

CITY OF SCOTTSDALE CLASSIFICATION PLAN

The Classification Plan

The City of Scottsdale's Classification Plan is in compliance with [Scottsdale Revised Code Sec. 14-21. - Classification Plan](#). The Classification Plan provides job class titles of all positions, distinguishing features of the job class, examples of work performed, required knowledge, skills and abilities, desirable training and experience, and other requirements deemed necessary by the Human Resources Director. The purpose of the Classification Plan is to establish a systematic method of objectively and accurately defining and evaluating the duties, responsibilities, education, and authority level of all job classifications. Employees are assigned to a job classification for which they qualify. The compensation or salary range for each job classification will be competitive, fair and will reflect the relevant job market. This Classification Plan must be maintained and updated on a regularly scheduled basis. Job studies are prioritized based on organizational need, employee turnover, and market competitiveness.

The foundation of this Classification Plan includes:

- **Accurate Job Descriptions:** The class specifications provide a description of the essential functions or typical duties associated with a job classification. In addition, they also outline the minimum qualifications, the required knowledge, skills and abilities, the Fair Labor Standards Act (FLSA) status, distinguishing characteristics, reporting relationships and work environment/physical demands for each job class.
- **Job Studies and Salary Surveys:** Reviews of a job classification may be requested by a department or initiated by Human Resources. If Human Resources recommends changing a position's classification to a different organizational level, a different salary range, and/or a change to the assigned FLSA designation (exempt or non-exempt) it is considered to be a reclassification and shall be approved by the Department Director, Human Resources Director and City Manager (or designee). Jobs may be reclassified to a current job classification or to a newly established classification, whichever is deemed most appropriate by the market competitiveness and comparators. Job studies and classification decisions are not appealable or grievable.
- **Market Competitiveness and Comparators:** The intent of the Classification Plan is to maintain a competitive classification/compensation program in order to attract, retain and motivate employees in the City. To that end, the following principles govern the Classification Plan:
 - Establish and maintain equitable salary ranges for job classifications that are substantially similar in duties and responsibilities. Seek and maintain external competitiveness by establishing and maintaining compensation levels that reflect market pay rates.
 - The primary labor market is currently defined as the local municipalities of Chandler, Gilbert, Glendale, Goodyear, Mesa, Peoria, Phoenix, Surprise and Tempe.
 - Other comparators may be used where information from the primary labor market is considered insufficient to attract/retain specific positions or classification groups.
 - In all instances, for benchmark jobs, information for an assessment of pay competitiveness will be ascertained through reliably published compensation survey data.
 - Ensure compensation actions are administered in a manner that complies with all applicable regulations and laws.

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Classified and Unclassified Positions/Employees

- **Classified (C):** Includes all non-probationary (regular) full-time employees whose positions have been identified as classified and approved by the City Council. Classified positions are not included in the unclassified service. Employees within the classified services are eligible to submit appeals to the Personnel Board regarding disciplinary actions involving loss of pay or termination.
- **Unclassified (U):** Includes regular, full-time employees whose positions have been identified as unclassified and approved by the City Council. Due to administrative and operational necessity unclassified positions are designated as “at will”, meaning the employees in unclassified positions serve at the discretion of the hiring authority. Unclassified employees do not serve a probationary period and are not eligible to submit appeals to the Personnel Board. Other types of unclassified positions and employees include:
 - **Temporary, part-time and job-share:** Employees holding temporary, part-time or job-share appointments are paid on an hourly basis and benefits, rights, privileges and prerequisites for these employees may differ from those of classified employees.
 - **Elected Officials:** Appointed through an electoral process.

Pay Ranges

The Classification Plan is comprised of distinct pay ranges. Pay range assignments are determined based on duties, responsibilities, education, applicable work experience, market analysis, and internal equity. Equivalent job classes are placed in the same pay range (minimum to maximum) and are assigned a pay range number. The pay ranges were constructed with a 45% spread from minimum to maximum and a 5% differential between each pay range. All active job classifications are assigned a pay range in the Pay Range Table. Job codes are unique numbers assigned to each job classification. Employees move through the pay ranges through salary increases. Salary increases are pay adjustments that may be performance-based, to correct pay inequities, premium or special pay programs, job promotions, and/or market adjustments.

