



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 11/16/2021

Item Creation Date:

HR - Amend the Master Classification Listing and Master Pay Structure for Civilian Employees

Agenda Item#: 41.

Summary:

ORDINANCE amending the City's Master Classification Plan (City of Houston Ordinance No. 1998-834, as most recently amended by City of Houston Ordinance No. 2021-856) to change the pay grade of one (1) job classification and revise the Master Pay Structure; providing a repealer; providing for severability

Background:

The Human Resources Department recommends the following revisions to the civilian Master Pay Structure and Master Classification Listing:

Revise the Master Pay Structure to reflect the City of Houston's minimum rate of \$15.00/hour, established by the Mayor. The Master Pay Structure revisions are on Exhibit B of the Ordinance:

1. For pay grades 4 - 10, increase City of Houston pay grade minimum rate from \$1,140 biweekly (\$14.25/hour) to \$1,200 biweekly (\$15.00/hour) and slightly increase pay grade maximums to maintain pay structure integrity. This will impact nearly 500 employees.
2. For pay grades 11 - 12, slightly increase pay grade minimum and maximum rates to maintain pay structure integrity. 15 employees in the Urban Park Ranger classification (pay grade 12) will be affected.
3. For pay grade 13 - 15, slightly increase pay grade maximum rates to maintain pay structure integrity. No employees are affected.

One revision to the Master Classification Listing, which is Exhibit A of the Ordinance:

Change Pay Grade:

Job Title	Pay Grade	Pay Grade
Senior Sideload Operator	9	11

The revised pay grade is more consistent with similar jobs and market rates.

All revisions to the Master Pay Structure and Master Classification Listing will be effective at the beginning of the first full pay period after approval

DocuSigned by:

23571A9195CB4FE...

Jane Cheeks

Human Resources Director

Prior Council Action:

Rev. to Ord. 98-834 as amended by Ord. 2021-856 (Exhibits A & B)

Amount and Source of Funding:

Fund	Amount
General Fund	379,867
Project Cost Recovery Fund	873
Essential Public Health Services Fund	1,075
Parks Special Revenue Fund	4,513
Parks Golf Special Revenue Fund	14,439
Bayou Greenway 2020 Fund	8,599
Houston Emergency Center	33,587
Building Inspection Special Fund	688
Storm Water Fund	7,825
DDSRF - Metro ET AL	6,507
Grant Fund	4,128
HAS-Revenue Fund	133,318
Water and Sewer Operating Fund	1,089
Total	596,509

Contact Information:

Arilynn Ceasar 832-393-8036

ATTACHMENTS:

Description

Coversheet
Ordinance
Exhibit A
Exhibit B
Prior Council Action

Type

Signed Cover sheet
Ordinance/Resolution/Motion
Contract/Exhibit
Contract/Exhibit
Backup Material