

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JUNE 17, 2008 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTION UPDATE AND AMENDMENT TO COMPENSATION ORDINANCE	RESOLUTION ♦ ORDINANCE ♦ RECEIVE/FILE	RITA M. RAMIREZ ASSISTANT CITY ADMINISTRATOR

SYNOPSIS

As a result of the vacancy in the Golf Course Superintendent position, the position description has been updated and is attached for your review. An amendment to the compensation ordinance has also been prepared for your consideration.

FISCAL IMPACT

A change in salary range from 116 to 123D is being recommended for the Golf Course Superintendent position. Any necessary budget adjustments will be made as a part of the year end estimates at budget time.

RECOMMENDATION

Approval.

BACKGROUND

As you know, as part of the FY 2008 budget Council authorized funding for a compensation study. The study is ongoing and nearing completion. We have received some preliminary information and are aware that there are a few position ranges that stand out as being significantly lower (more than 40%) than the mid-point of the market survey. The Golf Course Superintendent is one of these position ranges.

Staff anticipates that a recommendation will come to Council regarding adjustments for the position ranges that are over the 40% threshold at budget time. Due to the fact that the Golf Course Superintendent position is currently vacant, it is recommended that an adjustment be made to bring the range for this position in line with the target minimum being suggested in the compensation study at this time to facilitate the hiring process. The hourly wage rate of the current position range is \$14.78 - \$18.86. The target minimum is near the 123D range of \$21.62 which is being recommended.

Complete results of the compensation study will be presented to Council at a later date along with a strategy for implementation organization wide.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Golf Course Superintendent
POSITION REPORTS TO: Park Superintendent
POSITION SUPERVISES: Assistant Golf Course Superintendent & Seasonal Employees

DESCRIPTION:

Under the direction of the Park Superintendent, plans, coordinates, directs, supervises and participates in the maintenance, repair and construction of the municipal golf course.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Supervises and participates in the daily maintenance activities of the golf course. Plans and schedules projects to minimize impact on the golfing public.
2. Responsible for the supervision of subordinate personnel and proper organization of daily activities including: prioritizing work assignments, assigning daily tasks and coordinating crews and equipment.
3. Conducts daily inspection of the turf and soil conditions; schedules frequency of irrigation and determines amount and timing of fertilizer and chemical applications.
4. Supervises and participates in the maintenance and operation of the golf course irrigation system.
5. Plans and implements tree plantings, cart path construction, and course preparation for golf tournaments and special events.
6. Works closely with the Golf Clubhouse Manager on special events and feedback from golf players.
7. Performs personnel evaluations and assists in employee recruitment, training and discipline.
8. Responsible for requisitioning necessary materials, equipment and supplies, as well as, maintaining an inventory of such.
9. Supervises and participates in the maintenance and preventative maintenance of all golf course equipment.
10. Plants, mows, trims, waters, fertilizes and sprays turf grass as directed.
11. Plants, trims, waters, cuts, fertilizes and sprays trees and other ornamental plants as directed.
12. Assists in annual budget preparation and monitors project expenses to ensure budget compliance.
13. Ensures proper and safe use of chemicals and pesticides.
14. Addresses citizen questions and inquiries.
15. Takes corrective action to improve services to the public.
16. Prepares reports and maintains records.
17. Conducts basic facility maintenance and janitorial work.
18. During non-peak times may assist in other areas of the Public Works Department as directed.
19. Attends meetings and seminars as required.
20. Performs other duties as directed or as the situation dictates.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

