



CITY COUNCIL REGULAR MEETING AGENDA

Monday, July 3, 2017, 7:00 PM

City Hall, 616 NE 4th Avenue

NOTE: There are two public comment periods included on the agenda. Anyone wishing to address the City Council may come forward when invited; please state your name and address. Public comments are typically limited to three minutes, and written comments may be submitted to the City Clerk. Special instructions for public comments will be provided at the meeting if a public hearing or quasi-judicial matter is scheduled on the agenda.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PUBLIC COMMENTS

V. CONSENT AGENDA

- A. Approve the minutes of the June 19, 2017, Camas City Council Workshop and Meeting.

 [June 19, 2017 Camas City Council Workshop Meeting Minutes - Draft](#)

[June 19, 2017 Camas City Council Regular Meeting Minutes - Draft](#)

- B. Approve the automated clearing house and claim checks as approved by the Finance Committee.

- C. Award the 2017 Citywide Asphalt Overlay project to Brix Paving Northwest, Inc. in the amount of \$208,514.37 and authorize administrative execution of change orders up to 10% of the total bid. This contract provides for the preparation and full width overlay of asphalt as a preservation method on City streets. (Submitted by Denis Ryan)

 [2017 Overlay Bid Tab](#)

- D. Accept the results of the HR Answers Compensation Study and authorize the City to resume salary impact negotiations with the bargaining groups. (Submitted by Pete Capell and Jennifer Gorsuch)

 [2017 HR Answers Compensation Study](#)

- E. Authorize the Final Pay Estimate to Haag and Shaw, Inc. for the Franklin Street Neighborhood Improvements North Project in the amount of \$16,809.15 and accept the project as complete. This project is financed through the Community Development Block Grant (CDBG) Program with funds obtained from the U.S. Department of Housing and Urban Development (HUD) as well as Camas water and sewer funds. (Submitted by Steve Wall)

 [Final Pay Estimate for Franklin Street Improvements](#)

NOTE: Any item on the Consent Agenda may be removed from the Consent Agenda for general discussion or action.



VI. NON-AGENDA ITEMS

- A. Staff
- B. Council

VII. MAYOR

- A. Announcements

VIII. MEETING ITEMS

- A. Ordinance No. 17-009 Wireless Communication Facilities
Detail: An ordinance repealing and replacing Camas Municipal Code (CMC) 18.35 relating to wireless communication facilities. The City adopted a moratorium related to wireless communication facilities through Ordinance No. 16-015, together with a work plan for review and adoption of new or amended regulations. The work plan was completed with the final hearing before City Council on June 19, 2017, and Ordinance No. 17-009 reflects Council's decision. New applications for wireless communication facilities under Ordinance No. 17-009 may be submitted on or after August 7, 2017.
Presenter: Pete Capell, City Administrator
Recommended Action: Staff recommends Council move to adopt Ordinance No. 17-009 and publish according to law.
 [Ordinance No. 17-009 Wireless Communication Facilities](#)
[Exhibit A Camas Municipal Code Chapter 18.35](#)
[Ordinance No. 16-015 Moratorium on Wireless Communication Facilities](#)
- B. Resolution No. 17-008 Adopting Changes to Positions Within the Library Department
Details: This resolution creates a new non-represented position titled Technology and Collections Manager and revises the titles for two represented positions within the department. Youth Services Librarian will become Programming and Outreach Coordinator and the Library Support Assistant will become Administrative Support Assistant. This item was presented at the June 19, 2017 Workshop meeting by Connie Urquhart, Library Director.
Presenter: Jennifer Gorsuch, Administrative Services Director
Recommended Action: Staff recommends Council move to adopt Resolution No. 17-008.
 [Resolution No. 17-008 Regarding Library Department Position Revisions](#)
[Appendix A - Technology & Collections Mgr. Job Description & Salary Scale](#)
[Appendix B - Programming & Outreach Coordinator Job Description](#)
[Appendix C - Administrative Support Assistant Job Description](#)
- C. Resolution No. 17-009 Adopting Salary Scales for Non-Represented Employees
Details: This resolution will create the 2017 salary scales for non-represented employees as a result of the salary study that was conducted for the City. This resolution includes hourly wages for seasonals, temporary employees and interns who work for the City.
Presenter: Jennifer Gorsuch, Administrative Services Director
Recommended Action: Staff recommends Council move to adopt Resolution No. 17-009.

IX. PUBLIC COMMENTS

X. ADJOURNMENT

NOTE: The City welcomes participation of its citizens in the public meeting process. Effort will be made to ensure anyone with special needs can participate. For more information call 360.834.6864.



CITY COUNCIL WORKSHOP MEETING MINUTES - DRAFT

Monday, June 19, 2017, 4:30 PM

City Hall, 616 NE 4th Avenue

I. CALL TO ORDER

Mayor Scott Higgins called the meeting to order at 4:30 p.m.

II. ROLL CALL

Present: Greg Anderson, Bonnie Carter, Don Chaney, Tim Hazen, Steve Hogan, Melissa Smith and Shannon Turk

(Council Member Hogan arrived at 4:36 p.m.)

Staff: Sam Adams, Kevin Bergstrom, Phil Bourquin, Adam Brice, Pete Capell, Mark Ervin, Cliff Free, Jennifer Gorsuch, Cathy Huber Nickerson, Mitch Lackey, Leona Langlois, Katie Linton, Jeff Martizia, Steve Pozsgai, Heather Rowley, Ron Schumacher, Nick Swinhart, Connie Urquhart, Steve Wall and Alicia Pacheco (intern)

Press: Kelly Moyer and Tori Benavente, Camas-Washougal Post-Record

Mayor Higgins announced that the Green Mountain Park Development Agreement (DA) item will be moved up on the agenda prior to the Assessment of the Emergency Medical Services (EMS) Delivery System item.

III. PUBLIC COMMENTS

Chris Kralik, 631 NW 18th Loop, Camas, commented about traffic.

IV. WORKSHOP TOPICS

A. Green Mountain Park Development Agreement (DA)

Details: Presentation of a draft DA regarding the construction, maintenance and funding of a new City of Camas neighborhood park within the Green Mountain Planned Residential Development (PRD).


Presenter: Phil Bourquin, Community Development Director and Randall Printz, Landerholm, P.S.

-  [Green Mountain Park Developer Agreement](#)
[Exhibit A](#)
[Exhibit B 1 of 3 Park layout and phasing](#)
[Exhibit B 2 of 3 Green Mountain Neighborhood Park Plan](#)
[Exhibit B 3 of 3 Green Mountain Neighborhood Park Cost](#)

Bourquin provided an overview of the agreement and discussion ensued.


A public hearing will be scheduled for the August 7, 2017 Council Meeting to consider this agreement.

- B. Assessment of the Emergency Medical Services (EMS) Delivery System
Details: Representatives from Emergency Services Consulting International (ESCI) presented the findings from the Assessment of the EMS Delivery System. Presenter: John Stouffer, ESCI Project Manager and Paul Lewis, Associate Consultant/Financial Analyst for ESCI

-  [EMS Delivery System Assessment](#)
[Camas-Washougal EMS Presentation Handout](#)

Stouffer and Lewis reviewed the presentation, outlined recommendations from the EMS assessment and responded to questions from Council.

- C. Library Department Position Revisions
Details: Connie Urquhart presented proposed changes to the Library's organizational chart. Three positions have been retitled, with duties updated to better reflect the needs of the Library and the community. Revisions to the represented positions (Programming and Outreach Coordinator; Administrative Support Assistant) are minimal; the management position has been more thoroughly revamped in order to provide more specialized expertise to the citizens of Camas.
Presenter: Connie Urquhart, Library Director

-  [Library Memo to Council](#)
[Library Organizational Chart](#)
[Technology and Collections Manager \(Library\)](#)
[Programming and Outreach Coordinator \(Library\)](#)
[Administrative Support Assistant \(Library\)](#)

This item will be placed on the July 3, 2017 Consent Agenda for Council's consideration.

D. Community Development Miscellaneous and Updates

Details: This is a placeholder for miscellaneous or emergent items.


Presenter: Phil Bourquin, Community Development Director

There were no miscellaneous items or updates.

E. Interlocal Agreement with Clark County for Roadway Improvement Projects

Details: The Camas School District is currently developing three separate parcels within the City limits that front a roadway, or public right-of-way, adjacent to the City limits but located within Clark County. The roads are located within the City of Camas Urban Growth Area (UGA) and the City has intent to annex the roadways. The school district has received land use approval through the City's development process and is required to make improvements to the adjacent roadways. The attached Interlocal Agreement allows the right-of-way and roadway improvement projects to be processed through the City, including design and engineering plan review, permitting, construction oversight, operations, and maintenance of the new and existing public use facilities which are partially located within County right-of-way. The exhibits to the agreement include a description of the work to be completed and a map depicting the locations.

Presenter: Steve Wall, Public Works Director

 [Interlocal Agreement with Clark County](#)
[Interlocal Agreement with Clark County Exhibits](#)

This item was also placed on the June 19, 2017 Regular Meeting Agenda.

F. Public Works Miscellaneous and Updates

Details: This is a placeholder for miscellaneous or emergent items.

Presenter: Steve Wall, Public Works Director

Wall provided an update to Council regarding the Forest Home Road and Lacamas Lane slide repairs. He also commented about the Pacific Rim Boulevard Illumination project.

Council Member Turk asked about construction of the restrooms at Dorothy Fox Park and Wall responded.

G. City Administrator Miscellaneous Updates and Scheduling

Details: This is a placeholder for miscellaneous or scheduling items.

Presenter: Peter Capell, City Administrator

Capell commented about the Administrative Committee meeting and the Camas Washougal Economic Development Association (CWEDA) meeting.

Capell announced that he will be attending the Association of Washington Cities (AWC) Conference in Vancouver, WA and a meeting of East County Fire and Rescue (ECFR).

V. COUNCIL COMMENTS AND REPORTS

Hazen, Carter, and Mayor Higgins commented about the Camas High School graduation ceremony.

Hazen and Smith commented about Camas Days.

Hogan remarked about the vacant manager position at Georgia Pacific. He also spoke about the Flag Day Celebration at Fort Vancouver he attended.

Anderson attended meetings of the East County Ambulance Advisory Board and C-TRAN. He will be attending the retirement of Jeff Hamm, C-TRAN Executive Director/CEO.

Carter attended a meeting of the Downtown Camas Association (DCA). She will be attending the Planning Commission Meeting.

Smith attended the Camas-Washougal Chamber of Commerce meeting and luncheon.

Mayor Higgins announced that he will not be present at the July 3, 2017 Council Meetings and that Council Member Hogan will serve as Mayor Pro Tem.

Mayor Higgins invited Police Chief Mitch Lackey to comment about the retirement of Sergeant Doug Norcross. Lackey highlighted Doug's 30 years with the Camas Police Department and thanked him for his service.

Mayor Higgins commented about Fire Chief Nick Swinhart's return to duty.

VI. PUBLIC COMMENTS

No one from the public wished to speak.

VII. ADJOURNMENT

The meeting was adjourned at 6:14 p.m.

NOTE: The City welcomes participation of its citizens in the public meeting process. Effort will be made to ensure anyone with special needs can participate. For more information call 360.834.6864.



CITY COUNCIL REGULAR MEETING MINUTES - DRAFT

Monday, June 19, 2017, 7:00 PM

City Hall, 616 NE 4th Avenue

I. CALL TO ORDER

Mayor Scott Higgins called the meeting to order at 7:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Greg Anderson, Bonnie Carter, Don Chaney, Tim Hazen, Steve Hogan, Melissa Smith and Shannon Turk

Staff: Phil Bourquin, Pete Capell, James Carothers, Sherry Coulter, Jennifer Gorsuch, Cathy Huber Nickerson, Shawn MacPherson, Heather Rowley, Steve Wall and Alicia Pacheco (intern)

Press: No one from the press was present

IV. PUBLIC COMMENTS

No one from the public wished to speak.

V. CONSENT AGENDA

- A. Approved the minutes of the June 5, 2017, Camas City Council Regular and Workshop Meetings.

 [June 5, 2017 Camas City Council Regular Meeting Minutes - Draft](#)
[June 5, 2017 Camas City Council Workshop Meeting Minutes - Draft](#)

- B. Approved the automated clearing house and claim checks numbered 133460 to 133613 in the amount of \$1,055,633.54.
- C. Authorized the write-off of the May 2017 Emergency Medical Services (EMS) billings in the amount of \$96,968.89. This is the monthly uncollectable balance of Medicare and Medicaid accounts that are not collectable after receiving payments from Medicare, Medicaid and secondary insurance. (Submitted by Pam O'Brien)
- D. Authorized the Mayor, or his designee, to approve Change Order No. 1 in the amount of \$101,142.05 to Brix Paving Northwest, Inc. for the Citywide Asphalt Repairs project. Additionally, approved the final pay estimate (less retainage
-

\$25,407.57) to Brix Paving Northwest, Inc. for the project in the amount of \$424,494.20 and accepted the project as complete. (Submitted by Denis Ryan)

 [Citywide Asphalt Repairs Change Order No. 1](#)
[Citywide Asphalt Repairs Final Payment](#)

It was moved by Council Member Chaney, seconded by Council Member Smith, to approve the Consent Agenda. The motion carried unanimously.

VI. NON-AGENDA ITEMS

A. Staff

There were no comments from staff.

B. Council

There were no comments from Council.

VII. MAYOR

A. Announcements

B. Honor Guards Day Proclamation

 [Honor Guards Proclamation](#)

Mayor Higgins proclaimed July 1, 2017, as Honor Guards Day.

C. Mayor's Volunteer Spirit Award

 [June 2017 Vicki Kerr](#)

Mayor Higgins presented Vicki Kerr with a Volunteer Spirit Award.

VIII. MEETING ITEMS

A. Public Hearing Regarding Wireless Communication Facilities and Amendments to the Camas Municipal Code (CMC)

Details: A public hearing to consider proposed amendments to the CMC specifically to repeal and replace Chapter 18.35 - Telecommunication Ordinance with a new Chapter 18.35 - Wireless Communication Facilities.

