

CITY OF BETHEL

City Council Meeting Agenda, January 29, 2025 – 6:00 PM

Website: <https://www.cityofbethel.org/council>

Location: Council Chambers, City Hall, 300 Chief Eddie Hoffman Highway, Bethel

Council Members: Mayor Rose Henderson, Vice-Mayor Teresa Keller, Mark Springer, Mikayla Miller, Alicia Miner, Pamela Conrad, WG Anaruk



Zoom Meeting Link: <https://us06web.zoom.us/j/4888456188?pwd=bkN1dGI4MHpGZ1kwOUVYWU5kd0xhZz09>

Zoom Meeting ID: 488 845 6188

Zoom Meeting Passcode: 13871

Zoom Meeting Conference Line Numbers: 833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5257 US Toll-free

888 475 4499 US Toll-free

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

- 4.1. *Written Public Comments can be submitted by opening your phone camera and hovering over this URL code. The link to the submission form will appear. You may also go to www.cityofbethel.org. Written public comment must be submitted 24 hours before the meeting.*



5. APPROVAL OF AGENDA

6. NEW BUSINESS

- 6.1. Negotiated City Clerk Employment Agreement Between The City Of Bethel And Kevin Morgan (Mayor Henderson)

7. ADJOURNMENT

Posted 1/24/2025 at AC Co., Swanson's, City Hall, and the Post Office.

Kevin Morgan, Deputy City Clerk

City Clerk's Office Contact Information: Email cityclerk@cityofbethel.net Phone 907-543-1384

Items noted with an asterisk (*) are consent agenda items, unless removed from the consent agenda they are approved upon the approval of the agenda. Ordinances introduced at this meeting may be set for public hearing at the next regular meeting.

The Council may by unanimous consent, after 12:00 AM Fix the Time to Which To Adjourn until the following day at 6:30 PM

Hello Mayor Henderson,

First of all, I am honored to be offered the position of City Clerk for the City of Bethel.

I have two concerns about the proposed Employment Agreement that will need to be negotiated before I accept the job offer.

- 1) The Salary offered does not reflect the current job market, responsibility of the position, or my qualifications.
- 2) I would like to retain my earned PTO hours and have credit for the hours which I have already used in regards to required usage.

To elaborate on my first point, I am fully qualified to serve in the position, with little to no oversight. According to the compensation plan, I would meet the requirements to be considered a “journey level” candidate. This would start the conversation of an appropriate salary at Step 10 which reflects the pay of a “journey level” or mid-point candidate. In addition to being fully qualified, there are other factors which would give cause to raise the salary from that point. It is not common to have an employee that doesn’t require additional training to do the job. With new hires, there is a period of time where they may need to seek additional training, credentials, or learn how to navigate the process of the organization. This is not the case for me; I would be doing the full job immediately. In addition, I served as the Acting City Clerk for 6 months. While in the Acting Role, I was performing the full duties of a City Clerk. I believe that the salary offered should take that into account. I also have been working as an employee in the Clerk’s Office for the City of Bethel for 8 years with positive work performance reviews. This experience is also not common for a “journey level” candidate to have. I personally believe that this has immense value and should be reflected in the pay scale as well.

The City Clerk is an M2 level position. While M2 level positions are all important, there are some factors that this position has which need to be considered when determining an appropriate salary. The City Clerk position is a high impact job. This has a relentless pace. The duties, deadlines, and legal responsibilities are constant, and don’t let up. It is not a job that can be worked remotely, it is very “hands on”, and sometimes situations arise that need to be deal with immediately for the public and for the council members. This pace continues year-round. There is no “off season.” There is also a sizable amount of overtime built into the position that is not present in other M2 positions such as: regular City Council Meetings, Special Meetings, Elections, and quasi-judicial proceedings. The responsibilities of the position should be evaluated and factored into the pay scale when hiring.

The salary should also reflect the job market. The City Council adopted a pay scale with Ordinance 22-19. The “journey level”, step 10, salary for an M2 is listed as \$104,710. This

ordinance also mentions that the marketing position be reviewed every two years. This study was conducted in September 2021. This means that numbers presented in this ordinance are from more than three years ago, and do not reflect the current job market. According to the Bureau of Labor Statistics inflation calculator, \$104,710 in 2021 has the equivalent buying power of \$120,430.43 in November 2024. I believe that a fair salary for a step 10, "journey level", should fall within these two numbers \$104,000 to \$120,000 in today's market.

The market pool also needs to be evaluated to determine a fair salary for the position. I have obtained a Certified Municipal Clerk (CMC) certificate. This is a requirement of the position. If an applicant was hired that did not have this certification and was not a member of the International Institute of Municipal Clerks, it would take them a minimum of two years to obtain the certification. Again this is a certification that I have and I am one of 53 Certified Clerks, currently in Alaska. This is a very small pool of qualified individuals who could apply for this position without additional training. Another factor that would severely limit the pool of qualified applicants is remote work. In today's job environment, many employees are finding remote work where they live and are less likely to relocate. As I stated earlier, this position is not a position that can be worked remotely. Finding a certified candidate who would be willing to relocate to Bethel would be very difficult and would limit the labor pool considerably. This is another factor that should be considered when determining my salary, as I am currently doing the job, and already live in the community.

For these reasons, I think that it is fair for my salary to start at M2, step 12 on the compensation plan listed in Ordinance 22-19.

I believe my resume alone would qualify me for "journey level." When combined with my experience with the city, the additional duties compared to other M2 positions, and the current job market, I also believe it is reasonable for me to request a two-step increase from "journey level" pay.

To sum up point #1, I would like the salary in the employment contract to be amended to \$110,011.00. which is Step 12 of the Compensation plan in Ordinance 22-19.

My second point concerns PTO. I do not want to lose my current PTO that I have accumulated if I accept the City Clerk position. It is important for me to retain these leave hours. Also, if I accept the position, I would like credit for the hours that I have already used when mandatory leave is calculated. Each fiscal year, I believe about 80 hours of PTO need to be used. In other words, I wouldn't want to take the position and be forced to use 80 hours of PTO before July 1, 2025. It is possible that these PTO concerns are already accounted for by the Administration and do not need to be included in the contract. Mayor

Henderson, I would request that you check with the Administration to see if that is the case or if it needs to be part of the contract.

Although I did not mention it earlier, I do want to mention wage compression. One of the purposes of Ordinance 22-19 is to address internal equity within the organization. A document called Exempt Employee Wages from the November 26, 2024 Regular City Council Meeting, lists the salaries of the exempt employees . If you add up the salary of each M2 employee and divide it by the number of each M2 employee, the average salary for an M2 employee working for the City of Bethel is approximately: \$119,775.

I am asking for \$110,001 which I believe is a fair wage and is below the average wage for an M2.

Thank you for reading my proposed amendment,

Kevin Morgan, CMC

Deputy City Clerk

City of Bethel

Introduced by: Council Member Henderson
Introduction Date: May 10, 2022
Public Hearing: May 24, 2022
Action: Passed
Vote: 6-0

CITY OF BETHEL, ALASKA

Ordinance #22-19

AN ORDINANCE BY THE BETHEL CITY COUNCIL ESTABLISHING A PAY GRADE, JOB TITLES, AND COMPENSATION PLAN FOR NON-UNION-REPRESENTED CITY EMPLOYEES

- WHEREAS**, the City Council authorized a contractor to perform a classification and compensation study for the City of Bethel, the results of which were presented to the City Council on September 14, 2021;
- WHEREAS**, one of the recommendations from Pontifex, the contractor that performed the classification and compensation study is:
- Adopt the recommended compensation structure for non-represented jobs that takes into account competitive labor market trends and avoids wage compression among/within occupational groups;
- WHEREAS**, in developing the compensation structure, the contractor used the competitive labor market average midpoint salary range (step 10) rates to construct and benchmark the City's compensation structure recommendation, which is based upon:
- Average base salary rates reflect wages currently being paid to an organization's incumbents. That average carries a bias, in that an organization could be paying higher or lower rates due to a variety of factors such as downsizing and the higher paid incumbents remaining employed. This drives up the salary rate and does not reflect the reality of the worth of the job;
 - Pay structure rates reflect what value the organization has determined for a particular skill set. This provides an objective and measurable indicator of how other organizations value a job/skill set;
 - The midpoint rate (Step 10) reflects pay at the journey-level of a particular job;
- WHEREAS**, the contractor provided compensation parameters for jobs, but setting the compensation for individual employees must be considered by evaluating experience, value to the organization, and scope and complexity of the position in relation to other positions at the same pay grade level;

Introduced by: Council Member Henderson
Introduction Date: May 10, 2022
Public Hearing: May 24, 2022
Action: Passed
Vote: 6-0

WHEREAS , when administration implements the adopted compensation plan, it should evaluate the non-represented employees' salaries and take measures to correct or reduce any salary compression that may have occurred to help ensure internal equity;

WHEREAS , it is standard for high-ranking individuals, or those with seniority, to out-earn co-workers who have entry-level positions, however, when new hires or less experienced workers earn more than their more senior colleagues, that is wage or salary compression;

WHEREAS , the contractor stressed the importance of system maintenance by recommending that the market positioning of the City's jobs be reviewed at a minimum every twenty-four (24) months, which will provide data necessary to calculate adjustments to the wage structure based upon labor market movements or changes;

WHEREAS , the contractor also recommended new or modified job descriptions and job titles, having found that current City job titles were inconsistent or outdated and, which in turn could hinder property compensation administration;

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA, that the following schedule of Pay Grades, Job Titles, and Compensation Plan be used to classify and compensate non-union-represented City employees.

Section 1. Classification. This ordinance is not permanent in nature and shall not be placed in the Bethel Municipal Code.

Section2 Adoption. The Bethel City Council adopts the following Pay Grade and Job Titles for Non-Represented Employees:

Pay Grade/Job Title
M1
Assistant Finance Director Deputy City Clerk
M2
City Clerk City Planner Director Finance Director Human Resources

Introduced by: Council Member Henderson
 Introduction Date: May 10, 2022
 Public Hearing: May 24, 2022
 Action: Passed
 Vote: 6-0

Director Information Technology Services
Director Public Works
Fire Chief
Police Chief
M3
City Attorney
M4
City Manager

Section3 Adoption. The Bethel City Council adopts the following Compensation Plan for Non-Union Represented Employees:

Compensation Plan

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
M1	\$66,089	\$67,741	\$69,435	\$71,171	\$72,950	\$74,774	\$76,643	\$78,559	\$80,523	
M2	\$86,844	\$85,940	\$88,089	\$90,291	\$92,548	\$94,862	\$97,234	\$99,664	\$102,156	
M3	\$100,495	\$103,007	\$105,582	\$108,222	\$110,927	\$113,700	\$116,543	\$119,457	\$122,443	
M4	\$116,665	\$119,581	\$122,571	\$125,635	\$128,776	\$131,995	\$135,295	\$138,677	\$142,144	
Pay Grade	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19
M1	\$82,536	\$84,599	\$86,715	\$88,882	\$91,104	\$93,382	\$95,716	\$98,109	\$100,652	\$103,076
M2	\$104,710	\$107,328	\$110,011	\$112,761	\$115,580	\$118,470	\$121,431	\$124,467	\$127,579	\$130,768
M3	\$125,504	\$128,642	\$131,828	\$135,154	\$138,533	\$141,996	\$145,546	\$149,185	\$152,914	\$156,737
M4	\$145,698	\$149,340	\$153,074	\$156,901	\$160,823	\$164,844	\$168,965	\$173,189	\$177,519	\$181,957

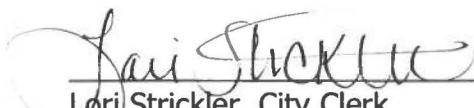
SECTION 4. Compensation Plan Administration. Unless otherwise directed by the Council, the creation of a new class, title changes, reassignments, and changes in pay ranges shall be effectuated as soon as reasonably possible.

