

RESOLUTION 2013-56

TO BE ENTITLED: "A RESOLUTION TO AMEND CITY OF FRANKLIN HUMAN RESOURCES MANUAL TO REVISE REQUIREMENTS AND DEFINITIONS RELATED TO THE CLASSIFICATION AND COMPENSATION PLAN"

WHEREAS, in September 2012, the City of Franklin, Tennessee contracted with Burris, Thompson & Associates to conduct a comprehensive classification and compensation study; and

WHEREAS, the goal of this effort was to update the City's pay plan to provide a highly competitive pay structure to attract and retain top talent to deliver high-quality services to the community; and

WHEREAS, all City jobs have been assigned to a new set of pay grades and pay ranges have been proposed, reducing the number of pay grades from 22 to 16, with greater differences between pay grades; and

WHEREAS, as part of the implementation of the Classification and Compensation Plan, the City of Franklin Human Resources Manual is in need of revision.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF FRANKLIN, TENNESSEE AS FOLLOWS:

SECTION 1. That Article V, Section D of the City of Franklin Human Resources Manual is hereby added, to add the following text noted in **bold**, with subsequent sections renumbered accordingly, and is approved to read, as follows:

Section D. Job Descriptions

A written job description is to be developed and maintained for each position recognized by the City. Job descriptions are to follow the prescribed format (see Appendix Q). Periodically (at least once each year), job descriptions are to be reviewed by incumbents and/or supervisors to ensure they are up-to-date.

To aid in this process, Department Heads will be reminded to review the job descriptions in their department as one of the first steps in preparing their annual budget proposals. This will facilitate inclusion of new jobs in departmental budget submissions. Supervisors are responsible for accurate job documentation and are to be certain that up-to-date job descriptions are submitted to the Human Resources Department.

SECTION 2. That Article XI, Section A of the City of Franklin Human Resources Manual is hereby amended to delete the following text noted with a ~~strike through~~, to add the following text noted in **bold**, and is approved to read, as follows:

Section A. Policy

The City shall provide, according to its financial ability, a fair and equitable compensation program for all employees which, at the same time, recognizes the need to be accountable for the use of public funds. **The City has high expectations for employee application of technical expertise, customer service, and accountability for results.** The City's compensation plan is based upon prevailing wage rates, economic conditions, and labor market influences. **To ensure the City is able to attract and retain employees with the desired knowledge, skills, and abilities needed to perform job duties at a high level, the City positions its pay practices to be above average compared to other employers.**

The purpose of the compensation program is to provide guidelines for the administration of employee wages and salaries, including starting pay rates, pay increases, promotional increases, and other salary adjustments. The City administers a compensation program which is designed to attract and retain the best qualified talent possible, and to motivate and reward individual performance. **The policy is intended to promote the following:**

- **Ensure competitive pay practices to allow the City of Franklin to effectively compete in the labor market for the talent needed to serve the needs of citizens.**
- **Ensure fair, consistent and unbiased treatment of employees relative to pay administration.**
- **Ensure cost effectiveness of City payroll expense.**

SECTION 3. That Article XI, Section B(5) of the City of Franklin Human Resources Manual is hereby amended to delete the following text noted with a ~~striketrough~~, renumber the subsequent subsections accordingly, and is approved to read, as follows:

~~(5) The Human Resources Director shall be responsible for conducting surveys and/or reviewing studies of salary ranges as recommended by the City Administrator and making recommendations for position range rates.~~

SECTION 4. That Article XI, Section B(2) of the City of Franklin Human Resources Manual is hereby amended to delete the following text noted with a ~~striketrough~~, renumber the subsequent subsections accordingly, to add the following text noted in bold, and is approved to read, as follows:

~~(2) The minimum of the salary range for the position classification is for beginners with little or no experience.~~

(2) The pay range minimum for a job classification is the normal hiring rate.

