

RESOLUTION 23-183

**A RESOLUTION ADOPTING AN UPDATED COMPENSATION PLAN FOR EMPLOYEES
OF THE CITY OF SPRING HILL**

WHEREAS, the City of Spring Hill adopted an Employee Handbook on April 19, 2011, with the adoption of Ordinance 11-02; and

WHEREAS, the City of Spring Hill wishes to provide a fair and equitable compensation and classification program for all employees; and

WHEREAS, the adopted Employee Handbook requires that a Compensation and Classification Plan be approved and updated; and

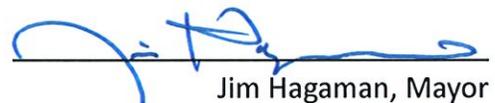
WHEREAS, the results of the Classification and Compensation Study Update have been reviewed by City staff and adopted by the Board of Mayor and Aldermen; and

WHEREAS, several positions have been added or modified which include the addition of an Assistant to the City Administrator, Project Assistant (Planning), PT Firefighters and the modification of the Micro-Business Specialist to a Micro-Business Manager; and

WHEREAS, the attached changes to the compliment are recommended.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, that the position compliment attached hereto and made part of this resolution be approved with implementation effective September 1, 2023, subject to annual appropriation of funds.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 18th day of September 2023.

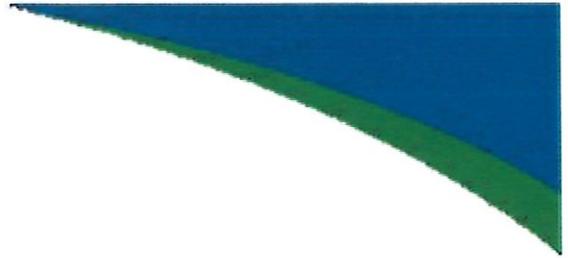

Jim Hagaman, Mayor

ATTEST:


April Goad, City Recorder

LEGAL FORM APPROVED:


Patrick Carter, City Attorney



MEMORANDUM

TO: Board of Mayor and Aldermen
CC:
FROM: Richard L. Stokes, HR Director, City of Spring Hill
RE: Pay Authorization and Grade Changes
DATE: 9/11/2023

PURPOSE:

The purpose of this resolution is to modify the City of Spring Hill pay authorization and grade changes.

BACKGROUND:

On June 20, 2023, the Board of Mayor and Aldermen of the City of Spring Hill adopted Resolution 23-102, A Resolution to adopt a schedule of authorized positions for Fiscal Year 2023 – 2024; Providing for repeal of conflicting schedules; and providing for an effective date.

Several positions were not included in the study that needed to be added. They include:

- Assistant to the City Administrator - Administration

Several additions/modifications have been made to several positions including:

- Micro-Business Specialist – to Micro-Business Manager - Administration
- Addition of a Project Assistant - Planning
- Addition of six (6) Part-time Firefighters, Fire Department

FINANCIAL IMPACT:

None

STAFF RECOMMENDATION:

It is recommended that the resolution is adopted.



CITY OF SPRING HILL

199 Town Center Parkway • Spring Hill, Tennessee 37174

931-486-2252

www.springhilltn.org

Funs	Dept. Code	Department	Job Title	Salaried	Wages	Total
110	41500	Finance	Account Clerk 1		1	1
110	42100	Police	Account Clerk 1		1	1
410	52050	GF Support	Account Clerk 1		2.625	2.625
110	41500	Finance	Account Clerk 2		3	3
110	42100	Police	Account Clerk 2		1	1
110	43110	Streets	Administrative Assistant 1		1	1
110	46100	Planning	Administrative Assistant 1		1	1
110	46200	Codes	Administrative Assistant 1		2	2
410	52010	Utility Administration	Administrative Assistant 1		1	1
110	41500	Finance	Administrative Assistant 1		1	1
110	42100	Police	Administrative Assistant 2		2	2
110	42200	Fire	Administrative Assistant 2		1	1
110	43100	Pub Works Admin	Administrative Assistant 2		1	1
110	42200	Fire	Assistant Chief	1		1
110	41310	Administration	Assistant City Administrator	2		2
110	41310	Administration	Assistant to the City Administ	1		1
110	44800	Library	Assistant Director	1		1
110	14500	Finance	Assistant Finance Director	1		1
110	43100	Pub Works Admin	Assistant PW Director	1		1
410	52100	WTP	Assistant Superintendent	1		1
410	52220	Sewer Collection	Assistant Superintendent	1		1
110	46300	Engineering	Associate Engineer	1		1
110	46100	Planning	Associate Planner	2		2
110	42200	Fire	Asst Fire Marshal		1	1
110	42200	Fire	Battalion Chief		3	3
110	41500	Finance	Bookkeeper		1	1
110	46200	Codes	Building Inspector		2	2
110	42100	Police	Captain	1		1
110	42100	Police	Chief	1		1
110	42200	Fire	Chief	1		1
110	46200	Codes	Chief Building Official	1		1
110	41310	Administration	City Administrator	1		1
110	46100	Planning	City Planner	1		1
110	41500	Finance	City Recorder	1		1
110	46300	Engineering	Civil Enginner	1		1
110	46200	Codes	Codes Enforcement Officer		2	2
110	43110	Streets	Crew Chief		4	4
110	43120	Traffic	Crew Chief		1	1
210	43200	Sanitation	Crew Chief		1	1
410	52220	Sewer Collection	Crew Chief		1	1
416	43150	StormWater	Crew Chief		1	1
110	41641	IT	Data Analyst		1	1
110	42100	Police	Deputy Chief	2		2
110	42200	Fire	Deputy Chief	1		1
110	41650	Human Resources	Director	1		1
110	44400	Parks & Recreation	Director	1		1