Work is generally performed outdoors year round in varying weather and environmental conditions. Work sites may be dusty, noisy and on occasion, hazardous. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching, climbing, digging and scooping with a shovel, raking, and shoveling snow. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus. Must be able to hear and understand voices at normal conversational levels. Incumbents must have the ability to transport themselves to and from work sites and lift 20 pounds frequently and repeatedly and lift up to 75 pounds occasionally and as needed. Incumbents must also possess the coordination and manual dexterity necessary to physically access and maneuver on rough and irregular terrain. Must be able to physically enter and exit a confined space such as sanitary manholes or utility vaults. Must have sufficient stamina to engage in such activities for prolonged periods of time. Incumbent must also be able to work from a ladder at heights greater than four (4) feet and ability to work from a lift in excess of 20 feet.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited high school or GED equivalent required; Associate or Bachelor's Degree in horticultural science or related field preferred.
2. Three (3) to five (5) years, experience of a progressively responsible nature in greenskeeping, landscaping or general grounds maintenance.
3. Golf course superintendent certification preferred.
4. Must possess a valid driver's license. A valid Nebraska "Class B" commercial driver's license is preferred, but not required.
5. Required to obtain and maintain a Nebraska Certified Pesticide Applicators license and all categories the city deems necessary within eighteen (18) months of hire.

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KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of landscaping, turf grass maintenance, irrigation systems, fertilizer practices and general knowledge of horticulture practices.
2. Ability to analyze soil and grass, and devise formulas to correct unhealthy conditions.
3. Skill in chemical application, top dressing, mowing and maintaining golf course to PGA standards.
4. Knowledge of supplies and procedures utilized in golf course maintenance.
5. Skill in supervision of golf course maintenance staff and training staff to work within safety guidelines.
6. Basic mathematical skills.
7. Computer skills and ability to use MS Office products.
8. Ability to plan and direct multiple assignments.
9. Ability to resolve conflicts.
10. Ability to work from a ladder at heights greater than four (4) feet.
11. Ability to safely operate small hand and power tools, mowers and associated golf course equipment and motor vehicles.
12. Knowledge of the game of golf and the impact of course conditions on the game and the needs of the playing public.
13. Ability to work independently and effectively as part of a team and with the public.
14. Ability to communicate effectively, both orally and in writing.
15. Ability to establish and maintain effective working relationships with City officials, fellow employees, patrons and members of the public.
16. Ability to work a varying schedule including early mornings, evenings, weekends and holidays.
17. Ability to maintain regular and dependable attendance on the job, including attendance and job performance for possibly prolonged periods of time when called out on short notice due to weather conditions, emergencies and similar situations of public necessity.

I have read and understand the requirements of this position description.

(Signature)

(Date)

ORDINANCE NO. _____

AN ORDINANCE TO FIX THE COMPENSATION OF OFFICERS AND EMPLOYEES OF THE CITY OF LA VISTA; TO PROVIDE FOR THE REPEAL OF ALL PRIOR ORDINANCES IN CONFLICT HEREWITH; ORDERING THE PUBLICATION OF THE ORDINANCE IN PAMPHLET FORM; AND TO PROVIDE THE EFFECTIVE DATE HEREOF.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, SARPY COUNTY, NEBRASKA:

Section 1. City Council. The compensation of members of the City Council shall, in addition to such vehicle and other allowances as may from time to time be fixed by the Budget or other Resolution of the City Council, be, and the same hereby is, fixed at the sum of \$4,320.00 per year for each of the members of the City Council.

Section 2. Mayor. The compensation of the Mayor shall, in addition to such vehicle and other allowances as may from time to time be fixed by the Budget or other Resolution of the City Council, be, and the same hereby is, fixed at the sum of \$10,800.00 per year.

Section 3. City Administrator. The compensation of the City Administrator shall, in addition to such vehicle and other allowances as may from time to time be fixed by the Budget or other Resolution of the City Council, be established by contractual agreement.