Presenter: Phil Bourquin, Community Development Director

- [!\[\]\(694fcb4611893e9db5249daba48abfc1_img.jpg\) Staff Report to Planning Commission \(MC16-05\)](#)
- [Draft Municipal Code Chapter 18.35](#)
- [2 - PowerPoint Options Presentation February 2017](#)
- [3 - Ordinance No. 16-015](#)
- [4 - Spokane Cell Tower-FAQ's](#)
- [5 - Federal Communications Commission \(FCC\)](#)
- [14-153](#)
- [6 - Association of Washington Cities \(AWC\)](#)
- [Washington State Legislation](#)
- [7 - 5G Technology](#)
- [8 - Comment from Glenn Watson](#)
- [9 - Additional Comment from Glenn Watson](#)
- [10 - Response to Glenn Watson](#)
- [11 - Comment from Robert and Josephine Behar](#)
- [12 - Eugene Agenda and Minutes - Update Code For](#)
- [Towers](#)
- [13 - Spokane Ordinance 2015](#)
- [14 - PCIA Summary Shot Clock Ruling](#)
- [15 - Mosier Wireless Communications Code Chapter](#)
- [15.11](#)

Mayor Higgins opened the public hearing at 7:11 p.m.

The following member of the public offered testimony:
Adam Kluka, 7021 NW Friberg-Strunk Street, Camas, WA


The public hearing was closed at 7:12 p.m.

It was moved by Council Member Carter, seconded by Council Member Smith, to approve the amendments to the Camas Municipal Code and to direct the City Attorney to prepare an ordinance for Council's consideration at the July 3, 2017 Regular Meeting. The motion carried unanimously.

- B. Interlocal Agreement with Clark County for Roadway Improvement Projects
Details: The Camas School District is currently developing three separate parcels within the City limits that front a roadway, or public right-of-way, adjacent to the City limits but located within Clark County. The roads are located within the City of Camas Urban Growth Area and the City has intent to annex the roadways. The school district has received land use approval through the City's development process and is required to make improvements to the adjacent roadways. The attached Interlocal Agreement will allow the right-of-way and roadway improvement projects to be processed through the City, including design and engineering plan review, permitting, construction oversight, operations, and maintenance of the new and existing public use facilities which are partially located within County right-of-way. The exhibits to the agreement include a description of the work to be completed and a map depicting the locations. Staff

recommends approving the Interlocal Agreement.

Presenter: Steve Wall, Public Works Director

 [Interlocal Agreement with Clark County](#)
[Interlocal Agreement with Clark County Exhibits](#)

It was moved by Council Member Turk, seconded by Council Member Carter, to authorize the Mayor, or his designee, to sign the Interlocal Agreement with Clark County for roadway improvement projects. The motion carried unanimously.

C. Interlocal Agreement with Clark County for Street/Stormwater Debris Processing and Disposal

Details: To meet requirements of its National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater Permit, the City has participated for many years in regional recycling efforts with Clark County and other municipalities in the County operating under interlocal agreements for the decant, processing and disposal of debris and waste generated from street sweeping and catch basin cleaning activities. Over the past several months, a steering committee consisting of all regional partners have worked to develop a new interlocal agreement and rate structure. This item was discussed during the June 5, 2017 Council Workshop.

Presenter: Steve Wall, Public Works Director


 [Interlocal Agreement with Clark County](#)

It was moved by Council Member Turk, seconded by Council Member Smith, to authorize the Mayor, or his designee, to sign the Interlocal Agreement with Clark County for street/stormwater debris processing and disposal. The motion carried unanimously.

D. Resolution No. 17-006 Revising and Extending the Comprehensive Street Program for an Additional Six Years

Details: This resolution adopted the Comprehensive Street Program, also known as the Six-Year Transportation Improvement Program, for years 2018-2023 in accordance with Revised Code of Washington (RCW) 35.77.010. The list and map represent the program as approved by vote of Council at the June 5, 2017 Regular Meeting following the public hearing.

Presenter: James Carothers, Engineering Manager

 [Resolution No. 17-006 Six-Year Transportation Improvement Program](#)
[Six-Year Transportation Improvement Program List](#)
[Six-Year Transportation Improvement Program Map](#)
[Six-Year Transportation Improvement Program Appendices](#)

It was moved by Council Member Carter, seconded by Council Member

Hogan, that Resolution No. 17-006 be read by title only. The motion carried unanimously.

It was moved by Council Member Carter, seconded by Council Member Hogan, that Resolution No. 17-006 be adopted. The motion carried unanimously.

- E. Resolution No. 17-007 Amending the City of Camas Fee Schedule as Adopted by Resolution No. 16-019

Details: This resolution added a rental rate for the Lacamas Lake Lodge for public agencies and provided an annual credit for the Camas School District in exchange for support of the City of Camas Special Events.

Presenter: Cathy Huber Nickerson, Finance Director

 [Resolution No. 17-007 Amending the Camas Fee Schedule](#)

It was moved by Council Member Smith, seconded by Council Member Carter, that Resolution No. 17-007 be read by title only. The motion carried unanimously.

It was moved by Council Member Smith, seconded by Council Member Carter, that Resolution No. 17-007 be adopted. The motion carried unanimously.

IX. PUBLIC COMMENTS

No one from the public wished to speak.

X. ADJOURNMENT

The meeting was adjourned at 7:30 p.m.

NOTE: The City welcomes participation of its citizens in the public meeting process. Effort will be made to ensure anyone with special needs can participate. For more information call 360.834.6864.



I, Jennifer Gorsuch, hereby certify that these bid tabulations are correct.

Jennifer Gorsuch 6/21/17
Jennifer Gorsuch, City Clerk Date

PROJECT NO. T1004C

DESCRIPTION: 2017 Citywide Asphalt Overlay

DATE OF BID OPENING: June 21, 2017

Entered by SDW

City of Camas
Engineer's Estimate

Brix Paving Northwest, Inc.
P.O. Box
Tualatin, OR 97062

Granite Construction Co.
18208-A SE 1st ST
Vancouver, WA 98684

ITEM NO	DESCRIPTION	UNIT	QTY	UNIT PRICE	ENGRG TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	MOBILIZATION	LS	1	10,000.00	\$10,000.00	6,122.97	\$6,122.97	22,580.00	\$22,580.00
2	PROJECT TEMPORARY TRAFFIC CONTROL	LS	1	15,000.00	\$15,000.00	15,015.44	\$15,015.44	13,000.00	\$13,000.00
3	PORTABLE CHANGEABLE MESSAGE BOARD	LS	1	2,000.00	\$2,000.00	1,751.80	\$1,751.80	3,000.00	\$3,000.00
4	EROSION/WATER POLLUTION CONTROL	LS	1	1,000.00	\$1,000.00	625.64	\$625.64	2,500.00	\$2,500.00
5	CONSTRUCTION GEOTEXTILE FOR SEPERATION	SY	500	1.00	\$500.00	3.75	\$1,875.00	0.50	\$250.00
6	CRUSHED SURFACING BASE COURSE	CY	250	60.00	\$15,000.00	71.32	\$17,830.00	25.00	\$6,250.00
7	PAVEMENT REPAIR EXCAVATION INCLUDING HAUL, Max. 18-Inch Depth	SY	500	40.00	\$20,000.00	55.06	\$27,530.00	25.00	\$12,500.00
8	PLANING BITUMINOUS MATERIALS, EDGE PLANING, TRANSVERSE & VERTICLE JOINTS	SY	5,000	6.00	\$30,000.00	4.22	\$21,100.00	3.50	\$17,500.00
9	HMA FOR PAVEMENT REPAIR CL. 1/2 In. PG 64-22	TON	70	150.00	\$10,500.00	163.02	\$11,411.40	170.00	\$11,900.00
10	HMA CL. 1/2 In. PG 64-22	TON	1,100	90.00	\$99,000.00	87.02	\$95,722.00	115.00	\$126,500.00
11	UTILITY/MANHOLE PROTECTION AND ADJUSTMENT	EA	16	1,500.00	\$24,000.00	312.82	\$5,005.12	500.00	\$8,000.00
12	TEMPORARY PAVEMENT MARKINGS	LF	2,500	0.50	\$1,250.00	0.25	\$625.00	1.00	\$2,500.00
13	PAINT LINE	LF	2,500	0.50	\$1,250.00	1.56	\$3,900.00	1.50	\$3,750.00

Subtotal

\$229,500.00

\$208,514.37

\$230,230.00

BID TOTAL:

\$229,500.00

\$208,514.37

\$230,230.00

City of Camas

COMPENSATION STUDY REPORT

Prepared by: HR Answers, Inc.

June 2017



**City of Camas
Compensation Study Report**

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Attachments:

Appendix A	Individual Job Salary Surveys
Appendix B	Consultant Recommended Position Placement
Appendix C	City Recommended Position Placement

Introduction

HR Answers, Inc. was engaged by City of Camas to conduct a market study and design new pay structures to provide an externally equitable wage scale. The study covered both Exempt and Non-Exempt positions. The project began in November 2016, and included Market Research, Structure Development and Impact Analysis.

With this report, we are providing copies of the salary study documents which went through several reviews throughout the compensation study. The information on the following pages outlines the project activities, methodology, materials, and recommendations.

PROJECT ACTIVITIES

The steps and scope of this project included:

- ❖ Conducted salary data research from published surveys;
- ❖ Revised survey matches per City feedback;
- ❖ Constructed draft pay structures and suggested position placements in pay grades;
- ❖ City revised draft pay structures to align with internal equity and job hierarchy; and,
- ❖ Provided impact analysis.

PROJECT STEPS

External Market Survey

Data for the market pay study was obtained from published survey sources and 68 positions were benchmarked through this process. Salary survey information was collected for the organization's positions ensuring a reasonable match to City of Camas job descriptions regarding duties, education, and experience. These job summaries were reviewed and approved by the City Administrator, Administrative Services Director and City Department Heads to ensure a 70% or better match between the survey data and the City of Camas positions.

Salary data collected from each survey source includes (when available) weighted average, number of organizations and incumbents, and average salary ranges or percentiles. The position summaries from each survey source are also included on the salary data summary page.

A review of the position summary from each source to ensure appropriate matches was completed. The position titles of the comparison jobs were not used to determine whether the matches are accurate. The position summaries were compared to the City's job descriptions to make the assessment. If there were concerns about the matches or if they misinterpreted the scope of the position, we reviewed the survey source for a closer match or did not use the source, if no comparable position existed.

After collecting the salary data, we aged the data to January 2017. Each year we determine the appropriate aging factor based on the most recent major forecasts of salary structure movement. Based on these forecasts, we applied a factor of 2.2% for data from 2016 and 2.0% for data from 2015.

Geographic adjustments may be made to adjust the data so that it matches the scope/labor market pay level for the position being surveyed. Any such adjustments can be seen in the salary survey results. We use a service of the Economic Research Institute, which is the nation's leading resource for this type of geographic adjustment. Where a geographic adjustment is de minimis, i.e. less than 2%, it is omitted from the calculations. This is a commonly accepted practice among compensation professionals. The Individual Job Salary Summaries in Appendix A indicate where geographic adjustment was not needed.

Geographic adjust is based on the Cost of Labor. This should not be confused with the Cost of Living. The difference between "cost of living" and "cost of labor" is a critical one, particularly when it comes to compensation philosophy and compensation communication. **Cost of living** reflects the cost of goods utilized by a typical consumer, including items such as housing, groceries and transportation. **Cost of labor** reflects what a geographic market offers as compensation for a specific type of work. The Individual Salary Surveys are a reflection of market and therefore the appropriate adjustments, when the data comes from different geographic markets, is Cost of Labor.

Once we have produced an aging factor and applied necessary geographic adjustments, we determine a weighted average salary by multiplying the average salary from each survey source by the number of incumbents reported for the position, summing the totals, and dividing by the total number of incumbents for all survey sources. This calculation considers the influence on the marketplace by organizations with many incumbents in one position.

Lastly, we averaged the accumulation of results from the surveys used and presented this information at the bottom of each salary survey results page on the line titled, "DATA ADJUSTED TO: January 2017."

HR Answers obtained data for the City of Camas surveys from the following sources:

Bureau of Labor Statistics State Occupational Employment and Wage Estimates for Washington State 2016

These occupational employment and wage estimates are calculated with data collected from employers in all industry sectors in metropolitan and nonmetropolitan areas of Washington.

Economic Research Institute (ERI) Salary Assessor 2017

ERI provides compensation data (mean, median, percentiles) for both base pay and incentive for more than 6200 position titles in private and public sectors. Data is reported by location, industry, and size, and is updated quarterly.

Compdata Benchmark Pro West 2016

This survey provides cross-industry salary data for more than 500 general staff position titles, as well as comprehensive benefit and pay practices information. Data was collected from nearly 30,000 organizations with 23 million employees across the country.

(Milliman) Washington Public Employers 2016

The eleventh annual survey conducted by Milliman reports pay, benefit, and trend information compiled from 39 public sector employers. Salary data is provided on 196 industry-specific positions. Information is summarized by all agencies in addition to region and agency category.

Wage Access Compensation & Benefits Survey 2016

The online survey reports data submitted by 3,200+ participating organizations across the United States. Data is updated quarterly for the 900+ benchmark and industry-specific positions.

Washington City & County Employee Salary & Benefit Survey (AWC) 2016

This survey is published by the Association of Washington Cities in cooperation with the Washington State Association of Counties. A survey of local government salaries and benefits in Washington State, presents a compilation of salaries paid for more than 120 position classifications in city and county governments. Pay data was reported by 269 cities and 38 counties.

Fort Vancouver Regional Library System (used for library positions only)

Direct market survey

State of Washington Secretary of State Archives Library Statistics (used for library positions only)

Direct market survey

When the results of salary survey data are used, it should be kept in mind that market pricing is only one of the factors in determining pay levels for an organization. Survey data provides an indication of external market pay. Other important considerations include:

- Recruitment and retention of job candidates;
- Actual degree of responsibility and accountability of the specific job as compared to others in the organization;
- Performance and job experience of the current incumbent; and,
- Present internal pay levels.

Structural Development

Following the survey research, a pay structure was constructed based upon the market data collected. The following is a brief explanation of the process involved in developing pay grades and ranges.

The first step in developing pay ranges is to determine the point in the market data that will be used for comparison. The city already has a policy that the 65th percentile of the range is the comparison point. This did not change because of the study. The 65th percentile of the market comparators mid points was used as basis for the structure. The next step was to determine the appropriate midpoint to midpoint progression for the structure. The smaller the difference between midpoints the more pay grades that will be required for a set of jobs and vice versa. The greater the difference between pay rates, the easier it is for jobholders to understand differences in worth between jobs. Based on the survey results, we determined the appropriate midpoint progressions to be 5.0% for all positions. This is consistent with most structures that combine both Exempt and Non-Exempt work in a single structure.

