

# Memorandum

**To:** Members of Common Council  
**From:** Chlo Davie, Director of Human Resources  
**Date:** 08/30/06

**Re:** 2007 Public Safety Salary Ordinance

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The following is a summary of changes for the 2007 Public Safety Salary Ordinance.  
(Please follow along with the provided redline and clean copies.)

Change all applicable dates throughout the document to 2007. Under SECTION 9:  
change the second sentence to read “Such salary ordinances have a duration of one year  
and thus, with the exception of the 2006 salary ordinances, have expired.”

**FIRE COMMAND APPROVED SUPPLEMENTAL FRINGE BENEFITS**

Change Hazardous Duty/Technical Pay/Specialty Pay from \$1,235.13 to \$1,323.10  
(page R 3, C 3).

**SECTION 3:**

**HOMELAND SECURITY**

Change Grid Classification of Director of Homeland Security (H, Director) to (I,  
Executive).

Add title Metropolitan Medical Response System Coordinator (H, Director) (page  
R 4, C 4).

**POLICE DEPARTMENT**

**Police Civilians**

Change title and Grid Classification of Fiscal Manager (G, Manager) to Director of  
Finance & Facilities (H, Director) (page R 4, C 4).

**Communications and Information Services**

Delete title 911 Call Takers (C, 911 Call Takers) (page R 6, C 6).

Delete the words “Electronics” for the Grid Classifications Technicians (page R 6,  
C 6).

Change the title of Electronics/Radio Technician (D, Technician) to Two-Way  
Radio/Electronics Technician (D, Technician) (page R 6, C 6).

**Neighborhood Code Enforcement**

Change the title and Grid Classification of Customer Relations Manager (G, Manager) to Customer Relations Supervisor (F, Supervisor) (page R 7, C 7).

**FIRE DEPARTMENT**

**Fire Civilians**

Change title of Computer System Administrator Assistant/Analyst (E, Professional) to System Administrator (E, Professional) (page R 8, C 7).

**PART TIME/SEASONAL TEMPORARY POSITIONS**

**POLICE DEPARTMENT**

**Animal Control**

Change title of Annexation Commitment (J, Part Time/Seasonal) to Kennel Attendant (J, Part Time/Seasonal) (page R 9, C 9).

**Communications and Information Services**

Delete title of 911 Call Taker (L, Regular Part Time) (page R 10, C 9).

**BILL NO. S-06-08-21**

**SPECIAL ORDINANCE NO. S-\_\_\_\_\_**

**AN ORDINANCE fixing the salaries of  
all members of the Division of Public Safety  
of the City of Fort Wayne, Indiana  
for the year 2007.**

**WHEREAS**, the Mayor and Common Council of the City of Fort Wayne, Indiana have, according to the powers outlined in IC 36-8-3-3-(d), assigned to all members of the Police and Fire Departments of the City of Fort Wayne a Job Category under the City Classification System established by Bill No. R-96-09-04 Resolution No. R-52-96 as subsequently modified and improved, which categories should accurately reflect the duties and responsibilities of said employees, and

**WHEREAS**, the Mayor of the City of Fort Wayne has recommended a maximum salary level for each job category in a systematic way, and

**WHEREAS**, the Common Council must assure that salaries reflect the duties and responsibilities assigned to each employee, and to be certain that such salaries are fair and equitable, and

**WHEREAS**, the funds of such salaries are to be provided by the 2007 City Budget operating funds and other sources as may be specified by the Common Council.

**NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:**

**SECTION 1.** That all members of the Police and Fire Departments of the City of Fort Wayne, shall be classified by the letters, job titles and job categories herein designated, and that no changes be made in any job category without the specific approval of the Common Council except for those brought about by collective bargaining with authorized representatives of City employees in accordance with the existing collective bargaining agreements.

**SECTION 2.** That the following grid of salaries is fixed and authorized as the grid for approved job categories. It shall be the City's policy that no employee shall be paid below their job category and it will not be exceeded, except for approved shift differentials, approved longevity pay, approved overtime pay, approved technical skill pay, approved educational bonus, approved clothing allowance.

**SEE EXHIBIT "A" ATTACHED HERETO AND MADE A**

**PART HEREOF IN ITS ENTIRETY**

The grid, as reflected on Exhibit "A" is an attempt to maintain an orderly, consistent and competitive pay policy that includes a "bonus" program for superior performance and a "Grid System" that represents the actual market range for the Non-Union positions within City Government and it's Utilities. Actual adjustments in salaries within amounts fixed herein by Council will result from 1) Any general increase to the Grid shall only occur should the

actual market range for a category increases considerably and/or 2) Progression to a level specified in an approved collective bargaining agreement between the City of Fort Wayne and a recognized bargaining unit.

A. That the following fringe benefits are hereby approved for the year 2007 for the employees in the Fire Command:

**FIRE COMMAND APPROVED SUPPLEMENTAL FRINGE BENEFITS**

- Hazardous Duty/Technical Pay/Speciality Pay	\$1,323.10/yr
- Educational Bonus (Associate Degree or higher - Fire Science Technology)	\$ 450/yr
- Clothing Allowance	\$1,500.00/yr

That all Fire Command shall have the same longevity, disability, survivors benefits, retirement health insurance benefits, sick leave, personal leave, holiday leave, bereavement pay and vacation leave rights as provided to members of the Fire Department covered by a collective bargaining agreement.

B. That the following fringe benefits are hereby approved for the year 2007 for the employees in the Police Command:

**POLICE COMMAND APPROVED SUPPLEMENTAL FRINGE BENEFITS**

<b>Educational Bonus</b>	<b>FOP</b>	<b>PBA</b>
- Associate Degree	\$ 450/yr	\$ 450/yr
- Bachelor's Degree	\$ 900/yr	\$ 900/yr
- Master's Degree	\$1,300/yr	\$1,400/yr

- Doctorate Degree                      N/A                      \$1,900/yr
- Clothing Allowance                      \$1,700/yr                      \$1,700/yr

C. That all Police Command shall be eligible for any additional benefits afforded the Fraternal Order of Police.

D. That all Police Command, Captains and above, shall receive the same percentage pay increases as afforded the Fraternal Order of Police.