110	46100 Planning	Director	1		1
410	52010 Utility Administration	Director	1		1
110	44800 Library	Director	1		1
110	42500 EMA	Director 1	1		1
110	41320 Communication	Director 2	1		1
110	41642 GIS	Director 2	1		1
110	43100 Pub Works Admin	Director 2	1		1
110	41500 Finance	Director 3	1		1
110	43100 Pub Works Admin	Engineer	1		1
110	41310 Administration	Executive Assistant		1	1
410	52120 Distribution	Field Technician 1		1	1
110	42200 Fire	Fire Captain	1	13	14
110	42200 Fire	Fire Engineer		16	16
110	42200 Fire	Fire Inspector		1	1
110	42200 Fire	Fire Marshall	1		1
110	42200 Fire	Firefighter		29.13	29.13
110	43110 Streets	Inspector		1	1
110	46200 Codes	Inspector		1	1
110	46300 Engineering	Inspector		5	5
416	43150 StormWater	Inspector		1	1
110	41800 Facilities	Janitorial		2	2
110	44800 Library	Library Tech 1		4.35	4.35
110	44800 Library	Library Tech 2		5.375	5.375
110	42100 Police	Lieutenant	7		7
410	52100 WTP	Maintenance Mechanic		1	1
110	43110 Streets	Maintenance Worker 1		1.45	1.45
210	43200 Sanitation	Maintenance Worker 1		1	1
410	52120 Distribution	Maintenance Worker 1		3	3
410	52220 Sewer Collection	Maintenance Worker 1		3	3
416	43150 StormWater	Maintenance Worker 1		1	1
110	41800 Facilities	Maintenance Worker 2		1	1
110	43110 Streets	Maintenance Worker 2		8	8
110	44700 Park Maintenance	Maintenance Worker 2		2	2
210	43200 Sanitation	Maintenance Worker 2		1	1
410	52120 Distribution	Maintenance Worker 2		2	2
410	52210 WWTP	Maintenance Worker 2		1	1
410	52220 Sewer Collection	Maintenance Worker 2		2	2
410	52120 Distribution	Maintenance Worker 3		1	1
410	52220 Sewer Collection	Maintenance Worker 3		1	1
416	43150 StormWater	Maintenance Worker 3		1	1
110	41650 Human Resources	Manager	1		1
110	43170 Fleet	Mechanic		1	1
410	52210 WWTP	Mechanic 1		1	1
110	43170 Fleet	Mechanic 2		1	1
110	42100 Police	MH Counselor		0.4	0.4
110	41200 Judicial	Municipal Court Judge		0.1	0.1
110	43110 Streets	Operator 1		1	1

410	52100 WTP	Operator 1		4	4
410	52210 WWTP	Operator 1		1	1
410	52220 Sewer Collection	Operator 1		1	1
110	43110 Streets	Operator 2		2	2
210	43200 Sanitation	Operator 2		3	3
410	52100 WTP	Operator 2		1	1
410	52210 WWTP	Operator 2		1	1
410	52100 WTP	Operator 3		1	1
410	52210 WWTP	Operator 3		1	1
416	43150 StormWater	Operator 3		1	1
110	42100 Police	Police Detective		7	7
110	42100 Police	Police Officer		32	32
110	42100 Police	Police Officer 2		4	4
110	42100 Police	Police Officer 3		6	6
110	42100 Police	Police Sgt		12	12
110	42100 Police	Police Sgt 2		1	1
110	46100 Planning	Project Assistant		1	1
110	46100 Planning	Project Assistant		1	1
410	52050 GF Support	PT Finance Associate		0.6	0.6
110	44700 Park Maintenance	PT Groundskeepers		4	4
110	41500 Finance	Receptionist		1	1
110	44400 Parks & Recreation	Recreation Assistant		2.55	2.55
110	41310 Administration	Manager	1		1
110	41320 Communication	Specialist	2		2
110	41641 IT	Specialist	1		1
110	41642 GIS	Specialist	1		1
110	41650 Human Resources	Specialist		1	1
410	52010 Utility Administration	Specialist	1		1
110	41800 Facilities	Superintendent	1		1
110	43110 Streets	Superintendent	1		1
110	43170 Fleet	Superintendent	1		1
410	52100 WTP	Superintendent	1		1
410	52120 Distribution	Superintendent	1		1
410	52210 WWTP	Superintendent	1		1
410	52220 Sewer Collection	Superintendent	1		1
416	43150 StormWater	Superintendent	1		1
110	43170 Fleet	Supervisor		1	1
110	44400 Parks & Recreation	Supervisor		1	1
110	44700 Park Maintenance	Supervisor	1		1
410	52050 GF Support	Supervisor	1		1
410	52100 WTP	Supervisor		1	1
410	52120 Distribution	Supervisor		1	1
410	52210 WWTP	Supervisor		1	1
110	42100 Police	Technician 1		1	1
110	46100 Planning	Technician 1		1	1
410	52120 Distribution	Technician 1		1	1
410	52210 WWTP	Technician 1		1	1

110	41650 Human Resources	Technician 2	1	1	
110	42100 Police	Technician 2	1	1	
110	43120 Traffic	Technician 2	2	2	
410	52100 WTP	Technician 2	1	1	
410	52120 Distribution	Technician 2	1	1	
Grand Total			60	256.58	316.58