After identifying market midpoints and midpoint progressions, the next step is to determine range spreads. A range spread is the difference between the minimum of a range and the maximum of a range expressed as a percentage. The range spread reflects a 9% growth to the

mid point of each range and a 9 % growth beyond the mid point of each range. This allows for the market to lead each parameter of the structure. Each grade has seven (7) steps with 3% between each step, as it is today in the City salary structure

Once the structure was complete surveyed jobs were then tentatively placed in pay grades based upon the market 65%ile of the mid point. Positions without survey data were placed in preliminary pay grades based on their hierarchical relationship to a job with salary survey data.

Following the initial placement of positions, the city provided review. Instructions for the review included the ability to move a job up or down one grade without impact to the market relationship and to keep a close eye on the hierarchy of work as defined in the job descriptions. The review resulted in a completed draft of job placement and within the proposed structure. It is noted on the bottom of the individual salary survey sheets in Appendix A if a position was adjusted by the City upon their review.

Impact Analysis

Following the review of the draft pay structures, HR Answers, Inc. performed an analysis of employee's current pay rates in comparison to proposed pay grade assignments and provided a salary only impact summary. Once the City completed the alignment of position placement for internal equity and job hierarchy they identified the impact to each employee. To provide an equitable implementation for employees, the following wage adjustments for employees will occur upon completion of the study; If a current pay rate was below the proposed range minimum, that pay be increased to the minimum step. If a current rate of pay was within the grade, 2% would be added to their current rate of pay and the incumbent would be placed at the step in the new scale which is not less than that amount. The employee's next step increase would occur on the employee's anniversary date. Finally, if a current pay was above the proposed range maximum, that pay would be red-circled and frozen until the pay structure caught up through COLA adjustment processes. Any impacts to represented employees because of this study will be negotiated with the applicable bargaining unit. This process allows employees to remain whole and not be penalized by implementation of a new pay structure.

HRA also recommends adjusting the pay structures on a regular schedule by a flat percentage in order to remain current with market pay movement. We anticipate this will occur with union negotiation and budgeting processes. We further suggest the City of Camas resurvey the market for its positions prior to successor negotiation or other pay setting process to maintain competitiveness with the area labor market.

Summary

Our hardest thanks for choosing HR Answers for this important work. We enjoy working with organizations who understand the importance of making decisions based on factual and defensible information. The Administrative Services Director and City Administrator have been true partners in accomplishing this work and they are to be applauded for the good questions,

timely feedback and true support to find reasonable solution that will support the city and their employees.

HR Answers, Inc
June 2017

APPENDIX A

Individual Job Salary Surveys

POSITION: Custodial Aide

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Custodian	\$31,144	not reported	459	\$27,840	\$31,144	\$35,982
Scope: City Support Services, Portland OR~						
Job Summary: "Cleans and keeps hotel, office building, apartment house, or similar building in an orderly condition. Sweeps, mops, scrubs, and vacuums hallways, stairs, and office space. Empties trash and garbage containers. Notifies supervisor concerning need for major repairs or additions to lighting, heating, and ventilating equipment. May perform minor and routine painting, plumbing, electrical wiring, and other related maintenance activities, using hand tools. May replace air-conditioner filters. May clean snow and debris from sidewalk and mow lawn, trim shrubbery, and cultivate flowers, using hand tools and power tools. May tend furnace, air-conditioner, and boiler to provide heat, cool air, and hot water. May regulate flow of fuel into automatic furnace."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Custodial Worker	\$32,725	11	793	\$34,081	\$38,251	\$42,420
Scope: All Responses adj to Camas WA						
Job Summary: "Performs janitorial duties involving the dusting, cleaning, waxing, and/or polishing of the organization's facilities, equipment, and furnishings. Performs limited maintenance and repair duties as assigned. Irregular working hours, shift rotations, and the lifting of heavy or bulky objects may be required. This job is the intermediate level which typically requires 6 month's previous janitorial experience."						
Survey Source/Date: Wage Access 2016						
Job Title: Janitor/Custodian 1	\$29,798	7	126	\$23,959	\$28,760	\$33,802
Scope: Nat'l public administration data adj to Camas WA						
Job Summary: "Keeps premises of commercial building in clean and orderly condition. Cleans and polishes lighting fixtures, hard surfaces and trim. Removes marks and scuffs from walls, baseboards and doors. Vacuums and pre-spots carpeted surfaces. Shampoos carpets with the appropriate cleaning equipment. Replenishes rest room supplies. May scrub lavatories, floors, walls, mirrors and fixtures. Complexity - Performs routine activities. Tasks are easily mastered and clearly defined. Autonomy - Under direct supervision, exercises no independent judgment or discretion. Knowledge - Knowledge to perform simple tasks; requires little/no previous education/training."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Custodial Worker	\$38,112	2	7	\$35,016	\$38,112	\$41,208
Scope: Selected Washington Cities+						
Job Summary: "Performs entry level work of a general custodial nature including mopping, dusting, sweeping, vacuuming, emptying waste baskets, washing windows, walls and woodwork; changes light bulbs and unplugs drains; cleans walks, driveways or grounds. Work may involve the use of mechanical equipment in stripping, waxing and washing floors. Employee works from specific instructions and assignments and is expected to perform duties independently. Typically requires minimal experience. Excludes supervisory positions."						
AVERAGES	\$31,962	20	1,385	\$30,224	\$34,067	\$38,353

DATA ADJUSTED TO: January 2017 \$32,846 20 1,385 \$30,727 \$34,634 \$38,991

Adjusted 65th percentile \$38,392

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+Position exists in the following cities: Anacortes and Moses Lake.

CITY NOTE

maintain current wage

POSITION: Facilities Operations Specialist

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Building Maintenance Worker	\$48,125	Not Reported	226	\$42,788	\$48,125	\$55,316
Scope: City Support Services, Portland OR~						
Job Summary:	"Repairs and keeps physical structures of commercial and industrial establishments, such as factories, office buildings, apartment houses, and logging and mining constructions, maintained using hand tools and power tools. Replaces defective electrical switches and other fixtures. Paints structures and repairs woodwork with carpenters' tools. Repairs plumbing fixtures. Repairs plaster and lays brick. Builds sheds and other outbuildings"					
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Facilities Maintenance Technician	\$48,855	23	82	\$44,150	\$50,315	\$56,480
Scope: All Responses adj to Camas WA						
Job Summary:	"Provides general maintenance support to office building that may include replacing and adjusting lighting; controlling building temperature; storing, monitoring, and transferring equipment, furniture, and fixtures; and repairing general plumbing, carpentry, and electrical problems. May perform custodial work at times, but not on a full time basis. Typically requires a basic knowledge of electrical systems, plumbing, HVAC, and wiring for telephones and/or personal computers."					
Survey Source/Date: Compdata Benchmark Pro 2016						
Job Title: Maintenance Worker II Senior	\$54,900	49	256	\$37,500	\$47,300	\$57,100
Scope: Western region~						
Job Summary:	"Performs semi-skilled maintenance activities on building facilities and equipment. Able to follow written instructions for assigned tasks such as assembling/disassembling furniture or installing lighting fixtures. Completes and maintains work order paperwork. High school education required and three years experience."					
AVERAGES	\$51,306	72	564	\$41,479	\$48,580	\$56,299
DATA ADJUSTED TO: January 2017	\$52,102	72	564	\$42,291	\$49,530	\$57,400
				Adjusted 65th percentile	\$49,736	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

CITY NOTE **increased 3 grades due to internal equity**

POSITION: Grounds Worker I

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Grounds Keeper	\$32,356	Not Reported	121	\$28,542	\$32,356	\$37,857
Scope: City Support Services, Portland OR~						
Job Summary: "Sustains grounds of industrial, commercial, or public property. Cuts lawns, using hand mower or power mower. Trims and edges around walks, flowerbeds, and walls, using clippers, weed cutters, and edging tools. Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs, using shears, pruners, or chain saw. Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides, using hand or automatic sprayer. Rakes and bags or burns leaves, using rake. Cleans grounds and removes litter, using spiked stick or broom. Shovels snow from walks and driveways. Spreads salt on public passage ways to prevent ice buildup. Plants grass, flowers, trees, and shrubs, using gardening tools. Waters lawn and shrubs, using hose or by activating fixed or portable sprinkler system. May repair fences, gates, walls, and walks, using carpentry and masonry tools. May paint fences and outbuildings. May clean out drainage ditches and culverts, using shovel and rake. May perform ground maintenance duties, using tractor equipped with attachments, such as mowers, lime or fertilizer spreaders, lawn roller, and snow removal equipment. May sharpen tools, such as weed cutters, edging tools, and shears, using file or knife sharpener. May make minor repairs on equipment, such as lawn mower, spreader, and snow removal equipment, using hand tools and power tools. May perform variety of laboring duties, common to type of employing establishment."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Park Maintenance Worker	\$57,169	11	93	\$43,521	\$49,078	\$54,634
Scope: All Responses adj to Camas WA						
Job Summary: "Cares for and maintains park and recreational grounds and facilities • Ensures safety, cleanliness, and operability of park grounds and facilities • Performs the full range of grounds maintenance; mows, rakes, edges and trims lawns, greens; ground trims trees; operates power movers, edgers, and other small grounds maintenance equipment; waters and weeds lawns, shrubs, and flower beds; assists in gardening work • Mixes chemicals and fertilizers according to predetermined formula and operates hand sprayers to apply chemicals and fertilizers to grass for the control of weeds and grass diseases • Cleans, paints, and performs minor repairs on facilities, equipment and appurtenances; requests work orders for larger repair • Typically requires a pesticide applicator license."						
Survey Source/Date: Wage Access 2016						
Job Title: Park Maint Worker 2	\$32,770	6	162	\$28,512	\$35,154	\$42,413
Scope: Nat'l data adj to Camas WA						
Job Summary: "Maintains park and recreational grounds and facilities. Mows, trims and maintains lawns, shrubs and trees. Installs new lawns, trees, shrubs, or flowers. Repairs and paints benches, tables, and guardrails, and notifies need for repair of parking lots, walks, trails, buildings and mechanical equipment. * Complexity - Performs varied activities. Tasks are involved and occasionally not clearly defined. * Autonomy - Under general supervision, exercises some discretion in routine situations. * Knowledge - Knowledge of commonly used procedures; requires some previous training."						
AVERAGES	\$38,672	17	376	\$33,525	\$38,863	\$44,968
DATA ADJUSTED TO: January 2017	\$39,332	17	376	\$34,140	\$39,575	\$45,793

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

Adjusted 65th percentile \$40,052**CITY NOTE****increased 5 grades to maintain same scale as MWI, UMWI - internal equity**

POSITION: Maintenance Worker I

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Street Maint Wrkr Journey	\$54,533	9	75	\$46,015	\$51,207	\$56,399
Scope: All Responses adj to Camas WA						
Job Summary: "Responsible for performing various maintenance, repair, and minor construction on pavements such as roads, sidewalks, and parking lots. Must be able to use a variety of equipment including graders, dozers, backhoes, front-end loaders, asphalt spreaders, rollers, pumps, jackhammers and snow equipment. Does not require a commercial drivers license."						
Survey Source/Date: Wage Access 2016						
Job Title: Public Wks Maint Wrkr 1	\$31,558	7	284	\$29,310	\$35,778	\$42,980
Scope: Nat'l data adj to Camas WA						
Job Summary: "Performs construction, maintenance and repair of streets, roads, bridges, parks, storm drains, utilities or other community development projects. May operate light or heavy equipment. May specialize in specific building or maintenance industry trade. Complexity - Performs routine activities. Tasks are easily mastered and clearly defined. Autonomy - Under direct supervision, exercises no independent judgment or discretion. Knowledge - Knowledge to perform simple tasks; requires little/no previous education/training. "						
Survey Source/Date: WA Cities & Counties (AWC) 2016 median						
Job Title: Maint Worker - Entry Level	\$48,308	10	51	\$42,001	\$48,308	\$54,614
Scope: Selected Washington Cities+						
Job Summary: "Performs entry level manual labor work in the streets/roads, utilities, or parks divisions requiring entry level skills in the use of hand tools and operation of simple power tools. Typically works as a crew member under frequent supervision in installation, repair and maintenance work in area of assignment. May operate light equipment on occasion."						
AVERAGES	\$37,844	26	410	\$39,109	\$45,098	\$51,331
DATA ADJUSTED TO: January 2017	\$38,644	26	410	\$39,977	\$46,099	\$52,471

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+Position exists in the following cities: Arlington, Battle Ground, Bonney Lake, Mill Creek, Moses Lake, Mukilteo, Tumwater, Washougal, Ridgefield, and Vancouver.

Adjusted 65th percentile \$50,269

POSITION: Mechanic**Insufficient Data - Informational Purposes Only**

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Mechanic	\$57,097	10	20	\$50,695	\$57,097	\$63,498
Scope: Selected Washington Cities+						
Job Summary: "Inspects, diagnoses, overhauls, repairs and maintains gasoline, diesel and mechanical equipment and machinery such as backhoes, graders, automobiles, dump trucks, pumps (including water, hydraulic and air pumps), generators and air compressors. Removes disassembles and overhauls automatic manual transmission. Performance reports in the field as required. May do some arc and gas welding, and fabricate parts, frames and other related items as required. Typically requires completion of vocational training program and three years experiences. Excludes tune-up specialists and those who are not fully skilled mechanics."						
AVERAGES	\$57,097	10	20	\$50,695	\$57,097	\$63,498
DATA ADJUSTED TO: January 2017	\$63,535	10	20	\$51,283	\$57,759	\$64,235
				Adjusted 65th percentile	\$57,759	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+Position exists in the following cities: Vancouver, Anacortes, Battle Ground, Bonney Lake, Monroe, Moses Lake, Mountlake Terrace, Tumwater, Washougal, and Ridgefield.

