

By: IT Department  
Adopted: August 8, 2022  
Yes: Brown, Graham, Johnson, Rubeo, Sullivan-Leonard, Velock  
No: None  
Absent: None

**City of Wasilla  
Resolution Serial No. 22-13**

**A Resolution Of The Wasilla City Council Authorizing Amendment Of The Fiscal Year 2023 Salary Structure And Pay Ranges To Accommodate Restructure Of The IT Helper Position Into An IT Specialist I And IT Specialist II Placed At Grade 6 And 8, Respectively, On The Non-Represented Hourly Pay Rate Scale, And Renaming The IT Network Support Specialist Position To IT Specialist III, Pursuant To Wasilla Municipal Code 3.55.040(A).**

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WHEREAS, there is a desire to modernize the IT department by creating position titles that align with industry standards to better enhance recruitment of talent and skillsets commensurate with the positions; and

WHEREAS, it is important to recruitment and longevity to title positions appropriately to demonstrate the path of career advancement opportunities; and

WHEREAS, by creating an IT Specialist I and IT Specialist II to replace the IT Helper position could allow for a greater applicant pool and the ability to place a potential candidate at a grade best aligned to their skills and qualifications; and

WHEREAS, retitling the positions to an IT Specialist I, II, and III provides flexibility with regard to the Alaska Public Employees' Retirement System (PERS) as it relates to termination studies and management's ability to reorganize the number of positions in the event that a business need determines it necessary in the future; and

WHEREAS, the IT Helper position historically has had a high-level of turnover; and

WHEREAS, increasing the grade of the IT Specialist I and II to grades 6 and 8, respectively, from the current grade 5 of the IT Helper should increase the number of qualified applicants and support retention; and

WHEREAS, the IT department consists of only three positions making it critical to have qualified employees that can cross-train and provide coverage within the department as a whole; and

WHEREAS, both positions are currently vacant making it an ideal time for these changes; and


WHEREAS, the restructuring of position the IT Helper position is estimated to increase wages and benefits between approximately \$5,000 to \$23,000 in fiscal year 2023 depending on the experience level of the candidate and their placement in either the IT Specialist I or IT Specialist II position; and

WHEREAS, the fiscal year 2023 IT budget is able to absorb the estimated increased cost due to position vacancies.

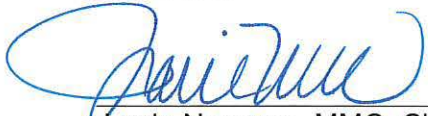
NOW, THEREFORE, BE IT RESOLVED, that the Wasilla City Council authorizes amendment of the Fiscal Year 2023 Salary Structure and Pay Ranges to accommodate restructure of the IT Helper position into an IT Specialist I and IT Specialist II placed at grade 6 and 8, respectively, on the non-represented hourly pay scale, and renaming the IT Network Support Specialist position to IT Specialist III, pursuant to Wasilla Municipal Code 3.55.040(A).

Effective Date. This resolution takes effect upon adoption.

ADOPTED by the Wasilla City Council on August 8, 2022.

  
Glenda D. Ledford, Mayor

ATTEST:

  
Jamie Newman, MMC, City Clerk

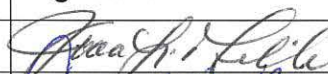

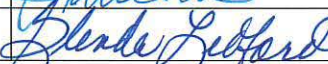

[SEAL]

**City of Wasilla  
Legislative Staff Report  
Resolution Serial No. 22-13**

**Authorizing Amendment Of The Fiscal Year 2023 Salary Structure And Pay Ranges To Accommodate Restructure Of The IT Helper Position Into An IT Specialist I And IT Specialist II Placed At Grade 6 And 8, Respectively, On The Non-Represented Hourly Pay Rate Scale, And Renaming The IT Network Support Specialist Position To IT Specialist III, Pursuant To Wasilla Municipal Code 3.55.040(A).**

Originator: Crystal Nygard, Deputy Administrator  
Date: 7/26/2022

Agenda of: 8/8/2022

Route to:	Department Head	Signature	Date
X	Finance Director		7/28/2022
X	Deputy Administrator		7/28/2022
X	City Clerk		7/28/2022
X	Mayor		7/28/2022

**Fiscal Impact:**  yes or  no

**Funds Available:**  yes or  no

**Account name/number:** Not applicable

**Attachments:** Resolution Serial No. 22-13 (2 pages)  
Non-Represented Hourly Pay Rates (3 pages)

**Summary Statement:** This resolution provides for two significant changes in the IT department to modernize and better align its positions with industry standards. The first change includes renaming the IT Helper position and the IT Network Support Specialist into an IT Specialist I, II, and III. The change would not create an increase to the current two (2) authorized positions but would provide three position grades available for placement.