**SECTION 3.**                      The following is a true and complete listing of all members of the Police and Fire Departments of the City of Fort Wayne salaried non-bargaining unit positions by Department, Position, Title, and job category. It does not include those positions which are specified as part of a bargaining unit having a written economic agreement with the City negotiated by the City Attorney and approved by Common Council.

<u>LETTER</u>	<u>JOB CATEGORY</u>	<u>JOB/TITLE/POSITION</u>
<b><u>HOMELAND SECURITY</u></b>		
I	Executive	Director of Homeland Security
H	Director	Metropolitan Medical Response System Coordinator
<b><u>PUBLIC SAFETY ACADEMY</u></b>		
I	Executive	Director of Public Safety Academy

# POLICE DEPARTMENT

## POLICE CIVILIANS

H	Director	Director of Finance & Facilities
A	Administrative	Administrative Assistant
A	Administrative	Executive Secretary
H	Director	Director, Victim's Assistance
G	Manager	Crime Laboratory Manager
G	Manager	Research and Grants
B	Paraprofessional	Police Athletic League (PAL) Coordinator
B	Paraprofessional	Civilian Coordinator/Crime Stoppers
B	Paraprofessional	Civilian Property/Evidence Specialist
D	Technician	Crime Analyst
B	Paraprofessional	Drug House Ordinance Coordinator
E	Professional	Sr. Victim's Advocate
E	Professional	Victim Advocate
D	Technician	Crime Lab Technician
D	Technician	Detective Bureau Desk Person
D	Technician	Sr. Crime Analyst
F	Supervisor	Supervisor of Property Room Operations

**POLICE COMMAND**

H	Director	Assistant Chief of Police
I	Executive	Chief of Police
G	Manager	Deputy Chief
F	Supervisor	Captain

**ANIMAL CONTROL**

F	Supervisor	Animal Care Supervisor
H	Director	Director of Animal Care and Control
F	Supervisor	Enforcement Supervisor
E	Professional	Humane Education Specialist
F	Supervisor	Office Supervisor
E	Professional	Volunteer Coordinator
F	Supervisor	Lead Officer

**COMMUNICATIONS AND INFORMATION SERVICES**

A	Administrative	Administrative Assistant
H	Director	Director of Communications and Information Services
C	Dispatchers	Dispatcher
D	Technician	Electronics / Radio Installer
D	Technician	Two-Way Radio / Electronics / Technician
F	Supervisor	Operations Supervisor
F	Supervisor	Supervisor of Records
D	Technician	Records Technician



D	Technician	Senior Records Technician
D	Technician	Quality Assurance Technician
F	Supervisor	Shift Supervisor of Dispatchers
F	Supervisor	Supervisor of Radio Shop
E	Professional	Training Coordinator

**NEIGHBORHOOD CODE ENFORCEMENT**

F	Supervisor	Customer Relations Supervisor
B	Paraprofessional	Legal Assistant
A	Administrative	Administrative Assistant
F	Supervisor	Staff Accountant Supervisor
F	Supervisor	Field Supervisor

**FIRE DEPARTMENT  
FIRE CIVILIANS**

A	Administrative	Executive Secretary
G	Manager	Building Maintenance Manager
E	Professional	Medical Instructor
G	Manager	Shop Manager
G	Manager	Fiscal Manager
G	Manager	Internal Affairs Officer
G	Manager	Director Public Information
E	Professional	EMS Director

A	Administrative	Administrative Assistant
E	Professional	System Administrator

**FIRE COMMAND**

I	Executive	Fire Chief
H	Director	Deputy Chief
G	Manager	Assistant Chief

**WEIGHTS AND MEASURES**

G	Manager	Weights & Measures Inspector
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**PART TIME/SEASONALTEMPORARY POSITIONS**

**POLICE DEPARTMENT**

L	Regular Part Time	Adult Guards
M	Regular Part Time Professional	Citizen Contact Officer
L	Regular Part Time	Civilian Property Manager
J	Part Time/Seasonal	Community Service Officer/College Incentive Program
L	Regular Part Time	Community Service Officer/Retired Officer Program
J	Part Time/Seasonal	Intern/Temporary
J	Part Time/Seasonal	Victim Assistance Intern

L	Regular Part Time	Victim's Advocate
M	Regular Part Time	Professional
L	Regular Part Time	Investigation Division General Assistant
M	Regular Part Time Professional	Project Director
M	Regular Part Time Professional	Mentoring Manager
L	Regular Part Time	Administrative Assistant
L	Regular Part Time	Executive Secretary

**ANIMAL CONTROL**

J	Part Time/Seasonal	Kennel Attendant
L	Regular Part Time	Humane Education Assistant (partially Grant Funded)
J	Part Time/Seasonal	Intern/Seasonal
L	Regular Part Time	Adoption Assistant
L	Regular Part Time	Administrative Assistant (Grant Funded)
L	Regular Part Time	Enforcement Assistant
L	Regular Part Time	Kennel Attendant
M	Regular Part Time Professional	

**COMMUNICATIONS AND INFORMATION SERVICES**

L	Regular Part Time	Electronics / Radio Installer
L	Regular Part Time	Dispatcher

**NEIGHBORHOOD CODE ENFORCEMENT**

J	Part Time/Seasonal	Intern/Seasonal
J	Part Time/Seasonal	Resident Nuisance Abatement Officer
J	Part Time/Seasonal	Weed Program Inspector
J	Part Time/Seasonal	Weed Control Coordinator

**PART-TIME/SEASONALTEMPORARY POSITIONS**

**FIRE DEPARTMENT**

L	Regular Part Time	Survive Alive Teaching Asst.
L	Regular Part Time	Survive Alive Yard and Bldg. Maintenance
M	Regular Part Time Professional	

**WEIGHTS AND MEASURES**

J	Part Time/Seasonal	Intern/Seasonal
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**SECTION 4.** Police and Fire employees, as indicated herein, participate in Collective Bargaining with the City for economic conditions. Pursuant to State Statute such economic conditions must be approved by Common Council. Such economic conditions include, but are not limited to, base pay and monetary fringe benefits. These matters will be negotiated by and between the City and the appropriate bargaining unit for the year 2007. Upon conclusion of such negotiations, the appropriate Ordinances shall be submitted to the Common Council for approval.