In partnership with the city Divisions and Departments, the Human Resources Department is responsible for the administration of this Classification Plan, as approved by the City Manager and City Council.

Premium Pay Programs

[Scottsdale Revised Code 14-24](#) provides for additional pay outside of an employee’s regular or base pay, known as “Premium Pay”. These programs include, but are not limited to:

- Emergency call-out
- On call pay
- Overtime pay
- Compensatory time
- Shift differential pay
- Holiday pay
- FLSA exempt authorization
- Temporary upgrades
- Special duty pay
- Other approved premium pay programs (such as):

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- Water Resources Division - Operator Certification Incentive Program, Water/Wastewater Plan Operator Apprentice Program, Instrumentation & Controls Apprentice Program, and SCADA Systems Apprentice Program; and
- Fire Department’s ‘Out of Class’ Pay Program.

City departments may have the operational need to extend or enhance these programs. With City Council approval, the City Manager has the authority to approve the ‘Other Premium Pay’ and ‘Special Duty Pay’ programs that may arise throughout the budget year. The financial impact will be absorbed within the applicable department’s budget.

PAY RANGE TABLE

Hourly

Annual

Salary Range	Minimum	Midpoint	Maximum	Annual Hours	Minimum	Midpoint	Maximum
0	\$0.00	\$0.00	\$0.00	2080	\$0.00	\$0.00	\$0.00
F0	\$0.00	\$0.00	\$0.00	2912	\$0.00	\$0.00	\$0.00
C0	\$13.85	\$13.85	\$13.85	1300	\$18,000.00	\$18,000.00	\$18,000.00
M0	\$27.69	\$27.69	\$27.69	1300	\$36,000.00	\$36,000.00	\$36,000.00
1	\$11.28	\$14.30	\$17.31	2080	\$23,462.40	\$29,744.00	\$36,004.80
2	\$11.84	\$14.89	\$17.64	2080	\$24,627.20	\$30,971.20	\$36,691.20
3	\$12.74	\$15.63	\$18.52	2080	\$26,499.20	\$32,510.40	\$38,521.60
4	\$13.38	\$16.42	\$19.45	2080	\$27,830.40	\$34,153.60	\$40,456.00
5	\$14.05	\$17.24	\$20.43	2080	\$29,224.00	\$35,859.20	\$42,494.40
6	\$14.75	\$18.10	\$21.44	2080	\$30,680.00	\$37,648.00	\$44,595.20
7	\$15.49	\$19.00	\$22.52	2080	\$32,219.20	\$39,520.00	\$46,841.60
8	\$16.27	\$19.96	\$23.65	2080	\$33,841.60	\$41,516.80	\$49,192.00
9	\$17.08	\$20.95	\$24.83	2080	\$35,526.40	\$43,576.00	\$51,646.40
10	\$17.93	\$22.00	\$26.07	2080	\$37,294.40	\$45,760.00	\$54,225.60
11	\$18.83	\$23.10	\$27.37	2080	\$39,166.40	\$48,048.00	\$56,929.60
12	\$19.76	\$24.25	\$28.74	2080	\$41,100.80	\$50,440.00	\$59,779.20
13	\$20.76	\$25.46	\$30.18	2080	\$43,180.80	\$52,956.80	\$62,774.40
14	\$21.79	\$26.74	\$31.68	2080	\$45,323.20	\$55,619.20	\$65,894.40
15	\$22.88	\$28.07	\$33.27	2080	\$47,590.40	\$58,385.60	\$69,201.60
F15	\$16.34	\$20.05	\$23.76	2912	\$47,590.40	\$58,385.60	\$69,201.60
16	\$24.03	\$29.48	\$34.93	2080	\$49,982.40	\$61,318.40	\$72,654.40
17	\$25.23	\$30.96	\$36.68	2080	\$52,478.40	\$64,396.80	\$76,294.40
18	\$26.49	\$32.50	\$38.52	2080	\$55,099.20	\$67,600.00	\$80,121.60
19	\$27.82	\$34.12	\$40.44	2080	\$57,865.60	\$70,969.60	\$84,115.20
20	\$29.20	\$35.83	\$42.47	2080	\$60,736.00	\$74,526.40	\$88,337.60
F20	\$20.86	\$25.59	\$30.34	2912	\$60,736.00	\$74,526.40	\$88,337.60
21	\$30.67	\$37.63	\$44.59	2080	\$63,793.60	\$78,270.40	\$92,747.20
22	\$32.20	\$39.50	\$46.81	2080	\$66,976.00	\$82,160.00	\$97,364.80
F22	\$23.00	\$28.21	\$33.44	2912	\$66,976.00	\$82,160.00	\$97,364.80
23	\$33.80	\$41.48	\$49.16	2080	\$70,304.00	\$86,278.40	\$102,252.80