SECTION 5. Effective Date. This ordinance shall become effective upon passage by the Bethel City Council.

ENACTED THIS 24th DAY OF MAY 2022, BY A VOTE OF 6 IN FAVOR AND 0 OPPOSED.

ATTEST:


 Mark Springer, Mayor


 Lori Strickler, City Clerk
 City of Bethel, Alaska

Ordinance 22-19
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CPI Inflation Calculator

CPI Inflation Calculator

\$

in

has the same buying power as

in

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About the CPI Inflation Calculator

The CPI inflation calculator uses the [Consumer Price Index](#) for All Urban Consumers (CPI-U) U.S. city average series for all items, not seasonally adjusted. [This data](#) represents changes in the prices of all goods and services purchased for consumption by urban households.

Certified Municipal Clerks by State/Province/Country

Alabama	148	Alberta	14
Alaska	53	British Columbia	50
Arizona	140	Manitoba	1
Arkansas	38	New Brunswick	1
California	630	Newfoundland Labrador	6
Colorado	203	Ontario	9
Connecticut	47		
Delaware	20	CANADA:	<u>81</u>
Florida	433		
Georgia	66		
Hawaii	1		
Idaho	18		
Illinois	131		
Indiana	78	Australia	1
Iowa	55	England	1
Kansas	139	New Zealand	1
Kentucky	52	South Africa	1
Louisiana	19	The Netherlands	52
Maine	22	Wales	1
Maryland	34		
Massachusetts	114	OVERSEAS:	<u>57</u>
Michigan	177		
Minnesota	71		
Mississippi	66		
Missouri	80	GRAND TOTAL:	<u>4,642</u>
Montana	18		
Nebraska	82		
Nevada	27		
New Hampshire	20		
New Jersey	94		
New Mexico	55		
New York	65		
North Carolina	281		
North Dakota	1		
Ohio	88		
Oklahoma	41		
Oregon	88		
Pennsylvania	11		
Rhode Island	32		
South Carolina	33		
South Dakota	7		
Tennessee	35		
Texas	143		
Utah	102		
Vermont	22		
Virginia	112		
Washington	194		
West Virginia	11		
Wisconsin	77		
Wyoming	30		
UNITED STATES:	<u>4,504</u>		

Employee	Hire Date	Start Date		Last Increase	Annual	Schedule	Step - Maximum is 19	Schedule Cap	Total Years in Position	Total Years w/City	Notes
		in Current Position									
Arnold, William	5/19/2008	12/5/2016	12/5/2023		\$135,996.45	M2	Exceeds Scale	\$130,768	8	16	
Bakalar, Elizabeth	3/16/2020	3/16/2020	3/16/2024		\$153,445.00	M3	between 18 &19	\$156,737	4	4	
Cloward, Laura S	1/1/2024	1/1/2024			\$127,579.00	M2	18	\$130,768	1	4	
Flores, Edward G	3/3/2017	2/3/2023	2/3/2024		\$93,382.00	M2	between 5 & 6	\$130,768	1	7	
Foley, Lee	12/11/2023	12/11/2023			\$90,291.00	M2	4	\$130,768	1	5?	Payroll history prior to 2015 not in Caselle.
Harris, James	6/17/2024	6/17/2024			\$140,000.00	M2	Exceeds Scale	\$130,768			
Morgan, Kevin	1/16/2017	7/1/2020	7/1/2024		\$84,599.00	M1	11	\$103,076	7	7	
Sargent, James	3/18/2024	3/18/2024			\$38,324.00	M1 PT	7	\$51,534		20	
Sharp, Cynthia R.	1/1/2024	1/2/2024			\$110,000.00	M1	Exceeds Scale	\$103,076	1	4	
Strickler, Lori	1/9/2006	3/3/2008	3/3/2024		\$131,406.00	M2	Exceeds Scale	\$130,768	16	18	

3.16.030 Types of appointments.

- A. *Regular Full-Time.* A regular full-time position is one in which the required work is expected to be performed during the entire workday and requires thirty (30) or more hours per week. An appointment to such a position occurs after an employee has satisfactorily completed the applicable probationary period.
- B. *Regular Part-Time.* A regular part-time position is one in which the required work is expected to be performed during a portion of a workday, such as a morning, afternoon, or night shift. The work shall total at least fifteen (15) hours but less than thirty (30) hours per week. An appointment to such a position occurs after an employee has satisfactorily completed the applicable probationary period.
- C. *Temporary.* A temporary position is one established to provide city services for a period not to exceed the greater of six (6) months in duration or the duration of a position funded by a one- (1-) time grant from the federal or state government on a temporary basis. A temporary employee may not be rehired into the same temporary position for thirty (30) calendar days.
- D. *Seasonal.* A seasonal position is a position for which the customary annual employment is six (6) months or less, and for which the period of employment begins each calendar year at approximately the same part of the year, such as summer or winter.
- E. *Nonregular Hourly.* A nonregular hourly position is one needed to perform city services on a recurring basis, with the number of hours worked in a particular week varying from week to week. A nonregular hourly employee shall not work more than one hundred nineteen (119) hours per month. A person holding a nonregular hourly position is not covered by any of the terms of this title and is not entitled to any of the rights or benefits provided to employees under these rules unless expressly stated otherwise in specific provisions of these rules, or an individual employment agreement.
- F. *Acting Assignment.* An acting assignment is one in which a current employee is temporarily assigned to act in a nonrepresented or executive level position. An acting assignment is made when an employee, although perhaps not fully qualified for the acting assignment, may be assigned some or all duties of a higher-level position. This type of assignment benefits the employee who may gain knowledge and skill in a higher-level position. Work performed in an acting assignment may be counted toward the experience requirement in meeting minimum qualifications for the class of position in which the employee was acting.

When an employee is temporarily assigned to work in an acting assignment position, the employee shall receive ten (10) percent above their current rate of pay for the duration of the assignment. [Ord. 23-19 § 2, 2023; Ord. 05-15 § 2; Ord. 202 § 3.033, 1992.]

<https://doa.alaska.gov/dop/classification/glossary/#j>

Journey (a.k.a., Full-Working or Full-Proficiency)

A level of work that involves a variety of assignments that are typical of the field or profession. Incumbents perform the full range of assignments independently, using standard methods and techniques of the field. This work usually requires both knowledge and experience in the related job area as a minimum qualification for entry into the class. Most positions in an organization normally fall into this level.

NEGOTIATED AGREEMENT
Between
CITY OF BETHEL
and

THIS AGREEMENT, by and between the City of Bethel, Alaska ("City"), a municipal corporation, hereinafter called "Employer," and Kevin Morgan hereinafter called "Employee," both of whom understand as follows:

WHEREAS, Employer desires to employ the services of Employee as City Clerk of the City, as provided by section AS 29.20.380 of the Alaska Statutes and BMC 2.12.010; and

WHEREAS, it is the desire of the City Council ("Council") to provide certain benefits, establish certain conditions of employment, and to set working conditions of Employee; and

WHEREAS, it is the desire of the Council to secure and retain the services of Employee by and through the terms of this Agreement; and

WHEREAS, Employee desires to accept employment as City Clerk pursuant to the terms of this Agreement.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the Employer and Employee agree as follows:

Section 1. POWERS AND DUTIES

Employer hereby agrees to employ Kevin Morgan as City Clerk of the City of Bethel, Alaska to perform the function, powers, and duties specified in AS 29.20.380, Bethel ordinances, and other legal and proper duties and functions as the Council shall from time to time assign.

Section 2. Term

- A. Employee shall serve at the pleasure of the Council and is an at-will employee of the City.
- B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Council to terminate the services of the Employee at any time with or without cause. The City shall comply with the City's insurance policy endorsement regarding any termination.
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from the position of City Clerk.

Section 3. Salary

Employee shall be paid an annual salary at a gross rate of \$90,291 payable in installments at the same time as other employees of the Employer. Employee's base salary shall be increased between zero and 2.5% at the discretion of the Council upon a satisfactory performance evaluation annually on or about January 19, 2025.

Section 4. Termination and Severance Pay

- A. Employee is an at will employee and may be terminated by Employer 60 days after delivery of notice of termination. In lieu of 60 days notice, Employer shall pay employee an amount equal to 60 days salary, or prorate the severance payment for the days less than 60 for which notice is given.
- B. In the event the Employee voluntarily resigns the position, Employee shall give Employer 60 days notice in advance of resignation, unless both parties otherwise agree to a lesser period of notice in writing.

Section 6. Employee Evaluation.

- A. Evaluation of the performance of the Employee shall be directed toward improving the performance of the Employee. However, evaluations shall also serve as a method for gathering information relevant to Employee's performance and continued employment.

- B. Employee shall be evaluated in writing by Council annually on or about January 15. Council shall determine the content of the document used to evaluate Employee and shall make the document available to Employee for review.

Section 7. Hours/Days of Work

Employee's position requires the exercise of independent judgment on the part of the Employee and requiring periods of extended work to exceed the normal office hours, workday, and work week established by the Employer. The Employee will be available during regular business hours. Employee will be expected to work whatever hours are needed based upon the demands of the job. Employee acknowledges she is an exempt employee and not entitled to overtime compensation or compensatory time compensation based on hours worked by Employee in excess of eight (8) hours per day or forty (40) hours per week. Any time in excess of the normal hours in a day or week is not compensated or credited in any manner by the Employer.

Section 8. Transportation

Within available City resources, Employee may have access to a City vehicle to complete tasks required of Employee.

Section 9. Outside Employment

Outside employment and business pursuits are prohibited unless first authorized by Council. Any outside employment or business pursuits must occur while Employee is on leave or must occur outside the regular business hours of the City. Notwithstanding the foregoing or any authorization by Council, the Employee is required to perform the duties of the City Clerk when the interests of the City require, without regard to regular work hours or days or the competing needs of the Employee's authorized outside employment or business pursuits.

Section 10. Compensated Leave

A. Personal Time Off (PTO)

PTO shall accrue at the rate provided for to other employees in accordance with Bethel Municipal Code Title 3. PTO can be accumulated up to a maximum accrual of 400 hours. PTO shall be utilized for the illness of the Employee, or illness in the Employee's

immediate family, or vacation purposes Should the employee be absent for more than five consecutive working days for a medical reason, they shall be required to provide a physician's certificate to the Mayor. The Employer agrees to compensate the Employee for all remaining PTO hours at the termination of this agreement, payable at the same value as cashed in annual leave.

B. Emergency Leave

The Employer agrees to grant the Employee a maximum of forty (40) hours emergency leave for death or serious illness in the immediate family. For purposes of this type of leave, one's immediate family includes the Employee's spouse, child, parent, father-in-law, mother-in-law, brother and sister.

C. Family Medical Leave

The Employer is required under federal law to grant the Employee up to 12 workweeks of unpaid Family Medical Leave within a 12-month period for any of the following reasons:

- Birth or adoption of a child, placement of a child for adoption, foster care for children under age 18, or adoption of a child 18 or older if the child is incapable of self care due to disability.
- Caring for a child, spouse, or parent with a serious medical condition.
- The employees own serious health condition.

To be eligible for leave the Employee must have worked a total of at least 12 consecutive months for at least 1,250 hours. The Employee must use any accrued vacation and sick leave concurrently with FMLA leave.

D. Injury Leave

If the Employee is injured on the job, they will be entitled to the compensation benefits as provided by the Worker's Compensation Act.