Section 4. Management Exempt Employees. The management exempt employees of the City of La Vista, Nebraska, hereafter named, and collectively referred to as department head level employees, shall, in addition to such vehicle and other allowances as may from time to time be fixed by Resolution of the City Council, receive annualized salaries not to exceed the amounts established in Table A, set forth in Section 21 of this Ordinance, for the following respective wage ranges:

Position	Range
Asst. City Administrator	39
City Clerk	37
Community Development Director	38
Finance Director	38
Fire Chief	38
Library Director	37
Police Chief	39
Director of Public Buildings and Grounds	36
Public Works Director	39
Recreation Director	37

Section 5. Salaried Exempt Employees. The monthly salary compensation rates of the salaried exempt employees of the City of La Vista shall be, and the same hereby are, fixed in accordance with the schedules of Table 100, set forth in Section 21 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by resolution establish:

Position	Range
Asst. Golf Superintendent	111
Asst. Recreation Director	120
Chief Building Official	128
Golf Course Services Manager	113
Golf Course Superintendent	446123D
Human Resources Assistant	115
Office Manager	122
Park Superintendent	128
Planner	128
Police Lieutenant	131
Program Director	116
Street Superintendent	128
Librarian III	120

Section 6. Hourly Non-Exempt Employees. The hourly compensation rates of the hourly (non-exempt) employees of the City of La Vista shall be, and the same hereby are, fixed in accordance with the schedules of Table 200, Table 300, and Table 400, set forth in Section 21 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by Resolution establish:

Position	Range
Accounting Clerk	214
Administrative Assistant	215
Administrative Secretary	215
Asst. Mechanic	318
Building Inspector	218
Building Inspector II	223
Circulation Clerk – Full Time	211
Code Enforcement Officer	215
Custodian	210
Evidence Technician	211
Executive Assistant	217
Librarian II	215
Librarian I	214
Maintenance Assistant	216
Maintenance Worker I	311
Maintenance Worker II	316
Park Foreman	320
Police Sergeant	426
Police Officer	423
Police Data Entry Clerk	212
Program Coordinator	212
Records Clerk & Computer Specialist	218
Secretary II	214
Secretary/Receptionist	211
Sewer Foreman	320
Street Foreman	320
Shop Foreman	322

Section 7. Part-Time and Temporary Employees. The compensation of part-time and temporary City employees shall be, and the same hereby is, continued in accordance with the following schedule and in accordance with such rules as have been or may be established by Resolution of the City Council:

A. Part-Time Help/Seasonal	An hourly rate not to exceed \$10.50 per hour.
B. Temporary/Part-Time Professional	An hourly rate not to exceed \$22.00 per hour.
C. Part-Time Help	An hourly compensation rate as fixed in accordance with the schedules of Table 200, set forth in Section 21 of this Ordinance.

Part-time employees shall receive no benefits other than salary or such benefits as established in accordance with such rules as have been or may be established by Resolution of the City Council:

Section 8. Certification Incentive Pay for Chief Building Official and Building Inspectors.

Employees of the City in the positions of Chief Building Official and Building Inspector are eligible to receive a one time only incentive payment of \$1,000 for each certification obtained in an applicable construction field/trade. Such payment must be approved by the City Administrator.

Section 9. Legal Counsel. Compensation of the legal counsel other than special City Prosecutor for the City shall be, and the per diem rates respecting same shall be, at 90% of the standard hourly rate the firm may from time to time charge. Compensation for Special City prosecution shall be as agreed upon at the time of specific employment.

Section 10. Engineers. Compensation of Engineers for the City shall be, and the same hereby is, fixed in accordance with such schedules of hourly and per diem or percentage rates as shall from time to time be approved by Resolution of the City Council. Travel allowances respecting same shall be as may from time to time be fixed by Resolution of such City Council.

Section 11. Longevity Pay for Salaried Full-Time Employees and Hourly Paid Full-Time Employees, Including Police Employees. Employees of the City in the positions set forth in Sections 3, 5 and 6 of this Ordinance, including police positions, shall receive longevity pay as follows:

An amount equal to the following percentage of the hourly rate set forth in Section 3, 5 and 6 of this Ordinance, rounded to the nearest whole cent:

<u>Length of Service</u>	<u>Allowance Per Hour</u>
Over 7 Years	2.00% (or .02)
Over 10 Years	2.75% (or .0275)
Over 15 Years	4.00% (or .04)
Over 20 Years	4.50% (or .0450)

Section 12. Health, Dental Life and Long Term Disability Insurance. Subject to the terms, conditions and eligibility requirements of the applicable insurance plan documents and policies, regular full-time employees of the City of La Vista and their families shall be entitled to be enrolled in the group life, health, and dental insurance program maintained by the City. Regular full-time employees shall also be entitled to be enrolled in the long term disability insurance program maintained by the City.

