

ORDINANCE NO. 2185

ORDINANCE ESTABLISHING THE 2023 BASE SALARY AND WAGE SCHEDULE FOR  
UNREPRESENTED (A/K/A NON-UNION) EMPLOYMENT POSITIONS

WHEREAS, the City needs to establish the salary and wage schedule that will apply for the City's unrepresented (a/k/a non-union) employment positions during the calendar year of 2023;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, DO  
ORDAIN AS FOLLOWS:

Section 1. Salary and Wage Rates for 2023. During the calendar year of 2023, the following respective monthly salary ranges and hourly wage ranges will apply for the City's unrepresented (a/k/a non-union) employment positions:

**Full-Time Regular Employee**  
**Positions Established by**  
**SMC 1.10.031(f):**

(all figures are gross)  
(range of approx. 10%)  
**Monthly Salary:**

	<b><u>minimum</u></b>	<b><u>maximum</u></b>
<b><u>Administrative</u></b>		
City Administrator	\$ 9,600	\$10,726
Clerk-Treasurer	\$ 8,600	\$ 9,649
City Attorney	\$12,900	\$14,352
Human Resrcs./Public Rcrds. Mngr./Admin. Asst. (as 3 combined positions)	\$ 5,900	\$ 6,582
Human Resources Manager	\$ 4,500	\$ 5,000
Public Records Manager	\$ 4,650	\$ 5,177
Admin. Asst. (a/k/a Exc. Asst.)	\$ 4,375	\$ 4,864
Payroll & Accts. Pyabl. Spclst.	\$ 4,375	\$ 4,864
Utility Billing Specialist	\$ 4,375	\$ 4,864
Court Clerk & Administrator	\$ 4,375	\$ 4,864
<b><u>Community Services</u></b>		
Community Services Mngr.	\$ 4,600	\$ 5,202
Recr. Coord. – Youth Sports	\$ 3,400	\$ 3,846
Facility Coord. – Civic Center	\$ 3,400	\$ 3,846
<b><u>Public Works: Administration &amp; Utilities</u></b>		
Public Works Director	\$ 7,900	\$ 8,828
Public Works Utility Superv.	\$ 7,500	\$ 8,401
Public Works Engineer Tech.	\$ 4,600	\$ 5,113
Public Works Admin. Asst.	\$ 4,100	\$ 4,864

Public Works: Community Development

Community Dvlpmt. Superv. (a/k/a Cmty. Plnr. or Code Dftr.)	\$ 7,500	\$ 8,401
Building & Code Inspector	\$ 5,000	\$ 5,660
Code Enfor. & Strwtr. Mgmt.	\$ 4,000	\$ 4,444
Plnng. & Bldg. Permit Spclst.	\$ 3,600	\$ 4,065

Public Works: Wastewater Treatment Plant

WWTP. Supervisor	\$ 6,900	\$ 7,743
WWTP. Operator IV	\$ 5,300	\$ 5,921
WWTP. Operator III	\$ 5,100	\$ 5,669
WWTP. Operator II	\$ 4,700	\$ 5,311
WWTP. Operator I	\$ 4,450	\$ 4,950
WWTP. Operator Trainee	\$ 4,100	\$ 4,591
WWTP. Mechanic	\$ 4,400	\$ 4,905

Police Department

Police Chief	\$ 9,250	\$10,287
Deputy Chief of Police	\$ 8,600	\$ 9,600
Police Lieutenant	\$ 8,000	\$ 8,900

Fire Department

Fire Chief	\$10,200	\$11,420
Deputy Fire Chief – Step 3	\$ 8,200	\$ 9,136
Deputy Fire Chief – Step 2	\$ 7,900	\$ 8,802
Deputy Fire Chief – Step 1	\$ 7,600	\$ 8,467
Captain – Step 3	\$ 6,550	\$ 7,318
Captain – Step 2	\$ 6,400	\$ 7,123
Captain – Step 1	\$ 6,200	\$ 6,928
Lieutenant – Step 3	\$ 6,000	\$ 6,733
Lieutenant – Step 2	\$ 5,900	\$ 6,556
Lieutenant – Step 1	\$ 5,700	\$ 6,380
Firefighter – Step 3	\$ 5,500	\$ 6,194
Firefighter – Step 2	\$ 5,100	\$ 5,698
Firefighter – Step 1	\$ 4,500	\$ 5,034
Firefighter – Probationary	\$ 4,300	\$ 4,821
Fire Dept. Admin. Asst.	\$ 4,300	\$ 4,864