SECTION 5. That Article XI, Section B(3) of the City of Franklin Human Resources Manual is hereby amended to delete the following text noted with a ~~strikethrough~~, to add the following text noted in **bold**, and is approved to read, as follows:

(3) For positions that require special technical knowledge, expertise or certifications and/or for which there is a small pool of qualified applicants, **applicant qualifications exceed the minimum requirements, inability to fill the position at the hiring rate, or regulatory requirements**, new hires with proven related experience may be hired above the minimum but no more than the midpoint of their respective salary range ~~and not at a salary higher than current employees with comparable experience who are performing satisfactorily in the same position.~~ Any starting salary above the midpoint shall require approval from the City Administrator. **Such an exception must be approved by the Human Resources Director and City Administrator. The current pay rates, qualifications, and skill levels of existing job incumbents should be carefully considered before the starting pay rate for a particular new employee is established.**

A department head desiring to employ an applicant at a starting pay rate above the 25th percentile of the pay range for that position must submit a written justification to the Human Resources Director for consideration. The Human Resources Director, if in agreement, will then submit a recommendation to the City Administration for approval.

SECTION 6. That Article XI, Section B(7) of the City of Franklin Human Resources Manual is hereby added, the following text noted in **bold**, and renumber subsequent sections accordingly, as follows:

(7) **Annual Increases** – Each year, the City of Franklin Board and Mayor of Aldermen will consider authorizing an overall Pay Increase Budget. Normally, the Pay Increase Budget will fund increases for all eligible employees. However, this depends on availability of funds to do so. Annual increases reward employees for continued service and reflect employees’ increasing job knowledge, skills, and performance.

Structure Adjustments – If deemed appropriate by the Board of Mayor and Aldermen as described in Article XI Section D below, the Pay Increase Budget may also include an amount needed to fund a structure adjustment.

SECTION 7. That Article XI, Section B(8) of the City of Franklin Human Resources Manual is hereby amended to delete the following text noted with a ~~strikethrough~~, to add the following text noted in **bold**, and is approved to read, as follows:

8) **At the time of the promotion, the individual’s salary is to be adjusted to reflect the increased demands and responsibility of the new position per the pay plan.** When an employee in one classification is promoted to a position in another classification, then the rate of pay upon promotion shall be based upon the following:

~~Promotion of One Salary Grade~~—When an employee is promoted to a higher salary grade (one grade), the employee shall receive a pay increase of 7.5% or the minimum rate of pay for the higher position range, whichever is greater, or more at the discretion of the City Administrator, but not to exceed the maximum rate of pay for the higher classification.

~~Promotion of Two Salary Grades~~—Employees promoted higher than one salary grade shall receive 7.5% for the first higher grade plus 2.5% for each additional grade or the minimum rate of pay for the higher position range, whichever is greater, or more at the discretion of the City Administrator, but not to exceed the maximum rate of pay for the higher classification.

In determining the rate of pay, the City Administrator shall consider a comparable rate of pay if the position was filled by an external candidate with similar education, experience, and ability. **Salaries of other incumbents (if any) already in the new position and the promoted individual's credentials will be considered in determining the amount of the promotional adjustment. If a promotion is to a supervisory position, normally the promotional adjustment will be sufficient to create some pay differential between the promoted employee and subordinates, though tenure of all employees involved will be a factor impacting the practicality of doing so. Managers will have discretion, subject to approval of Human Resources, in recommending promotional increases to pay rates anywhere within the first quarter of the pay range. Recommended promotional adjustments resulting in pay rates beyond the first quarter of the pay range must be approved by the City Administrator.** Employees who are promoted shall be placed on probationary status in accordance with Article VIII of this Human Resources Manual.

SECTION 8. That Article XI, Section B(9) of the City of Franklin Human Resources Manual is hereby added, the following text noted in **bold**, renumber subsequent subsections accordingly, and is approved to read, as follows:

(9) There may be instances in which an employee is reassigned to a position in a lower Pay Grade. Additionally, employees may voluntarily ask to move to a job in a lower Pay Grade, perhaps through the job posting/bidding process. Whether or not a reduction in pay should occur in these situations depends on consideration of all of the following:

- 1) How will the employee's pay rate compare with pay rates of other incumbents in the lower graded job or similar jobs?**
- 2) How long has the employee been in the former job?**
- 3) Was the reassignment related to the employee's performance or to a reduction in force or organizational change?**
- 4) Where will the employee's pay rate fall in the new (lower) Pay Range?**

Normally, the employee's pay rate will be reduced to be consistent with rates of pay of other incumbents in the new job who possess similar skills and tenure. Pay adjustments must be approved by the Human Resources Director and City Administrator.