E. Court Leave

The Employee shall be granted administrative leave for jury duty. Appearances in court by the Employee on behalf of the City are part of the Employee's normal job responsibilities, and they will be paid accordingly.

F. **Administrative Leave**

The Employee may be granted administrative leave with pay by a majority vote of the Council for reasons specified, including attendance at a clerk's professional conference.

G. **Holidays**

Employee is entitled to all City recognized paid holidays, but it is understood that from time to time, Employee's duties may require her to work on such holidays.

Section 11. Benefits

- A. Employee shall be allowed to participate in the City employee's group coverage plan for full family Life, Accidental Death & Dismemberment, Long Term Disability, Dental, Vision and Health insurance program with no premium deductible charged to the employee; provided, however nothing set forth herein shall prevent Employer from modifying, or reducing, benefits currently offered to City employees.
- B. Employee shall have the opportunity to participate in the City Utility Services Benefit for the same monthly fee as paid by other City employees.
- C. The Employer shall offer the Employee the opportunity to join and participate in the Alaska Public Employees Retirement System (PERS) equal to that which is provided for all other employees of the Employer.

Section 12. Indemnification.

City shall defend and indemnify employee in accordance with BMC 2.48.010 – BMC 2.48.030.

Section 14 Notices

- (1) EMPLOYER: City of Bethel
c/o Mayor
P.O. Box 1388
Bethel, Alaska 99559
- (2) EMPLOYEE: Kevin Morgan
P.O. Box XXXX
Bethel, Alaska 99559

Section 15 General Provisions

- A. This Agreement constitutes the entire agreement between both parties. Any modification or amendment shall be enforceable only if approved by a majority vote of the Council in a duly convened public session, and if transcribed to a written document executed by both parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee.
- C. In any provision or any portion thereof contained in this agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable. The remainder of this Agreement shall not be affected and shall remain in full force and effect.
- D. Any civil action arising from this Agreement shall be brought in the superior court for the Fourth Judicial District of the State of Alaska at Bethel, Alaska. The laws of the State of Alaska and the City of Bethel shall govern the rights and obligations of the parties.
- E. The failure of the City at any time to enforce a provision of this Agreement shall in no way constitute a waiver of the provisions, nor in any way affect the validity of this Agreement or any part thereof, or the right of the City thereafter to enforce each and every provision hereof.
- F. This instrument and all appendices and amendments hereto embody the entire Agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations, or agreements, either oral or written, between the parties.
- G. This Agreement is being executed by the parties following negotiations between them. It shall be construed according to the fair intent of the language as a whole, not for or against any party. The titles of sections in this Agreement are not to be construed as limitations or definitions but are for identification purposes only.

- H. The Employee acknowledges that they have read and understand the terms of this Agreement, has had the opportunity to review the same with counsel of their choice, and is executing this Agreement of her own free will.
- I. This Agreement may be executed by the parties hereto individually or in separate counterparts, each of which shall be an original and all of which taken together shall constitute one and the same document.
- J. The agreement is effective when signed and dated by both parties, upon the latest of the two dates, if different.

IN WITNESS WHEREOF, the City of Bethel has caused this agreement to be signed and executed on its behalf by its Mayor and the Employee has signed and executed this Agreement both in duplicate.

Employer:

By: _____

Rose Henderson, Mayor
City of Bethel

Employee:

By: _____

Kevin Morgan, City Clerk
City of Bethel

DATE: _____

DATE: _____



CITY OF BETHEL

Human Resources
Post Office Box 1388
Bethel, Alaska 99559
Phone: 907-543-1371

January 16, 2025

Mayor Henderson and City Manager Strickler:

This letter is in response to questions regarding compensation for employees covered under Title III and not represented by the City of Bethel Employees Association (union).

Employees covered under Title III (Exempt) are paid on a salary basis and overtime exempt. Exempt positions are compensated for performing the work associated with a position, not for the hours worked or the amount of time needed to perform the work. This distinction is important, because exempt positions are not merely "8-5" jobs. With City operations covering 24/7, evening meetings, customer service and employee emergencies, nearly every position on the management scale requires the individual to work beyond the traditional office hours.

The Management salary scale assigns each Exempt position to a classification range that reflects the responsibilities, skills, and overall scope of work for the various positions. There is a jump of 30% between M1 and M2, reflecting the significant increase in responsibilities and complexity of work between the two ranges. M2 to M3 includes a 15-20% increase, as the distinction between the two is less skills-based, but scope-based. A review of these categories resulted in the movement of three positions from M2 to M3 and one from M1 to M2, finalized by Council during the January 15, 2025 meeting. The City's Exempt positions are now more appropriately classified. (see page 3)

The salaries themselves were originally adopted by ordinance in May of 2022 and are periodically reviewed in relation to the AML Salary Survey to ensure our wages remain competitive. In addition to the wages, HR reviews the survey results in relation to the scope of the position in different communities. For example, there are City Clerks in the state with the additional duties of HR, business licensing and sales tax or managing property taxes and assessments. With the recently adopted tier change, the City's salaries are even more in line with the AML data. To that point, five exempt employees were hired during 2024 under the current management scale.

When considering the placement of an employee on the scale, the employee's skills and experience are the first consideration. For promotions, the City has used a 5-10% promotion standard per range of increase. This recognizes an employee's willingness to take on a broader role, but except in rare situations, acknowledges that an employee is not likely to be more qualified and capable in a new, higher-level position than in their current position. This standard was used for the City Manager's recent contract.

January 16, 2025

HR was asked to review Mr. Morgan's resume and application materials with respect to the job descriptions for Deputy City Clerk and City Clerk. The step from Deputy Clerk to City Clerk requires a significant increase in administrative responsibilities, to include interpretation of laws and regulations, management of budgets, independent thought and judgment in administering programs, and a more complex role in providing support to the City's elected officials. Mr. Morgan's history with the City included several years as a part-time Admin Assistant in the Clerk's office, a position which is an entry-level clerical position and not part of the management scale. Of merit, Mr. Morgan has received his Certified Municipal Clerk status, although that was a requirement for the Deputy Clerk position. In total, Mr. Morgan's application materials do not reflect significant experience or proficiency in those requirements beyond that of the Deputy Clerk position.

While the City would most benefit from promoting an individual that meets the Pontifex-recommended 100% target, that is not always possible. Applying the standards of the Pontifex study to Mr. Morgan's application materials supports between an 85-90% rate, particularly when his experience as Deputy/Acting Clerk is matched to the duties and functions of the City Clerk. The study notes Step 10 (mid-point) on the management scale as the 100% mark (\$104,710). As calculated from that point, 85% is \$89,003 and 90% is \$94,239. None of the City's steps match these numbers directly. Based on these numbers, exempt employee pay equality, and Mr. Morgan's application materials, HR recommends a max hiring point of M2, Step 5, or \$92,458 annually. This equates to a 9.4% raise and is in line with the City's current standards for promotion. (See page 3 for Management Classification Wage Scale from Ordinance 22-19)

HR's recommendation reflects Mr. Morgan's experience as compared to other recent hires. Of the exempt employees hired this year, only one did not have extensive experience in the position into which they were either re-hired or hired from another municipality. In that case, the individuals' broad knowledge of the City was considerable, and comparable to Mr. Morgan's exposure to the City Clerk position through his Acting capacity. HR's recommendation is in line with the standards applied to the other 2024 hires. HR cannot assess the nuances of an employee's interpersonal relationships, ability to succeed in the higher-level positions, and assessment of the individual's performance to-date. Typically, a Department Head will weigh in with their recommendations if there are other factors to consider.

If you have any questions, please don't hesitate to reach out.

Regards,



Laura Cloward
Human Resources Director

Management Wage Scale Assessment

	M1	M2	M3
Type of Work	Clerical, with an emphasis on documentation	Complex, advanced technical work within a discipline.	Advanced administration of multiple functional areas.
Scope of Work	General admin support with a focus on one or two unique programs	Department Manager administering a main City functional area	Administers several unique divisions within the department; supervises mid-level managers
Independent Thought and Judgment	Work is governed by external laws, procedures or standards	Work involves interpretation of laws and policies, development of new programs, critical thinking	Same as M2
Budget Management	None	Manages a budget or over-arching budget component (IT, personnel)	Responsible for multiple budgets and/or budgetary components
Supervisory	Does not Supervise	May have an assistant or supervise a small team	Supervises mid-level managers and numerous personnel engaged in different fields and different types of work.
Other responsibilities	May serve as Assistant to a higher classified position	May be a Deputy assisting an M3 Director	Responsible for the administration of Federal and/or State compliance requirements that are critical to the continuance of City operations.

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
M1	\$66,089	\$67,741	\$69,435	\$71,171	\$72,950	\$74,774	\$76,643	\$78,559	\$80,523	
M2	\$86,844	\$85,940	\$88,089	\$90,291	\$92,548	\$94,862	\$97,234	\$99,664	\$102,156	
M3	\$100,495	\$103,007	\$105,582	\$108,222	\$110,927	\$113,700	\$116,543	\$119,457	\$122,443	
M4	\$116,665	\$119,581	\$122,571	\$125,635	\$128,776	\$131,995	\$135,295	\$138,677	\$142,144	
Pay Grade	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19
M1	\$82,536	\$84,599	\$86,715	\$88,882	\$91,104	\$93,382	\$95,716	\$98,109	\$100,652	\$103,076
M2	\$104,710	\$107,328	\$110,011	\$112,761	\$115,580	\$118,470	\$121,431	\$124,467	\$127,579	\$130,768
M3	\$125,504	\$128,642	\$131,828	\$135,154	\$138,533	\$141,996	\$145,546	\$149,185	\$152,914	\$156,737
M4	\$145,698	\$149,340	\$153,074	\$156,901	\$160,823	\$164,844	\$168,965	\$173,189	\$177,519	\$181,957



Kevin Morgan



Profile

Currently, I am the Acting City Clerk of the City of Bethel Alaska. I have been working in the Clerk Profession for seven years for the City of Bethel.

Experience

DEPUTY CITY CLERK, CITY OF BETHEL ALASKA – 2020-PRESENT

- Implemented the citywide records and information management program.
- Assisted in budget preparation and financial transactions for the department in accordance with established purchasing policies.
- Provided webpage design and content management for webpages and social media pages maintained by the department.
- Attended City Council meetings as directed by the clerk.
- Prepared, compiled, disseminated, and published meeting packets and material; drafted legislation and amendments.
- Prepared public notices and ensure accurate publication in accordance with state and municipal law, policies, and procedures.
- Ensured the accurate codification of ordinances online and in print.
- Assisted in quasi-judicial boards and appeals.
- Assisted in all phases of administering municipal elections.
- Coordinated and responded to public records requests in compliance with procedures.
- Coordinated burial permits and records.
- Served as notary public.
- Served as a passport acceptance agent.
- Served as a State of Alaska Registrar.

ASSISTANT TO THE CITY CLERK, CITY OF BETHEL ALASKA – 2017-2020

- Archive City Council and committee/commission records.
- Proof read documents.
- Prepare and post agendas for the City Council.
- Write Action Memorandums for appointment of commission/committee members
- Respond to public questions and requests.
- Create documents with word, adobe, excel, and agenda management software.
- Assist with the administration of the City's Web page. Update Bethel Municipal Code.

PROGRAM OFFICER, BETHEL COMMUNITY SERVICES

FOUNDATION, BETHEL, ALASKA 2014-2015

- Office work, represented the Foundation at meetings, and helped complete various projects as a Program Officer.

Education

- Graduate, Bethel Regional High School
- Associate of Arts, University of Alaska Fairbanks
- Professional Guitar Certificate, Berklee College of Music Online

Skills

Proficient in all Microsoft office applications and zoom platforms.