Employees covered by recognized bargaining unit representatives (Unions) will receive a salary established by the Collective Bargaining process as long as this pay does not exceed the table of maximum salaries authorized in Section 2, above.

**SECTION 5.** In addition to the compensation for positions listed herein, the City shall contribute 3% of employees' salary to the Public Employees Retirement Fund (PERF) except for those positions which are commonly referred to as Police and Fire Command.

**SECTION 6.** From and after the first day of January, 2007, all members of the Police and Fire Departments of the City of Fort Wayne will be paid according to this, the above and following provisions of this ordinance, subject to budgetary limitations, collective bargaining agreements, future changes or amendments enacted by Common Council.

**SECTION 7.** That civilian employees in the Police and Fire Departments subject to this Ordinance will conform to the Official City Human Resources Policies and Procedures relating to hiring, pay, and other related practices, approved by the Mayor and administered by the City's Human Resources Department.

**SECTION 8.** If any section, clause, sentence, paragraph or part or provisions of this Ordinance be found invalid or void by a court of competent jurisdiction, it shall be conclusively presumed that this ordinance would have passed by the Common Council without such invalid section, clauses, paragraph, part or provisions, and the remaining parts of the Ordinance will remain in effect.

**SECTION 9.** The Municipal Code of the City of Fort Wayne references, in codification form, salary ordinances previously adopted by the City Council for past years. Such salary ordinances have a duration of one year and thus, with the exception of the 2006 salary

ordinance, have expired. However, to avoid confusion, it is hereby stated that commencing January 1, 2007, any conflict between the terms and conditions hereof and any previous ordinance shall be resolved in favor of this ordinance.

**SECTION 10.** Two copies of all attachments and Exhibits referred to in this Ordinance shall be kept on file with the City Clerk of Fort Wayne for the purpose of public inspection.

**SECTION 11.** This ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

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Council Member

APPROVED AS TO FORM AND LEGALITY

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Tim Manges, City Attorney

# Memorandum

**To:** Members of Common Council  
**From:** Chlo Davie, Director of Human Resources  
**Date:** 08/23/06  
**Re:** 2007 Civil City and City Utilities Salary Ordinance

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The following is a summary of changes for the 2007 Civil City and City Utilities Salary Ordinance. (Please follow along with the provided redline and clean copies.)

Change all applicable dates throughout the document to 2007. Under SECTION 12: change the second sentence to read “Such salary ordinances have a duration of one year and thus, with the exception of the 2006 salary ordinances, have expired.”

## **SECTION 3:**

### **CITY CLERK’S OFFICE**

- Delete Administrative Assistant title (A, Administrative) (page R 2, C 2).
- Change title of Chief Deputy Clerk (F, Supervisor) to Deputy Clerk (F, Supervisor) (page R 2, C 2).
- Change title of Violations Clerk (A, Administrative) to Receptionist/Clerk (A, Administrative) (page R 2, C 2).

### **CITY UTILITIES**

#### **Account Services Group**

- Change department title of Account Services Group to Financial Services Group (page R 2, C 2).

### **COMMUNITY DEVELOPMENT**

#### **Community Development Administration**

- Delete Fiscal Manager title (G, Manager) (page R 3, C 3).

#### **Housing and Neighborhood Development Services**

- Change department title of Housing and Neighborhood Development Services (HANDS) to Office of Housing and Neighborhood Services (OHNS) (page R 3, C 3).

#### **Redevelopment**

- Add title Community Development Manager (G, Manager) (page R 4, C 4).

## **FINANCE AND ADMINISTRATION**

### **Risk Management**

- Delete title Executive Secretary/Receptionist (A, Administrative) (page R 4, C 4).
- Add title Risk Management Specialist (B, Paraprofessional) (page R 4, C 4).
- Change Grid Classification of Safety Claims/Investigator from Paraprofessional (B) to Professional (E) (page R 4, C 4).

## **MAYOR'S OFFICE**

### **Information Systems**

- Add title iTeam Coordinator (E, Professional) (page R 5, C 5).

### **Mayor's Office**

- Delete title Executive Secretary (A, Administrative) (page R 5, C 5).
- Add title City Services Specialist (E, Professional) (page R 5, C 5).

## **Metro Human Relations Commission**

- Delete title Investigator/Intake Administrator (B, Paraprofessional) (page R 6, C 5).
- Add title Staff Attorney (H, Director) (page R 6, C 5).

## **PARKS AND RECREATION**

- Add title Deputy Director (H, Director) (page R 6, C 6).
- Delete title Community Involvement Specialist (E, Professional) (page R 6, C 6).
- Delete title Executive Secretary (A, Administrative) (page R 6, C 6).
- Delete title Executive Secretary/Bookkeeper (A, Administrative) (page R 6, C 6).
- Delete title Special Project Manager (G, Manager) (page R 6, C 6).
- Delete title Youth Program Specialist (E, Professional) (page R 6, C 6).

## **PUBLIC WORKS**

### **Street Light Operations**

- Add title Supervisor of Street Lighting Warehouse (F, Supervisor) (page R 7, C 7).
- Add title Lighting Foreman (F, Supervisor) (page R 7, C 7).

### **Traffic Engineering**

- Delete title Supervisor of Street Lighting Warehouse (F, Supervisor) (page R 7, C 7).
- Add title Supervisor of Traffic Operations (F, Supervisor) (page R 7, C 7).
- Add title Administrative Assistant (A, Administrative) (page R 7, C 7).