POSITION: Sanitation Worker

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Truck Driver	\$55,871	8	152	\$41,412	\$45,224	\$49,037
Scope: All Responses adj to Camas WA						
Job Summary: "Responsible for driving a variety of trucks ranging in size from pick-up to tractor-trailers to perform various maintenance and hauling duties. Truck types include pick-up trucks with automatic transmission, one-ton automatic transmission flatbed truck, dump truck hauling tilt bed trailer, and semi-truck with trailer. Must have the ability to handle (load/unload) various types of material such as lumber, rebar, pipes, automotive supplies or any other types of material needed for maintenance or construction projects. Requires commercial driver's license."						
Survey Source/Date: Economic Resource Institute 2017 ^*						
Job Title: Garbage Truck Driver	median \$47,849	Not Reported	55	10th Percentile \$41,171	90th Percentile \$47,849	\$56,377
Scope: City Support Services, Portland OR~						
Job Summary: "Drives packer-type truck, dump truck, or truck equipped with hydraulic lifting device to collect garbage and trash. Picks up refuse at designated locations. Transports load to disposal area. Requires a commercial driver's license. Records mileage and fuel consumption."						
Survey Source/Date: WA Cities & Counties (AWC) 2016						
Job Title: Refuse Collector	median \$58,434	1	3	\$55,260	\$58,434	\$61,608
Scope: Selected Washington Cities+						
Job Summary: "Collects refuse on designated route and dumps refuse from containers into truck. Alternates between driving the collection truck and emptying refuse containers; maintains records as required. Works under infrequent supervision. Typically requires commercial driver's license and one year experience. Excludes laborers and part-time refuse collectors."						
AVERAGES	\$53,807	9	210	\$45,948	\$50,502	\$55,674

DATA ADJUSTED TO: January 2017 \$55,222 9 210 \$46,678 \$51,305 \$56,559

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+Position exists in the following cities: Anacortes

CITY NOTE increased 1 grade - internal equity

Adjusted 65th percentile \$51,836

POSITION: Utility Maintenance Worker II

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Wastewater Maintenance Oper	\$66,302	4	31	\$59,969	\$59,299	\$64,719
Scope: All Responses adj to Camas WA						
Job Summary: "Installs, maintains, operates and repairs all types of industrial machinery including pumps, piping, boilers, compressors, conveyors, tanks, sweeps, blowers, mixers, gear boxes, fans, blowers, de-watering equipment, hydraulic systems, treatment plant facilities, heating, ventilating and air-conditioning systems, and related equipment. Operates, repairs and maintains sewage collection pump stations. Plans, coordinates and executes maintenance						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Maintenance Worker - Journey	\$73,528	13	177	\$48,385	\$55,352	\$62,319
Scope: Selected Washington Cities+						
Job Summary: "Performs the more complex troubleshooting, installation, repair and maintenance work of the streets/roads or parks divisions, requiring the application of considerable knowledge of departmental equipment, facilities and operations and use of a wide variety of equipment. Proficiently operates equipment such as dump trucks, vacuum sweepers, backhoes, grinders, and roadside mowers. May occasionally operate heavier equipment. Typically requires 2-3 years experience. Excludes supervisors."						
AVERAGES	\$72,451	17	208	\$54,177	\$57,325	\$63,519
DATA ADJUSTED TO: January 2017	\$73,556	17	208	\$55,469	\$58,692	\$65,034
				Adjusted 65th percentile	\$59,299	

+Position exists in the following cities: Vancouver, Anacortes, Arlington, Battle Ground, Bonney Lake, Maple Valley, Mill Creek, Monroe, Moses Lake, Mukilteo, Tumwater, Washougal, and Ridgefield.

CITY NOTE **decreased 1 grade - city data not appropriate for our position
internal equity**

POSITION: Water Supply Operator**Insufficient Data - Informational Purposes Only**

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^	median			10th Percentile		90th Percentile
Job Title: Water Treatment Operator	\$56,354	not reported	25	\$49,194	\$56,354	\$66,061
Scope: City Support Services, Portland OR~						
Job Summary: "Operates and controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. Regulates flow of raw water into treatment plant by operating and controlling electric motors, pumps, and valves. Dumps specified amounts of chemicals, such as chlorine, ammonia, and lime into water or makes adjustments to automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. Starts agitators to mix chemicals and allows impurities to settle to bottom of tank. Turns valves to regulate water through filter beds to remove impurities. Pumps purified water into water mains. Monitors panelboard and adjusts controls to regulate flow rates, loss of head pressure and water elevation, and distribution of water. Cleans tanks and filter beds, using backwashing. Repairs and lubricates machines and equipment, using hand tools and power tools. Tests water samples to determine acidity, color, and impurities, using colorimeter, turbidimeter, and conductivity meter. Adds chemicals, such as alum, into tanks to coagulate impurities and to reduce acidity. Records data, such as residual content of chemicals, water turbidity, and water pressure. May operate portable water-purification plant to supply drinking water."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Water Plant Operator	\$61,193	5	16	\$52,097	\$61,193	\$70,289
Scope: Selected Washington Cities+						
Job Summary: "Operates and monitors water treatment plant and distribution pumping and storage equipment and controls. Performs laboratory tests for water purity, and administers chemicals to meet water purification standards. May operate filter plant. Typically requires 2-3 years experience and certification as a water distribution manager. Excludes supervisors and part-time operators. For combined water/wastewater plant operators, report in job code 497 and note combined duties."						
AVERAGES	\$58,242	5	41	\$50,645	\$58,773	\$68,175
DATA ADJUSTED TO: January 2017	\$58,506	5	41	\$50,939	\$59,114	\$68,570
				Adjusted 65th percentile	\$59,844	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+Position exists in the following cities: Vancouver, Anacortes, Arlington, Moses Lake, Washougal

CITY NOTE **increased 1 grade - internal equity**

POSITION: Wastewater Treatment Plant Operator

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Wastewater Treat Plant Operator	\$54,096	Not Reported	14	\$47,289	\$54,096	\$63,318
Scope: City Support Services, Portland OR~						
Job Summary: "Operates sewage treatment, sludge processing, and disposal equipment in wastewater treatment plant to control flow and processing of sewage. Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage. Observes variations in operating conditions and reads meters, gauges, and tests results to determine load requirements. Starts and stops pumps, engines, and generators to control flow of raw sewage through filtering, settling, aeration, and sludge digestion processes. Maintains log of operations and records meter and gauge readings. Gives directions to wastewater treatment plant attendants in performing routine operations and maintenance."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Wastewater Treat Plant Op	\$70,626	10	42	\$58,913	\$64,435	\$69,977
Scope: All Responses adj to Camas WA						
Job Summary: "Operates wastewater treatment and sludge processing equipment to control flow and processing of wastewater, sludge, and effluent such as pumps, motors, air compressors, blowers, thickeners, valves and gates. Observes variations in operating conditions and logs, and interprets readings from meters, charts, instruments and gauges. Obtains wastewater samples, and performs routine laboratory analyses. Maintains logs and records. Performs routine maintenance on plant equipment. May have pretreatment responsibilities. Typically requires 2-3 years experience and certification as a wastewater treatment plant operator. NOTE: Excludes supervisors and part-time operators. Report combined water/wastewater plant operators in this category, noting combined duties."						
Survey Source/Date: Wage Access 2016						
Job Title: 27.130.21 Water Treat Plant Op	\$49,447	8	120	\$34,480	\$46,531	\$59,198
Scope: Nat'l data adj to Camas WA						
Job Summary: "Controls treatment plant equipment to purify and clarify water for human consumption and for industrial use. Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant. Adds chemicals to tanks to disinfect, deodorize and clarify water. Adjusts valves to regulate water through filter beds to remove impurities. Adjusts controls to regulate flow rates, loss of head pressure and water elevation and distribution of water. Repairs and lubricates machines and equipment. Tests water samples to determine acidity, color and impurities. Complexity - Performs varied activities. Tasks are involved and occasionally not clearly defined. Autonomy - Under general supervision, exercises some discretion in routine situations. Knowledge - Knowledge of commonly used procedures; requires some previous training."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Wastewater Treat Plant Op	\$59,476	5	16	\$50,602	\$59,476	\$68,350
Scope: Selected Washington Cities+						
Job Summary: "Operates wastewater treatment and sludge processing equipment to control flow and processing of wastewater, sludge, and effluent. Interprets readings from meters, charts, instruments and gauges. Obtains wastewater samples, and performs routine laboratory analyses. Maintains logs and records. May have pretreatment responsibilities. Typically requires 2-3 years experience and certification as a wastewater treatment plant operator. Excludes supervisors. May be combination water/wastewater plant operator."						
AVERAGES	\$55,255	23	192	\$47,821	\$56,134	\$65,211
DATA ADJUSTED TO: January 2017	\$56,397	23	192	\$48,617	\$57,069	\$66,296

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+Position exists in the following cities: Anacortes, Arlington, Monroe, Moses Lake, Ridgefield.

Adjusted 65th percentile \$60,192**CITY NOTE****decreased 1 grade - internal equity**

POSITION: Accountant

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^* Job Title: Accountant Scope: City Support Services, 175 EEs Portland OR~	median \$76,310	Not Reported	141	10th Percentile \$66,039		90th Percentile \$90,158
Job Summary: "Analyzes past and present financial data, and provides a variety of other accounting services to the general public, utilizing principles of accounting. Researches records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred. Advises clients regarding matters, such as effective use of resources and methods for preventing capital from being frozen. Interprets accounts and records to client. Estimates expenditures expected. Positions covered by this definition are characterized by the inclusion of work that requires an understanding of other accounting theories and principles. Excludes paraprofessional positions."						
Survey Source/Date: Washington State Public Employers 2015 Job Title: Accountant, Intermediate Scope: All Responses adj to Camas WA	\$66,799	22	256	\$52,980	\$60,933	\$68,957
Job Summary: "Performs moderately complex accounting activities relating to the maintenance of a complete and accurate general ledger and resulting managerial reports and financial statements. Keeps comprehensive and complex accounts requiring the analysis of accounting transactions and the establishment or maintenance of accounting controls. Prepares monthly financial statements and operating reports for distribution to management and other personnel. This is the intermediate level position typically requiring a bachelor's degree, or experience equivalent to a degree in accounting or business administration, and 2-4 years of significant accounting experience."						
Survey Source/Date: Wage Access 2016 Job Title: Accountant 2 Scope: Nat'l public administration data adj to Camas WA	\$68,206	6	79	\$54,412	\$71,227	\$89,350
Job Summary: "Applies principles of accounting to compile financial information and maintain accounts according to recognized accounting standards. Analyzes financial information detailing assets, liabilities and capital, and prepares balance sheet, profit and loss statement and other reports to summarize current and projected financial position. Audits contracts, orders and vouchers, and prepares reports to substantiate individual transactions prior to settlement. Performs complex, specialized and diverse activities. Work assignments are complicated and often vaguely defined. Under minimal supervision, frequently exercises independent judgment within scope of job and makes decisions with no existing guidelines. Knowledge of specialized, complicated, techniques. BA/BS degree or experience."						
Survey Source/Date: WA Cities & Counties (AWC) 2016 Job Title: Accountant, Senior Level Scope: Anacortes, Battleground, Bonney Lake, Maple Valley, Mukilteo & Vancouver+	median \$78,569	6	7	\$70,886	\$78,569	\$86,252
Job Summary: "Performs complex accounting activities requiring full professional competency. Recommends policies and procedures to ensure compliance with accounting practices, laws, and regulations, and analyzes and audits financial Records for completeness and conformance to policies and procedures. Designs new systems or modifies existing systems to provide Records of assets, liabilities, and financial transactions of the jurisdiction. Monitors and analyzes revenue and expenditure accounts. Prepares a variety of complex reports, statements, and documents for major financial projects. Makes effective recommendations to hire, fire, transfer and discipline employees and may supervise lower-level accounting employees. Typically requires a four year degree in accounting or related field and 3-5 years experience."						
AVERAGES	\$69,976	34	483	\$61,079	\$71,760	\$83,679
DATA ADJUSTED TO: January 2017	\$71,543	34	483	\$62,096	\$72,955	\$85,073
				Adjusted 65th percentile	\$77,322	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+ Position does not exist in all cities

CITY NOTE**decreased 1 grade -internal equity**

POSITION: Accounting Assistant

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Accountant Assistant	\$55,872	Not Reported	141	\$49,577	\$55,872	\$64,647
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Aides in the application of principles of accounting and, with experience, may handle complex tasks. Utilizes knowledge of accounting principles related to classifying, recording, and summarizing data and making computations to compile and keep financial records. Finalizes accounting reports. Studies and analyzes accounting records for purposes of preparing statements and reports. Includes such activities as keeping and verifying records of transactions; receiving and disbursing money; computing and verifying amounts; preparing records; combining data and performing computations to create statistical records; and computing costs, verifying bills, invoices, rates, tariff, duties, and amounts due. This position may exist in any of the accounting functions such as payroll, accounts payable, accounts receivable, credit, collections, budgets, financial planning, general accounting billing, etc. This is a paraprofessional level position and does not require a four-year degree in accounting."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Accounting Clerk, Senior	\$56,615	9	62	\$47,058	\$52,409	\$57,760
Scope: WA cities adj to Camas WA						
Job Summary: "Performs complex clerical duties related to accounting. Analyzes accounting documents for accuracy, traces and investigates transactions to resolve questionable data and takes corrective action when necessary. Prepares moderately complex financial reports and analysis. May assist less senior clerks with reconciliation of complex problems. May be responsible for a specific accounting function such as accounts receivable or accounts payable. This is a senior level position typically requiring 2-4 years of related experience or equivalent background."						
Survey Source/Date: Wage Access 2016*				10th Percentile		90th Percentile
Job Title: Accounting Clerk 3	\$44,576	5	77	\$42,463	\$45,842	\$63,279
Scope: Nat'l public administration data adj to Camas WA						
Job Summary: "Performs calculating, posting and verifying duties to obtain financial data for use in producing and maintaining accounting records. Verifies, posts and reconciles details of business transactions. Computes and records charges, refunds, cost of lost or damaged goods and freight charges. May prepare vouchers, invoices, checks, account statements, reports and other records. May reconcile bank statements. Performs advanced activities. Tasks are demanding and generally not clearly defined. Under limited supervision, exercises discretion in defined situations. Knowledge of standardized procedures. Requires considerable training or experience."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Payroll Clerk	\$51,246	7	7	\$45,658	\$51,246	\$56,834
Scope: Selected Washington Cities+						
Job Summary: "Performs accounting and calculation tasks necessary to process payroll and associated reports and tax filings using an automated system. Applies state and federal laws and contract provisions related to payroll, and salary and benefit plans to calculate overtime rates and other variations to pay; maintains accounting of all leave balances. Responds to employee inquiries regarding calculations pertaining to paychecks. Typically requires a two-year degree and two years experience."						
AVERAGES	\$52,889	21	287	\$46,189	\$51,342	\$60,630
DATA ADJUSTED TO: January 2017	\$53,585	21	287	\$46,958	\$52,197	\$61,639
				Adjusted 65th percentile	\$53,223	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+ Battleground, Mill Creek, Monroe, Moses Lake, Mukilteo, Tumwater & Vancouver

