

## ACTION AGENDA

THE REGULAR SESSION OF THE CIVIL SERVICE COMMISSION  
MONDAY, FEBRUARY 7, 2022 AT 5:30 P.M. - VIA ZOOM

### Commission Members

P - Jennifer Graeme

P - M. "Kay" Gojkovich

P - Jennifer "Ginger" Ryan

P - Mary Gomez

VACANCY

P - Joelle Landers – Staff Liaison

E - Joni Giacomino – Council Liaison

The following Agenda Items are presented for Discussion and Possible Recommendation:

1. Roll Call
2. Welcome and introductions for new commission member, Mary Gomez.
3. Appointment of Officers

**MOTION TO APPOINT JENNIFER GRAEME CHAIRPERSON: JENNIFER "GINGER" RYAN**

**SECOND: KAY GOJKOVICH**

**VOTE: UNANIMOUS**

**MOTION TO APPOINT KAY GOJKOVICH VICE-CHAIRPERSON: JENNIFER GRAEME**

**SECOND: MARY GOMEZ**

**VOTE: UNANIMOUS**

4. Review Market Analysis completed with AZ League Salary Survey for 2021.

**STAFF LIASON REVIEWED MARKET ANALYSIS. DISCUSSION FOLLOWED.**

5. Update Job Descriptions:

- a. Establish separate job descriptions for Part Time employees.

- **COMMISSION RECOMMENDED INSERTING, "MINIMUM WAGE," IN LIEU OF SET DOLLAR AMOUNT OF CURRENT MINIMUM WAGE, \$12.80.**
- **COMMISSION RECOMMENDED LISTING BOTH PART TIME AND FULL TIME PAY RANGES ON THE SAME JOB DESCRIPTION RATHER THAN CREATE NEW JOB DESCRIPTION FOR PART TIME.**

- b. Increase all Part Time position salary ranges up to the current minimum wage of \$12.80 per hour.

- **COMMISSION RECOMMENDED USING A CODE OR LETTER ON THE JOB DESCRIPTION IN LIEU OF A SET DOLLAR AMOUNT.**
- **COMISSION QUESTIONED AND DISCUSSED FEDERAL POVERTY LEVEL.**

- c. Establish separate job descriptions for Full Time employees.

- **COMMISSION RECOMMENDED LISTING BOTH PART TIME AND FULL TIME PAY RANGES ON THE SAME JOB DESCRIPTION RATHER THAN CREATE NEW JOB DESCRIPTION.**
- d. Increase salary ranges for Full Time employees (40 hour/week, 2080 hour/annually) to starting wage of \$15.00 per hour.
- **COMMISSION RECOMMENDED RESEARCHING COMPRESSION PLAN FOR THE REMAINING JOB DESCRIPTIONS.**
  - **COMMISSION RECOMMENDED MOVING FORWARD WITH THE INCREASE TO \$15.00 FOR FULL TIME EMPLOYEES WITH THE EXCEPTION OF THE FIRE DEPARTMENT.**
- e. Increase salary ranges for the following positions commensurate with Market Analysis and current wages:

**MOTION: JENNIFER GRAEME**

**SECOND: MARY GOMEZ**

**VOTE: UNANIMOUS**

**COMMISSION RECOMMENDED MOVING FORWARD WITH STARTING RATE OF PAY AS LISTED FOR THE FOLLOWING POSITIONS:**

- a. Deputy City Clerk, \$17.00 hour
- b. Accountant, \$17.00 hour
- c. Zoning & Building Inspector, \$20.00 hour
- d. Library Manager, \$18.00 hour

**COMMISSION RECOMMENDED FURTHER COMPARISON WITH COCHISE COUNTY SHERIFF AND OTHER LOCAL COMPETITION FOR THE FOLLOWING POSITIONS:**

- e. Police Officer, \$18.00 hour
- f. Police Sergeant, \$20.00 hour
- g. Mine Operations Manager, \$20.00 - \$25.00 hour - TBD

- All current employees in the positions listed either meet or exceed the proposed hourly rate.

- f. Fire Department (56hr/week, 2912 hour/annually) salary ranges to starting wages as follows:
- **COMMISSION DISCUSSED STARTING RATE OF PAY FOR FIRE DEPARTMENT BEING LOW. DISCUSSION ON THE NUMBER OF HOURS WORKED BY FIREFIGHTERS HIGHER AT 2912 ANNUAL HOURS VS. 2080 ANNUAL HOURS FOR 40/HR A WEEK EMPLOYEES.**
  - **COMMISSION RECOMMENDED FURTHER COMPARISON WITH OTHER LOCAL FIRE DEPARTMENTS FOR THE FOLLOWING POSITIONS:**
  - Firefighter/EMT, \$12.80 hour
  - Firefighter/Paramedic, \$13.80 hour
  - Fire Lieutenant (3), \$14.00 hour

- Fire Captain, \$15.00 hour

g. Change Deputy Police Chief FLSA status to Exempt.

**MOTION TO FOLLOW FLSA GUIDELINES FOR EXEMPT EMPLOYEES: JENNIFER GRAEME**

**SECOND: MARY GOMEZ**

**VOTE: UNANIOMUS**

h. Updates to Education, Experience and Certification for the Firefighter/EMT and Firefighter/Paramedic Job Descriptions.

**MOTION TO CORRECT FIRE I & II CERTIFICATION FOR CONSISTENCY AND TO EXTEND TIME**

**FRAME TO COMPLETE FIRE I& II: JENNIFER GRAEME**

**SECOND: MARY GOMEZ**

**VOTE: UNANIOMUS**

i. Equal Employment Opportunity Statement and Reasonable Accommodations Statement added to every job description in addition to the City website and Personnel Rules and Regulations.

**COMMISSION DISCUSSED AND SUGGESTED LANGUAGE TO BE ADDED TO THE JOB**

**DESCRIPTION FOR EEOC AND REASONABLE ACCOMODATIONS.**

6. Change the Longevity Plan to set dollar amounts from percentages.

**MOTION TO TABLE UNTIL FURTHER COMPARABLES AND REDLINE TO POLICY CAN BE RETURNED FOR**

**REVIEW: JENNIFER GRAEME**

**SECOND: GINGER RYAN**

**VOTE: UNANIOMUS**

7. Commission Member Comments (not open for discussion)

a. **COMMISSION ASKED TO REVISIT MERIT VS. LONGEVITY INCREASES**

b. **COMMISSION MADE REMINDER ABOUT VACANCY AND REQUESTED LOOKING FOR ADDITIONAL MEMBER.**

8. Staff Liaison Report (not open for discussion)

a. **N/A**

9. Adjournment: **6:53 PM**