Trained in website and agenda/packet software administration.

Special Qualifications

Notary Public for the State of Alaska

Passport Acceptance Agent for the U.S. Department of State

Certified Municipal Clerk by the International Institute of Municipal Clerks

Kevin Morgan
[REDACTED]
Bethel , Alaska 99559
[REDACTED]
[REDACTED]

To: City of Bethel, Human Resources Department

Concerning: City Clerk Job Opening

I am applying for the City Clerk position at the City of Bethel. Currently, I am the Deputy City Clerk for the City of Bethel. I have been the Deputy City Clerk for 4.5 years. During the last six months, I have been appointed as Acting City Clerk. Before being hired as the Deputy City Clerk, I was the Assistant for City Clerk for the City of Bethel for 3.5 years.

I was raised in Bethel and graduated from Bethel Regional High School. I am familiar with the culture and challenges of living in rural Alaska. I believe that I bring a unique set of skills and experiences to the job.

In the past, I have taught a guitar class as an adjunct faculty member at the Kuskokwim Campus.

I also have office experience with Bethel Community Services Foundation where I performed office tasks, represented the Foundation at meetings, and helped complete various projects as a Program Officer.

I obtained my Associate of Arts degree from the UAF Kuskokwim Campus which included an Academic Writing class.

I am also a local musician and obtained a Professional Guitar Certification from Berklee College of Music Online.

In my current position, I can and do perform all the duties listed the job description for the City Clerk. In addition, I am a notary for the State of Alaska and a Passport Acceptance Agent for the U.S. Department of State.

Recently, I have obtained the Certified Municipal Clerk Certification from the International Institute of Municipal Clerks.

Currently, I have an excellent attendance record with my job with the City and have earned positive performance evaluations. I am able and willing to work the hours when and where they are needed. Thank you for your consideration.

Sincerely,

Kevin Morgan

Kevin Morgan

City of Bethel Employment Application

Position Applying For: City Clerk

How did you find out about the vacancy? Internal email

Contact Information

First Name Kevin

Middle Name or NMI if none George

Last Name Morgan

Mailing Address [REDACTED]

City [REDACTED]

State [REDACTED]

Zip [REDACTED]

Primary Phone [REDACTED]

Email Address [REDACTED]

General Eligibility Questions

The purpose of the following questions is to obtain information about you that determines your eligibility for the position to which you are applying based on federal, state and local requirements. You must answer all questions which are marked with an *.

Are you currently a City of Bethel resident?	Yes
Do you have a legal right to accept employment in the United States?	Yes
Have you previously been employed by the City of Bethel?	Yes
What position and when?	Deputy City Clerk, Currently held
Do you have any relatives (either by blood or marriage) or domestic partners who are current employees of the City of Bethel?	No
What languages are you proficient in?	English

Position Specifics	
Have you seen the job description for the position for which you are applying?	Yes
Do you meet the minimum qualifications for the position, including any required licenses or certifications?	Yes
Are you able to perform the duties of the position with or without reasonable accommodation?	Yes
What days are you available to work?	- Monday - Friday - Other
Define Other	as needed
Are you willing to accept shift work, if required?	No
Are you willing to work on-call when off-shift or on weekends, if required?	No
Are you willing to work overtime, if required?	Yes
Are you willing to travel if your position requires it?	Yes
If offered a position, when would you be able to start?	12/18/2024

Education	
Did you graduate from High School or earn High School Equivalency?	Yes
Did you attend Postsecondary College, Vocational or Other Accredited Program?	Yes

Postsecondary College, Vocational or Other Accredited Program

- i. School Name
- Berklee College of Music Online
- School Location
- 855 Boylston St. Boston, MA 02116
- Major/Course of Study
- Guitar/music
- Did you complete the program?
- Yes
- Degree/Diploma Earned
- Professional Guitar Certificate

ii. **School Name**
University of Alaska Fairbanks

School Location
Bethel, Alaska (campus location) 99559

Major/Course of Study
Associate of Arts

Did you complete the program?
Yes

Degree/Diploma Earned
Associate of Arts

Driver's License Information

If the position involves driving, do you have a valid driver's license?

Yes

State/Class AK

License Number

Expiration

Certificates & Licenses

Enter Certificates & Licenses

i. **Type**
Certified Municipal Clerk

Date Issued (Month/Year)
12/16/2024

Expiration Date (Month/Year)
-

License Number
-

Issuing Agency
International Institute of Municipal Clerks

ii. **Type**
Passport Acceptance Agent Training for Existing Agents

Date Issued (Month/Year)

November 22, 2023

Expiration Date (Month/Year)

March 2025

License Number

-

Issuing Agency

U.S, Department of State

iii. Type

Notary Public

Date Issued (Month/Year)

9/9/2024

Expiration Date (Month/Year)

9/9/2028

License Number

240909002

Issuing Agency

State of Alaska

Work History

Do you have previous work history?

Yes

Employment**i. Date From:**

07/01/2020

Date To:

12/17/2024

Employer

City of Bethel Alaska

Position Title

Deputy City Clerk

Address

P.O. Box 1388

City

Bethel

State

AK

Company Website

<https://www.cityofbethel.org/>

Phone Number

9075432047

Supervisor's Name

Lori Strickler

Supervisor's Title

City Clerk

Hours Worked per Week

Salary 40 hours a week, full-time

Monthly Salary

7049.92

Duties

Implement the citywide records and information management program (RIM) in compliance

a. Executive Support:

i. Interact regularly with elected and appointed officials, staff, representatives from other governmental entities, and the public with a well-developed sense of tact, courtesy, and discretion.

ii. Respond to inquiries and concerns from a varied customers

iii. Create compose, edit, produce and/or distribute varied correspondence, reports, advertisements, mailings, and other material; obtain, organize, and plan suitable presentation of content; review work for format consistency, grammatical construction and typographical accuracy.

iv. Conduct research and assist with special projects.

v. Assist in budget preparation and financial transactions for the department in accordance with established purchasing policies.

vi. Provide webpage design and content management for webpages and social media pages maintained by the department.

vii. Provide outreach through social media platforms to help ensure public engagement in local government.

b. Legislative Function and Appeals:

i. Attend city council meetings as directed by the clerk.

ii. May attend committee or commission meetings as directed by the city clerk.

iii. Prepare, compile, disseminate, and publish meeting packets and material; draft legislation and amendments.

iv. Prepare public notices and ensure accurate publication in accordance with state and municipal law, policies, and procedures.

v. Ensure the accurate codification of ordinances online and in print.

vi. Track terms of office for elected and appointed officials; perform duties related to the application and appointment process.

vii. Assist quasi-judicial boards in the appeal process; ensure processes comply with state and municipal law.

viii. Assist appellant and appellee with procedural inquires.

ix. Serve as secretary to the hearing officer; prepare and distribute the record of

appeal; prepare and distribute orders issued by the hearing officer.

c. Other:

i. Assist in all phases of administering municipal elections including, but not limited to: act as a voter registrar, prepare and publish notices, prepare calendars and schedules, accept candidate filings, provide election official training, setup database to track early voters, data entry.

ii. Coordinate and responds to public records requests in compliance with state and municipal law, policies, and procedures.

iii. Coordinate burials through the sale of burial permits; and update records.

iv. Serve as notary public (internal documents only).

v. Serve as a passport acceptance agent.

vi. Serve as a State of Alaska Registrar

vii. Perform other duties as assigned.

Reason For Leaving

current job

ii. Date From:

01/16/2017

Date To:

7/1/2020

Employer

City of Bethel Alaska

Position Title

Assistant to the City Clerk

Address

P.O. Box 1388

City

Bethel

State

AK

Company Website

<https://www.cityofbethel.org/>

Phone Number

9075432047

Supervisor's Name

Lori Strickler

Supervisor's Title

City Clerk

Hours Worked per Week

18

Monthly Salary

1443

Duties

Archive City Council and committee/commission records. Process city council documents and upload them online.
Communicate with committee/commission recorders.
Proof read documents.
Act as the Recorder for City Council Meetings in the Clerk's absence and Various other tasks as directed by the Clerk.
The preparing, compiling, disseminating, and publishing of: meeting packets and material; draft minutes; and amending/processing/ archiving/ passed legislation.
Prepare and post agendas for the City Council. Write Action Memorandums for appointment of commission/committee members
Serve as a: Voter Registrar; Election Official; and Absentee Voting Official.
Respond to public questions and requests.
Issue burial permits and facilitate burial arrangement between the city and the public.
Create documents with word, adobe, excel, and agenda management software.
Use the multi-line telephone system, copy machine, printer, scanner, and audio recording equipment to complete officer tasks.
Assist with the administration of the City's Web page.
Update Bethel Municipal Code.

Reason For Leaving

Applied for Deputy Position

iii. Date From:

01/01/2014

Date To:

2014-2015

Employer

Bethel Community Services Foundation

Position Title

Program Officer

Address

P.O. Box 2188

City

Bethel

State

AK

Company Website

bcsfoundation.org

Phone Number

(907) 545-6052

Supervisor's Name

Michelle DeWitt

Supervisor's Title

Executive Director

Hours Worked per Week

ad hoc

Monthly Salary

20.00 per hour

Duties

Office work, represented the Foundation at meetings, and helped complete various projects as a Program Officer.

Reason For Leaving

quit

Skills, Qualifications, and Experience

List any skills and experience you have which you feel would be helpful for this position. For example, typing, computer software, etc.

I am well versed in all Microsoft office software, zoom meetings. I have given and attended trainings on how to use the website and the agenda/packet management software.

References

Please list 3 professional references who can speak to your work. Please include: Name, title, phone number, email, and mailing address.

i. **Name**

Lori Strickler

Title

City Manager

Phone Number

907-545-4120

Email

lstrickler@cityofbethel.net

Mailing Address

P.O. Box 1388, Bethel, Alaska 99559

ii. **Name**

I understand that any verbal or written statement that is false, fraudulent or misleading that is contained in this application or attached materials, or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment or dismissal from City service if discovered after employment, and under some circumstances may result in prosecution for a crime.

- I certify that all statements contained herein are true and complete whether made by me or others at my request.
- I understand that if hired, I must prove that I am legally authorized to work in the United States.
- I authorize the City of Bethel to check employment references and verify education information provided on this employment application and as disclosed in any interview process.
- I understand I may be required to provide a driving record if the position for which I am applying requires driving.
- I understand that I may be asked to submit to a pre-employment drug test and/or criminal history check as a condition of employment.
- I release the City of Bethel and all providers of information from any liability as a result of furnishing and receiving any information to the City of Bethel's hiring process.
- I understand that nothing contained in this employment application or the granting of an interview is intended to create an employment contract between the City of Bethel and myself or to provide any other benefit.
- I agree that if I am offered employment with the City of Bethel, it will be an at-will employment, unless different terms are agreed to in writing, in advance, by the City Manager.
- I understand that as an at-will employee, employment is subject to termination at any time without cause and without notice.

Applicant Signature



Signature Date

12/17/2024

The City of Bethel complies with Title I of the Americans with Disabilities Act (ADA) and does not discriminate against qualified individuals with disabilities who require accommodation(s) to perform their duties.

Classification & Compensation Study

City of Bethel

March 2021

Pontifex Consulting Group LLC



PONTIFEX
CONSULTING GROUP, LLC

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What was the Pontifex Consulting Group (PCG) asked to do?

The objectives of the study were to:

- Validate the compensation philosophy and its alignment to the City of Bethel's (City) strategy and direction.
- Review job content information for all City jobs.
- Examine current compensation programs and structures for City jobs.
- Analyze current competitive labor market compensation practices.
- Provide new job descriptions for all City jobs.
- Provide recommendations for classification structures (internal equity).
- Provide recommendations for compensation structures (labor market equity).
- Provide recommendations for maintenance of classification and compensation systems.
- Prepare a written report of our findings and comparisons.