SECTION 9. That Article XI, Section B(11) of the City of Franklin Human Resources Manual is hereby amended to delete the following text noted with a ~~strike through~~, to add the following text noted in **bold**, and is approved to read, as follows:

(11) Occasionally there may be compelling reasons to grant salary increases for reasons other than performance or promotion. Such reasons may be based on labor market conditions or to correct identified salary inequities. **Adjustments to correct pay inconsistencies or inequitable situations related to pay may occasionally be necessary due to one or more of the following:**

- **A need to match more closely the prevailing pay levels in the market to be competitive.**
- **Recognition that an employee's pay rate does not adequately reflect the employee's total experience and qualifications.**
- **Insufficient pay differential between supervisor and subordinates.**
- **Other pay compression related concerns.**

~~Any such salary adjustments will be treated as an exception to policy and must be recommended by the City Administrator and approved by the Board of Mayor and Aldermen.~~
Department Heads may recommend equity adjustments by submitting a written justification to Human Resources. All such adjustments must be approved by the Human Resources Director. BOMA

Recommended equity adjustments resulting in pay rates beyond the first quarter of the pay range must be approved by the City Administrator. If budgeted funds are not available, the recommended equity adjustment may need to be submitted with the annual budget for approval by the Board of Mayor and Aldermen.

SECTION 10. That Article XI, Section C of the City of Franklin Human Resources Manual is hereby amended to delete the following text noted with a ~~strike through~~, to add the following text noted in **bold**, and is approved to read, as follows:

Section C. Adoption or Rejection of the Compensation Plan

~~The Human Resources Director, under the direction of the City Administrator, shall develop a uniform and equitable compensation plan consisting of a minimum, midpoint, and maximum range of pay for each class of positions. Salary ranges for each class shall be coordinated with the position classification plan and shall be based upon the ranges of pay for other classes, requisite qualifications, general rate of pay for comparable work in public and~~

private employment in the area, cost of living data, maintenance of other benefits received by employees, the financial policy of the City, and other economic considerations. The compensation plan shall then be submitted to the Board of Mayor and Aldermen for adoption.

The City's pay plan reflects a market driven approach to establishing pay rates for City employees. Accordingly, a Target Market Rate is defined for each job. The Target Market Rate is a guidepost for the administration of compensation for each job. The Target Market Rate is determined from labor market data from local government and general business and industry. For most jobs, the Target Market Rate is the average of two numbers:

- Reflecting the "above average" pay strategy of the City – the pay rate representing the 70th percentile of the local government labor market data for the job, and
- The pay rate representing the 50th percentile of the labor market data from general business and industry for the job (For technical, in-demand jobs, the pay rate used represents the 70th percentile.)

For jobs found only in other municipalities, the "Target Market Rate" the City used in the Pay Plan is the 70th percentile of the local government data.

The City of Franklin Pay Structure is comprised of 16 Pay Grades, each with a corresponding pay range (see Appendix R). The pay range is defined by a midpoint, a minimum at eighty-five percent (85%) of the midpoint and a maximum at one hundred and twenty percent (120%) of the midpoint. The pay ranges in adjacent Pay Grades are twelve and one-half percent (12.5%) apart. The pay ranges are designed so that the midpoints approximate the Target Market Rates of jobs assigned to that Pay Grade.

Each job is to be assigned to the Pay Grade for which the pay range midpoint best matches the Target Market Rate for the job. Exceptions may be made if strategic business considerations dictate that certain jobs (not employees) should be valued differently than their market value. Such exceptions must be approved by the City Administrator.