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24	\$35.50	\$43.55	\$51.61	2080	\$73,840.00	\$90,584.00	\$107,348.80
25	\$37.27	\$45.74	\$54.19	2080	\$77,521.60	\$95,139.20	\$112,715.20
26	\$39.13	\$48.02	\$56.91	2080	\$81,390.40	\$99,881.60	\$118,372.80
27	\$41.09	\$50.42	\$59.75	2080	\$85,467.20	\$104,873.60	\$124,280.00
F27	\$29.35	\$36.01	\$42.68	2912	\$85,467.20	\$104,873.60	\$124,280.00
28	\$43.15	\$52.94	\$62.74	2080	\$89,752.00	\$110,115.20	\$130,499.20
F28	\$30.82	\$37.81	\$44.81	2912	\$89,752.00	\$110,115.20	\$130,499.20
29	\$45.31	\$55.59	\$65.88	2080	\$94,244.80	\$115,627.20	\$137,030.40
30	\$47.57	\$58.37	\$69.17	2080	\$98,945.60	\$121,409.60	\$143,873.60
31	\$49.95	\$61.28	\$72.62	2080	\$103,896.00	\$127,462.40	\$151,049.60
32	\$52.45	\$64.35	\$76.26	2080	\$109,096.00	\$133,848.00	\$158,620.80
33	\$55.07	\$67.57	\$80.07	2080	\$114,545.60	\$140,545.60	\$166,545.60
34	\$57.82	\$70.95	\$84.07	2080	\$120,265.60	\$147,576.00	\$174,865.60
35	\$60.71	\$74.50	\$88.27	2080	\$126,276.80	\$154,960.00	\$183,601.60
36	\$63.74	\$78.22	\$92.69	2080	\$132,579.20	\$162,697.60	\$192,795.20
37	\$66.93	\$82.13	\$97.32	2080	\$139,214.40	\$170,830.40	\$202,425.60
38	\$70.28	\$86.23	\$102.19	2080	\$146,182.40	\$179,358.40	\$212,555.20
39	\$73.80	\$90.55	\$107.30	2080	\$153,504.00	\$188,344.00	\$223,184.00
40	\$77.49	\$95.08	\$112.67	2080	\$161,179.20	\$197,766.40	\$234,353.60
41	\$81.36	\$99.84	\$118.30	2080	\$169,228.80	\$207,667.20	\$246,064.00
42	\$85.43	\$104.83	\$124.21	2080	\$177,694.40	\$218,046.40	\$258,356.80
43	\$89.70	\$110.06	\$130.42	2080	\$186,576.00	\$228,924.80	\$271,273.60
44	\$94.19	\$115.57	\$136.95	2080	\$195,915.20	\$240,385.60	\$284,856.00
45	\$98.89	\$121.34	\$143.80	2080	\$205,691.20	\$252,387.20	\$299,104.00
46	\$103.84	\$127.41	\$150.98	2080	\$215,987.20	\$265,012.80	\$314,038.40