This report covers all of these objectives.

II. Human Capital Issues and Compensation Philosophy

For the City to achieve its mission of providing service to the public requires the attraction and retention of key talent to fill their jobs. These are jobs that have a significant depth in customer service, technical and professional competencies, while at the same time possessing advanced skills in communication and team-building. These unique skills are essential for employees to be successful at carrying-out the City's mission in an effective and efficient manner.

Specifically, the City intends to:

- Become the employer of choice for key staff talent necessary to meet its core mission.
- Retain key staff and prevent "poaching" from other employers.
- Maintain a competitive, market driven compensation system.
- Pay a livable wage.
- Enable succession planning and career progression efforts.

Compensation Strategy

The compensation of an organization's staff normally follows an established compensation philosophy and strategy. Such strategic documents are critical towards alignment of the organization's largest budgetary expenditure towards organizational needs and fiscal resources.

A survey of 1,702 organizations across the United States shows that a majority of respondents have a stated compensation strategy of paying at or above the labor market rate for their jobs:

<i>Employee Group</i>	<i>Pay Below Market Rate</i>	<i>Pay Equal to Market Rate</i>	<i>Pay Above Market Rate</i>	<i>Other Percentile or No Strategy</i>
Hourly Employees	2.9%	86.7%	2.8%	7.6%
Salaried Employees	1.8%	87.0%	3.1%	8.1%
Management/Executive Employees	1.8%	77.8%	8.3%	12.1%

SOURCE: World-at-Work (American Compensation Association) 2020/2021 Salary Budget Survey.

Compensation Strategy

The “Employer Costs for Employee Compensation” survey is produced by the Bureau of Labor Statistics of the U.S. Department of Labor to show what employer’s average hourly costs are for compensation and its components. Listed below are comparative figures for wages (no benefits data included) between 2009 and 2020:

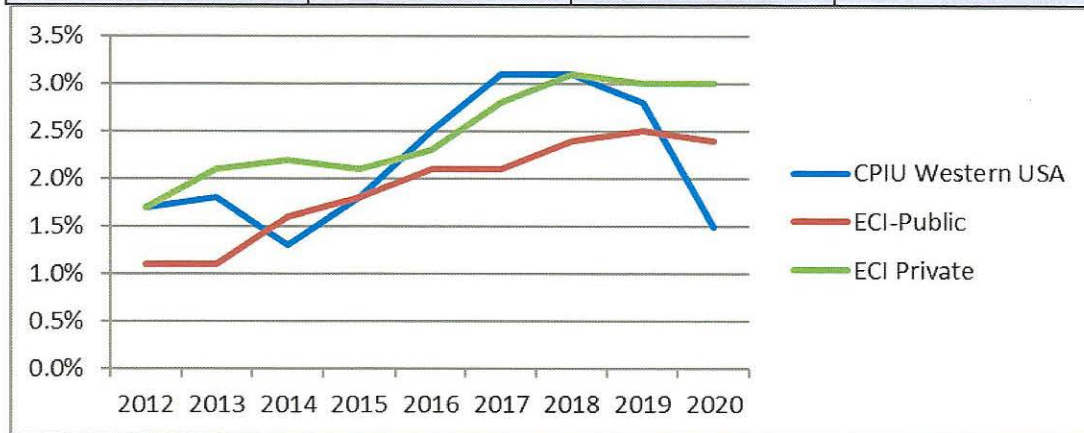
<i>Private Sector Employers</i>	<i>Cost Compensation 2009</i>	<i>Cost Compensation 2020</i>	<i>% Increase</i>
All Private Employers	\$19.41	\$25.48	+31.3%
- Management/Professionals	\$32.16	\$42.95	+33.6%
- Office & Administrative Support	\$15.65	\$19.18	+22.6%
- Service Occupations	\$10.32	\$13.70	+32.8%

<i>State & Government Employers</i>	<i>Cost Compensation 2009</i>	<i>Cost Compensation 2020</i>	<i>% Increase</i>
All State & Local Government Employers	\$26.11	\$33.08	+26.7%
- Management/Professionals	\$32.54	\$41.02	+26.1%
- Office & Administrative Support	\$17.02	\$21.29	+25.1%
- Service Occupations	\$17.72	\$22.47	+26.8%

Compensation Strategy

The following chart shows the percentage changes in the Consumer Price Index for Urban Consumers (CPI-U) for the Western United States and the Employment Cost Index (ECI) for private and public sector employers wages and salaries between 2012 and 2020 as reported by the Bureau of Labor Statistics of the U.S. Department of Labor:

Year	CPI-U Western USA	ECI Public Sector	ECI Private Sector
2012	1.7%	1.1%	1.7%
2013	1.8%	1.1%	2.1%
2014	1.3%	1.6%	2.2%
2015	1.8%	1.8%	2.1%
2016	2.5%	2.1%	2.3%
2017	3.1%	2.1%	2.8%
2018	3.1%	2.4%	3.1%
2019	2.8%	2.5%	3.0%
2020	1.5%	2.5%	3.0%
Total	19.6%	19.1%	24.8%
Average 2012-2020	2.2%	1.9%	2.5%



III. Classification Study

Methodology

Pontifex Consulting Group (PCG), met onsite with City management and Human Resources staff to discuss the project work plan, deliverables, and the City's issues/concerns with their classification and compensation programs.

The City supplied PCG with organization charts and compensation program information.

A series of information sessions were held on January 11, 2021 at City Hall to brief employees on the project and the process. Employees and supervisors were then tasked with completion of Position Description Questionnaires (PDQs) that provided critical information on their jobs related to:

- Duties and Responsibilities;
- Knowledge and Skills required to perform those responsibilities and duties;
- Education and/or Experience levels required to perform duties and responsibilities;
- Supervisory responsibilities;
- Scope of Decision-making;
- Delegation of Authority;
- Physical Demands; and,
- Environmental and Working Conditions.

PCG reviewed the PDQs and performed any necessary follow-up questions or clarifications with City staff.

Based upon the information gathered from the PDQs, PCG developed draft job descriptions for City review and edit. PCG received the City's comments and revisions and finalized the description with the appropriate edits.

PCG then developed a recommendation for new classification structures for Non-Bargaining jobs and reclassification recommendations for Bargaining unit jobs that combine jobs of similar levels of duties, responsibilities, knowledge, skills, education and experience. This new structure will also create appropriate career ladders and job families in accordance with the existing mix of jobs, the City's mission and strategy.

IV. Compensation Analysis

Methodology

PCG discussed and received direction to provide a compensation study based upon the City's labor market competitors. For jobs that are recruited from the general labor market, information was obtained from reliable, professionally compiled published survey sources:

- United States Department of Labor, Bureau of Labor Statistics, Alaska Non-Metropolitan
- Willis Towers Watson Compensation Survey Report, Alaska

A majority of the City's jobs only exist in public sector organizations. Therefore, the public sector is one of the City's primary competitors for talent. The group of comparable Alaska agencies utilized are as follows:

- Ketchikan Gateway Borough
- City & Borough of Sitka
- City of Wasilla
- City of Ketchikan
- City of Kenai
- City of Palmer
- City of Kodiak
- City of Valdez
- City of Soldotna
- Lower Kuskokwim School District
- Yukon-Kuskokwim Health Corporation

The compensation analysis was conducted in February 2021.

Methodology (continued)

Overall responsibilities, specific duties and education and experience requirements from City job descriptions were referenced to provide accurate matching. Jobs were matched based on content, responsibilities, level and qualifications and not on title alone. For this reason, the titles in the market may not necessarily align with the titles employed by the City. This also means that there will be cases where there is not an appropriate match to a City job in the survey database and therefore comparison data will not be available or reported. Also, Management (Non-Represented) jobs do not have an established pay structure so City rates will not be shown on the charts.

To maintain data integrity, PCG can only utilize data provided to us through our survey process in order to conduct a professional and objective analysis of the information. In accordance with industry practice, all data are thoroughly reviewed by compensation professionals using proprietary data diagnostic programs and statistical modeling techniques. Participants are contacted to confirm job matches, resolve omissions, inconsistencies, or other questionable input, and clarify specific policy questions.

To ensure adherence to Sherman Act Anti-Trust Guidelines (26 Stat. 209 15 USC), survey sources maintain the confidentiality of each individual organization's data, and any information published is aggregated so that individual organization data cannot be identified.

Survey data provide critical competitive salary information; however, compensation of individual positions may differ from the target labor market for many reasons, including stage of organizational growth, organizational performance and the qualifications, specific responsibilities and performance of the individual position incumbents.

Market analyses show labor market competitor pay practices at a specific point in time. They do not yield a "single correct rate" of compensation for a specific job. Organizations should not consider survey reports as an answer book. Survey data should be utilized in context with the organization's compensation philosophy, ability to pay, and the larger economic and labor market climate.

NOTE: The City provides a Utility Compensation benefit to employees that has no comparable benefit to other employers. Therefore, we were unable to benchmark that program. If the City would choose to include that benefit in their competitive labor market analysis it would belong in the composition of the City's compensation philosophy.

Competitive Compensation Analysis

Salary Range Minimum Rate

Job Title	City Minimum Salary Range Rate	Market Average Minimum Salary Range Rate	City as a Percent of Market Average Rate
Heavy Equipment Mechanic	\$46,184	\$52,726	-12.4%
Human Resources Manager		\$79,439	
IT Services Director		\$85,223	
Landfill Manager	\$49,880	\$65,277	-23.6%
Landfill Technician	\$42,763	\$41,939	+2.0%
Maintenance Worker	\$42,763	\$45,997	-7.0%
Mechanic Helper	\$46,184		
Mechanic II	\$46,184	\$52,726	-12.4%
Parts Inventory Clerk	\$42,763	\$44,990	-4.9%
Planning Clerk	\$42,763	\$49,536	-13.7%
Police Chief		\$94,740	
Police Lieutenant	\$75,399	\$77,666	-2.9%
Police Officer II	\$62,350	\$56,783	+9.8%
Police Officer III	\$67,336	\$60,070	+12.1%
Police Officer IV	\$72,707	\$68,501	+6.1%
Port Director		\$85,766	
Public Safety Dispatcher I	\$46,184	\$47,060	-1.9%
Public Works Director		\$93,467	
S&R – Operator/Driver	\$42,763	\$51,386	-16.8%
Staff Attorney		\$104,250	
Streets & Roads Foreman	\$49,880	\$67,737	-26.4%
Transit Manager	\$49,880	\$59,301	-15.9%
Utility Foreman	\$49,880	\$70,123	-28.9%
Utility Maintenance Worker	\$42,763	\$45,997	-7.0%
Vehicle & Equipment Foreman	\$49,880		-12.4%

Competitive Compensation Analysis

Salary Range Minimum Rate

The minimum salary range rate represents the minimum rate of pay that an employer will pay for a job/skill set.

The charts on pages 14-16 show the overall comparison of the competitive labor market minimum salary range averages and the City's salary range minimum rates.