Renaming these positions would allow the City to place candidates at the grade most supported by their skills and qualifications and provides a path for career advancement. Additionally, retitling the positions to an IT Specialist I, II, and III provides flexibility with regard to the Alaska Public Employees' Retirement System (PERS) as it relates to termination studies and management's ability to reorganize the number of positions in the event that a business need determines it necessary in the future.

The second change is the grade increase of the IT Helper position, currently set at grade 5. This position was created in 2017 and experiences high turnover, coupled with a low number of qualified applicants during open recruitment. The increased grade to 6 (IT Specialist I) and 8 (IT Specialist II) is expected to better the City's recruitment and retention opportunities. With a small IT department, it becomes even more critical to have employees able to cross-train and provide coverage within the department. The change could result in increased wages and benefits between \$5,000 to \$23,000 annually depending on which scale a successful candidate is placed. Due to vacancies, this increase could be absorbed in the current FY2023 budget. With these positions being vacant, it is an ideal time to implement these changes.

**Proposed Action:** Adopt the Resolution.

**Non-Represented Hourly Pay Rates**  
**Effective 7/1/2022**  
(Includes 2% COLA)

Grade	Job Title	A	B	C	D	E	F	G Midpoint	H	I	J	K	L	M
		One Year Increment Steps @ 2.5%							One Year Increment Steps @ 2.25%					
1	not used-below minimum wage standard													
2	Library Helper Museum Helper Sports Center Helper	\$ 11.83	\$ 12.13	\$ 12.44	\$ 12.76	\$ 13.09	\$ 13.43	\$ 13.77	\$ 14.08	\$ 14.40	\$ 14.72	\$ 15.05	\$ 15.39	\$ 15.74
3	Parks & Recreation Laborer Building Custodial Laborer ALPAR Supervisor Roads Laborer Assistant Ice Skating Instructor Utilities Laborer	\$ 14.21	\$ 14.57	\$ 14.94	\$ 15.32	\$ 15.71	\$ 16.11	\$ 16.52	\$ 16.89	\$ 17.27	\$ 17.66	\$ 18.06	\$ 18.47	\$ 18.89
4	Museum Aide Public Works Clerical Assistant Administrative Assistant Library Aide I	\$ 17.02	\$ 17.46	\$ 17.91	\$ 18.37	\$ 18.84	\$ 19.32	\$ 19.82	\$ 20.27	\$ 20.73	\$ 21.20	\$ 21.68	\$ 22.17	\$ 22.67
5	Park Ranger Ice Skating Program Facilitator Library Aide II Finance Clerk I <del>IT Helper</del> Aquatic Equipment Operator	\$ 20.43	\$ 20.95	\$ 21.49	\$ 22.04	\$ 22.61	\$ 23.19	\$ 23.78	\$ 24.32	\$ 24.87	\$ 25.43	\$ 26.00	\$ 26.59	\$ 27.19
								Remove.						
6	Finance Clerk II IT Specialist I	\$ 22.47	\$ 23.05	\$ 23.64	\$ 24.25	\$ 24.87	\$ 25.51	\$ 26.16	\$ 26.75	\$ 27.35	\$ 27.97	\$ 28.60	\$ 29.24	\$ 29.90
								Add.						
7	Finance Clerk III City Administrative Aide Planning Clerk Public Works Clerk Administrative Aide to City Clerk Library Aide III	\$ 24.73	\$ 25.36	\$ 26.01	\$ 26.68	\$ 27.36	\$ 28.06	\$ 28.78	\$ 29.43	\$ 30.09	\$ 30.77	\$ 31.46	\$ 32.17	\$ 32.89