### **Transportation Engineering Services**

- Add title Assistant City Engineer (H, Director) (page R 7, C 7).
- Change title of PMS Technician to Pavement Management Technician (D, Technician) (page R 7, C 7).



## **PART-TIME/SEASONAL/TEMPORARY POSITIONS**

### **CITY UTILITIES**

#### **Account Services Group**

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- Change department title of Account Services Group to Financial Services Group (page R 7, C 7).

### **COMMUNITY DEVELOPMENT**

#### **Housing and Neighborhood Development Services (HANDS)**

- Change department title of Housing and Neighborhood Development Services (HANDS) to Office of Housing and Neighborhood Services (OHNS) (page R 8, C 8).

### **PARKS AND RECREATION**

- Add title Eco Adventure Camp Supervisor (K, Part-Time/Seasonal) (page R 9, C 9).
- Add title Eco Adventure Camp Counselor (K, Part-Time/Seasonal) (page R 9, C 9).
- Add title Eco Adventure Camp Before/After Care (K, Part-Time/Seasonal) (page R 9, C 9).
- Change title of Hursttown Manager (K, Part-Time/Seasonal) to Hursttown Supervisor (K, Part-Time/Seasonal) (page R 9, C 9).

**AN ORDINANCE fixing the salaries of  
each and every appointed officer,  
employee, deputy assistant, departmental  
and institutional head of the Civil  
City and City Utilities of the City  
of Fort Wayne, Indiana for the year 2007**

**WHEREAS**, the Mayor and the Common Council of the City of Fort Wayne, Indiana, have according to the powers outlined in IC 36-4-7-3 and IC 36-8-3-3(d) assigned to each employee of the Civil City of Fort Wayne and of City Utilities of Fort Wayne a Job Class under the City Classification System established by Resolution No. R-52-96, which Job Class should accurately reflect the duties and responsibilities of said employees, and

**WHEREAS**, the Mayor of the City of Fort Wayne has recommended a maximum salary level for each Job Class should accurately reflect the duties and responsibilities of said employees, and

**WHEREAS**, the Clerk of the City of Fort Wayne, the Park Department Board and the Metropolitan Human Relations Commission have recommended Job Class designations for positions within their respective jurisdictions, and

**WHEREAS**, the Common Council must assure that salaries reflect the duties and responsibilities assigned to each employee, and to be certain that such salaries are fair and equitable and

**WHEREAS**, the funds of such salaries are to be provided for the 2007 City Budget and from City Utilities operating funds and other sources as may be specified by Common Council.

**NOW THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:**

**SECTION 1.** That all employees of the Civil City of Fort Wayne and of City Utilities, shall be classified by the departments and titles and Job Class herein designated, and that no changes be made in any Job Class without the specific approval of the Common Council except for those brought about by collective bargaining with authorized representatives of City or Utilities employees in accordance with the existing collective bargaining agreements.

**SECTION 2.** That the following Grid is hereby fixed and authorized as a scale for approved Job Class. It shall be the City's policy that no employee shall be paid below the minimum and the maximum will not be exceeded, except for

approved shift differentials, approved longevity pay, approved overtime pay, approved technical skill pay, approved clothing allowance, approved previously accrued vacation payoff, sick time, FLSA earned compensatory time, approved car allowance or approved productivity and gain sharing bonuses.

**SEE EXHIBIT "A" ATTACHED HERETO AND MADE A  
PART HEREOF IN ITS ENTIRETY**

This Grid, as reflected on Exhibit "A", is an attempt to maintain an orderly, consistent and competitive pay policy that includes a "bonus" program for superior performance and a "Grid System" that represents the actual market range for the Non-Union positions within City Government and its Utilities. Actual adjustments in salaries within amounts fixed herein by Council will result from

Any general increase to the Grid shall only occur should the actual market range for a  
Job Class increase considerably and/or

Progression to a level specified in an approved collective bargaining agreement  
between the City of Fort Wayne and a recognized bargaining unit.

**SECTION 3.** The following is a true and complete listing of all Civil City and City Utilities salaried non-bargaining unit positions by Department, Position Title, and Job Class. It does not include those positions which are specified as part of a bargaining unit having a written economic agreement with the City or Utilities negotiated by the Director of Human Resources and approved by the Common Council.

<u>GRID CLASSIFICATION</u>	<u>TITLE</u>
<b>CITY CLERK'S OFFICE</b>	
F Supervisor	Assistant Chief Deputy
F Supervisor	Deputy Clerk
Unclassified-not to exceed \$41,105	Council Attorney
F Supervisor	Parking Control Supervisor
A Administrative	Receptionist/Clerk
E Professional	Research Assistant
A Administrative	Violations Bureau Specialist
B Paraprofessional	Violations Court Administrator

**CITY UTILITIES**

<u>Financial Services Group</u>	
E Professional	Accountant
A Administrative	Administrative Assistant
A Administrative	Bookkeeper
A Administrative	Executive Secretary
G Manager	Manager
F Supervisor	Supervisor

**Maintenance Operations Group**

A	Administrative	Accountant/Bookkeeper
A	Administrative	Administrative Assistant
A	Administrative	Executive Secretary
G	Manager	Program Manager
H	Director	Superintendent
F	Supervisor	Supervisor

**Treatment Operations Group**

A	Administrative	Accountant/Bookkeeper
A	Administrative	Administrative Assistant
E	Professional	Chief Chemist
A	Administrative	Executive Secretary
G	Manager	Program Manager
H	Director	Superintendent
F	Supervisor	Supervisor
A	Administrative	Lead Gatekeeper

**Utility Administration**

A	Administrative	Administrative Assistant
H	Director	City Utilities Controller
H	Director	Associate City Attorney
A	Administrative	Executive Secretary
E	Professional	Public Information Officer
G	Manager	Utility Services Manager

