

**AN ORDINANCE APPROVING THE 2023 SALARY STRUCTURE AND PAY GUIDELINES FOR THE CITY OF BRANSON UTILITIES DEPARTMENT.**

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**WHEREAS**, the City of Branson, Missouri ("City") desires to competitively and fairly compensate City of Branson, Missouri Utilities employees;

**WHEREAS**, the City desires to be transparent to the public regarding pay bands for City Utilities employees;

**WHEREAS**, the City desires to establish uniformly and clearly, in writing, pay guidelines for City Utilities employees;

**WHEREAS**, the Board of Aldermen desires to approve the City of Branson, Missouri 2023 Utilities Pay Plan and Guidelines.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF BRANSON, MISSOURI, AS FOLLOWS:**

Section 1: The Board of Aldermen hereby approves the City of Branson, Missouri 2023 Utilities Salary Structure attached hereto as Exhibit 1 and the Pay Guidelines attached hereto as Exhibit 2.

Section 2: This ordinance shall be in full force and effect upon July 29, 2023 and after its passage and approval.

Read, this first time on this 11<sup>th</sup> day of July, 2023.

Read, this second time, passed, and truly agreed to by the Board of Aldermen of City of Branson, Missouri this 25<sup>th</sup> day of July, 2023.

  
Larry D. Milton  
Mayor

ATTEST:

APPROVED AS TO FORM:

  
Hillary Briand  
City Clerk


  
City Attorney

Exhibit 1  
Utilities Proposed Salary Structure

Minimum/Maximum Position Salary by Grade				
TITLE	PROPOSED GRADE	PROPOSED ENTRY HOURLY	PROPOSED ENTRY ANNUAL	PROPOSED MAX ANNUAL
OFFICE ASSISTANT II	1U	16.4658	34,248.86	51,373.30
OFFICE ASSISTANT III	5U	18.5324	38,547.39	57,821.09
PLANT OPERATOR TRAINEE	9U	20.4500	42,536.00	63,804.00
UTILITY WORKER I	9U	20.4500	42,536.00	63,804.00
OFFICE SPECIALIST	10U	20.8590	43,386.72	65,080.08
BACKFLOW PREVENTION OFFICER	13U	22.0860	45,938.88	68,908.32
PLANT OPERATOR I	13U	22.0860	45,938.88	68,908.32
UTILITY WORKER II	13U	22.0860	45,938.88	68,908.32
UTILITY WORKER III	15U	23.8529	49,614.03	74,421.05
PLANT OPERATOR II	15U	23.8529	49,614.03	74,421.05
EQUIPMENT OPERATOR I	19U	25.7611	53,583.09	80,374.63
EQUIPMENT/PLANT OPERATOR I	19U	25.7611	53,583.09	80,374.63
LABORATORY TECHNICIAN	23U	27.8220	57,869.76	86,804.64
EQUIPMENT OPERATOR II	23U	27.8220	57,869.76	86,804.64
ELECTRICIAN II	23U	27.8220	57,869.76	86,804.64
PLANT OPERATOR III	23U	27.8220	57,869.76	86,804.64
PLANS COORDINATOR	24U	28.3784	59,027.07	88,540.61
OFFICE SPECIALIST III	26U	29.7391	61,857.33	92,785.99
ELECTRICIAN III	27U	30.0478	62,499.42	93,749.14
CREW LEADER UTILITIES	27U	30.0478	62,499.42	93,749.14
PLANT OPERATOR III (Lead Operator)	27U	30.0478	62,499.42	93,749.14
WD/SC DIVISION SUPERVISOR	32U	33.0525	68,749.20	103,123.80
WW DIVISION SUPERVISOR	32U	33.0525	68,749.20	103,123.80
OPERATIONS MANAGER	37U	36.3578	75,624.22	113,436.34
ADMINISTRATIVE SERVICES MANAGER	37U	36.3578	75,624.22	113,436.34
WD/SC DIVISION MANAGER	37U	36.3578	75,624.22	113,436.34
WATER DIVISION MANAGER	37U	36.3578	75,624.22	113,436.34
WW DIVISION MANAGER	37U	36.3578	75,624.22	113,436.34
INFRASTRUCTURE SPECIALIST	40U	38.5393	80,161.68	120,242.52
ASSISTANT ENGINEER	49U	45.0837	93,774.10	140,661.14
ASSISTANT UTILITIES DIRECTOR	49U	45.0837	93,774.10	140,661.14
UTILITIES DIRECTOR	61U	55.9037	116,279.70	174,419.54

## Utilities General Pay Plan Guidelines

1. Definitions:
  - A. 2080 Hour Employee: Any employee that is projected to work an average of 2080 hours in a calendar year.
  - B. Add Pay: Percentage of pay in addition to regular salary for licenses, certifications, and hazard pay.
2. New Hires:
  - A. New Hires are expected to start at the entry level rate of the pay grade except for special circumstances listed as Section 2, B below.
  - B. If the New Hire has met or exceeded the preferred requirements of the position, the Department Head can request City Administrator approval to be hired up to bottom 25% of the pay scale for that position.
3. Promotions/Reclassifications/Transfers/Demotions:
  - A. 2080 hour employees will be offered a 2% increase for each pay grade they move up on the pay classification system for promotions and reclassifications.
  - B. 2080 hour employees will be offered a 2% decrease for each pay grade they move down on the pay classification system for demotions or transfers that are less than the pay grade the employee was in prior to the position change.
  - C. 2080 hour employees will be offered their current level of pay for a position that they transfer to that has the same level of compensation as the one that the employee had prior to the position change.
  - D. All employees will be at least placed on the minimum of the pay grade of the position that they are moving into, so if the above system would place them lower than the minimum of the pay grade, they will be placed at the minimum of the pay grade.
  - E. All pay changes must fit within the City's standard pay structure and within these guidelines set forth; any deviations must be approved by the Human Resources Director and the City Administrator.
4. Implementation of the Pay Grade Classification Study Conducted to take place in 2023:
  - A. Implementation would take place July 29, 2023.
  - B. Employees will be placed in their updated 2023 pay grades based on the compensation study reassessment as presented.
  - C. Existing employees' placement within their position's new pay range will be based on their previously held placement within their 2022 pay range.
  - D. If any positions need to be reclassified or newly budgeted positions get added mid-year, the grading system that was used during the Salary and Staffing Study will apply.
    - First the Skill Level for the position will be identified.
    - Then the following Factors will be applied based on the definitions managed by Human Resources:
      - Training and Ability
      - Experience
      - Level of Work

- Human Relation Skills
- Physical Demands
- Working Conditions and Hazards
- Independence of Action
- Impact on End Results
- Supervision Exercised
- Verifiable Market Concerns and
- Possible compression issues Human Resources identifies and gets approved by City Administrator