CITY NOTE**increased 2 grades - internal equity**

POSITION: Administrative Assistant II

Fire Marshal, Administrative Services, Public Works

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Administrative Assistant	\$48,358	Not Reported	575	\$41,375	\$48,358	\$57,190
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Supports an organization or department by performing administrative services. Assists management with administrative tasks such as tracking and compiling information of interest. Prepares various reports detailing the administrative information handled by the position. Reads and answers correspondence. May handle confidential information."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Office Support Specialist, Senior	\$47,797	25	173	\$41,319	\$48,161	\$55,060
Scope: All Responses adj to Camas WA						
Job Summary: "Performs complex clerical and secretarial duties requiring judgment in solving problems and making routine recommendations. Requires knowledge of practices and procedures of the division and organization. Usually reports to a manager or director. Sets up and administers filing system, transcribes dictation, types letters, memos, and correspondence. Typing may be from rough draft. Initiates required administrative reports. Arranges meetings and makes appointments. Generally takes responsibility for handling details for an individual manager or managers. Works under general supervision. May direct the work of lower level secretaries and/or clerical employees. This is the senior level position typically requiring advanced secretarial skills, with 2-4 years secretarial experience. Excludes legal and executive secretaries."						
Survey Source/Date: Wage Access 2016						
Job Title: Administrative Assistant 3	\$48,014	10	525	\$41,732	\$51,047	\$61,835
Scope: Nat'l public administration data adj to Camas WA						
Job Summary: "Provides administrative support and assistance to management and departments. Answers telephones, types correspondence and schedules appointments. Reviews and routes incoming mail. Composes and types routine correspondence. Arranges travel schedules and reservations. Compiles and prepares reports and presentations. Records minutes for meetings. Performs varied activities. Tasks are demanding and generally not clearly defined. Under limited supervision, exercises discretion in defined situations. Knowledge of standardized procedures. Requires considerable training or experience."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Clerical, Journey Level	\$50,201	9	35	\$46,187	\$50,201	\$54,215
Scope: Selected Washington Cities+						
Job Summary: "Performs a variety of the more complex and diverse clerical or administrative support work based on a knowledge of specialized functional or department procedures. Performs varied clerical, statistical, data gathering and compilation, typing and/or word processing duties. May independently compose routine correspondence, prepares reports. Requires some independent judgement, interpretation, or analysis of data, policies and procedures. Typically requires 3-4 years experience."						
AVERAGES	\$48,195	44	1,308	\$42,653	\$49,442	\$57,075
DATA ADJUSTED TO: January 2017	\$48,806	44	1,308	\$43,363	\$50,265	\$58,025
				Adjusted 65th percentile	\$50,943	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+Aberdeen, Anacortes, Battleground, Bonney Lake, lake Stevens, Mill Creek, Moses Lake, Mountlake Terrace, Mukilteo, Tumwater, Washougal & Vancouver

POSITION: Building Inspector II

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^* median				10th Percentile		90th Percentile
Job Title: Construction Inspector	\$65,406	Not Reported	57	\$56,304	\$65,406	\$77,594
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary:	<p>"Inspects construction of bridges, buildings, dams, highways, and other types of construction work to ensure that procedures and materials comply with plans and specifications. Measures distances to verify accuracy of dimensions of structural installations and layouts. Verifies levels, alignment, and elevation of installations, using surveyor's level and transit. Observes work in progress to ensure that procedures followed and materials used conform to specifications. Examines workmanship of finished installations for conformity to standard and approves installation. Interprets blueprints and specifications for contractor and discusses deviations from specified construction procedures to ensure compliance with regulations governing construction."</p>					
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Building Inspector	\$80,359	16	72	\$61,984	\$70,080	\$78,032
Scope: All Responses adj to Camas WA						
Job Summary:	<p>"Inspects all levels of residential, commercial and industrial installations for compliance with all building, mechanical, manufactured home specialty codes and applicable fire code requirements including structural/mechanical, fire-life safety, plumbing, fire sprinkler and fire alarm. Reviews materials, designs, plans and specifications. This is not a lead position. Requires appropriate state certification."</p>					
Survey Source/Date: Wage Access 2016*				10th Percentile		90th Percentile
Job Title: Building Code Enforce. Officer 2	\$46,171	7	28	\$25,142	\$46,053	\$53,437
Scope: Nat'l data adj to Camas WA						
Job Summary:	<p>"Inspects new and existing buildings and structures to enforce conformance to building, grading, and zoning laws and approved plans, specifications, and standards. Observes conditions and issues notices for corrections, and recommends compliance procedures to contractors and owners. May inspect existing buildings to determine lack of prescribed maintenance, housing violations or hazardous conditions. May review requests for and issue building permits. Performs moderately complex and specialized activities. Tasks are involved and occasionally not clearly defined. Under general supervision, makes assessments and exercises some discretion in routine situations. Knowledge of standardized procedures. Requires considerable training or experience."</p>					
Survey Source/Date: WA Cities & Counties (AWC) 2016 median						
Job Title: Building Inspector	\$61,862	13	16	\$55,092	\$61,862	\$68,633
Scope: Selected Washington Cities+						
Job Summary:	<p>"Inspects residential and commercial buildings in the process of construction or alteration for compliance with code requirements, application of safe construction practices and other regulations or ordinances. May have additional duties enforcing mechanical, plumbing, electrical, and energy codes. In smaller jurisdictions, may issue permits and collect fees. Typically requires 2 - 3 years experience and certification as a building inspector."</p>					
AVERAGES	\$68,188	36	173	\$49,630	\$60,850	\$69,424
DATA ADJUSTED TO: January 2017	\$69,494	36	173	\$50,457	\$61,863	\$70,580
				Adjusted 65th percentile	\$66,315	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+ Arlington, Battleground, Bonney Lake, Maple Valley, Mill Creek, Moses Lake, Monroe, Moses Lake, Mount Terrace, Mukilteo, Ridgefield, Tumwater, Washougal & Vancouver

POSITION: Code Enforcement Officer

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Bureau of Labor & Statistics 2016*				10th Percentile		90th Percentile
Job Title: Parking Enforcement Worker	\$49,306	Not Reported	30	\$34,152	\$52,338	\$59,914
Scope: State of Washington, adj to Camas WA						
Job Summary: "Patrol assigned area, such as public parking lot or city streets to issue tickets to overtime parking violators and illegally parked vehicles."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Code Enforcement Officer	\$75,706	12	19	\$56,210	\$63,182	\$70,227
Scope: All Responses adj to Camas WA						
Job Summary: "Responds to and investigates code complaints and violations regarding nuisances, zoning and land use, new development, building, abandoned vehicles, erosion and floodplain related issues. Seeks and assures compliance from responsible parties and testifies in court presenting all aspects of code violation cases. May or may not be responsible for abandoned vehicles. Reports to a program manager. Typically requires a minimum of 2 years experience in code or regulation compliance, law enforcement, zoning investigation, planning or related field and the ability to obtain Law Enforcement Data Systems (LEDS) certification within 6 months of employment."						
Survey Source/Date: Wage Access 2016*				10th Percentile		90th Percentile
Job Title: Parking Enforcement Officer	\$35,250	6	40	\$31,270	\$35,997	\$38,871
Scope: Nat'l data adj to Camas WA						
Job Summary: "Patrols assigned area, such as public parking lot or section of city, to issue tickets to overtime parking violators. May chalk tires of vehicles parked in unmetered spaces, record time, and return at specified intervals to ticket vehicles remaining in spaces illegally. Performs moderately complex, specialized and diverse activities. Work assignments are demanding and generally not clearly defined. Under limited supervision, routinely exercises independent judgment within scope of job and makes some decisions with no existing guidelines. Knowledge of extensive procedures in an occupational field to perform a wide variety of tasks. Undergraduate study or experience."						
AVERAGES	\$48,621	18	89	\$40,544	\$50,506	\$56,337
DATA ADJUSTED TO: January 2017	\$49,719	18	89	\$41,543	\$51,750	\$57,725
				Adjusted 65th percentile	\$56,961	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

POSITION: Court Clerk

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: General Clerk, Level 3	\$41,637	Not Reported	189	\$36,300	\$41,637	\$47,703
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Assists department, performing any combination of clerical duties requiring general knowledge and application of various work methods and procedures that may be complex. Types or enters information into computer to prepare correspondence. Prepares, issues, and sends out receipts, bills, policies, invoices, statements, and checks. Conducts limited research. Operates various office machines, opens and routes incoming mail, answers correspondence, and prepares outgoing mail. Answers telephones, conveys messages, and runs errands. Stamps or numbers forms by hand or machine, and photocopies documents."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Court Operations Specialist	\$53,657	9	88	\$41,311	\$46,469	\$51,583
Scope: All Responses adj to Camas WA						
Job Summary: "Responsible for clerical duties, including accepting and recording documents; accepting and receipting money; responding to general questions from the public, attorneys, etc. regarding court procedures, court calendars, etc.. Processes documents; extensive data entry; may do support courtroom duties like operating tape recording equipment, swearing in witnesses, marking exhibits, etc. Typically requires 2-4 years court experience."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Court Clerk	\$48,446	3	9	\$42,652	\$48,446	\$54,240
Scope: Anacortes, Battleground& Bonney Lake+						
Job Summary: " Performs specialized clerical work in support of municipal, district or superior court operations, including the preparation and maintenance of court Records. Coordinates court docket and provides related secretarial services for the court. Typically requires 1-2 years of general secretarial/clerical experience."						
AVERAGES	\$45,552	12	286	\$40,088	\$45,517	\$51,175

DATA ADJUSTED TO: January 2017 \$46,075**12****286****\$40,725****\$46,241****\$51,989****Adjusted 65th percentile \$47,810**

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+ Position does not exist in all cities

POSITION: Engineer III

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Civil Engineer	\$91,706	Not Reported	89	\$77,035	\$91,706	\$110,627
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary:	"Plans, designs, and oversees civil engineering projects, such as airports, bridges, buildings, channels, dams, harbors, irrigation systems, pipelines, power plants, railroads, roads, sewage systems, tunnels, and water supply. Analyzes reports, maps, drawings, blueprints, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data to plan and design project. Calculates cost and determines feasibility of project based on analysis of collected data, applying knowledge and techniques of engineering, and advanced mathematics."					
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Civil Engineer, intermediate	\$89,746	13	120	\$69,072	\$79,851	\$90,514
Scope: All Responses adj to Camas WA						
Job Summary:	"Plans, designs, and oversees construction and maintenance of structures and facilities. May perform technical research and utilize computers as aids in developing solutions to engineering projects. This is an intermediate level journey engineer requiring a degree and 3-5 years of experience."					
Survey Source/Date: Wage Access 2016						
Job Title: Civil Engineer 3	\$74,643	10	61	\$55,776	\$72,369	\$88,217
Scope: Nat'l data adj to Camas WA						*
Job Summary:	"Plans and designs civil engineering projects. Analyzes reports, maps, drawings, blueprints and aerial photographs on topographical and geologic data to plan and design project. Calculates cost and determines feasibility of project, and prepares specifications, plans, construction schedules, environmental impact studies and designs for project. Inspects construction site to monitor progress and ensure conformance to engineering plans and specifications. Performs complex, specialized and diverse activities. Work assignments are complicated and often vaguely defined. Under minimal supervision, frequently exercises independent judgment within scope of job and makes decisions with no existing guidelines. Knowledge of specialized, complicated, techniques. BA/BS degree or experience."					
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Engineer, Journey Level	\$78,117	4	13	\$69,375	\$78,117	\$86,859
Scope: Battleground, Bonney Lake, Tumwater & Vancouver+						
Job Summary:	"Applies civil engineering principles and practices in the preparation of plans, specifications and estimates related to the design, construction and maintenance of public works projects, within established civil engineering practices and procedures. Works on routine projects or specific construction and maintenance of public works projects, within established civil engineering practices and procedures. Works on routine projects or specific areas of more complex projects under the supervision of a senior project engineer. Typically requires a four-year degree and 2-3 years experience."					
AVERAGES	\$86,573	27	283	\$67,814	\$80,511	\$94,054

DATA ADJUSTED TO: January 2017 \$88,297**27****283****\$68,943****\$81,851****\$95,620****Adjusted 65th percentile \$81,092**

^ Median salary provided in lieu of Weighted Average, which was not available

~ Geographic adjustments of less than 2% not required.