**Non-Represented Hourly Pay Rates**  
**Effective 7/1/2022**  
(Includes 2% COLA)

Grade	Job Title	A	B	C	D	E	F	G Midpoint	H	I	J	K	L	M
8	Museum Curator	\$ 27.20	\$ 27.90	\$ 28.62	\$ 29.35	\$ 30.10	\$ 30.87	\$ 31.66	\$ 32.37	\$ 33.10	\$ 33.85	\$ 34.61	\$ 35.39	\$ 36.19
	Human Resources Specialist													
	IT Specialist II							Add.						
9	Staff Accountant	\$ 29.91	\$ 30.68	\$ 31.47	\$ 32.28	\$ 33.11	\$ 33.96	\$ 34.83	\$ 35.61	\$ 36.41	\$ 37.23	\$ 38.07	\$ 38.93	\$ 39.81
	User Services Librarian													
	Youth Services Librarian													
	Deputy City Clerk													
	IT Network Support Specialist													
10	IT Specialist III	\$ 32.91	\$ 33.75	\$ 34.62	\$ 35.51	\$ 36.42	\$ 37.35	\$ 38.31	\$ 39.17	\$ 40.05	\$ 40.95	\$ 41.87	\$ 42.81	\$ 43.77
	Code Compliance													
11	Maintenance Supervisor	\$ 36.20	\$ 37.13	\$ 38.08	\$ 39.06	\$ 40.06	\$ 41.09	\$ 42.14	\$ 43.09	\$ 44.06	\$ 45.05	\$ 46.06	\$ 47.10	\$ 48.16
	20% between each Grade from 2 - 5													
	10% between each Grade from 6 - 11.													
	Steps equal 2.5% increments A to Mid													
	Steps equal 2.25% increments Mid to M													

**Non-Represented Salaried Pay Rates**  
**Effective 7/1/2022**  
(Includes 2% COLA)

Grade	Job Title	A	B	C	D	E	F	G Midpoint	H	I	J	K	L	M	
		<b>One Year Increment Steps @ 2.5%</b>								<b>One Year Increment Steps @ 2.25%</b>					
20	Event Production & Facility Supervisor Executive Assistant to the Mayor	\$ 65,850	\$ 67,539	\$ 69,270	\$ 71,047	\$ 72,868	\$ 74,737	\$ 76,653	\$ 78,378	\$ 80,141	\$ 81,944	\$ 83,788	\$ 85,673	\$ 87,601	
21	Library Director City Planner Purchasing/Contracting Officer Tax Auditor/Accountant	\$ 72,435	\$ 74,292	\$ 76,197	\$ 78,151	\$ 80,155	\$ 82,210	\$ 84,318	\$ 86,215	\$ 88,155	\$ 90,139	\$ 92,167	\$ 94,241	\$ 96,361	
22	Informations Technology Manager Human Resources Manager	\$ 79,679	\$ 81,722	\$ 83,817	\$ 85,966	\$ 88,171	\$ 90,431	\$ 92,750	\$ 94,837	\$ 96,971	\$ 99,153	\$ 101,384	\$ 103,665	\$ 105,997	
23	No positions assigned	\$ 87,647	\$ 89,894	\$ 92,199	\$ 94,563	\$ 96,988	\$ 99,475	\$ 102,025	\$ 104,321	\$ 106,668	\$ 109,068	\$ 111,522	\$ 114,031	\$ 116,597	
24	Police Lieutenant Records & Communications Manager Controller Deputy Director of Public Works	\$ 96,411	\$ 98,883	\$ 101,419	\$ 104,019	\$ 106,686	\$ 109,422	\$ 112,228	\$ 114,753	\$ 117,335	\$ 119,975	\$ 122,674	\$ 125,434	\$ 128,257	
25	Chief of Police Director of Finance Director of Public Works Deputy Administrator Recreational & Cultural Services Director City Clerk	\$ 106,052	\$ 108,772	\$ 111,561	\$ 114,421	\$ 117,355	\$ 120,364	\$ 123,450	\$ 126,228	\$ 129,068	\$ 131,972	\$ 134,942	\$ 137,978	\$ 141,082	
26	Mayor	\$ 106,052	\$ 108,772	\$ 111,561	\$ 114,421	\$ 117,355	\$ 120,364	\$ 123,450	\$ 126,228	\$ 129,068	\$ 131,972	\$ 134,942	\$ 137,978	\$ 141,082	
	10% between each Grade from 20-25/26.														
	Steps equal 2.5% increments A to Mid														
	Steps equal 2.25% increments Mid to M														