**Water Resources Group**

A	Administrative	Administrative Assistant
H	Director	Associate Dir. For Engineering
A	Administrative	Executive Secretary
H	Director	Manager of Engineering
G	Manager	Program Manager
G	Manager	Assistant Manager
E	Professional	Water Quality Regulatory Compliance Specialist

**COMMUNITY DEVELOPMENT**

**Community Development Administration**

A	Administrative	Administrative Assistant
E	Professional	Community Development Specialist
G	Manager	Community Development Administrator
I	Executive	Director Community Development Division
E	Professional	Financial Accountant
H	Director	Deputy Director of Community Development
G	Manager	Community Development Manager
H	Director	Director of Planning

**Office of Housing and Neighborhood Services (OHNS)**

A	Administrative	Administrative Assistant
G	Manager	Community Development Manager
G	Manager	Community Development Administrator

E Professional Community Development Specialist

**Redevelopment**

A Administrative Administrative Assistant  
G Manager Community Development Administrator  
G Manager Community Development Manager  
H Director Director of Redevelopment  
E Professional Community Development Specialist

**FINANCE AND ADMINISTRATION**

A Administrative Accounting Clerk/Receptionist  
G Manager Accounting Manager  
A Administrative Administrative Assistant  
H Director Deputy Controller  
I Executive Director of Finance & Administration  
Division  
E Professional Financial Accountant  
E Professional Senior Financial Accountant  
F Supervisor Accounting Supervisor

**Payroll Services**

E Professional Payroll Accountant  
G Manager Payroll Manager  
E Professional Payroll Practitioner

**Property Management**

G Manager Property Manager  
A Administrative Administrative Assistant

**Purchasing Services**

F Supervisor Purchasing Supervisor  
B Paraprofessional Senior Buyer  
B Paraprofessional Bid Specialist/Buyer  
A Administrative Buyer/Information Management  
H Director Director of Purchasing Services  
A Administrative Executive Clerical Assistant  
A Administrative Administrative Assistant

**Risk Management**

A Administrative Administrative Assistant  
B Paraprofessional Risk Management Specialist  
G Manager Risk Manager  
E Professional Safety Claims/Investigator

**MAYOR'S OFFICE**

**Human Resources**

I Executive Director of Human Resources  
G Manager Labor Relations Manager  
G Manager Professional Development and  
Quality Enhancement Manager

E	Professional	Professional Development and Quality Enhancement Coordinator
E	Professional	Staffing and Recruitment Coordinator
E	Professional	Human Resources Generalist
B	Paraprofessional	Staffing and Recruitment Specialist
B	Paraprofessional	Professional Development and Quality Enhancement Specialist
A	Administrative	Human Resources Receptionist/Encoder
G	Manager	Benefits and Employee Communications Manager
B	Paraprofessional	Benefits Specialist

**Information Systems**

I	Executive	Chief Technology Officer/Chief Information Officer
E	Professional	Webmaster/Graphic Designer/PIO Officer
E	Professional	iTeam Coordinator

**Internal Audit**

H	Director	Director of Internal Audit
E	Professional	Staff Auditor

**Law Department**

H	Director	Associate City Attorney
I	Executive	City Attorney
A	Administrative	Legal Research/ Administrative Assistant

**Mayor's Office**

A	Administrative	Administrative Assistant
I	Executive	Deputy Mayor
A	Administrative	Receptionist
E	Professional	City Services Specialist

**Neighborhood/Citizen's Advocate**

E	Professional	Mayor's Area Advocate
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**Public Information**

H	Director	Director of Public Information
E	Professional	Public Information Officer

**METRO HUMAN RELATIONS COMMISSION**

A	Administrative	Administrative Assistant
E	Professional	Chief Investigator
E	Professional	Education and Outreach Specialist
H	Director	Executive Director
A	Administrative	Executive Secretary
E	Professional	Investigator
B	Paraprofessional	System Administrator
B	Paraprofessional	Investigator/Intake Administrator

**PARKS AND RECREATION**

A	Administrative	Administrative Assistant
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F	Supervisor	Assistant Supervisor
H	Director	Associate Director
H	Director	Deputy Director
I	Executive	Director of Parks and Recreation
Unclassified		Golf Course Pro/Manager
F	Supervisor	Golf Green Superintendent
E	Professional	Assistant Golf Green Superintendent
G	Manager	Manager
E	Professional	Program Facility Coordinator
D	Technician	Project Management Technician
H	Director	Superintendent
F	Supervisor	Supervisor
A	Administrative	Support Specialist
G	Manager	Landscape Architect

**PUBLIC WORKS**

**Transportation Administration and Support**

A	Administrative	Administrative Assistant
H	Director	Director of Transportation Administration & Support
G	Manager	Right of Way Permit Engineer

**Fleet Management Dept.**

H	Director	Superintendent
D	Technician	Fleet System Analyst
A	Administrative	Administrative Assistant

**Flood Control**

G	Manager	Flood Control Manager
A	Administrative	Administrative Assistant
G	Manager	Flood Maintenance Manager

**Public Works Administration**

A	Administrative	Administrative Assistant
I	Executive	Associate Director of Public Works and Utilities
B	Paraprofessional	Clerk to Board
I	Executive	Director of Public Works and Utilities
E	Professional	Barrett Law Accountant
E	Professional	Compliance Administrator
E	Professional	Compliance Officer
A	Administrative	Executive Secretary
G	Manager	Greenway Manager

**Energy & Environmental Services**

H	Director	Director of Energy & Environmental Services
G	Manager	Program Manager

**Street Department**

A	Administrative	Administrative Assistant
F	Supervisor	Assistant Street Commissioner

A	Administrative	Bookkeeper
H	Director	Director of Transportation/ Operations
F	Supervisor	General Foreman

**Street Light Operations**

F	Supervisor	Supervisor of Street Lighting Warehouse
F	Supervisor	Lighting Foreman