Job Title	City Minimum Salary Range Rate	Market Average Minimum Salary Range Rate	City as a Percent of Market Average Rate
Accounting Specialist I	\$46,184	\$43,393	+6.4%
Accounting Specialist II	\$49,880	\$49,420	+0.9%
Administrative Assistant I	\$46,184	\$40,952	+12.8%
Assistant Finance Director		\$80,321	
Building Maintenance Foreman	\$49,880	\$62,520	-20.2%
City Clerk		\$89,212	
City Dock Attendant	\$42,763	\$41,840	+2.2%
City Manager		\$115,440	
City Planner		\$85,686	
Community Service Officer	\$46,184	\$49,400	-6.5%
Deputy City Clerk		\$56,807	
Dispatch Supervisor	\$49,880	\$54,477	-8.4%
Driver	\$42,763	\$50,692	-15.6%
Evidence Custodian	\$46,184	\$46,671	-1.0%
Finance Director		\$94,381	
Fire Captain	\$75,399	\$65,346	+15.4%
Fire Chief		\$86,924	
Firefighter/EMT	\$52,373	\$50,495	+3.7%
General Ledger Accountant	\$59,621	\$58,673	+1.6%
Grants Manager	\$53,870	\$57,088	-5.6%

Competitive Compensation Analysis

Salary Range Minimum Rate

Job Title	City Minimum Salary Range Rate	Market Average Minimum Salary Range Rate	City as a Percent of Market Average Rate
Water Treatment Facilities Coordinator	\$46,184	\$58,791	-21.4%
Water Treatment Operator	\$42,763	\$52,690	-18.8%
Water/Wastewater Utilities Foreman	\$49,880	\$70,123	-28.9%



Competitive Compensation Analysis

Salary Range Midpoint Rate

The midpoint of the salary range represents the midpoint of the range of pay that an employer will pay for a job/skill set.

The charts on pages 17-19 show the overall comparison of the competitive labor market midpoint salary range averages and the City's salary range midpoint rates.

Job Title	City Midpoint Salary Range Rate	Market Average Midpoint Salary Range Rate	City as a Percent of Market Average Rate
Accounting Specialist I	\$68,888	\$59,812	+15.2%
Accounting Specialist II	\$72,241	\$57,416	+25.8%
Administrative Assistant I	\$68,888	\$48,337	+42.5%
Assistant Finance Director		\$95,186	
Building Maintenance Foreman	\$72,241	\$66,100	+9.3%
City Clerk		\$101,877	
City Dock Attendant	\$61,934	\$47,700	+29.8%
City Manager		\$145,698	
City Planner		\$89,560	
Community Service Officer	\$68,888	\$58,718	+17.3%
Deputy City Clerk		\$69,885	
Dispatch Supervisor	\$72,241	\$65,634	+10.1%
Driver	\$61,934	\$47,004	+31.8%
Evidence Custodian	\$68,888	\$55,967	+23.1%
Finance Director		\$105,842	
Fire Captain	\$97,968	\$78,926	+24.1%
Fire Chief		\$105,652	
Firefighter/EMT	\$68,050	\$58,566	+16.2%
General Ledger Accountant	\$86,349	\$72,308	+19.4%
Grants Manager	\$83,433	\$67,425	+23.7%

Competitive Compensation Analysis

Salary Range Midpoint Rate

Job Title	City Midpoint Salary Range Rate	Market Average Midpoint Salary Range Rate	City as a Percent of Market Average Rate
Heavy Equipment Mechanic	\$68,888	\$64,511	+6.8%
Human Resources Manager		\$106,937	
IT Services Director		\$103,137	
Landfill Manager	\$72,241	\$76,908	-6.1%
Landfill Technician	\$61,934	\$46,885	+32.1%
Maintenance Worker	\$61,934	\$54,686	+13.3%
Mechanic Helper	\$68,888		
Mechanic II	\$68,888	\$64,511	+6.8%
Parts Inventory Clerk	\$61,934	\$54,891	+12.8%
Planning Clerk	\$61,934	\$56,872	+8.9%
Police Chief		\$112,434	
Police Lieutenant	\$97,968	\$91,057	+7.6%
Police Officer II	\$81,013	\$73,263	+10.6%
Police Officer III	\$87,491	\$73,098	+19.7%
Police Officer IV	\$94,470	\$92,784	+1.8%
Port Director		\$101,309	
Public Safety Dispatcher I	\$68,888	\$52,674	+30.8%
Public Works Director		\$112,262	
S&R – Operator/Driver	\$61,934	\$55,897	+10.8%
Staff Attorney		\$125,504	
Streets & Roads Foreman	\$72,241	\$87,621	-17.6%
Transit Manager	\$72,241	\$81,078	-10.9%
Utility Foreman	\$72,241	\$84,659	-14.7%
Utility Maintenance Worker	\$61,934	\$54,686	+13.3%
Vehicle & Equipment Foreman	\$72,241		

Salary Range Midpoint Rate

Job Title	City Midpoint Salary Range Rate	Market Average Midpoint Salary Range Rate	City as a Percent of Market Average Rate
Water Treatment Facilities Coordinator	\$68,888	\$69,508	-0.9%
Water Treatment Operator	\$61,934	\$61,844	0.1%
Water/Wastewater Utilities Foreman	\$72,241	\$84,659	-14.7%



Competitive Compensation Analysis

Salary Range Maximum Rate

The maximum salary range rate represents the maximum rate of pay that an employer will pay for a job/skill set.

The charts on pages 20-22 show the overall comparison of the competitive labor market maximum salary range averages and the City's salary range maximum rates.

Job Title	City Maximum Salary Range Rate	Market Average Maximum Salary Range Rate	City as a Percent of Market Average Rate
Accounting Specialist I	\$96,874	\$59,812	+62.0%
Accounting Specialist II	\$104,627	\$65,433	+59.9%
Administrative Assistant I	\$96,874	\$58,612	+65.3%
Assistant Finance Director	\$110,898		
Building Maintenance Foreman	\$104,627	\$88,017	+18.9%
City Clerk		\$124,510	
City Dock Attendant	\$89,698	\$53,560	+67.5%
City Manager		\$163,134	
City Planner		\$113,832	
Community Service Officer	\$96,874	\$65,166	+48.7%
Deputy City Clerk		\$83,215	
Dispatch Supervisor	\$104,627	\$76,691	+36.4%
Driver	\$89,698	\$79,029	+13.5%
Evidence Custodian	\$96,874	\$65,915	+47.0%
Finance Director		\$132,777	
Fire Captain	\$120,537	\$90,180	+33.7%
Fire Chief		\$124,843	
Firefighter/EMT	\$83,726	\$68,842	+21.6%
General Ledger Accountant	\$125,059	\$84,790	+47.5%
Grants Manager	\$112,996	\$78,707	+43.6%

Competitive Compensation Analysis

Salary Range Maximum Rate

Job Title	City Maximum Salary Range Rate	Market Average Maximum Salary Range Rate	City as a Percent of Market Average Rate
Heavy Equipment Mechanic	\$96,874	\$73,185	+32.4%
Human Resources Manager		\$110,035	
IT Services Director		\$117,428	
Landfill Manager	\$104,627	\$88,538	+18.2%
Landfill Technician	\$89,698	\$56,144	+59.8%
Maintenance Worker	\$89,698	\$63,329	+41.6%
Mechanic Helper	\$96,874		
Mechanic II	\$96,874	\$73,185	+32.4%
Parts Inventory Clerk	\$89,698	\$64,711	+38.6%
Planning Clerk	\$89,698	\$64,458	+39.2%
Police Chief		\$124,853	
Police Lieutenant	\$120,537	\$105,258	+14.5%
Police Officer II	\$99,676	\$81,763	+21.9%
Police Officer III	\$107,647	\$89,100	+20.8%
Police Officer IV	\$116,233	\$94,007	+23.6%
Port Director		\$117,702	
Public Safety Dispatcher I	\$96,874	\$65,731	+47.4%
Public Works Director		\$131,519	
S&R – Operator/Driver	\$89,698	\$71,986	+24.6%
Staff Attorney		\$148,023	
Streets & Roads Foreman	\$104,627	\$91,978	+13.8%
Transit Manager	\$104,627	\$102,856	+1.7%
Utility Foreman	\$104,627	\$99,097	+5.6%
Utility Maintenance Worker	\$89,698	\$63,329	+41.6%
Vehicle & Equipment Foreman	\$104,627		+32.4%

Competitive Compensation Analysis

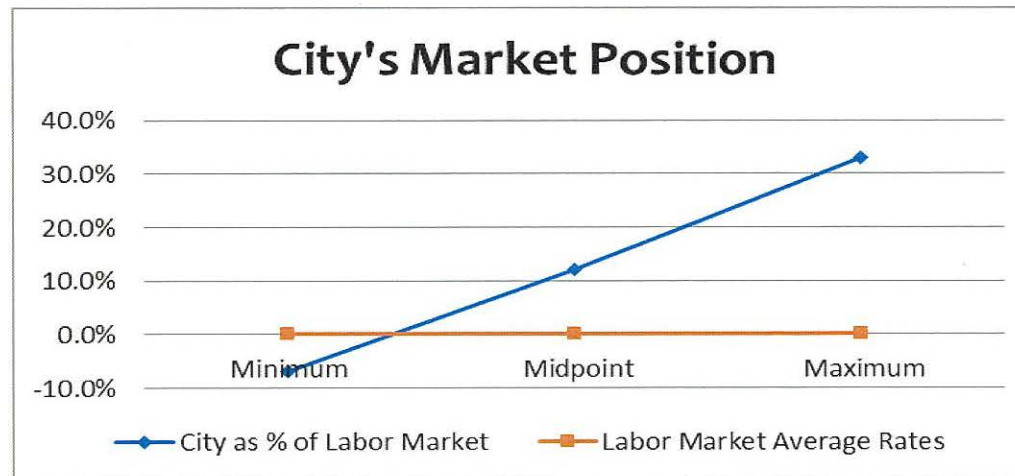
Salary Range Maximum Rate

Job Title	City Maximum Salary Range Rate	Market Average Maximum Salary Range Rate	City as a Percent of Market Average Rate
Water Treatment Facilities Coordinator	\$96,874	\$80,224	+20.8%
Water Treatment Operator	\$89,698	\$73,799	+21.5%
Water/Wastewater Utilities Foreman	\$104,627	\$99,097	+5.6%

Competitive Compensation Analysis

City in comparison to competitive labor market

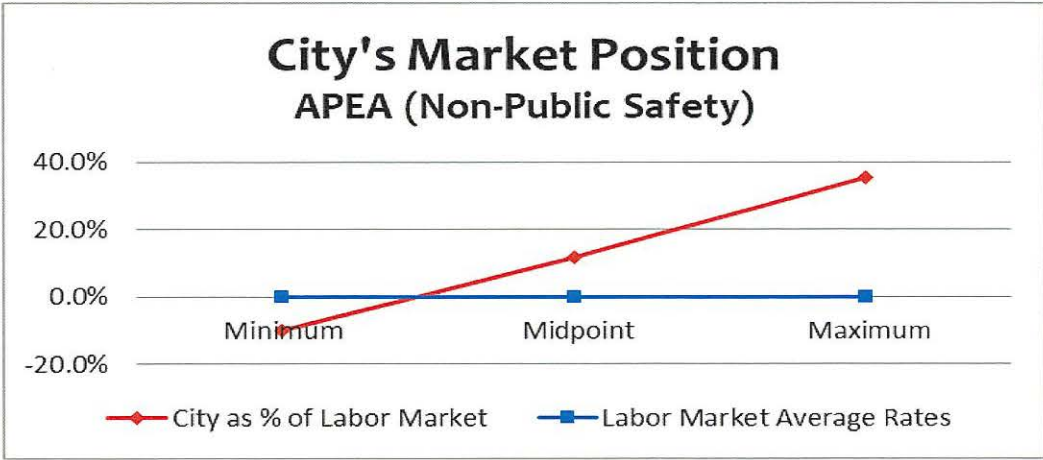
City as a Percent of Labor Market		
Minimum Rate	Midpoint Rate	Maximum Rate
-6.9%	+12.1%	+33.1%