Unless otherwise provided by collective bargaining agreement, or other applicable agreement, the City's employer share shall be ninety (90) percent of the amount of the actual premium and the employee shall pay the ten percent (10%) balance of the actual premium via payroll deduction for employees enrolled in single coverage. The City's employer share shall be eighty percent (80%) of the amount of the actual premium and the employee shall pay the twenty percent (20%) balance of the actual premium via payroll deduction for any employee enrolled in a level of coverage other than single. Those employees electing not to participate in these programs will receive no other form of compensation in lieu of this benefit.

Section 13. Establishment of Shifts. The City may establish duty shifts of such length, and to have such beginning and ending times, and to have such meal and break times, as it may deem appropriate or necessary, respecting employees of the City.

Section 14. Special Provisions.

- A. Employees covered by the "Agreement Between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, Nebraska, Covering The Period From October 1, 2007 through September 30, 2009," shall receive compensation and benefits and enjoy working conditions, as described, provided and limited by such Agreement. The terms of such Agreement shall supersede any provisions of this Ordinance inconsistent therewith, and be deemed incorporated herein by this reference.
- B. Holiday Pay shall be compensated as set forth in the Agreement between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista for police officers and as set forth in the Personnel Manual for all other full time employees.
- C. Subject to subsection 14.D. hereof, each regular full-time salaried non-exempt employee and each full time hourly paid employee of the City shall be entitled to receive overtime pay at the rate of one and one half times the employee's regular rate for each hour worked in excess of forty hours during a work week. If called out at any time other than during regular assigned work hours during the pay period, such employee shall be entitled to compensation at the rate of one and one half times the regular rate for each hour so worked, provided that in no case shall an employee receive less than two hours over time pay for such call out work, and further provided there shall be no pyramiding of hours for purposes of computing overtime. For purposes of this subsection an employee's "regular rate" shall be the sum of his or her hourly rate specified in Section 5 or 6 of this Ordinance and any longevity pay due under this Ordinance.
- D. Police Department employees covered by the "Agreement Between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, Nebraska," described in subsection 14.A hereof shall, as provided in such Agreement, be paid overtime at one and one half times the employee's hourly rate (including any longevity allowance) for each hour worked in excess of 80 hours during any 14 day work period coinciding with the pay period established by Section 16 of this Ordinance.
- E. All Management Exempt Employees and all Salaried Exempt Employees are considered to be salaried employees and shall not be eligible for overtime pay, holiday pay, or other special pay as provided by this section.
- F. Employees covered by the "Memorandum of Understanding" with the Public Works Employees Collective Bargaining Group may submit to the City for reimbursement for the cost of work boots in an amount not to exceed \$120.
- G. Employees covered by the "Memorandum of Understanding" with the Public Works Employees Collective Bargaining Group may submit to the City for reimbursement for the difference in cost between a Nebraska Driver's License and a "CDL" driver's license within 30 days of obtaining a CDL license when a CDL license is required as a part of the covered employee's job description.

- H. Employees covered by the "Memorandum of Understanding" with the Public Works Employees Collective Bargaining Group shall be provided by the City five safety work shirts in each fiscal year at no cost to the employee.

Section 15. Pay for Unused Sick Leave Upon Retirement or Death. Employees who voluntarily retire after twenty or more years of service with the City and have no pending disciplinary action at the time of their retirement, shall be paid for any unused sick leave. Employees who began their employment with the City after January 1, 2005, or who began their employment prior to this date but elected to waive their eligibility for emergency sick leave, shall be paid for any unused sick leave, if they voluntarily leave City employment and have no pending disciplinary action, according to the following sliding schedule: After 10 years of employment – 100% of sick leave hours accrued over 660 and up to 880; after 15 years of employment – 100% of sick leave hours accrued over 440 hours and up to 880; after 20 years of employment – 100% of sick leave hours accrued up to 880. No other employee shall be paid for any unused sick leave upon termination of employment.