**Traffic Engineering**

H	Director	Traffic Engineer
F	Supervisor	Supervisor of Traffic Operations
F	Supervisor	Infrastructure Supervisor
F	Supervisor	Sign and Marking Foreman
F	Supervisor	Sign and Marking Supervisor
F	Supervisor	Signal Foreman
H	Director	Director of Traffic Operations
A	Administrative	Administrative Assistant

**Transportation Engineering Services**

H	Director	City Engineer
H	Director	Assistant City Engineer
G	Manager	Manager of Transportation Engineering Services
D	Technician	Pavement Management Technician

**PART-TIME/SEASONAL/TEMPORARY POSITIONS**

**DIVISION/DEPARTMENT**

**CITY CLERK'S OFFICE**

J	Part-Time/Seasonal/Temp	Intern/Seasonal
L	Regular Part-Time	Receptionist/Clerk
M	Regular Part-Time Professional	

**CITY UTILITIES**

**Financial Services Group**

J	Part Time/Seasonal	Intern /Seasonal
L	Regular Part Time	Bookkeeper/Data Entry
L	Regular Part Time	Customer Relations Rep
L	Regular Part Time	Customer Relations Representative/Cashier
M	Regular Part Time	Professional

**Maintenance Operations Group**

J	Part Time/Seasonal	Intern/Seasonal
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**Treatment Operation Group**

J	Part Time/Seasonal	Gatekeeper
J	Part Time/Seasonal	Intern/Seasonal

**Utility Administration**

J	Part Time/Seasonal	Clerk/Summer Intern
J	Part Time/Seasonal	Intern/Seasonal Special Projects
L	Regular Part Time	Public Information Executive Secretary



M Regular Part Time Professional

**Water Resources Group**

J Part Time/Seasonal Intern/Seasonal

**COMMUNITY DEVELOPMENT**

**Community Development Administration**

J Part-Time/Seasonal Intern/Seasonal

L Regular Part-Time Bookkeeper

M Regular Part Time Professional

**Redevelopment**

J Part-Time/Seasonal Intern/Seasonal

**Office of Housing and Neighborhood Services (OHNS)**

J Part-Time/Seasonal Intern/Seasonal

**FINANCE AND ADMINISTRATION**

J Part Time/Seasonal Finance & Administration Intern/Seasonal

**Payroll Services**

J Part-Time/Seasonal Intern/Seasonal

M Regular Part Time Professional

**Property Management**

J Part-Time/Seasonal Intern/Seasonal

**Purchasing Services**

J Part-Time/Seasonal Intern/Seasonal

**Risk Management**

J Part-Time/Seasonal Intern/Seasonal

**MAYOR'S OFFICE**

J Part-Time/Seasonal Intern/Seasonal

**Internal Audit**

J Part-Time/Seasonal Intern/Seasonal/Staff Auditor

M Regular Part Time Professional

**Law Dept**

J Part-Time/Seasonal Intern/Seasonal

**Human Resources**

J Part-Time/Seasonal Intern/Seasonal

**Public Information**

J Part-Time/Seasonal Executive Secretary (Part-time) Public Information Office

J Part-Time/Seasonal Intern/Seasonal

**Neighborhood Citizen's Advocate**

J Part-Time/Seasonal

Intern/Seasonal

**METRO HUMAN RELATIONS COMMISSION**

J Part-Time/Seasonal

Intern/Seasonal/Assistant Investigator

**PARKS AND RECREATION**

K Part-Time/Seasonal

Asst. Golf Pro/Manager

K Part-Time/Seasonal

Aquatic Center Manager

K Part-Time/Seasonal

Aquatics Supervisor

K Part-Time/Seasonal

Basketball Staff

K Part-Time/Seasonal

Basketball Program Coordinator

K Part-Time/Seasonal

Building and Grounds Staff

K Part-Time/Seasonal

Building Supervisor / McMillen Ice

K Part-Time/Seasonal

Clerical Staff/Office Assistant

K Part-Time/Seasonal

Day Camp Assistant Supervisor

K Part-Time/Seasonal

Day Camp Counselors

K Part-Time/Seasonal

Day Camp Supervisor

K Part-Time/Seasonal

Eco Adventure Camp Supervisor

K Part-Time/Seasonal

Eco Adventure Camp Counselor

K Part-Time/Seasonal

Eco Adventure Camp Before/After Care

K Part-Time/Seasonal

Foellinger Theatre Assistant Supervisor

K Part-Time/Seasonal

Foellinger Theatre Supervisor

K Part-Time/Seasonal

Forestry Staff

K Part-Time/Seasonal

Golf Course Assistant Greens Superintendent

K Part-Time/Seasonal

Golf Course Cashiers/Starters

K Part-Time/Seasonal

Golf Course Maintenance

K Part-Time/Seasonal

Golf Range Picker

K Part-Time/Seasonal

Hockey Program Director

K Part-Time/Seasonal

Horticulture Staff

K Part-Time/Seasonal

Hurshtown Attendant

K Part-Time/Seasonal

Hurshtown Supervisor

K Part-Time/Seasonal

Ice Arena Attendant

K Part-Time/Seasonal

Ice Arena Building Supervisor

K Part-Time/Seasonal

Ice Arena Staff

K Part-Time/Seasonal

Intern/Seasonal

K Part-Time/Seasonal

Johnny Appleseed Campground Supervisor

K Part-Time/Seasonal

Junior Golf Director

K Part-Time/Seasonal

Landscape Staff

K Part-Time/Seasonal

Learn to Swim Instructor

K Part-Time/Seasonal

Life-guards/Substitute Lifeguards

K Part Time/Seasonal

Lindenwood Staff

K Part Time/Seasonal

Lindenwood Supervisor

K Part-Time/Seasonal

Maintenance

K Part-Time/Seasonal

Naturalist

K Part-Time/Seasonal

Outdoor Education Coordinator

K Part-Time/Seasonal

Playground Area Supervisor

K Part-Time/Seasonal

Playground Leaders

K Part-Time/Seasonal

Playground Staff

K Part-Time/Seasonal

Playground Supervisor

K Part-Time/Seasonal

Playground/Role-Model Coordinator

K Part-Time/Seasonal

Pool Staff (non-certified)