* Salary percentiles provided in lieu of salary ranges which were not available

+ Position does not exist in all cities

POSITION: Financial Analyst

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Accounting Technician	\$54,339	Not Reported	75	\$48,255	\$54,339	\$62,834
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Aides in the application of principles of accounting and, with experience, may handle complex tasks. Utilizes knowledge of accounting principles related to classifying, recording, and summarizing data and making computations to compile and keep financial records. Finalizes accounting reports. Studies and analyzes accounting records for purposes of preparing statements and reports. Includes such activities as keeping and verifying records of transactions; receiving and disbursing money; computing and verifying amounts; preparing records; combining data and performing computations to create statistical records; and computing costs, verifying bills, invoices, rates, tariff, duties, and amounts due. This position may exist in any of the accounting functions such as payroll, accounts payable, accounts receivable, credit, collections, budgets, financial planning, general accounting, billing, etc. This is a paraprofessional level position and does not require a four-year degree in accounting."						
Survey Source/Date: Comp Data Benchmark Pro 2016						
Job Title: Accounting Specialist	\$48,571	45	104	\$41,574	\$51,815	\$62,057
Scope: Western Region, adj to Camas WA						
Job Summary: "Performs various analytical and review functions to ensure accounting accuracy. Assists with monthly closing process. Records general ledger entries. Compiles reconciliations. Assists in preparing budgets and forecasts. Codes and processes payables and receivables. Associate's degree required and two years experience."						
Survey Source/Date: Wage Access 2016						
Job Title: Financial Analyst 2	\$57,329	41	163	\$45,489	\$57,846	\$71,064
Scope: Nat'l data adj to Camas WA						
Job Summary: "Prepares and conducts financial analyses of organization's assets, liabilities and capital. Analyzes company performance with regard to cash flow, income statement, balance sheet and profit and loss statement. Prepares reports for management on current and projected performance of company. Complexity - Performs moderately complex, specialized and diverse activities. Work assignments are demanding and generally not clearly defined. Autonomy - Under limited supervision, routinely exercises independent judgment within scope of job and makes some decisions with no existing guidelines. Knowledge - Knowledge of extensive procedures in an occupational field to perform a wide variety of tasks. Undergraduate study or experience."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Accounting Clerk - Journey Level	Not Reported	11	25	\$46,872	\$52,610	\$58,348
Scope: Selected Washington Cities+						
Job Summary: "Performs at a fully skilled level a variety of responsible duties to prepare and maintain, and reconcile accounting, budget and other fiscal records and data, e.g., such as bank statements, accounts payable, accounts receivable, general receipts ledger, labor and material ledgers. Classifies and codes entries and transactions in accordance with BARS or other procedures. May specialize in portions of the accounting function such as utility accounting, LID accounting or accounts payable, but is expected to have knowledge sufficient to assist in any function. May assist with the training and supervision of lower-level accounting clerks. Typically requires a two year degree and 2-4 years experience. Advanced level bookkeeping and maintenance of records work as opposed to financial analysis work requiring knowledge of accounting theories and performed by professional level accountants. Excludes positions where supervision is the primary responsibility."						
AVERAGES	\$54,010	97	367	\$45,547	\$54,153	\$63,576
DATA ADJUSTED TO: January 2017	\$54,852	97	367	\$46,152	\$54,871	\$64,420

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

Adjusted 65th percentile \$54,973

~ Geographic adjustments of less than 2% not required.

+ Vancouver, Anacortes, Arlington, Battle Ground, Bonney Lake, Mill Creek, Moses Lake, Mukilteo Tumwater, Washougal and Ridgefield

CITY NOTE**increased 4 grades - internal equity**

POSITION: Financial Assistant II

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Billing Clerk	\$43,746	Not Reported	73	\$37,851	\$43,746	\$50,498
Scope: City Support Services, 175 EEs Portland OR						
Job Summary: "Compiles records of charges for services rendered or goods sold. Calculates and records amount of these services and goods, and prepares invoices to be sent to customers or insurance providers. Applies applicable discounts, special rates, or credit terms."						
Survey Source/Date: Milliman NW Utilities						
Job Title: Customer Service Rep	\$49,724	29	646	\$36,336	\$44,480	\$52,624
Scope: Washington data adj to Camas WA						
Job Summary: "Responsible for responding to customer credit and collection inquiries and requests including application for service and disconnect orders, account and billing questions, equal pay and landlord agreements."						
Survey Source/Date: Wage Access 2016						
Job Title: Billing Clerk	\$41,140	25	478	\$28,774	\$33,335	\$39,614
Scope: Nat'l data adj to Camas WA						
Job Summary: "Compiles sales data and prepares invoices or bills. Reviews purchase orders, sales tickets and charge slips to ascertain monthly costs, schedule of work completed, and type of work performed for customer. Computes costs and percentage of work completed. Prepares invoices or bills and posts transactions to accounting records. Performs varied activities. Tasks are involved and occasionally not clearly defined. Under general supervision, exercises some discretion in routine situations. Knowledge of commonly used procedures; requires some previous training."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Accounting Clerk, Entry level	\$46,457	6	15	\$41,546	\$46,457	\$51,368
Scope: Anacortes, Arlington, Battleground, Bonney Lake, Ridgefield & Vancouver+						
Job Summary: "Performs basic posting, filing, and calculating duties. May assists in the preparation of financial reports, documents, memoranda, and the monthly closing of the books as required. Operates within established department policies and procedures and within a limited section of the accounting function, such as accounts payable, accounts receivable, or utility accounting."						
AVERAGES	\$45,938	60	1,212	\$36,127	\$42,004	\$48,526

DATA ADJUSTED TO: January 2017 **\$46,615** **60** **1,212** **\$36,523** **\$42,465** **\$49,058**
Adjusted 65th percentile **\$44,931**

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+ Position does not exist in all cities

CITY NOTE **increased 4 grades -internal equity**

POSITION: IT Network Administrator

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^^ median				10th Percentile		90th Percentile
Job Title: IT Systems Administrator	\$91,413	Not Reported	73	\$76,714	\$91,413	\$110,402
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Administers, develops, runs tests on, implements, and maintains operating system and related software. Establishes and implements standards for computer operations for compatibility between hardware and software, according to specifications and parameters. Troubleshoots and resolves software, operating system, and networking problems. Schedules, performs, and monitors system backups and, when necessary, performs data recoveries. Responsibilities differ from those of an Operating Systems Programmer in that the Systems Administrator is not responsible for altering operating system's software codes."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Network Engineer	\$91,781	14	21	\$70,826	\$82,448	\$94,118
Scope: All Responses adj to Camas WA						
Job Summary: "Performs planning, forecasting, and implementing network systems (wireless and/or VoIP) of moderate complexity. Participates in network planning, architecture design and engineering, including communication architectures, topologies, hardware, software, transmission and signaling links and protocols. Work product is a complete network configuration. Evaluates and tests new products and develops documentation of technical standards and interface applications. Performs system tuning and makes recommendations for improvement. Typically has a Bachelor's Degree in Computer Science or other related field and at least 3 years of IT work experience in infrastructure/network environments performing network engineering work."						
Survey Source/Date: Wage Access 2016						
Job Title: Network Administrator	\$76,236	69	139	\$59,473	\$75,153	\$90,952
Scope: Nat'l data adj to Camas WA						
Job Summary: "Coordinates and manages data communications hardware and software. Identifies areas of operation which need upgraded equipment, modems, cables and wires. Tests and evaluates hardware and software to determine efficiency, reliability and compatibility with existing system, and recommends network hardware or software for purchase. Monitors system performance and assists users to identify and solve data communication problems. Performs complex, specialized and diverse activities. Work assignments are complicated and often vaguely defined. Under minimal supervision, frequently exercises independent judgment within scope of job and makes decisions with no existing guidelines. Knowledge of specialized, complicated, techniques. BA/BS degree or experience."						
Survey Source/Date: WA Cities & Counties (AWC) 2016 median						
Job Title: Network Administrator	\$73,636	3	3	\$66,608	\$73,636	\$80,664
Scope: Mountlake Terrace, Mukilteo, Tumwater+						
Job Summary: "Installs, configures, and maintains software and hardware connected to the local area network. Works with departments, vendors, and consultants to assess needs and products, plan hardware and software upgrades, diagnose problems and coordinate repair efforts. Maintains and performs back up and security operations. Recommends and implements standards and policies. May provide training or individual assistance to users. May serve as lead worker for network support and/or personal computer support personnel. Typically requires a four year degree and four years experience plus certification as a network engineer."						
AVERAGES	\$82,281	86	236	\$68,405	\$80,663	\$94,034

DATA ADJUSTED TO: January 2017 \$83,473 86 236 \$69,544 \$82,006 \$95,600

Adjusted 65th percentile \$83,450

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

POSITION: IT Support Specialist

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Computer Support Specialist	\$58,431	Not Reported	185	\$49,945	\$58,431	\$69,769
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Installs, changes, and repairs minor problems of personal computer hardware and software systems, and gives technical assistance and training to system users. Answers client's inquiries concerning systems operation; diagnoses system hardware, software, and operator problems; and recommends or performs remedial actions to correct problems based on knowledge of system operation. Requires excellent working knowledge of personal computers and peripherals."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Help Desk Specialist	\$59,439	20	37	\$49,520	\$56,970	\$64,419
Scope: All Responses adj to Camas WA						
Job Summary: "Provides support services to internal and/or external users of the organization's computer systems and network. Acts as first-level problem identifier and resolver. Coordinates user problems resolution with appropriate resource if necessary. Typically a senior level nonexempt or entry level exempt position requiring 2 years of experience."						
Survey Source/Date: Wage Access 2016						
Job Title: Help Desk Rep 2	\$46,121	70	426	\$37,070	\$46,055	\$55,613
Scope: Nat'l data adj to Camas WA						
Job Summary: "Investigates and resolves computer software, hardware and network communications problems of users. Speaks with users to learn source of error. Determines cause and researches problem to find solution. Communicates with programming staff to explain software errors or recommend changes to programs. Contacts software and hardware vendors to request service for defective products. Performs moderately complex and specialized activities. Tasks are involved and occasionally not clearly defined. Under general supervision, makes assessments and exercises some discretion in routine situations. Knowledge of standardized procedures. Requires considerable training or experience."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Computer Support Specialist	\$59,332	11	18	\$56,097	\$59,332	\$62,568
Scope: Battleground, Vancouver & Washougal+						
Job Summary: "Provides user support, technical assistance and training to desktop computer users and performs routine maintenance to computer systems. Installs hardware and software, diagnoses problems, and determines corrective action. Serves as first contact for users experiencing computer problems. Works independently with little supervision; refers complex problems or network problems to higher level employees. May support computerized telephone systems. Typically requires a two-year degree and two years experience."						
AVERAGES	\$50,637	101	666	\$48,158	\$55,197	\$63,092

DATA ADJUSTED TO: January 2017 \$51,367 101 666 \$48,960 \$56,116 \$64,143
Adjusted 65th percentile \$59,330

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

CITY NOTE**increased 1 grade - internal equity**

~ Geographic adjustments of less than 2% not required.

+ Anacortes, Battleground, Bonney Lake, Maple Valley, Monroe, , Moses Lake, Mountlake Terrace, Mukilteo, Tumwater, Washougal & Vancouver

POSITION: IT Systems Analyst/Programmer

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Database Analyst	\$94,634	Not Reported	73	\$80,374	\$94,634	\$113,017
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Analyzes business procedures and problems to refine data for database management. Analyzes, designs and implements accurate, secure, efficient, logical and physical data bases and coordinates database development applying knowledge of database design standards and database management system. Identifies and resolves production and/or applications development problems related to the use of the database management system software or utilities. Reviews project request describing database user needs. Studies existing data handling systems to evaluate effectiveness, and develops new systems to improve production or workflow as required. Excludes paraprofessional positions."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Database Administrator	\$105,115	17	58	\$73,993	\$88,560	\$103,172
Scope: All Responses adj to Camas WA						
Job Summary: "Oversees the technical design and development of IT databases and associated master files. Coordinates efforts with systems, operations and technical support staff to establish and modify databases and master files, and ensures database quality, integrity and performance. Plans, establishes and maintains allocation control over the availability of disk space for existing and projected requirements. May supervise Database Analysts. Typically requires a degree and in-depth knowledge and experience with database management systems and associated utility software."						
Survey Source/Date: Wage Access 2016						
Job Title: Database Programmer/Analyst 4	\$88,876	19	64	\$69,100	\$88,383	\$109,287
Scope: Nat'l data adj to Camas WA						
Job Summary: "Designs logical and physical databases and coordinates database development. Revises data definitions as stored data dictionary and determines changes to data dictionary, including type, structure and intended use of data. Develops data models describing data elements and their usage. Writes description of data accesses methodology. Develops physical database description, including location, space requirements and access method. Performs highly complex, specialized and diverse activities. Work assignments are challenging and generally ambiguous. Exercises independent judgment and makes decisions with no existing guidelines. May have authority over a project, functional area or department. - Knowledge of a wide range of concepts/principles. BA/BS degree and graduate study or experience."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Systems Analyst/Programmer	\$79,112	3	3	\$68,832	\$79,112	\$89,392
Scope: Arlington, Tukwila & Vancouver+						
Job Summary: "Performs both system analysis and programming tasks for complex computer systems. Confers with city departments to assess needs, analyze existing systems, and recommends modifications or development of new systems. Develops design specifications and designs, codes, tests, debugs documents, and maintains those programs. Works with little to no supervision. May lead and/or train employees in lower level information systems job classifications. Typically requires a four-year degree and 3-4 years experience."						
AVERAGES	\$95,608	39	198	\$73,075	\$87,672	\$103,717
DATA ADJUSTED TO: January 2017	\$97,220	39	198	\$74,291	\$89,132	\$105,444
				Adjusted 65th percentile	\$90,025	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+ Position does not exist in all cities

POSITION: Senior Permit Technician

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^* Job Title: Doc Control Clerk, Engineering Scope: City Support Services, 175 EEs Portland OR~	median \$45,912	Not Reported	156	10th Percentile \$40,743	90th Percentile \$45,912	\$52,297
Job Summary: "Compiles and keeps up maintenance of control records and related files to release blueprints, drawings, and engineering documents to manufacturing and other operating departments. Arranges and files a variety of drawings, manuals, blueprints, electrical drawings, and software in a variety of filing systems and databases, and retrieves that information as requested. Examines documents, such as blueprints, drawings, change orders, and specifications to verify completeness and accuracy of data."						
Survey Source/Date: Washington State Public Employers 2015 Job Title: Building Permit Specialist Scope: All Responses adj to Camas WA	\$59,522	11	27	\$47,720	\$54,358	\$60,995
Job Summary: "Performs technical and administrative duties that support building department functions. Accepts permit applications, reviews them for completeness and errors, enters data into computerized tracking system, and routes them for review. Accepts, reviews, and issues permits for simple and over-the-counter permit applications. Answers questions about building codes and provides copies of plans, maps, and other documents to customers. Tracks progress of permit applications. May perform simple plan review. May include limited clerical work. Typically requires 1-2 years experience and reports to the building official."						
Survey Source/Date: WA Cities & Counties (AWC) 2016 Job Title: Building Permit Specialist Scope: Selected Washington Cities+	median \$51,789	12	23	\$45,961	\$51,789	\$57,616
Job Summary: "Performs technical and administrative duties that support building department functions. Accepts permit applications, reviews them for completeness and errors, enters data into computerized tracking system, and routes them for review. Accepts, reviews, and issues permits for simple and over-the-counter permit applications. Answers questions about building codes and provides copies of plans, maps, and other documents to customers. Tracks progress of permit applications. May perform simple plan review. May include limited clerical work. Typically requires two years experience."						
AVERAGES	\$48,348	23	206	\$44,808	\$50,686	\$56,969
DATA ADJUSTED TO: January 2017	\$48,639	23	206	\$45,521	\$51,492	\$57,875
				Adjusted 65th percentile	\$53,395	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+Anacortes, Maple Valley, Mill Creek, Moses Lake, Mount Terrace, Mukilteo, Tumwater & Vancouver