~~The compensation plan may be amended from time to time, as circumstances require in accordance with the above provisions and approval of the Board of Mayor and Aldermen.~~

SECTION 11. That Article XI, Section D of the City of Franklin Human Resources Manual is hereby added, the following text noted in **bold**, and renumber subsequent sections accordingly, as follows:

Section D. Adjustment of Pay Structure

The Pay Structure is subject to review on a periodic basis by the Human Resources Director and City Administrator. The pay structure may be adjusted periodically as

necessary to ensure that the City's pay practices remain competitive with changes in labor market conditions. If a review is proposed and deemed to be appropriate by the Board of Mayor and Aldermen, it will consist of:

- 1) **Gathering comparative salary data for approximately thirty (30) to forty (40) selected benchmark jobs from, when possible, the same sources representing the same benchmark employers use for the pay study conducted to develop the pay plan.**
- 2) **Comparing market salary data obtained for each benchmark job with the corresponding City of Franklin Pay Grade and Pay Range.**
- 3) **Determining the required adjustment to the City Pay Ranges to ensure that midpoints of each Pay Grade will more accurately approximate the Target Market Rates of jobs in each Pay Grade. Normally, if an adjustment is needed, this is accomplished by increasing the Pay Ranges by some common percentage.**
- 4) **Evaluating the City ability to pay and, if necessary, adjusting the percentage determined in step 3 above as appropriate.**

In lieu of Steps 1 and 2, the City may review available published data related to employers' actual and projected pay structure adjustments.

Based on the above analyses, the Human Resources Director will recommend the magnitude of adjustment of the Pay Structure, if one is needed, for approval by the City Administrator and Board of Mayor and Aldermen.

SECTION 12. That Article XI, Section E of the City of Franklin Human Resources Manual is hereby added, the following text noted in **bold**, and renumber subsequent sections accordingly, as follows:

Section E. Re-Classification of Position

A job may be re-classified if warranted by significant changes in job responsibilities. To request a re-classification, department heads must submit a revised job description and completed request for re-classification form to the Human Resources Director. The Target Market Rate of the job will be determined based on comparison of the job to available salary survey data. The job will be reassigned to a different Pay Grade if indicated by the new Target Market Rate for the job. Re-classification of a job to a higher Pay Grade normally would be treated as a promotion which must be approved by the City Administrator.

SECTION 13. That Article XII, Section A of the City of Franklin Human Resources Manual is hereby amended to delete the following text noted with a ~~strikethrough~~, to add the following text noted in **bold**, and is approved to read, as follows.

Section A. Policy and Procedures

It is the policy of the City of Franklin to hire employees for entry level positions, to provide training and development for employees, when necessary, and to offer employees promotions to higher level positions when deemed appropriate. Generally, the City of Franklin management prefers to promote from within to fill vacancies above the entry level, unless outside recruitment is found to be in the City's best interest. All employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their supervisor, Department Director and/or Human Resources Department. An employee's eligibility for promotion will be determined by the requirements of the new job. The employee must have both a satisfactory performance record and no adverse disciplinary actions during the twelve (12) months immediately preceding the closing date for application submittal.

Placement of an individual in a job which is in a Pay Grade that is higher than the individual's current Pay Grade will be considered a promotion. (Temporary job reassignments of less than six months will not normally be considered a promotion.) Promotions shall be based on merit, efficiency and fitness (determined by competitive evaluation, if practical). This evaluation shall give appropriate consideration to the qualifications of the candidates in relation to the position's qualifications and essential function; seniority and merit rating. It may also include an evaluation of the physical and/or mental condition of the applicant. In order to select the best available candidate for each position, recruitment may also be made from outside the Classified Service. However, in cases where the internal and external candidate's rate equally qualified for positions presently vacant, the promotional candidate shall receive first consideration in filling such vacancies.

Temporary adjustments to pay rates of employees assign temporarily (for twenty (20) or more consecutive work days up to six (6) months) to perform work of higher level jobs will be made at the discretion of managements.

When a position above entry level becomes vacant, or is to be vacated, the Department Director will notify Human Resources immediately. The vacant position will be announced and any examinations will be conducted as soon as possible and the appropriate eligibility list prepared.

