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CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 6/10/2025

Item Creation Date:

HR-Amendment to the Master Classification Plan and Municipal Pay Structure

Agenda Item#: 43.

Summary:

AN ORDINANCE AMENDING THE CITY'S MASTER CLASSIFICATION PLAN (CITY OF HOUSTON ORDINANCE NO. 1998-834, EXHIBIT A) AND REVISING THE PAY STRUCTURE (EXHIBIT B) AS MOST RECENTLY AMENDED BY ORDINANCE NO. 2024-808; TO CREATE SIX (6) NEW JOB CLASSIFICATIONS; CHANGE TWELVE (12) JOB TITLES; AND DELETE EIGHTEEN (18) JOB CLASSIFICATIONS; PROVIDING A REPEALER; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

Background:

The Human Resources Department recommends amending the City's Master Pay Structure (Exhibit B) by revising the pay grade minimums and maximums. The Human Resources Department also recommends amending the City's Master Classification Ordinance (Exhibit A) by creating 6 new jobs, changing 12 jobs, and deleting 18 jobs.

Funding for this item is included in the FY 2026 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

AMEND MASTER PAY STRUCTURE

Amend pay structure to accommodate new minimum pay rate and across-the-board increase established in the Meet and Confer Agreement (MCA) between HOPE and the City of Houston as follows:

Pay grades 5 and 6 have minimums at the City's new minimum rated of $17.25/hour.
Other pay grades' minimum rates were adjusted by 3.5%.
Maximum rates were adjusted by 3.5%.

AMEND MASTER CLASSIFICATION ORDINANCE

A.New Jobs

Job Title	Pay Grade
Survey Specialist I	13
Survey Specialist II	17
Survey Specialist Supervisor	20
Traffic Signal Apprentice	10
Traffic Signal Technician I	17
Traffic Signal Technician II	21

B. Change Jobs

Current Job Title	Current Pay Grade	New Job Title
Chief Sanitarian	28	Chief Environmental Health Specialist
Instrument Person	11	Senior Survey Field Technician
Lead Traffic Signal Technician	23	Traffic Signal Technician III
Sanitarian I	14	Environmental Health Specialist I
Sanitarian II	17	Environmental Health Specialist II
Sanitarian III	21	Environmental Health Specialist III
Sanitarian IV	24	Environmental Health Supervisor
Senior Rodperson	9	Survey Field Technician

Current Job Title	Current Pay Grade	New Pay Grade
Chief Surveyor	28	29
Electrical Superintendent	26	27
Electrical Supervisor	24	25
Traffic Signal Supervisor	22	25

C. Delete Jobs

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Job Title	Grade
Central Network Administrator	26
Computer Operator	10
Criminalist Laboratory Manager	29
EEG Neurofeedback Technician	12
IS/IT Help Desk Coordinator	10
LAN Specialist	26
Line Technician I	8
Line Technician II	12
Line Technician III	16
Line Technician IV	20
Print Shop Operator	10
Radio Installer	6
Relocation Counselor	15
Rodperson	5
Senior Central Network Administrator	28
Senior IS/IT Help Desk Coordinator	14
Senior Print Shop Operator	15
Tape Librarian	11

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Jane Cheeks
Human Resources Director

Prior Council Action:
2024-808

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