



TOWN OF FAIRFAX

STAFF REPORT

September 4, 2019

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager *GT*

SUBJECT: Adopt a Resolution establishing wages for the Accountant I/II job classification

RECOMMENDATION

Adopt a resolution amending "Exhibit A" to Resolution 18-31 establishing wages and benefits for management positions, to include the Accountant I/II position

DISCUSSION

On the agenda this evening, the Council is also considering the Accountant I/II job classification to reflect the current responsibilities and duties of the part-time accountant in the Finance Department. The proposed classification would be an Accountant I/II position which reflects the various levels of work experience and education associated with the position. The classification also establishes a salary range, whereby before the position only had one hourly rate. The Accountant I position would be more entry level while the Accountant II position would be more senior in experience and education. The salary ranges reflect the differences in the positions.

The classification is a management position which requires an amendment to Resolution 18-31 which establishes the wages and benefits for management and confidential employees (Management Resolution). Specifically, "Exhibit A- Salary Range" to the Management Resolution will need to be amended to reflect the salary range for the new classification.

The top step (step D) for the Accountant II salary range is based on the current hourly rate for the incumbent. The top step (Step D) for the Accountant I salary range is matched to Step A of the Accountant II salary range.

FISCAL IMPACT

There is no fiscal impact.

ATTACHMENT

Resolution with amended "Exhibit A- Salary Range"

RESOLUTION 19-__

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
AMENDING "EXHIBIT A – SALARY RANGE" TO RESOLUTION 18-31**

WHEREAS, Resolution 18-31 of the Town Council of the Town of Fairfax establishes wages and benefits for management employees for the period of July 1, 2018 through June 30, 2021;

WHEREAS, the Fairfax Town Council has established the new job classification for the Accountant I/II position;

NOW, THEREFORE, BE IT HEREBY RESOLVED that Resolution 18-31, a Resolution of the Town Council of the Town of Fairfax establishing wages and benefits for management and confidential employees and part-time employees for the period of July 1, 2018 through June 30, 2021 is amended to replace "Exhibit A – Salary Range," as previously amended, with the attached Exhibit A.

The foregoing resolution was duly passed and adopted at a regular meeting of the Town Council of the Town of Fairfax held in said Town on the 4th day of September 2019, by the following vote, to wit:

AYES:
NOES:
ABSENT:

BARBARA COLER, Mayor

Attest: _____
Hannah Politzer, Deputy Town Clerk

EXHIBIT A- Salary Ranges/Schedule
adopted 9/4/2019

Management Employees As of June 30, 2018	Step A	Step B	Step C	Step D
Assistant to the Town Manager	\$ 6,664.09	\$ 6,997.29	\$ 7,347.16	\$ 7,714.52
Planning & Building Director	\$ 9,155.15	\$ 9,612.90	\$ 10,093.55	\$ 10,598.22
Finance Director	\$ 9,155.15	\$ 9,612.90	\$ 10,093.55	\$ 10,598.22
Public Works Director	\$ 9,155.15	\$ 9,612.90	\$ 10,093.55	\$ 10,598.22
Chief Building Official /Public Works Manager	\$ 8,229.83	\$ 8,641.32	\$ 9,073.38	\$ 9,527.05
Assistant Planner	\$ 5,343.78	\$ 5,610.97	\$ 5,891.52	\$ 6,186.09
Associate Planner	\$ 5,850.72	\$ 6,143.26	\$ 6,450.42	\$ 6,772.94
Senior Planner	\$ 7,034.20	\$ 7,385.90	\$ 7,755.20	\$ 8,142.96
Principal Planner	\$ 7,821.74	\$ 8,212.83	\$ 8,623.47	\$ 9,054.64
Management Analyst	\$ 5,816.66	\$ 6,107.50	\$ 6,412.87	\$ 6,733.51

Management Employees Effective July 1, 2018 (4% COLA)	Step A	Step B	Step C	Step D
Assistant to the Town Manager	\$ 7,294.65	\$ 7,659.39	\$ 8,042.35	\$ 8,444.47
Planning & Building Director	\$ 9,521.35	\$ 9,997.42	\$ 10,497.29	\$ 11,022.16
Finance Director	\$ 9,521.35	\$ 9,997.42	\$ 10,497.29	\$ 11,022.16
Public Works Director	\$ 9,521.35	\$ 9,997.42	\$ 10,497.29	\$ 11,022.16
Chief Building Official /Public Works Manager	\$ 8,559.02	\$ 8,986.97	\$ 9,436.32	\$ 9,908.14
Assistant Planner	\$ 5,343.78	\$ 5,610.97	\$ 5,891.52	\$ 6,186.09
Associate Planner	\$ 5,850.72	\$ 6,143.26	\$ 6,450.42	\$ 6,772.94
Senior Planner	\$ 7,315.56	\$ 7,681.34	\$ 8,065.41	\$ 8,468.68
Principal Planner	\$ 8,134.61	\$ 8,541.34	\$ 8,968.41	\$ 9,416.83
Management Analyst	\$ 6,413.33	\$ 6,733.99	\$ 7,070.69	\$ 7,424.23