The Human Resources Director, after consultation with the Department Director and approval by the City Administrator, will determine whether an open (external) competitive examination or a promotional (internal) examination will best serve the interests of the City. The Human Resources Director shall determine if internal vacancies shall be posted to one department, selected departments or City-wide. All internal vacancies shall be posted for a period of no less than five (5) working days.

The Human Resources Director, subject to review by the City Administrator, shall determine the method of selection examinations and shall use the certification process, described in Article VIII Section B, when filling a vacancy by promotion.

If a position re-employment list does not exist, the Human Resources Director will certify the names of the top three (3) qualified candidates ranked highest on the appropriate promotion list. When more than one vacancy is to be filled, two names for each additional vacancy shall be added to the list. (Two (2) vacancies = five (5) names; three (3) vacancies = seven (7) names.) The Department Director shall then fill the position(s) from among those candidates available in this highest qualified rating. The Department Director is not obligated to select in rank order or to justify the reasons for the selection.

No regular promotional appointments shall be made before the promotional list has been submitted to the Department Director by the Human Resources Director, except in rare cases as set out in Section D of this Rule.

Promotions in every case must involve a definite increase in duties and responsibilities and shall not be made merely for the purpose of affecting an increase in compensation. Promotions will be made to vacant, budgeted and/or authorized positions. **All promotions must be approved by the Human Resources Director.**

All promotional appointments shall be for a six (6) month probationary period. During the probationary period, the employee may be rejected at any time without charges, right of appeal and hearing when, in the judgment of the Department Director, the quality of the employee's work is not such as to merit continuation in the position.

An employee rejected during the probationary period from a position to which he has been promoted or who voluntarily requests to be reinstated to a position in the same class from which they were promoted may be reinstated to a position in the class from which he was promoted unless he is discharged as provided in these Rules and provided that such a position is available. The employee shall be reduced to the rate of pay in effect immediately prior to the promotion.

Nothing in this policy shall be construed as any guarantee of future pay increases. City management and the Board of Mayor and Aldermen will make every effort to ensure administration of wages and salaries in a manner consistent with the intent of this policy, but any employee pay adjustments will be subject to availability of funds as determined in the budgeting process.

SECTION 14. That Article XIII, Section A of the City of Franklin Human Resources Manual is hereby amended to delete the following text noted with a ~~strikethrough~~, to add the following text noted in **bold**, and is approved to read, as follows:

Section A. Policy

The Human Resources Director shall administer a program to evaluate the work performance of each City employee. The individual employee's performance evaluation shall be completed by the supervisor, subject to review and signature of the Department Director, and shall be relevant to actual job duties and responsibilities. Departments are required to use evaluation forms approved by the Human Resources Director. **The employee's overall performance rating will be the average of (1) the rating on job performance standards and (2) the rating on major objectives.** Each Department Director is responsible for ensuring that employee evaluations are conducted in a timely manner prescribed by the Human Resources Director. The City Administrator, Assistant City Administrators and the Human Resources Director, in consultation with the Department Directors, shall monitor and approve employee evaluations with regard to clarity of job expectations and documentation of job performance. Performance evaluations of Department Directors and other administrative employees reporting directly to the City Administrator or Assistant City Administrators shall be conducted by the City Administrator or the appropriate Assistant City Administrator in a manner substantively similar to other City employees.

SECTION 15. That Article XIII, Section B of the City of Franklin Human Resources Manual is hereby amended to delete the following text noted with a ~~strike through~~, to add the following text noted in **bold**, and is approved to read, as follows:

Section B. Frequency of Assessments

A performance evaluation shall be conducted for each regular full-time and regular part-time employee ~~at least once each fiscal year to be evaluated is the calendar year: January 1 – December 31.~~ **All employees eligible for an increase each July 1st must have received a written performance evaluation for the performance period ending the prior December 31.**

Performance evaluation drafts are to be completed at the end of each calendar year and submitted to Human Resources by January 10. Performance evaluations, *after possible revisions to reflect final year end results and all required approvals*, are to be communicated to employees no later than February 15.