K	Part-Time/Seasonal	Pool – Head Lifeguard
K	Part-Time/Seasonal	Pre-School Leaders
K	Part-Time/Seasonal	Pre-School Program Supervisors
K	Part-Time/Seasonal	Pre-School Staff
K	Part-Time/Seasonal	Recreation Center Leaders
K	Part-Time/Seasonal	Recreation Center Staff
K	Part-Time/Seasonal	Recreation Site Supervisors
K	Part-Time/Seasonal	Recreation Specialist (Summer Only)
K	Part-Time/Seasonal	Salomon Farm Camp Staff
K	Part-Time/Seasonal	Salomon Farm Camp Supervisor
K	Part-Time/Seasonal	Special Events Coordinator
K	Part-Time/Seasonal	Sports Coordinator
K	Part-Time/Seasonal	Sports Instructor-Preschool Sports Specialist
K	Part-Time/Seasonal	Sports Supervisor/Site Supervisor
K	Part-Time/Seasonal	Tennis Instructors
K	Part-Time/Seasonal	Tennis Program Coordinator
K	Part-Time/Seasonal	Tennis Staff
K	Part-Time/Seasonal	Theatre Attendant
K	Part-Time/Seasonal	Theatre Technician
K	Part-Time/Seasonal	Volleyball Coordinator
K	Part-Time/Seasonal	Volleyball Instructors
K	Part-Time/Seasonal	Weekend/Evening Receptionist/Host(ess)
K	Part-Time/Seasonal	Zoo Attendant
K	Part-Time/Seasonal	Zoo Staff
K	Part-Time/Seasonal	Zoo Supervisors
L	Regular Part-Time	Clerical
L	Regular Part-Time	Computer Data Entry/Office Assistant
L	Regular Part-Time	Foellinger Theatre Manager
L	Regular Part-Time	Office Specialist
L	Regular Part-Time	Recreation Specialist – Year Round
M	Regular Part Time Professional	
L	Regular Part-Time	Intern
L	Regular Part-Time	Ice Arena Attendant
L	Regular Part-Time	Marketing Intern
L	Regular Part-Time	Recreation Leader
L	Regular Part-Time	Weekend/Evening Receptionist Host(ess)

**PUBLIC WORKS**

**Transportation Administration and Support**

J	Part-Time/Seasonal	Intern/Seasonal
M	Regular Part Time Professional	

**Fleet Management**

J	Part-Time/Seasonal	Intern/Seasonal
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**Flood Control**

J	Part-Time/Seasonal	Intern/Seasonal
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**Public Works Administration**

J	Part-Time/Seasonal	Intern/Seasonal
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**Energy & Environmental Services**

J	Part-Time/Seasonal	Intern/Seasonal
J	Part-Time/Seasonal	Leaf Pick-up Laborer

**Street Department**

J	Part-Time/Seasonal	Intern/Seasonal
J	Part-Time/Seasonal	Leaf Pick-up Laborer

**Street Light Operations**

J	Part-Time/Seasonal	Intern/Seasonal
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**Traffic Engineering**

J	Part-Time/Seasonal	Sign Division Helper (Summer Intern)
J	Part-Time/Seasonal	Signal Division Helper (Summer Intern)
J	Part-Time/Seasonal	Traffic Counter (Summer Intern/Seasonal)

**Transportation Engineering Services**

J	Part-Time/Seasonal	Clerical Aide (Intern)
J	Part-Time/Seasonal	Intern/Seasonal
J	Part-Time/Seasonal	Seasonal Field Employee
J	Part-Time/Seasonal	Seasonal Office Employee

**SECTION. 4.** Pursuant to State Statute economic conditions must be approved by the Common Council. Such economic conditions include, but are not limited to, base pay and monetary fringe benefits. These matters will be negotiated by and between the City and the appropriate bargaining unit for the year 2007. Upon conclusion of such negotiations the appropriate Ordinances shall be submitted to the Common Council for approval.

**SECTION. 5.** Moving Expenses for new employees that fall under Grid Classes D, E, F, G, H, and I moving into Allen County may be reimbursed up to a maximum of \$5,000 with the approval of the Human Resources Director. The new employee shall pay for all expenses up front and will present receipts for reimbursement. If the new employee leaves the employment of the City of Fort Wayne within a three year period of time, they will pay back the original cost of the move.

**SECTION 6.** In addition to the compensation for positions listed herein the City shall contribute 3% of employees' salary to the Public Employees Retirement Fund (PERF).

**SECTION 7.** That, in addition to the compensation provided for herein: The City of Fort Wayne Law Department shall receive not more than \$6,500 for services performed in connection with the operations of the municipally owned utilities pursuant to I.C. 36-4-74 which additional compensation shall be paid from the revenues of the appropriate utility or function. The City of Fort Wayne Law Department shall also receive an additional sum not to exceed \$13,000 for services provided in connection with the City Self-Insurance Program involving matters not in litigation.

That, in addition, the following legal services are recognized as extraordinary services and shall entitle the City of Fort Wayne Law Department performing such services to charge respective departments additional compensation at the rate of 120% of the hourly compensation of the classified City Attorney or Associate City Attorney performing such services, or such other appropriate compensation as determined by the Board of Public Works:

- A.) Bond issues and related financial matters, including Bond issues related to the Economic Development Commission where the fees for said issues is paid by the Bond applicant.
  - B.) Annexation litigation following the filing of a remonstrance.
  - C.) Condemnation litigation following the filing of exceptions to the appraisers' report.
  - D.) All matters relating to defense of claims against the Fort Wayne Police Department following the filing of a complaint.
  - E.) All matters involving a challenge to the constitutionality of any act or omission by the City or one of its employees following the filing of a complaint in court.
  - F.) All matters relating to intervention in utility rate cases following the filing of a petition of a petition to intervene, or other appearances before the Indiana Utility Regulatory Commission (I.U.R.C.).
  - G.) All matters relating to litigation where the amount in controversy exceeds \$50,000, following the filing of a complaint in court.
- All matters relating to litigation where any recovery against the City or its employees would be paid from the City's Self-Insurance Fund.
- All matters involving collective bargaining arbitration.
- Matters relating to the Fort Wayne Redevelopment Commission covered by a separate contract.