Competitive Compensation Analysis

City (APEA Non-Public Safety jobs) in comparison to competitive labor market

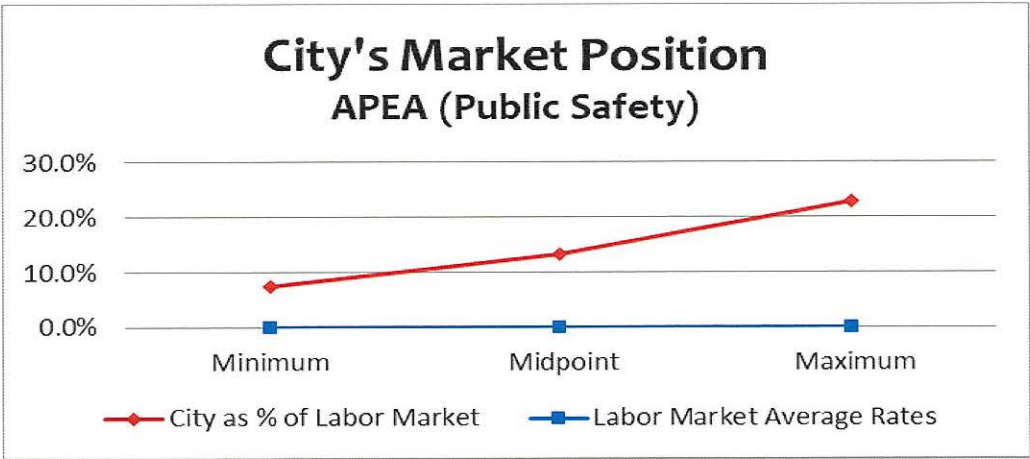
City as a Percent of Labor Market		
Minimum Rate	Midpoint Rate	Maximum Rate
-10.1%	+11.8%	+35.4%



Competitive Compensation Analysis

City (APEA Public Safety jobs) in comparison to competitive labor market

City as a Percent of Labor Market		
Minimum Rate	Midpoint Rate	Maximum Rate
+7.4%	+13.3%	+22.7%



Medical Insurance Benefits

Comparisons of medical contribution rates are appropriate at the local level since healthcare markets vary significantly amongst regional areas due to a variety of supply, regulations and competitive demographics.

Medical Plan Premiums:

The following data is sourced from the 2019 Kaiser/HRET Survey of Employer-Sponsored Health Benefits:

In the State of Alaska (private and public employers):

- Employees with Employee Only coverage pay an average of 18% of the total premium cost for their medical insurance.
- Employees with Employee+1 coverage pay an average of 21% of the total premium cost for their medical insurance.
- Employees with Family coverage pay an average of 21% of the total premium cost for their medical insurance.

Employees at comparable Alaska agencies pay:

- 16% of the total premium cost for Employee Only coverage.
- 10% of the total premium for Employee+1 coverage.
- 10% of the total premium cost for Family coverage.

City employees pay:

- 2.2% of the total premium cost for Employee Only coverage
- 1.9% of the total premium for EE+1 coverage
- 2.1% of the total premium cost for Family coverage

Competitive Benefits Analysis

Holidays Paid

City Paid Days per Year	Public Sector Average Paid Days per Year
11.5	11

Management Leave Plan

Vacation Leave

Years of Service	City Paid Days per Year	Public Sector Average Paid Days per Year
1	18	13
2	21	16
5	24	22
10	27	27
15	30	27
20	33	29

Sick Leave

City Paid Days per Year	Public Sector Average Paid Days per Year
12	14

Competitive Benefits Analysis

Union Paid Time Off (PTO) Plan

PTO Leave

Years of Service	City Paid Days per Year	Public Sector Average Paid Days per Year
1	26	22
2	33	24
5	39	28
10	42	32
15	46	32
20	46	35

V. Summary and Recommendations

Salary Ranges – Non-Represented

PCG has recommended a compensation structure for non-represented jobs that takes into account competitive labor market trends and avoid wage compression among/within occupational groups. It is critical that appropriate spacing is maintained so as to enable promotion opportunities, succession planning efforts and retention of talent.

PCG has utilized appropriate competitive labor market average midpoint salary range rates to construct and benchmark the City's compensation recommendations. These recommendations can be found in Appendix A of this report. This is based upon:

- Average base salary rates reflect wages currently being paid to an organization's incumbents. It carries a bias in that an organization could be paying high or low rates due to a variety of factors. Example: With recent downsizing, the higher seniority (higher paid) incumbents remain employed. This drives up the salary rate and does not reflect the reality of the worth of the job.
- Pay structure rates reflect what value the organization has determined for a particular skill set (job). This provides an objective and measurable indicator of how other organizations value a job/skill set.
- The midpoint rate reflects pay at the journey-level of a particular job. This is a professionally accepted data point used to construct a pay range that reflects the breadth of skill sets within a particular job and allows for valid pay range construction.
- City Human Resources staff will be able to obtain pay range information more readily in order to benchmark and maintain the system in the future.

This analysis recommends compensation parameters for jobs. In setting the compensation of an individual employee, the City should consider such criteria as experience, value to the organization, scope and complexity of the position in relation to other positions at the same pay grade level. Actual incumbent employee pay level and position within the range is normally determined by years of service, performance and the individual's knowledge, skills and experience.

Compensation Structure

Salary Ranges – Alaska Public Employees Association (APEA) Non-Public Safety

The jobs covered under the APEA contract and any changes/revisions must be discussed during collective bargaining sessions. Any recommendations by the Consultant would be subject to discussion and negotiation between both parties.

The current structure has nine (9) ranges each of which has thirty-one (31) steps each of which are $\pm 2.5\%$ apart. This structure allows for an above-normal range spread which basically enables an employee to receive a pay increase every year for over thirty (30) years. This structure also causes some significant wage compression issues in comparison to non-represented jobs that have no salary structure.

The market information shows the minimum rates are on average -10% of market while the maximum rates are on average +35% of market. For alignment to market purposes, Consultant's recommendations would be:

- 1) Delete steps A, A1, B, and B1. The new minimum rate for the pay ranges would become the current Step C.
- 2) Delete steps N, N1, O, O1 and P. The new maximum rate for the pay ranges would become Step M1.
- 3) Freeze range movement for a period of two (2) years and re-access market position to determine alignment to market.

to
see
if this
works

Compensation Structure

Salary Ranges – Alaska Public Employees Association (APEA) Public Safety

The jobs covered under the APEA contract and any changes/revisions must be discussed during collective bargaining sessions. Any recommendations by the Consultant would be subject to discussion and negotiation between both parties.

The current structure has six (6) ranges each of which has twenty (20) steps each of which are $\pm 2.5\%$ apart.

The market information shows the minimum rates are on average +7% of market while the maximum rates are on average +22% of market. For alignment to market purposes, Consultant's recommendations would be:

- 1) Freeze range movement for a period of two (2) years and re-access market position to determine alignment to market.

Summary and Recommendations

Titling Conventions

It is important for an organization to maintain a consistent and contemporary description of jobs. An appropriate job title is one that represents the functions of a job, adheres to job family hierarchy and is consistently applied across the organization.

A review of City job titles shows some inconsistencies as well as outdated concepts that can hinder proper compensation administration. The Consultant is recommending the following job title changes to add consistency and clarity:

Current Title	Recommended Title
Accounting Specialist I	Accounting Specialist
Accounting Specialist II	Senior Accounting Specialist
Administrative Assistant I & II	Administrative Assistant
Building Maintenance Foreman	Facilities Maintenance Foreman
Finance Director	Director Finance
General Ledger Accountant	Accountant
Grants Manager	Grants & Purchasing Manager
Human Resources Manager	Director Human Resources
IT Services Director	Director Information Technology Services
Maintenance Worker	Facilities Maintenance Technician
Mechanic II	Mechanic
Police Officer II	Police Officer
Police Officer III	Police Investigator
Police Officer IV	Police Sergeant
Public Safety Dispatcher I	Public Safety Dispatcher
Public Works Director	Director Public Works
Staff Attorney	City Attorney
Utility Foreman	Hauled Utilities Waste Foreman

Overtime Eligibility:

Standard practice during a Classification portion of a study is to conduct Fair Labor Standards Act (FLSA) tests on classifications to determine whether they are eligible for overtime pay rights. These tests are outlined in the FLSA and were revised by the Department of Labor and revisions made mandatory for all US employers effective January 1, 2020.

All US employers must comply with the FLSA. An employee's rights under the law may not be negotiated away by either the organization or the employee. FLSA changes are not negotiable and do not fall under the auspices of collective bargaining.

PCG identified two (s) classifications that are currently being treated as overtime eligible by the City that could be classified as exempt (salaried):

- Grants & Purchasing Manager
- Accountant

System Maintenance

The market positioning of the City's jobs should be reviewed at a minimum every twenty-four (24) months. This will provide needed data necessary for use in calculating adjustments to the wage structure based upon labor market movement. Maintenance of the system will that the compensation system adheres to the City's compensation philosophy and maintains the ability to attract and retain staff.

Benefits Practices:

- 1) Medical Insurance Premiums – Employees contribute a below than average contribution to their health care compared to other Alaska employers (public and private). With the steady rate of benefits inflation (estimated to be 6% in 2021*) and the impacts of Covid related medical expenses (estimated to be +2% in 2021*), it would be in the interest of the City's fiscal viability to have employees share some percentage of the cost burden going into future years. This will also assist in maintaining the City's ability to provide quality medical insurance benefits without cutting programs or increasing deductibles and out-of-pocket costs.
- 2) Having management on the same Paid Time Off (PTO) plan as union employees would lead to better administrative, management and fiscal consistency. Since management is non-represented, this action could be undertaken through City Council approval.

**Source: 2020 Kaiser Family Foundation Survey*

Appendix A

Classification & Compensation Structure Recommendations

Pay Grade/Job Title	
<u>M1</u>	Assistant Finance Director Deputy City Clerk
<u>M2</u>	City Clerk City Planner Director Finance Director Human Resources Director Information Technology Services Director Public Works Fire Chief Police Chief
<u>M3</u>	City Attorney
<u>M4</u>	City Manager

City of Bethel

Non-Represented Compensation Plan

<u>Pay Grade & Job Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>	<u>Step 12</u>	<u>Step 13</u>	<u>Step 14</u>	<u>Step 15</u>	<u>Step 16</u>	<u>Step 17</u>	<u>Step 18</u>	<u>Step 19</u>
M1	\$66,089	\$67,741	\$69,435	\$71,171	\$72,950	\$74,774	\$76,643	\$78,559	\$80,523	\$82,536	\$84,599	\$86,714	\$88,882	\$91,104	\$93,382	\$95,716	\$98,109	\$100,562	\$103,076
M2	\$83,844	\$85,940	\$88,089	\$90,291	\$92,548	\$94,862	\$97,234	\$99,664	\$102,156	\$104,710	\$107,328	\$110,011	\$112,761	\$115,580	\$118,470	\$121,431	\$124,467	\$127,579	\$130,768
M3	\$100,495	\$103,007	\$105,582	\$108,222	\$110,927	\$113,700	\$116,543	\$119,457	\$122,443	\$125,504	\$128,642	\$131,858	\$135,154	\$138,533	\$141,996	\$145,546	\$149,185	\$152,914	\$156,737
M4	\$116,665	\$119,581	\$122,571	\$125,635	\$128,776	\$131,995	\$135,295	\$138,677	\$142,144	\$145,698	\$149,340	\$153,074	\$156,901	\$160,823	\$164,844	\$168,965	\$173,189	\$177,519	\$181,957

Introduced by: City Manager Strickler
Introduction Date: December 19, 2024
Public Hearing: January 14, 2025
Action:
Vote:

CITY OF BETHEL, ALASKA

Ordinance #24-17

AN ORDINANCE BY THE BETHEL CITY COUNCIL ESTABLISHING A PAY GRADE, JOB TITLES, AND COMPENSATION PLAN FOR NON-UNION-REPRESENTED CITY EMPLOYEES

- WHEREAS ,** the City recognizes the importance of having an equitable and competitive compensation package to attract and retain highly qualified leaders, and which reflects the complexity, responsibility, and impact of executive roles;
- WHEREAS ,** after evaluating the responsibilities of key leadership positions, Administration is requesting an amendment to the Pay Grade Classification Plan;
- WHEREAS ,** the roles of Director of Finance, Director of Public Safety, and Director of Public Works require specialized expertise, certifications, and a high degree of responsibility in managing critical infrastructure, finances, and technical operations;
- WHEREAS ,** a market analysis indicates that compensation adjustments are necessary to align the salaries of these positions with regional and industry standards for similar roles;
- WHEREAS ,** the positions of City Clerk, City Planner, and Human Resources Director remain critical to the City's operations, and their existing pay classifications remain competitive and appropriate for their respective duties;

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA, that the following schedule of Pay Grades, Job Titles, and Compensation Plan be used to classify and compensate non-union-represented City employees.