~~Furthermore, a performance evaluation shall be conducted any employee in a probationary status after five (5) months and eleven (11) months of the probationary period.~~ **Employees hired after January 1 are to receive a performance evaluation at the end of their six (6) month probationary period but would not be eligible for a pay increase until the next July 1. For recent hires, if less than three (3) months have elapsed since a probationary review was completed; completion of a new annual performance evaluation at the end of the calendar year is optional.** The Department Director has discretionary authority to conduct other evaluations during the year, as may be necessary, due to repeated

problems in an employee's job performance, promotional considerations, lay-offs, or other circumstances that may warrant a special evaluation.

SECTION 16. That Article XIII, Section C of the City of Franklin Human Resources Manual is hereby amended to delete the following text noted with a ~~strike through~~, to add the following text noted in **bold**, and is approved to read, as follows:

Section C. Processing of Employee Evaluations

The processing of employee performance evaluations will be used in conjunction with merit-based pay increases. Employees are required to sign their evaluation forms indicating that the employee has had an opportunity to discuss the evaluation with the employee's supervisor. All evaluations become part of the City's official personnel file for that employee. Individual performance evaluations are subject to the Tennessee open records law.

~~Performance evaluations may be used in conjunction with a merit-based rate of pay adjustment to be implemented in July of each year, if approved by the City Board of Mayor and Aldermen. All regular full-time and part-time employees employed before January 1st of the current calendar year, provided their performance evaluation is in the "meets expectations" range or higher, are eligible for a possible pay increase effective the first complete pay period in July (or other date as determined by the City Administrator with approval of the Board of Mayor and Aldermen) each year. If an employee achieves an overall "meets expectations" rating or higher, an increase based on the salary is recommended. If an employee does not achieve a "meets expectations" rating, no increase is recommended. All merit-based pay raises shall be preceded by and be based upon a completed performance evaluation.~~

All eligible employees who receive a "Meets Expectations" rating or better will be eligible to receive the Pay Increase effective the first complete pay period in July, subject to available funds as previously described in Article XI, Section B(7). The amounts of individual employee's increases will be based on the approved Pay Increase Budget and guidelines provided to Department Heads concerning how pay is to reflect performance.

If an employee scores "below expectations" or lower rating, they are placed on a three (3) month probationary period and are re-evaluated at the end of that time period. **Employees receiving an overall "below expectations" rating are not eligible to receive an increase July 1st. Such employees will be re-evaluated after 90 days but will not be eligible for an increase until the next July 1st, provided their performance has improved to "meets expectations."** The employee will not be eligible to apply for any openings or promotions during this probationary period. Specific written expectations must be given to the employee as

to how the performance must improve. If performance does not improve, termination may result.

An employee who feels that his/her performance appraisal is not correct shall have the right to appeal the appraisal to the City Administrator through the Human Resources Director. The appeal shall be submitted to the Human Resources Director by ten (10) City business days from the date the employee receives the evaluation. The City Administrator will make the final decision regarding the performance appraisal rating. Ratings are not grievable under the grievance procedure.

SECTION 17. That Article XIII, Section D of the City of Franklin Human Resources Manual is hereby added, the following text noted in **bold**, and is approved to read, as follows:

Section D. Employees on Leave of Absence

Employees on approved medical, FMLA, military, or disability leave of absence on July 1 will be eligible to receive the approved pay increase, provided their recent performance evaluation was in the “meets expectations” range or higher. For employees on approved medical, FMLA, military or disability leave of absence for whom a performance evaluation was not completed, completion of the performance evaluation and eligibility for an approved pay increase will be postponed until their return to active employment (pay increases, if any, will be made retroactive to the July 1).

For non-FMLA personal leave, appraisals and eligibility for pay increases will be postponed until return to active employment (and possibly beyond the date of return to work in cases where such absence exceeds four (4) months – eligibility for pay increases will normally be postponed one month for every month of leave beyond four.