CITY NOTE **increased 2 grades - internal equity**

POSITION: Sr Plans Examiner

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Plans Examiner Commercial	\$82,938	7	23	\$66,241	\$73,725	\$81,126
Scope: All Responses adj to Camas WA						
Job Summary: "Reviews construction plans for commercial, industrial and multifamily buildings for compliance with all standards, codes, ordinances and zoning requirements including structural/mechanical plans, fire-life safety plans, plumbing plans, fire sprinkler plans and fire alarm plans. Approves or denies plans. Attends pre-design and plan review meetings with developers and contractors. May conduct field inspections. Typically requires a 2 year degree and 2-3 years experience, plus certification as a plans examiner."						
Survey Source/Date: Wage Access 2016*						
Job Title: Building Plan Examiner	\$56,990	6	98	10th Percentile \$39,875	\$54,799	90th Percentile \$66,932
Scope: Nat'l data adj to Camas WA						
Job Summary: "Review residential, commercial and industrial construction plans for compliance with building and mechanical codes, industry standards, ordinances and zoning requirements. Checks for appropriate engineering and building safety requirements. Approves plans or works with contractor to suggests plan modifications to achieve conformance to permit requirements. Performs complex and specialized activities. Tasks are demanding and generally not clearly defined. Under limited supervision, makes assessments and exercises discretion in defined situations. Knowledge of extensive procedures in an						
Survey Source/Date: WA Cities & Counties (AWC) 2016 median						
Job Title: Plans Examiner	\$68,894	6	6	\$61,348	\$68,894	\$76,440
Scope: Selected Washington Cities+						
Job Summary: "Reviews commercial and residential plans and specifications for compliance with building, mechanical, plumbing and related code requirements and other regulations. Typical duties include conducting pre-application meetings with design professionals, documenting plan review issues, conducting code research. May include field inspections. Typically requires a two year degree and three years experience plus certification as a building inspector and/or plans examiner."						
AVERAGES	\$62,252	19	127	\$55,821	\$65,806	\$74,833
DATA ADJUSTED TO: January 2017	\$63,601	19	127	\$57,061	\$67,267	\$76,494
				Adjusted 65th percentile	\$71,905	

* Salary percentiles provided in lieu of salary ranges which were not available

+Vancouver, Anacortes, Arlington, Bonney Lake, Moses Lake, Tumwater

POSITION: Police Records Clerk/Dispatch II

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Police Records Specialist	\$53,827	12	55	\$41,546	\$46,564	\$51,582
Scope: All Responses adj to Camas WA						
Job Summary: "This journey level position typically performs a variety of duties related to police records, including data entry, data inquiry and specialized administrative assistance in support of the police operations. Typically requires 2 years clerical experience including some experience in a criminal justice environment. Must be Law Enforcement Data System (LEDS) certified within sixty days of hire."						
Survey Source/Date: Compdata Benchmark Pro 2015						
Job Title: Clerk II Senior	\$38,625	188	1,128	\$30,076	\$38,110	\$46,144
Scope: Western Region adj to Camas WA						
Job Summary: "Performs moderately complex clerical functions including receiving, classifying, reconciling, consolidating, and summarizing documents and information. Maintains records or logs. Verifies completeness and accuracy of information. Sets-up and maintains files and records. Uses PC, calculator, and other standard office equipment for recording, storing, retrieving, and compiling information. Compiles regular and special reports using established formats and procedures. Possesses knowledge of organization or department procedures. High school education or equivalent required and two years experience."						
Survey Source/Date: Wage Access 2016						
Job Title: Emergency Dispatcher/911 Oper.	\$43,533	18	439	\$35,862	\$46,037	\$56,456
Scope: Nat'l data adj to Camas WA						
Job Summary: "Receives incoming calls for assistance and dispatches personnel and equipment to scene of emergency. Questions caller to determine nature of problem and number of personnel and equipment needed. Monitors alarm system signals that indicate location of fire or other emergency. Dispatches police, fire, medical, and other personnel and equipment and relays instructions or information to units. May provide prearrival instructions to caller, utilizing knowledge of emergency medical techniques. May activate alarm system to notify fire stations. Complexity - Performs complex and specialized activities. Tasks are demanding and generally not clearly defined. Autonomy - Under limited supervision, makes assessments and exercises discretion in defined situations. Knowledge - Knowledge of extensive procedures in an occupational field to perform a wide variety of tasks. Undergraduate study or experience."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Police Records Clerk Sherrif's Office	\$48,410	9	18	\$43,159	\$48,410	\$53,661
Scope: Selected Washington Cities+						
Job Summary: "Performs a variety of specialized clerical duties to support police department/sheriff's office operations. Maintains and updates computerized police records, issues permits and licenses, prepares reports. May receive certain types of crime and citizen reports and respond to requests for routine police information from the public. May process, identify and record found property and case evidence. Excludes employees who spend more than 10% of their time dispatching."						
AVERAGES	\$40,556	227	1,640	\$37,661	\$44,780	\$51,961

DATA ADJUSTED TO: January 2017 **\$41,446** **227** **1,640** **\$38,500** **\$45,779** **\$53,120**
Adjusted 65th percentile **\$47,576**

+ Anacortes, Arlington, Battle Ground, Mill Creek, Moses Lake, Mukilteo, Tumwater, Washougal, Ridgefield

CITY NOTE

increased 1 grade - internal equity

POSITION: Project Manager

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE	
					MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^^	median			10th Percentile		90th Percentile
Job Title: Construction Engineer Mgr, 5 yrs. expr	\$98,223	Not Reported	26	\$88,679	\$98,223	\$111,762
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Manages, coordinates, and utilizes functional authority for planning, organization, control, integration, and completion of engineering project within area of assigned responsibility. Plans and oversees engineering program and organizes project staff according to project requirements. Assigns project personnel to specific phases or aspects of project, such as technical studies, design, preparation of specifications and technical plans, and testing, in accordance with engineering disciplines of staff."						
Survey Source/Date: Comp Data Benchmark Pro 2015						
Job Title: Construction Manager	\$108,656	29	38	\$82,582	\$99,676	\$116,654
Scope: Western Region adj to Camas WA						
Job Summary: "Manages project and insures compliance with design, budget, and schedule. Contributes to design as needed. Directs development of budget and schedule. Negotiates with subcontractors. Maintains liaison with client. Bachelor's degree preferred and four years experience."						
Survey Source/Date: Wage Access 2016						
Job Title: Civil Engineering Manager	\$107,160	11	47	\$84,914	\$105,803	\$127,466
Scope: Nat'l data adj to Camas WA						
Job Summary: "Manages activities involved in planning and designing civil engineering projects. Reviews project plans and designs, and determines feasibility of projects. Directs preparation of specifications, plans, construction schedules, environmental impact studies and designs for project. Ensure progress and conformance to engineering plans and specifications. May be licensed or certified by State. Manages a project, functional area or department within a division at a single location. Job performance significantly impacts department operations and may impact profitability of organization. Receives broadly defined goals and objectives. Exercises independent judgment and makes decisions with some existing guidelines. Usually has budget and/or hiring authority. May supervise activities of supervisors and/or non-management employees."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Engineer, Senior level	\$88,235	5	18	\$77,690	\$88,235	\$98,779
Scope: Selected Washington Cities+						
Job Summary: "Serves as project leader and applies civil engineering principles and practices in the preparation of plans, specifications and estimates related to the design, construction and maintenance of public works projects. Oversees assigned projects to ensure contractor compliance with time schedule and budget. may make effective recommendations to hire, fire, transfer and discipline employees. Typically requires a four year degree and 4-5 years experience."						
AVERAGES	\$103,173	45	129	\$83,466	\$97,984	\$113,665
DATA ADJUSTED TO: January 2017	\$104,741	45	129	\$84,574	\$99,285	\$115,174
				Adjusted 65th percentile	\$100,926	

^ Median salary provided in lieu of Weighted Average, which was not available

~ Geographic adjustments of less than 2% not required.

* Salary percentiles provided in lieu of salary ranges which were not available

+ Maple Valley, Monroe, Mountlake Terrace, Tumwater & Vancouver

CITY NOTE**decreased 3 grades- internal equity, some comp data not accurate (ie budget auth)**

POSITION: Recreation Coordinator

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Events & Promotions Coordinator	\$48,161	Not Reported	57	\$40,962	\$48,161	\$57,469
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Arranges and facilitates promotions and events. Leads the promotion or event from concept to clean up. Assesses promotions and events to ensure employee understanding, guest satisfaction, budget alignment and profitability. Proposes improvements or new programs to stimulate business or increase efficiency and efficacy of operations."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Recreation Coordinator	\$69,728	9	51	\$55,105	\$62,047	\$69,059
Scope: All Responses adj to Camas WA						
Job Summary: "Plans, organizes, leads and instructs assigned recreational, sport, social or cultural activities such as craft programs, dance instruction, sports tournaments, swimming, excursions, social events and other related functions for individuals and groups of all ages. Performs independently in accordance with departmental policies and procedures under general supervision. Directs work activities of part-time and contract instructors, seasonal workers and volunteers. Typically requires a 4 year degree and 2 years experience. Typically reports to a recreation supervisor/manager. NOTE: Excludes supervisors of other recreation leaders."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Recreation Coordinator	\$53,024	8	26	\$47,085	\$53,024	\$58,964
Scope: Selected Washington Cities+						
Job Summary: "Plans, organizes, leads and instructs assigned recreational, sport, social or cultural activities such as craft programs, dance instruction, sports tournaments, swimming, excursions, social events and other related functions for individuals and groups of all ages. Performs independently in accordance with departmental policies & procedures under general supervision. Directs work activities of part time and contract instructors, seasonal workers and volunteers. Typically requires four-year degree and two years experience."						
AVERAGES	\$57,313	17	134	\$47,717	\$54,411	\$61,830

DATA ADJUSTED TO: January 2017 \$58,230 17 134 \$48,476 \$55,276 \$62,814
Adjusted 65th percentile \$56,617

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+ Anacortes, Battleground, Bonney Lake, lake Stevens, Mill Creek, Moses Lake, Mountlake Terrace, Mukilteo, Tumwater, Washougal & Vancouver

POSITION: Recreation Facilities Coordinator

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Coordinator	\$52,585	Not Reported	40	\$46,799	\$52,585	\$60,809
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Arranges schedules and regulates flow of work within or between organizational units or businesses. Checks master schedule and work orders, establishes priorities, and changes schedule according to projects, work order specifications, established priorities, and availability or capability of workers, parts, material, machines, and equipment."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Office Support Specialist, Interm.	\$48,159	24	204	\$37,038	\$42,283	\$47,540
Scope: All Responses adj to Camas WA						
Job Summary: "Performs moderately complex clerical and secretarial duties. Assignments require a basic knowledge of practices and procedures of the function. Sets up and maintains files, prepares reports, agendas, memos and correspondence. May prepare documents from rough draft to final form. Transcribes dictation, answers routine correspondence, arranges meetings, makes appointments, screens calls and takes messages. Works under limited supervision. This is the intermediate level position typically requiring demonstrated secretarial skills and a working knowledge of office equipment, including word processing and spreadsheet software, with 1-2 years of secretarial experience."						
Survey Source/Date: Wage Access 2016						
Job Title: Administrative Assistant 3	\$48,014	10	525	\$41,732	\$51,047	\$61,835
Scope: Nat'l public administration data adj to Camas WA						
Job Summary: "Provides administrative support and assistance to management and departments. Answers telephones, types correspondence and schedules appointments. Reviews and routes incoming mail. Composes and types routine correspondence. Arranges travel schedules and reservations. Compiles and prepares reports and presentations. Records minutes for meetings. Performs varied activities. Tasks are demanding and generally not clearly defined. Under limited supervision, exercises discretion in defined situations. Knowledge of standardized procedures. Requires considerable training or experience."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Clerical, Journey Level	\$50,201	9	35	\$46,187	\$50,201	\$54,215
Scope: Selected Washington Cities+						
Job Summary: "Performs a variety of the more complex and diverse clerical or administrative support work based on a knowledge of specialized functional or department procedures. Performs varied clerical, statistical, data gathering and compilation, typing and/or word processing duties. May independently compose routine correspondence, prepares reports. Requires some independent judgement, interpretation, or analysis of data, policies and procedures. Typically requires 3-4 years experience."						
AVERAGES	\$48,373	43	804	\$42,939	\$49,029	\$56,100
DATA ADJUSTED TO: January 2017	\$49,438	43	804	\$43,654	\$49,845	\$57,034
				Adjusted 65th percentile	\$51,854	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+Anacortes, Battleground, Bonney Lake, Maple Valley, Mill Creek, Moses Lake, Mountlake Terrace, Mukilteo, Tumwater & Vancouver

POSITION: Senior Planner

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Urban Planner, level 3	\$77,463	Not Reported	73	\$67,082	\$77,463	\$91,362
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Plans and develops short- and long-term comprehensive programs and plans for development, growth, revitalization, and utilization of land and physical facilities of cities, counties, and metropolitan areas to maximize quality of life for the community and its residents. Collects and analyzes data on economic, social, and physical factors affecting land use, projects future community needs, and prepares or requisitions graphic and narrative reports on data."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Planner, Senior	\$90,231	16	136	\$69,199	\$80,104	\$91,056
Scope: All Responses adj to Camas WA						
Job Summary: "Researches and analyzes technical data to apply planning and zoning regulations to complex and/or highly sensitive development, construction, and land use issues. Supervises short-term and long-range planning programs and projects, including serving as lead worker for assigned staff. Participates in the formulation of departmental goals and objectives. Interprets and prepares data for planning studies, reports and recommendations. Supervises grant-funded projects as assigned, including publicity, public relations, purchasing, record-keeping, utilization of subordinate work force and progress reports to sponsoring agency. Provides staff support to a variety of planning boards, commissions, and committees, and presents reports and recommendations to them. May supervise lower-level employees. Typically requires a 4 year degree and 4 years experience. Usually distinguished from the journey level planner by project management and supervisory responsibilities. Typically reports to a planning manager (in larger organizations) or director of planning and community development (in smaller organizations)."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Planner, Senior	\$80,227	10	17	\$71,754	\$80,227	\$88,699
Scope: Selected Washington Cities+						
Job Summary: "Researches and analyzes technical data to apply planning and zoning regulations to complex and/or highly sensitive development, construction, and land use issues. Supervises short-term and long-range planning programs and projects, including serving as lead worker for assigned staff. Participates in the formulation of departmental goals and objectives. Interprets and prepares data for planning studies, reports and recommendations. Supervises grant-funded projects as assigned, including publicity, public relations, purchasing, record-keeping, utilization of subordinate work force and progress reports to sponsoring agency. Provides staff support to a variety of planning boards, commissions, and committees, and presents reports and recommendations to them. May supervise lower-level employees. Typically requires a 4 year degree and 4 years experience. Usually distinguished from the journey level planner by project management and supervisory responsibilities. Typically reports to a planning manager (in larger organizations) or director of planning and community development (in smaller organizations)."						
AVERAGES	\$85,354	26	226	\$69,345	\$79,264	\$90,372