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**Part-Time & Seasonal  
Employment Positions:**

(all figures are gross)  
**Hourly Rate:**

	<u>minimum</u>	<u>maximum</u>
Office Assistant	\$ 17.58	\$ 19.53
PW. Parks & Maint. Laborer II	\$ 18.64	\$ 20.50
PW. Parks & Maint. Laborer I	\$ 15.74	\$ 17.50
Recr. Sports Supervisor	\$ 15.74	\$ 17.50
Recr. Programs: Spts. Ref. III	\$ 15.74	\$ 16.40
Recr. Programs: Spts. Ref. II	\$ 15.74	\$ 16.10
Recr. Programs: Spts. Ref. I or Scorekeeper	\$ 15.74	\$ 16.00

*The state-wide minimum wage during 2023 will be \$15.74 per hour. As allowed by state law, any referee or scorekeeper who is 14 or 15 years of age may be employed at an hourly rate that is 85% of the then-applicable minimum wage, which will equate to \$13.38 per hour during the calendar year of 2023.*

**Section 2. Clarifications and Cross-References.** The following clarifications and cross-references apply:


- a. Not every position recited above is presently occupied as of the date of this Ordinance and the City is not required to fill every position. As allowed by SMC 1.10.031(e), some positions recited above are nonexclusive positions, which means that multiple employees may be employed in those positions at the same time.
- b. As allowed by SMC 1.10.031(a) & (c), additional or different positions may be created at the discretion of the Mayor, and multiple positions may be combined at the discretion of the Mayor so long as the salary/wage rate paid to any employee occupying a combined position does not exceed the maximum amount specified on this Ordinance for the highest-paid of the combined positions or a new amount specifically approved by the City Council. As of the date of this Ordinance, the three positions of Human Resources Manager, Public Records Manager and Administrative Assistant are combined and are occupied by a single employee, and such employee will be paid a salary that does not exceed the maximum amount specified on this Ordinance for such combined position.
- c. This Ordinance establishes a salary/wage range for each position. Whenever the City advertises an opening as to any position recited above, the full salary/wage range should be specified within the advertisement(s). Any new employee hired into a fulltime position recited above should ordinarily begin employment at, or near, the minimum rate amount specified for that position. Thereafter, one or more periodic salary/wage increase(s) should occur when appropriate prior to the employee then earning the maximum salary/wage for the

fulltime position. When an existing employee is promoted from a fulltime position to a higher fulltime position, the employee may immediately be paid the maximum rate specified for the higher fulltime position at the discretion of the Mayor.

- d. This Ordinance only establishes base salary rates and base wage rates. By contrast, it does not establish, guarantee or restrict any fringe benefits (such as insurance coverage, vacation and leave accruals, and retirement accruals), any longevity pay accruals or any overtime or comp time accruals that might exist or apply.
- e. As reflected by its title and body, this Ordinance only pertains to unrepresented (a/k/a non-union) employment positions. Represented employees will be paid the salaries/wages specified by the then-applicable Collective Bargaining Agreement (or other union contract) that governs their employment. As of the date of this Ordinance, most Police Department employees and many Public Works Department employees are represented (a/k/a union) employees.
- f. Ordinance No. 2151 was the applicable salary and wage ordinance for the year of 2022. In addition, Ordinance No. 2155 effectuated one substantive amendment to thereto.

Section 3. Publishing and Effective Date. This Ordinance shall take effect and be in full force as of January 1, 2023. A summary of this Ordinance shall be published in the City's official newspaper, consistent with RCW 35A.12.120 and .160, at least five calendar days prior to January 1, 2023.

PASSED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON,  
this 13<sup>th</sup> day of December, 2022.

  
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~~Sherry Raymond, Mayor~~

RUSSELL CARLSON, MAYOR  
PRO TEMPORE

ATTEST:

  
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Dale E. Novobielski, Clerk/Treasurer

APPROVED AS TO FORM:

  
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Rob Case, City Attorney