A regular full-time employee's unused sick leave shall also be paid if, after October 1, 1999, the employee sustains an injury which is compensable by the City or the City's insurer under the Nebraska Workers' Compensation Act and such injury causes the death of the employee within two years after the date of injury. Any payment made pursuant to the preceding sentence shall be made to the surviving spouse of the employee; provided, such payment shall be made to the employee's estate if the employee leaves no surviving spouse or if, prior to his or her death, the employee filed with the City Clerk a written designation of his or her estate as beneficiary of such payment.

Section 16. Pay Periods. All employees of the City of La Vista shall be paid on a bi-weekly basis. The pay period will commence at 12:01 a.m. Sunday and will conclude at 11:59 p.m. on the second succeeding Saturday, except for Police Officers, in which case the pay period will commence at 11:00 p.m. Saturday and will conclude at 10:59 p.m. on the second succeeding Sunday. On the Friday following the conclusion of the pay period, all employees shall be paid for all compensated time that they have been accredited with during the pay period just concluded.

Section 17. Public Works Lunch and Clean-up Times. Lunch period for employees of the Public Works Department shall be one half hour (30 minutes) in duration. Public Works employees shall be granted a 5 minute clean-up period prior to start of lunch period, and shall be granted an additional 5 minutes clean-up period prior to the end of the work day.

Section 18. Sick Leave and Personal Leave. Sick leave and personal leave will be awarded and administered in conjunction with the provisions set forth in the personnel manual and the Agreement between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, as applicable to the employee in question.

Section 19. Vacation Leave. Upon satisfactory completion of the probationary period applicable to the employee in question, regular full-time employees and permanent part-time employees shall be entitled to vacation leave. Such vacation shall not be used in installments of less than two hours. Increments of vacation leave of less than four hours must have 48 hours prior approval and can be taken only at the beginning or at the end of the work day.

Section 20. Vacation Entitlement.

- A. All full-time employees whose employment is governed by the Agreement described in Section 14, Paragraph A. of this Ordinance shall earn and be eligible for vacation as provided in such Agreement.
- B. All other full-time Hourly Non-Exempt Employees shall earn: six (6) days of paid vacation upon completion of one (1) year of continuous full-time employment; eleven (11) days of paid vacation upon completion of two (2) years of continuous full-time employment; and thereafter, eleven (11) days of paid vacation upon completion of each subsequent year of continuous full-time employment, plus one (1) additional day of paid vacation for each year of continuous full-time employment in excess of two years. Notwithstanding the foregoing, no employee shall earn more than twenty-three (23) days of paid vacation per employment year.
- C. All Management Exempt Employees, and Salaried Exempt Employees, shall earn ten (10) days paid vacation after one (1) year of continuous employment, and one (1) additional vacation day for each additional year of continuous employment not to exceed twenty-six (26) days.
- D. All Permanent Part Time Employees working a minimum of twenty (20) hours per week shall earn forty (40) hours of paid vacation time per year after six (6) months of employment and

successful completion of the initial or extended initial probationary period. Total paid vacation time earned per year shall not exceed forty (40) hours.

- E. Exempt, Non-Exempt, and Permanent Part-Time Employees shall be allowed to accrue unused vacation leave from previous years to a maximum of 220 hours.

Section 21. Wage Tables.