Section 1. Classification. This ordinance is not permanent in nature and shall not be placed in the Bethel Municipal Code.

Introduced by: City Manager Strickler
Introduction Date: December 19, 2024
Public Hearing: January 14, 2025
Action:
Vote:

Section 2. Adoption. The Bethel City Council amends Bethel Municipal Code 3.12.070 Administration and Maintenance of the Classification Plans. New language is underlined, old language is stricken.

3.12.070 Classification Plan

Pay Grade/Job Title
M1
Assistant Finance Director Deputy City Clerk
M2
City Clerk City Planner Director Finance <u>Deputy Director of Public Safety</u> <u>Deputy Finance Director</u> Director Human Resources Director Information Technology Services <u>Director of Parks and Recreation</u> Director Public Works Fire Chief Police Chief
M3
City Attorney Director of Finance <u>Director of Public Safety</u> <u>Director of Public Works</u>
M4
City Manager

Section 3 Effective Date. This ordinance shall become effective upon passage by the Bethel City Council.

ENACTED THIS 14th DAY OF JANUARY 2025, BY A VOTE OF ___ IN FAVOR AND ___ OPPOSED.

ATTEST:

Rose Henderson, Mayor

Lori Strickler, City Clerk



JOB DESCRIPTION

JOB TITLE:	City Clerk	FLSA:	Exempt
DEPARTMENT:	City Clerk	GRADE:	
REPORTS TO:	City Council	DATE:	3/1/2021

SUMMARY:

Plans, organizes and administers all legal functions for City; legal advisor of the Council and other officers of the municipality; represents the City in civil and criminal proceedings.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; directs the preparation and administration of the department's budget.
- Collaborates with legal and administrative staff to ensure organizational compliance with federal, state and local laws, regulations and ordinances; drafts legislation (regulations, ordinances, etc.); interprets and explains legal requirements to City staff on organizational procedures.
- Serves as City Social Media Manager; oversees all aspects of the City's social media accounts; develops and coordinates social media campaigns and content for all City departments.
- Manages the ongoing development, implementation and maintenance of the City's comprehensive records management program in compliance with the adopted City and State Records Retention Schedules.
- Oversees the collection, development, and distribution of City Council meeting material and notices.
- Act as parliamentary advisor and oversee the facilitation of City Council meetings and appeal processes; takes oaths, affirmations, and acknowledgements as necessary.
- Provide training to staff, council members, volunteer boards and the public on organizational processes and legal requirements.
- Manage and facilitate elections activities (local, state and federal); manage municipal petition process; ensure compliance with voting regulations; serves as voting registrar.
- Serves as the City Public Information Officer; composes City press releases and public service announcements; serves as main City point of contact for the media.
- Maintains records and compiles reports as required.

ESSENTIAL FUNCTIONS: (continued)

- Maintains currency of regulations, trends, current practices, new developments, applicable laws, etc.; monitors and interprets changes in laws, regulations, and legal proceedings related to City activities and operations.
- Promotes and supports the overall mission of the City by demonstrating courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Two (2) years of college level coursework in public administration or a closely related field; AND five (5) years of professional experience in a municipal clerk or administrative function.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Driver's License.
- Possession of a valid Certified Municipal Clerk (CMC) status within three (3) years of date of employment.
- Valid Alaska Notary Public status.

Required Knowledge and Skills**Required Knowledge:**

- City, State and Federal laws, regulations, codes and ordinances.
- City government, departments, functions and activities.
- Principles and practices of municipal records management.
- Roberts Rules of Order/Parliamentary Procedures.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Principles and practices of budget development and administration.
- Principles and techniques of making effective oral presentations.
- IT systems and applications related to the work.
- Correct business English, including spelling, grammar and punctuation.

Required Skills:

- Planning, organizing and managing comprehensive and varied municipal support function.
- Effective and efficient management of programs and staff.
- Developing and implementing goals, objectives, policies, and procedures.
- Performing professional-level duties in a variety of assigned areas.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Maintaining accurate records and files.
- Providing consulting services to supervisors and managers.
- Preparing clear and concise reports, documents and other written materials.
- Using initiative and independent judgment within established procedural guidelines.
- Using tact, discretion and prudence in working with those contacted in the course of the work.
- Performing effective oral presentations to large and small groups.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with a variety of individuals contacted in the course of the work.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 10 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is performed in an office setting.

Travel required to locations throughout the City; exposure to adverse environmental conditions.

CITY OF BETHEL



Deputy City Clerk Job Description

Summary:

Under the direction of the City Clerk, this confidential position provides a full range of support to the City Clerk and Council and is responsible for the development, coordination, management and/or oversight of projects as assigned by the city clerk. In the absence of the city clerk, the deputy city clerk performs all the duties and functions of the city clerk.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

The responsibilities listed below are illustrative of the various types of duties that may be performed with or without reasonable accommodation.

1. Implement the citywide records and information management program (RIM) in compliance with established policies and procedures in accordance with federal, state, and municipal law. Such activities include, but are not limited to:
 - a. Facilitate and maintain comprehensive filing and indexing systems of city records, with high accuracy, meeting administrative, legal, and financial requirements.
 - b. Communicate with employees, elected, and appointed officials regarding records and information management to ensure compliance with the RIM program.
 - c. Assist in the maintenance of retention schedules and file plans.
 - d. Ensure best practices with respect to the archival and preservation of city records.
 - e. Assist departments in ensuring compliance with public records disclosure laws.
 - f. Direct records destruction and disposal in compliance with the RIM program.
 - g. Instruct and train records coordinators in all aspects of the RIM program.
2. Provide executive support for the activities of the City Clerk's Office. Such activities include, but are not limited to:
 - a. Executive Support:
 - i. Interact regularly with elected and appointed officials, staff, representatives from other governmental entities, and the public with a well-developed sense of tact, courtesy, and discretion.

- ii. Respond to inquiries and concerns from a varied customer set with a well-developed sense of tact, courtesy, and discretion.
- iii. Create compose, edit, produce and/or distribute varied correspondence, reports, advertisements, mailings, and other material; obtain, organize, and plan suitable presentation of content; review work for format consistency, grammatical construction and typographical accuracy.
- iv. Conduct research and assist with special projects.
- v. Assist in budget preparation and financial transactions for the department in accordance with established purchasing policies.
- vi. Provide webpage design and content management for webpages and social media pages maintained by the department.
- vii. Provide outreach through social media platforms to help ensure public engagement in local government.

b. Legislative Function and Appeals:

- i. Attend city council meetings as directed by the clerk.
- ii. May attend committee or commission meetings as directed by the city clerk.
- iii. Prepare, compile, disseminate, and publish meeting packets and material; draft legislation and amendments.
- iv. Prepare public notices and ensure accurate publication in accordance with state and municipal law, policies, and procedures.
- v. Ensure the accurate codification of ordinances online and in print.
- vi. Track terms of office for elected and appointed officials; perform duties related to the application and appointment process.
- vii. Assist quasi-judicial boards in the appeal process; ensure processes comply with state and municipal law.
- viii. Assist appellant and appellee with procedural inquiries.
- ix. Serve as secretary to the hearing officer; prepare and distribute the record of appeal; prepare and distribute orders issued by the hearing officer.

c. Other:

- i. Assist in all phases of administering municipal elections including, but not limited to: act as a voter registrar, prepare and publish notices, prepare calendars and schedules, accept candidate filings, provide election official training, setup database to track early voters, data entry.
- ii. Coordinate and responds to public records requests in compliance with state and municipal law, policies, and procedures.
- iii. Coordinate burials through the sale of burial permits; and update records.
- iv. Serve as notary public (internal documents only).
- v. Serve as a passport acceptance agent.
- vi. Serve as a State of Alaska Registrar
- vii. Perform other duties as assigned.

Knowledge, Skills, and Abilities:

- Advanced knowledge of a variety of software applications and computer skills.
- Advanced knowledge of the correct and effective use of business English, grammar, punctuation, and business math. Ability to express ideas clearly and concisely, both orally and in writing.
- Advanced knowledge of business office hardware to include, but not limited to: multi-line telephone system, copy machine, printer, scanner, fax machine, and audio recording equipment.
- Knowledge of or ability to learn current records and information management concepts, processes, and procedures including the ability to establish and maintain an electronic database to manage records from creation to disposal.
- Knowledge of or the ability to learn municipal website design and content management.
- Knowledge of or the ability to learn and interpret federal, state, and municipal law, policies, and regulations and apply to specific situations.
- Ability to research (online and traditional methods of research) and implement best practices to advance department goals and objectives.
- Ability to work independently with a minimum amount of supervision.
- Ability to manage time effectively to meet department objectives and problem solve successfully.
- Ability to meet attendance requirements and work outside of established workday/workweek with little to no advanced notice.
- Ability to effectively present information to the city council, public groups or staff.
- Ability to work as member of a team and provide leadership to a diverse group of people working toward a common goal.
- Ability to understand and maintain confidentiality with matters that are highly sensitive and of a confidential nature.
- Ability to render equal service to all while maintaining neutrality and impartiality.
- Ability to multi-task to perform and manage multiple tasks and projects simultaneously with high interruption.
- Ability to work with those experiencing bereavement in carrying out duties related to the cemetery.

Experience and/or Education:

- High school diploma, GED or equivalent.
- Certified Municipal Clerk (CMC) designation, preferred. If CMC is not held, must be able to obtain designation in five years of hire.
- Five years of progressively responsible administrative or program management experience, preferably in municipal government.

Certificates, Licenses, Registrations:

- Must be able to hold and maintain a notary commission from the State of Alaska within 14 days of hire.

- Must be a registered voter (active status) of the City of Bethel or become a registered voter upon being hired.

Physical Demands:

While performing the duties of this job, the employee will frequently be required to use hands and fingers dexterously to operate office equipment, will be required to communicate orally and in writing, regularly be required to sit, stand, walk, stoop, kneel or crouch, reach with hands and arms, and occasionally lift up to 40 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Must be able to work under pressure in a busy and political environment. Must be flexible and embrace change.

Work Environment:

Work is performed primarily in an office setting. There is high contact with city personnel, the public, elected and appointed officials, and other government representatives. Contacts are typically to exchange information, resolve problems, and provide services. The noise level in the work environment is normally quiet to moderately noisy depending on office equipment in use and business transactions taking place.

The City of Bethel believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or the City of Bethel to adjust the work identified. It is the City's expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.