulsbo:	Planning Director	\$ 7,690	\$ 8,915	\$ 106,980
Ridgefield:		\$ -	\$ -	\$ -
Shelton:	Senior Planner	\$ 4,649	\$ 6,043	\$ 72,516
Toppenish:	Building Official/City Planner	\$ 4,755	\$ 5,943	\$ 71,316
Woodland:	Comm Dev Planner	\$ 4,351	\$ 5,300	\$ 63,600
Yelm:	Community Development Director	\$ -	\$ 7,877	\$ 94,524
Yelm:	Associate Planner	\$ 5,209	\$ 6,220	\$ 74,640
Average:		\$ 5,514	\$ 6,839	\$ 82,065



Building Official:

Is motivated, a hardworker, dedicated, gets along well with others, speaks well/promotes the city, can balance multi-projects, supervises 0.5 FTE's, provides excellent customer service with the public, works with contractors, architects, engineers and other jurisdictional authorities, works independently, has had favorable performance evaluations, is highly qualified in his position, and excels at the duties assigned to him. He brings a wealth of knowledge, education, expertise and dedication to the City of Woodland.

The Building Official position 2013 salary of \$4,690 (Step 9) per month is 35% below the average of \$6,329 or (\$1,639)/mo. This position does not currently meet comparable average salary and benefits of Western Washington Cities shown, nor SW Washington cities.

Building Official Comp's: High Salary Range			
City (Population)	Annual Salary	per month	
Black Diamond (4,170)	\$ -	\$ -	-
Brier (6,315)	\$ 65,352	\$ 5,446	
Chehalis (7,355)	\$ 61,056	\$ 5,088	
Gig Harbor (7,670)	\$ 104,076	\$ 8,673	
Kelso (11,940)	\$ 70,728	\$ 5,894	
La Center (3,015)	\$ 83,724	\$ 6,977	
Poulsbo (9,585)	\$ 106,980	\$ 8,915	
Ridgefield (5,545)	\$ 79,080	\$ 6,590	
Shelton (9,975)	\$ 65,784	\$ 5,482	
Toppenish (8,950)	\$ 71,316	\$ 5,943	
Woodland (5,625)	\$ 56,280	\$ 4,690	
Yelm (7,470)	\$ 71,004	\$ 5,917	
Average	\$75,944	\$ 6,329	mo
High	\$106,980	\$ 8,915	mo
Low	\$56,280	\$ 4,690	mo
Woodland below average	\$ (19,664)	\$ (1,639)	monthly below avg
Woodland below High	\$ (50,700)	\$ (4,225)	monthly below avg high

Average population is 7,301

2013 Salary Study (presented February 24, 2014)

Building Official Comp's: High Salary Range		
City (Population)	Annual Salary	per month
Black Diamond (4,170)	\$ -	\$ -
Brier (6,315)	\$ 65,352	\$ 5,446
Chehalis (7,355)	\$ 61,056	\$ 5,088
Gig Harbor (7,670)	\$ 104,076	\$ 8,673
Kelso (11,940)	\$ 70,728	\$ 5,894
La Center (3,015)	\$ 83,724	\$ 6,977
Poulsbo (9,585)	\$ 106,980	\$ 8,915
Ridgefield (5,545)	\$ 79,080	\$ 6,590
Shelton (9,975)	\$ 65,784	\$ 5,482
Toppenish (8,950)	\$ 71,316	\$ 5,943
Woodland (5,625)	\$ 56,280	\$ 4,690
Yelm (7,470)	\$ 71,004	\$ 5,917
Average	\$75,944	\$ 6,329 mo
High	\$106,980	\$ 8,915 mo
Low	\$56,280	\$ 4,690 mo
Woodland below average	\$ (19,664)	\$ (1,639) monthly below avg
Woodland below High	\$ (50,700)	\$ (4,225) monthly below avg high

35%
90%

City	Title-Comparable positions to Woodland Building Official:	Low step	High step	Annual
Black Diamond:	Contract Building Inspector	\$ -	\$ -	\$ -
Brier:	Building Official/Code Enforcement Officer	\$ 4,054	\$ 5,446	\$ 65,352
Chehalis:	Building Official	\$ 4,186	\$ 5,088	\$ 61,056
Gig Harbor:	Building & Fire Safety Director	\$ 6,938	\$ 8,673	\$ 104,076
Kelso:	Building Official	\$ -	\$ 5,894	\$ 70,728
La Center:	Building Official	\$ -	\$ 6,977	\$ 83,724
Poulsbo:	Planning Director/Building Official	\$ 7,690	\$ 8,915	\$ 106,980
Ridgefield:	Building Official	\$ 4,815	\$ 6,590	\$ 79,080
Shelton:	Building Official	\$ 4,217	\$ 5,482	\$ 65,784
Toppenish:	Building Official/City Planner	\$ 4,755	\$ 5,943	\$ 71,316
Woodland:	Building Official	\$ 3,850	\$ 4,690	\$ 56,280
Yelm:	Building Official	\$ 4,956	\$ 5,917	\$ 71,004
Average:		\$ 5,051	\$ 6,329	\$ 75,944