SECTION 18. That Article XVI, Section A of the City of Franklin Human Resources Manual is hereby added, the following text noted in **bold**, and is approved to read, as follows:

Section A. Transfers

A transfer is a lateral movement of an employee from one position to another at relatively the same pay range between positions of the same class or a different class. **No immediate adjustment to pay will be made.** Transfers may be made within a department or between departments. A transfer is not the assignment of an employee from one shift to another without a change in duties or job title. **Lateral moves that serve to broaden employees’ skills and knowledge and improve City efficiency and results may be encouraged.** Transfers may be made as a result of:

- 1) Layoff
- 2) Abolishment of a position

- 3) Further training and development of an employee in another position that would be beneficial to the future staffing needs of the City
- 4) Personal request of the regular employee when it is consistent with other requirements of this Rule
- 5) To provide accommodation for a disability
- 6) Other reasons determined to be justifiable by the Department Director, Human Resources Director and City Administrator

To be transferred, an employee must meet the minimum qualifications for the position and the move must be in the best interest of the City. Regular employees who are transferred at their own request shall serve a probationary period of six (6) months. Regular employees who are transferred at management's discretion shall not be subject to an additional probationary period.

SECTION 19. That Appendix Q of the City of Franklin Human Resources Manual is hereby added, and is approved to read, as follows:

Appendix Q

City of Franklin Job Description Format

Job Title:
Reports To:
Supervises:
FLSA Status:
Approved Date:

I. Purpose of Job

Brief statement of why the job exists.

II. Essential Job Duties

A. Job Task A

- Detail 1
- Detail 2
- Detail 3
- Detail 4
- Detail 5

B. Job Task B

- Detail 1
- Detail 2
- Detail 3
- Detail 4
- Detail 5

C. Job Task C

- Detail 1
- Detail 2
- Detail 3
- Detail 4
- Detail 5

Etc.....

III. Other Job Duties

Performs other job duties as assigned, including:

- Minor task 1
- Minor task 2

- Etc.

IV. Primary Job Challenges

Primary challenges of this position.

V. Equipment Operated

VI. Key Competencies Required

- **Job Content Knowledge**

Statement of required job content related competencies.

- **Language Skills:** *[SELECT ONE]*

_____ Level 1: Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

_____ Level 2: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, vendors, and other employees of the organization.

_____ Level 3: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

_____ Level 4: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

_____ Level 5: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

_____ Level 6: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

- **Mathematical Skills:**

_____ Level 1: Ability to add and subtract two digit numbers and to multiply and divide with 10's

and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

____ Level 2: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

____ Level 3: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

____ Level 4: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.

▪ **Reasoning Ability:**

____ Level 1: Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with repetitive situations with the need for only occasional or no choices to be made.

____ Level 2: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems by choosing from a very small number of known choices with great reliance on how problems were dealt with before.

____ Level 3: Ability to apply common sense understanding to carry out multi-step instructions furnished in written, oral, or diagram form. Ability to deal with problems by choosing from several known choices with frequent reliance on how problems were dealt with before.

____ Level 4: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. In decision making, some choices are known while others may need to be identified. Some reliance on precedent. Ability to interpret a variety of complex instructions furnished in written, oral, diagram, or schedule form.

____ Level 5: Ability to define complex problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

____ Level 6: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) at the highest level. Ability to deal with a variety of abstract and concrete variables.

- **Teamwork:** Develops constructive and cooperative working relationships with others. Encourages others to express their ideas and opinions. Provides input into identifying and solving problems. Anticipates need of others for information about job tasks and work environment and provides it to them in a timely manner. Willingly assists others with job tasks when appropriate.

VII. Physical Demands and Work Environment

Physical Demands: Performance of the essential duties of this job requires the incumbent to:

Occasionally Frequently Regularly stand.
Occasionally Frequently Regularly walk.
Occasionally Frequently Regularly sit.
Occasionally Frequently Regularly use hands to finger, handle, or feel.
Occasionally Frequently Regularly reach with hands and arms.
Occasionally Frequently Regularly climb or balance.
Occasionally Frequently Regularly stoop, kneel, crouch, or crawl.
Occasionally Frequently Regularly talk or hear.
Occasionally Frequently Regularly taste or smell.
Occasionally Frequently Regularly lift up to 10 pounds.
Occasionally Frequently Regularly lift up to 25 pounds.
Occasionally Frequently Regularly lift up to 50 pounds.
Occasionally Frequently Regularly lift up to 100 pounds.
Occasionally Frequently Regularly lift more than 100 pounds.