Any and all payments to be made hereunder for extraordinary services shall be subject to the final approval by the City Controller. Nothing in this agreement shall prevent the use of other attorneys or firms to perform extraordinary services, subject, however, to the provisions of I.C. 36-4-9-12.

**SECTION 8.** From and after the first day of January, 2007 all appointed officers, employees, deputies, assistants, departmental and institutional heads of the Civil City and City Utilities will be paid according to this, the above and following provisions of this ordinance, subject to budgetary limitations, collective bargaining agreements, future changes or amendments enacted by Common Council.

**SECTION 9.** Nothing in this Salary Ordinance shall limit the capacity of Utility Management at the Filtration Plant to participate in the Gain Sharing Plan under the Memorandum of Understanding approved by Common Council under Ordinance No. R-26-99.

**SECTION 10.** That all Departments subject to this Ordinance will conform to the Official City's Personnel Policies and Procedures relating to hiring, pay, and other related practices, approved by the Mayor and administered by the City's Human Resources Department.

**SECTION 11.** If any section, clause, sentence, paragraph or part or provisions of this Ordinance be found invalid or void by a Court of competent jurisdiction, it shall be conclusively presumed that this ordinance would have passed by the Common Council without such invalid section, clauses, paragraph, part or provisions, and the remaining parts of the Ordinance will remain in effect.

**SECTION 12.** The Municipal Code of the City of Fort Wayne references, in codification form, salary ordinances previously adopted by the City Council for past years. Such salary ordinances have a duration of one year and thus, with the exception of the 2006 salary ordinances, have expired. Commencing January 1, 2007, any conflict between the terms and conditions hereof and any previous ordinance shall be resolved in favor of the most recently enacted ordinance.

**SECTION 13.** Two copies of all attachments and Exhibits referred to in this Ordinance shall be kept on file with the City Clerk of Fort Wayne for the purpose of public inspection.

**SECTION 14.** This ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

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Council Member

APPROVED AS TO FORM AND LEGALITY

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Timothy A. Manges, City Attorney

## 2007 Grid Classifications

### Regular Full Time Positions

Class			Min	Thru	Mid	Thru	Max	3%
A	Administrative		22,500	---	26,250	---	30,000	\$30,900
			30,001	---	33,750	---	37,500	\$38,625
			37,501	---	41,250	---	45,000	\$46,350
B	Para-Professional		26,500	---	30,917	---	35,333	\$36,393
			35,334	---	39,751	---	44,166	\$45,491
			44,167	---	48,584	---	53,000	\$54,590
C	Dispatchers		25,000	---	31,250	---	37,500	\$38,625
			37,501	---	43,750	---	50,000	\$51,500
D	Technican		30,000	---	35,000	---	40,000	\$41,200
			40,001	---	45,000	---	50,000	\$51,500
E	Professional		28,600	---	33,833	---	39,066	\$40,238
			39,067	---	44,299	---	49,532	\$51,018
			49,533	---	54,765	---	60,000	\$61,800
F	Supervisor		35,000	---	40,833	---	46,666	\$48,066
			46,667	---	52,500	---	58,333	\$60,083
			58,334	---	64,167	---	70,000	\$72,100
G	Manager		39,000	---	45,500	---	52,000	\$53,560
			52,001	---	58,500	---	65,000	\$66,950
			65,001	---	71,500	---	78,000	\$80,340
H	Director		45,000	---	52,500	---	60,000	\$61,800
			60,001	---	67,500	---	75,000	\$77,250
			75,001	---	82,500	---	90,000	\$92,700
I	Executive		85,000	---	88,333	---	91,666	\$94,416
			91,667	---	95,000	---	98,333	\$101,283
			98,334	---	101,667	---	105,000	\$108,150

## 2007 Grid Classifications Part-Time Positions

Class		Level	MIN. 1	2	3	4	5	MID. 6	7	8	9	10	11	MAX. 12
J	Part-Time/Seasonal Temporary (non Park Dept)	1	5.15	5.25	5.36	5.47	5.57	5.69	5.80	5.92	6.03	6.15	6.28	6.40
		2	6.53	6.66	6.80	6.93	7.07	7.21	7.36	7.50	7.65	7.81	7.96	8.12
		3	8.28	8.45	8.62	8.79	8.97	9.15	9.33	9.52	9.71	9.90	10.10	10.30
K	Park Dept Seasonal/Part-time *	I	Skill Level thru Specialized Positions			6 thru		13						
L	Regular Part Time	1	7.7565	7.9116	8.0699	8.2313	8.3959	8.5638	8.7351	8.9098	9.0880	9.2697	9.4551	9.6442
		2	9.8371	10.0339	10.2345	10.4392	10.6480	10.8610	11.0782	11.2998	11.5258	11.7563	11.9914	12.2312
		3	12.4759	12.7254	12.9799	13.2395	13.5043	13.7743	14.0498	14.3308	14.6174	14.9098	15.2080	15.5122
M	Regular Part Time Professional	1	15.8225	16.1389	16.4617	16.7909	17.1267	17.4693	17.8187	18.1750	18.5385	18.9093	19.2875	19.6733
		2	20.0667	20.4681	20.8774	21.2950	21.7209	22.1553	22.5984	23.0503	23.5114	23.9816	24.4612	24.9504
		3	25.4494	25.9584	26.4776	27.0072	27.5473	28.0982	28.6602	29.2334	29.8181	30.4144	31.0227	31.6432

\* Rate Schedule is set by the Board of Park Commissioners

1.03