Management Employees Effective July 1, 2019 (3% COLA)	Step A	Step B	Step C	Step D
Assistant to the Town Manager	\$ 7,513.49	\$ 7,889.17	\$ 8,283.63	\$ 8,697.81
Planning & Building Director	\$ 9,806.99	\$ 10,297.34	\$ 10,812.21	\$ 11,352.82
Finance Director	\$ 9,806.99	\$ 10,297.34	\$ 10,812.21	\$ 11,352.82
Public Works Director	\$ 9,806.99	\$ 10,297.34	\$ 10,812.21	\$ 11,352.82
Chief Building Official /Public Works Manager	\$ 8,815.79	\$ 9,256.58	\$ 9,719.41	\$ 10,205.38
Assistant Planner	\$ 5,504.09	\$ 5,779.30	\$ 6,068.26	\$ 6,371.68
Associate Planner	\$ 6,026.24	\$ 6,327.55	\$ 6,643.93	\$ 6,976.13
Senior Planner	\$ 7,535.03	\$ 7,911.78	\$ 8,307.37	\$ 8,722.74
Principal Planner	\$ 8,378.65	\$ 8,797.58	\$ 9,237.46	\$ 9,699.33
Marketing and Communications Specialist	\$ 6,605.73	\$ 6,936.01	\$ 7,282.81	\$ 7,646.96
Events & Volunteer Coordinator*	\$ 5,117.13	\$ 5,386.45	\$ 5,669.95	\$ 5,968.37
Recreation and Community Services Manager	\$ 6,933.00	\$ 7,279.25	\$ 7,643.63	\$ 8,025.81
Accountant I	\$ 5,704.67	\$ 5,989.91	\$ 6,289.40	\$ 6,603.87
Accountant II	\$ 6,603.87	\$ 6,934.93	\$ 7,281.59	\$ 7,645.59
Management Analyst	\$ 6,605.73	\$ 6,936.01	\$ 7,282.81	\$ 7,646.96

Management Employees Effective July 1, 2020 (2% COLA)	Step A	Step B	Step C	Step D
Assistant to the Town Manager	\$ 7,663.76	\$ 8,046.95	\$ 8,449.30	\$ 8,871.76
Planning & Building Director	\$ 10,003.13	\$ 10,503.29	\$ 11,028.46	\$ 11,579.88
Finance Director	\$ 10,003.13	\$ 10,503.29	\$ 11,028.46	\$ 11,579.88
Public Works Director	\$ 10,003.13	\$ 10,503.29	\$ 11,028.46	\$ 11,579.88
Chief Building Official /Public Works Manager	\$ 8,992.11	\$ 9,441.71	\$ 9,913.80	\$ 10,409.49
Assistant Planner	\$ 5,614.18	\$ 5,894.88	\$ 6,189.63	\$ 6,499.11
Associate Planner	\$ 6,146.77	\$ 6,454.10	\$ 6,776.81	\$ 7,115.65
Senior Planner	\$ 7,685.73	\$ 8,070.02	\$ 8,473.52	\$ 8,897.19
Principal Planner	\$ 8,546.22	\$ 8,973.53	\$ 9,422.21	\$ 9,893.32
Marketing and Communications Specialist	\$ 6,737.84	\$ 7,074.73	\$ 7,428.47	\$ 7,799.89
Events & Volunteer Coordinator	\$ 5,219.47	\$ 5,494.18	\$ 5,783.35	\$ 6,087.74
Accountant I	\$ 5,818.76	\$ 6,109.71	\$ 6,415.19	\$ 6,735.95
Accountant II	\$ 6,735.95	\$ 7,073.63	\$ 7,427.22	\$ 7,798.50
Recreation and Community Services Manager	\$ 7,071.66	\$ 7,424.84	\$ 7,796.50	\$ 8,186.33
Management Analyst	\$ 6,737.84	\$ 7,074.73	\$ 7,428.47	\$ 7,799.89

Confidential Employees As of June 30, 2018	Step A	Step B	Step C	Step D	Step E	Step F
Deputy Town Clerk- Confidential	\$ 4,926.13	\$ 5,172.43	\$ 5,431.05	\$ 5,702.61	\$ 5,987.74	\$ 6,287.13

Confidential Employees Effective July 1, 2018 (4% COLA)	Step A	Step B	Step C	Step D	Step E	Step F
Deputy Town Clerk- Confidential	\$ 5,172.43	\$ 5,431.06	\$ 5,702.61	\$ 5,987.74	\$ 6,287.13	\$ 6,601.48

Confidential Employees Effective July 1, 2019 (3% COLA)	Step A	Step B	Step C	Step D	Step E	Step F
Deputy Town Clerk- Confidential	\$ 5,379.33	\$ 5,648.30	\$ 5,930.71	\$ 6,227.25	\$ 6,538.61	\$ 6,865.54

Confidential Employees Effective July 1, 2020 (2% COLA)	Step A	Step B	Step C	Step D	Step E	Step F
Deputy Town Clerk- Confidential	\$ 5,540.71	\$ 5,761.26	\$ 6,108.63	\$ 6,414.07	\$ 6,734.77	\$ 7,071.51