Work Environment: Performance of the essential duties of this job requires:

Occasional Frequent Regular exposure to wet or humid conditions (non-weather).
Occasional Frequent Regular Work near moving mechanical parts
Occasional Frequent Regular work in high, precarious places
Occasional Frequent Regular exposure to fumes or airborne particles
Occasional Frequent Regular exposure to toxic or caustic chemicals
Occasional Frequent Regular exposure to outdoor weather conditions
Occasional Frequent Regular exposure to extreme cold (non-weather)
Occasional Frequent Regular exposure to extreme heat (non-weather)
Occasional Frequent Regular exposure to risk of electrical shock
Occasional Frequent Regular work with explosives.
Occasional Frequent Regular risk of radiation.
Occasional Frequent Regular exposure to vibration.

The work environment is very quiet (examples: forest trail, isolation booth for hearing test). quiet (examples: library, private office). moderately noisy (examples: business office with computers and printers, light traffic). loud (examples: metal can manufacturing department, large earth-moving equipment). very loud (examples: jack hammer work, front row at rock concert).

VIII. Qualifications

Education and Experience: The required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through *[see below]*

- _____ Level 1: No prior experience or training.
- _____ Level 2: Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.
- _____ Level 3: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

- _____ Level 4: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- _____ Level 5: Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience
- _____ Level 6: Bachelor's degree (B. A.) from four-year College or university; or two to three years related experience and/or training; or equivalent combination of education and experience.
- _____ Level 7: Fifth Year College or university program certificate; or three to four years related experience and/or training; or equivalent combination of education and experience.
- _____ Level 8: Master's degree (M. A.) or equivalent; or five to ten years related experience and/or training; or equivalent combination of education and experience.
- _____ Level 9: Doctoral degree (Ph. D.) or equivalent; or more than 10 years related experience and/or training; or equivalent combination of education and experience.

Required Certifications/Licenses:

SECTION 20. That Appendix R of the City of Franklin Human Resources Manual is hereby added, and is approved to read, as follows:

Appendix R

----- PAY RANGE -----

PAY				
GRADE		Min	Mid	Max
P	\$	143,778	\$ 169,151	\$ 202,981
O	\$	127,803	\$ 150,356	\$ 180,427
N	\$	113,603	\$ 133,650	\$ 160,380
M	\$	100,980	\$ 118,800	\$ 142,560
L	\$	89,760	\$ 105,600	\$ 126,720
K	\$	79,787	\$ 93,867	\$ 112,640
J	\$	70,921	\$ 83,437	\$ 100,124
I	\$	63,041	\$ 74,166	\$ 88,999
H	\$	56,036	\$ 65,925	\$ 79,110
G	\$	49,810	\$ 58,600	\$ 70,320
F	\$	44,276	\$ 52,089	\$ 62,507
E	\$	39,356	\$ 46,301	\$ 55,561
D	\$	34,983	\$ 41,156	\$ 49,387
C	\$	31,096	\$ 36,583	\$ 43,900
B	\$	27,640	\$ 32,518	\$ 39,022
A	\$	24,569	\$ 28,905	\$ 34,686

SECTION 21. BE IT FINALLY RESOLVED by the Board of Mayor and Aldermen of the City of Franklin, Tennessee, that this Resolution shall take effect from and after its passage on first and final reading, the health, safety, and welfare of the citizens requiring it.

It is therefore RESOLVED this the ____ day of _____, 2013.

ATTEST:

CITY OF FRANKLIN, TENNESSEE

By: _____
Eric S. Stuckey
City Administrator

By: _____
Dr. Ken Moore
Mayor