Table A							
Classification: Management Exempt Employees							
Range		A	B	C	D	E	F
39	Monthly	6,492	6,817	7,158	7,516	7,891	8,286
	Annual	77,907	81,803	85,893	90,187	94,696	99,431
38	Monthly	5,953	6,251	6,563	6,891	7,236	7,598
	Annual	71,435	75,007	78,757	82,695	86,829	91,170
37	Monthly	5,608	5,888	6,182	6,492	6,816	7,157
	Annual	67,292	70,657	74,190	77,899	81,793	85,883
36	Monthly	5,398	5,668	5,951	6,248	6,561	6,889
	Annual	64,773	68,011	71,412	74,982	78,731	82,668

Table 100							
Classification: Salaried Exempt Employees							
Range		A	B	C	D	E	F
131	Monthly	4,482	4,706	5,010	5,187	5,445	5,717
	Annual	53,786	56,475	60,121	62,249	65,336	68,606
128	Monthly	3,857	4,047	4,249	4,461	4,684	4,921
	Annual	46,279	48,566	50,988	53,534	56,209	59,050
123	Monthly	3,238	3,401	3,570	3,749	3,936	4,132
	Annual	38,861	40,811	42,844	44,987	47,230	49,584
122	Monthly	2,813	3,025	3,233	3,444	3,617	3,798
	Annual	33,761	36,302	38,792	41,332	43,398	45,570
120	Monthly	2,765	2,904	3,049	3,201	3,361	3,529
	Annual	33,184	34,844	36,587	38,416	40,337	42,354
116	Monthly	2,562	2,690	2,824	2,965	3,114	3,269
	Annual	30,739	32,276	33,888	35,583	37,362	39,231
115	Monthly	2,371	2,489	2,614	2,743	2,879	3,025
	Annual	28,457	29,866	31,366	32,912	34,547	36,298
113	Monthly	1,996	2,094	2,203	2,311	2,429	2,550
	Annual	23,952	25,127	26,439	27,727	29,151	30,603
111	Monthly	1,662	1,713	1,799	1,889	1,983	2,082
	Annual	19,940	20,555	21,583	22,662	23,795	24,985

Table 200
Classification: Hourly Non-Exempt

Range		A	B	C	D	E	F	G
223	Hrly	18.13	19.04	19.99	20.99	22.04	23.14	21.06
218	Hrly	15.71	16.50	17.32	18.19	19.10	20.05	
217	Hrly	15.08	15.82	16.61	17.45	18.31	19.24	
216	Hrly	14.36	15.07	15.80	16.60	17.43	18.29	
215	Hrly	13.69	14.36	15.08	15.82	16.61	17.45	
214	Hrly	12.63	13.24	13.89	14.60	15.35	16.11	
213	Hrly	11.57	12.13	12.77	13.41	14.09	14.80	
212	Hrly	11.53	12.07	12.71	13.37	14.04	14.71	
211	Hrly	11.14	11.68	12.30	12.88	13.53	14.21	
210	Hrly	8.65	9.08	9.53	10.02	10.51	11.03	

Table 300
Classification: Public Works Collective Bargaining
Hourly Non-Exempt

Range		A	B	C	D	E	F	G
322	Hrly	16.62	17.45	18.32	19.23	20.18	21.21	22.26
320	Hrly	15.85	16.61	17.46	18.33	19.22	20.20	21.21
318	Hrly	15.70	16.45	17.29	18.16	19.03	20.00	21.00
316	Hrly	14.36	15.06	15.81	16.61	17.44	18.29	19.21
311	Hrly	11.63	12.21	12.81	13.46	14.16	14.85	

Table 400
Classification: FOP Collective Bargaining
Hourly Non-Exempt

Range		A	B	C	D	E	F
426	Hrly				27.07	28.19	29.99
423	Hrly	18.09	19.29	21.21	22.45	24.50	25.78

Section 22. Repeal of Ordinance No. 10542. Ordinance No. 10542 originally passed and approved on the 15th day of January 2008~~December-2007~~ is hereby repealed.

Section 23. Effective Date. This Ordinance shall take effect after its passage, approval and publication as provided by law.

Section 24. This Ordinance shall be published in pamphlet form and take effect as provided by law.

PASSED AND APPROVED THIS 17th DAY OF JUNE~~ANUARY~~ 2008.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Bueth, CMC
City Clerk