DATA ADJUSTED TO: January 2017 \$87,283**26****226****\$70,448****\$80,525****\$91,809****Adjusted 65th percentile \$81,415**

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+ Anacortes, Battleground, Bonney Lake, Maple Valley, Mill Creek, Moses Lake, Mountlake Terrace, Mukilteo, Tumwater & Vancouver

Fire

**City of Camas Washington
Salary Survey
(Dollars per Year)**

POSITION: Battalion Chief

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Bureau of Labor Statistics 2015 *^	Median			10th%	50th%	90th%
Job Title: 1st Line Sup of Fire Fight & Prevention Wrkrs	\$89,622	not reported	27	\$60,470	\$89,622	\$117,946
Scope: Washington adj to Camas WA						
Job Summary: "Directly supervise and coordinate activities of workers engaged in fire fighting and fire prevention and control."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Fire Battalion Chief	\$112,471	7	49	\$94,416	\$100,441	\$106,466
Scope: All Responses adj to Camas WA						
Job Summary: "Supervises and coordinates the fire department or major geographical area during an assigned shift; directs subordinate personnel to control and extinguish fires for the preservation of life and property. Typically responsible for response to hazardous spills. May direct investigation of causes of incendiary and arson cases. Conducts training programs as directed. Plans for purchase of new equipment and use of new techniques in rescue, first-aid and firefighting operations. Responsible for applying sound supervisory principles and techniques. Typically reports to the fire chief."						
Survey Source/Date: Washington Cities & Counties (AWC) 2016						
Job Title: Fire Battalion Chief	\$102,728	3	13	\$95,892	\$102,728	\$109,564
Scope: Moses Lake, Tukwila & Vancouver+						
Job Summary: "Supervises and coordinates all or a major portion of fire department activities during an assigned shift. Directs subordinate personnel to control and extinguish fires. May direct investigation of arson cases. Plans for purchase of new equipment and use of new techniques."						
AVERAGES	\$104,116	10	89	\$83,593	\$97,597	\$111,325
DATA ADJUSTED TO: January 2017	\$107,502	10	89	\$85,928	\$100,323	\$114,435
				Adjusted 65th percentile	\$103,952	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+Position does not exist in all cities

CITY NOTE

**increased approx. 5% using comps
not an exact grade fit
used Tent Agreement wage proposal to compute**

Fire

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Deputy Fire Marshal

Insufficient Data - Informational Purposes Only

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Bureau of Labor Statistics 2015 *^	Median					
Job Title: Fire Inspector and Investigator	\$86,910	not reported	220	\$64,372	\$86,910	\$116,724
Scope: Washington adj to Camas WA						
Job Summary: "Inspect buildings to detect fire hazards and enforce local ordinances and State laws, or investigate and gather facts to determine cause of fires and explosions."						
Survey Source/Date: Business & Legal Resources 2016 ^^				10th%	50th%	90th%
Job Title: Fire Inspector and Investigator	\$70,054	not reported	220	\$46,606	\$68,718	\$97,352
Scope: Local Government, SW Washington						
Job Summary: "Inspect buildings to detect fire hazards and enforce local ordinances and State laws. Investigate and gather facts to determine cause of fires and explosions."						
AVERAGES	\$78,482	0	440	\$55,489	\$77,814	\$107,038
DATA ADJUSTED TO: January 2017	\$80,354	0	440	\$56,812	\$79,670	\$109,591

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

CITY NOTE increased approx. 12.5% using comps
not an exact grade fit
used Tent Agreement wage proposal to compute

Adjusted 65th percentile \$82,464

Fire

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Fire Captain

Insufficient Data - Informational Purposes Only

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Washington Cities & Counties (AWC) 2016						
Job Title: Fire Captain	\$98,019	4	92	\$93,375	\$98,019	\$102,663
Scope: Arlington, Moses Lake, Tumwater & Vancouver+						
Job Summary: "Supervises personnel and equipment within an assigned area. Coordinate activities among shifts and administer fire company policy. May relieve subordinate officers of command at an emergency scene. May include responsibility for EMS."						
AVERAGES	\$98,019	4	92	\$93,375	\$98,019	\$102,663
DATA ADJUSTED TO: January 2017	\$99,156	4	92	\$94,458	\$99,156	\$103,854

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+Position does not exist in all cities

CITY NOTE decreased approx. 12.5% using comps
not an exact grade fit
used Tent Agreement wage proposal to compute

Adjusted 65th percentile \$99,501

Fire

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Fire Captain/Paramedic

Insufficient Data - Informational Purposes Only

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Washington Cities & Counties (AWC) 2016						
Job Title: Fire Captain	\$98,019	4	92	\$93,375	\$98,019	\$102,663
Scope: Arlington, Moses Lake, Tumwater & Vancouver+						
Job Summary: "Supervises personnel and equipment within an assigned area. Coordinate activities among shifts and administer fire company policy. May relieve subordinate officers of command at an emergency scene. May include responsibility for EMS."						
AVERAGES	\$98,019	4	92	\$93,375	\$98,019	\$102,663

DATA ADJUSTED TO: January 2017 \$99,156 4 92 \$94,458 \$99,156 \$103,854

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+Position does not exist in all cities

CITY NOTE increased approx. 2.5% using comps
not an exact grade fit
used Tent Agreement wage proposal to compute

Adjusted 65th percentile \$99,501

Fire

**City of Camas Washington
Salary Survey
(Dollars per Year)**

POSITION: Firefighter - Paramedic

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Business & Legal Resources 2016 ^*	Median			10th%	50th%	90th%
Job Title: Firefighter	\$53,227	not reported	48	\$29,702	\$51,563	\$80,683
Scope: Local Government, SW Washington						
Job Summary: "Control and extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, hazardous material response, search and rescue, and disaster management."						
Survey Source/Date: Bureau of Labor Statistics 2015 ^*	Median			10th%	50th%	90th%
Job Title: Firefighter	\$69,628	not reported	48	\$25,669	\$69,628	\$94,818
Scope: Washington adj to Camas WA						
Job Summary: "Control and extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, hazardous material response, search and rescue, and disaster assistance."						
Survey Source/Date: Washington Cities & Counties (AWC) 2016						
Job Title: Firefighter-Paramedic	\$82,210	5	104	\$72,175	\$82,210	\$92,244
Scope: Anacortes, Arlington, Moses Lake, Mukilteo, Tumwater & Vancouver+						
Job Summary: "Provides advanced life support services to the public. Serves as incident commander at an emergency medical scene. May transport patients from accident scene to emergency medical facility. May also perform other firefighter duties. Requires paramedic certification. Position may be strictly a paramedic or a combination paramedic/firefighter."						
AVERAGES	\$72,234	5	200	\$42,515	\$67,800	\$89,249
DATA ADJUSTED TO: January 2017	\$73,497	5	200	\$43,356	\$69,140	\$91,013
				Adjusted 65th percentile	\$74,853	
					\$74,853	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+Position does not exist in all cities

CITY NOTE **increased approx. 12.5% using comps**
not an exact grade fit
used Tent Agreement wage proposal to compute

Fire

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Firefighter

Insufficient Data - Informational Purposes Only

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Washington Cities & Counties (AWC) 2016						
Job Title: Firefighter	\$74,154	5	154	\$64,608	\$74,154	\$83,700
Scope: Anacortes, Arlington, Mukiltro, Tumwater & Vancouver+						
Job Summary: "Controls and extinguishes fires for the preservation of life and property. Maintains apparatus, quarters, buildings, equipment and grounds as directed. May drive fire truck. Works under frequent supervision. May require certification as Emergency Medical Technician (EMT). Excludes supervisors of other fire protection personnel and full time driver/engineers. Excludes firefighters who are also paramedics. Do not include premium pay (like EMT pay) in salaries reported. If you have a separate classification or pay step for probationary employees, include this as the first step of the range."						
AVERAGES	\$74,154	5	154	\$64,608	\$74,154	\$83,700

DATA ADJUSTED TO: January 2017 \$75,014 5 154 \$65,357 \$75,014 \$84,671

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+Position does not exist in all cities

CITY NOTE increased approx. 2.5% using comps
not an exact grade fit
used Tent Agreement wage proposal to compute

Adjusted 65th percentile \$75,014

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Circulation Services Specialist

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Library Technician	\$44,077	Not Reported	55	\$37,696	\$44,077	\$51,682
Scope: City Support Services, Portland OR~						
Job Summary: "Assists Librarian in information services: answers questions regarding available references, and helps public in use of available references and bibliographic tools, such as Library of Congress catalog. Performs routine cataloging and coding of library materials, arranges and maintains periodicals, prepares volumes for binding, handles interlibrary loan requests, prepares invoices, retrieves information from databases, and supervises support staff. Answers routine inquiries and refers people requiring professional assistance to Librarian. Verifies bibliographic information on order requests. Calculates circulation statistics. Directs activities of workers in maintenance of stacks or in section of department or division, such as ordering or receiving section of acquisitions department, preparation activities in catalog department, or limited loan or reserve desk operation of circulation department. May operate and maintain audiovisual equipment."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Library Technician - Senior	\$42,666	7	289	\$40,721	\$46,090	\$51,438
Scope: All Responses adj to Camas WA						
Job Summary: "Uses advanced knowledge of library procedures, services, and resources to provide expertise and assistance with administrative tasks or unit operations. Independently makes decisions and resolves non-routine and complex problems with public, staff, and publishers. May serve as operations coordinator at a specialized public service desk (e.g., reference, circulation, or branch library). May coordinate work of lower level staff. Typically requires at least 3 years experience as a Library Technician or an equivalent combination of education and experience. NOTE: The Library Technician (Senior) is distinguished from the Library Technician (Intermediate) by the requirement for advanced knowledge of print and electronic library and information resources, and/or technical expertise in library procedures, and by a high degree of independent decision-making."						
Survey Source/Date: Statewide 2016- Provided by client ^	Midpoint					
Job Title: Senior Library Associate	\$51,993	3	3	\$47,043	\$51,993	\$57,373
Scope: Public Libraries: Pullman, Everett, Tacoma						
Job Summary: Client verified this as a match.						
Survey Source/Date: Wage Access 2016						
Job Title: Librarian 2	\$51,837	5	97	\$45,380	\$48,764	\$53,634
Scope: Nat'l public admin data adj to Camas WA						
Job Summary: "Maintains and assists in locating library collections of books, serial publications, documents, audiovisual and other materials. Provides information on library activities, facilities, rules and services. Assists in use of reference sources, catalogs and indexes to locate information. Issues and receives materials for circulation or for use in library. Assembles and arranges displays of books and other library materials.* Complexity - Performs moderately complex and specialized activities. Tasks are involved and occasionally not clearly defined. * Autonomy - Under general supervision, makes assessments and exercises some discretion in routine situations. * Knowledge - Knowledge of standardized procedures. Requires considerable training or experience."						
Survey Source/Date: Fort Vancouver Library^	Midpoint					
Job Title: Branch Supervisor	\$47,154	1	1	\$37,710	\$47,154	\$56,576
Scope: Vancouver						
Job Summary: Client verified this as a match.						
AVERAGES	\$44,912	16	445	\$41,710	\$47,616	\$54,141
DATA ADJUSTED TO: January 2017	\$46,155	16	445	\$42,331	\$48,325	\$54,947

^ Median or midpoint salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

Adjusted 65th percentile \$48,837

~ Geographic adjustments of less than 2% not required.

CITY NOTE **increased 1 grade - internal equity**

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Library Support Assistant

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Administrative Assistant Clerk	\$36,238	Not Reported	189	\$31,644	\$36,238	\$42,091
Scope: City Support Services, Portland OR~						
Job Summary:						
"Compiles and keeps records of business transactions and office activities of establishment, and performs a variety of other administrative duties, utilizing knowledge of systems or procedures. Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics. Types agendas for meetings, manuscripts, letters, and other documents. Reads and routes correspondence and initiates telecommunications. Collects information; copies, tabulates, and posts data; and prepares records and reports. Computes wages, taxes, premiums, commissions, and payments. Orders and records orders for services. Maintains office supplies inventory by checking stock to determine inventory level, anticipates needed supplies, places and expedites orders for supplies, and verifies receipt of supplies. Gives information to and interviews customers, claimants, employees, and sales personnel. Receives, counts, and pays out cash. Prepares, issues, and sends out receipts, bills, policies, invoices, statements, and checks. Operates office machines, and keeps equipment operational by following manufacturer instructions and established procedures. Opens and routes incoming mail, answers correspondence, and prepares outgoing mail."						
Survey Source/Date: Statewide 2016- Provided by client^	Midpoint					
Job Title: Library Assistant 2 \$\$	\$56,358	3	3	\$46,855	\$56,358	\$57,332
Scope: Public Libraries: Anacortes, Pullman, Everett						
Job Summary: Client verified this as a match.						
Survey Source/Date: Wage Access 2016						
Job Title: Administrative Assistant 2	\$40,178	186	4,082	\$30,912	\$37,846	\$45,025
Scope: Nat'l data adj to Camas WA						
Job Summary:						
"Provides administrative support and assistance to management and departments. Answers telephones, types correspondence and schedules appointments. Reviews and routes incoming mail. Composes and types routine correspondence. Arranges travel schedules and reservations. Compiles and prepares reports and presentations. Records minutes for meetings.* Complexity - Performs varied activities. Tasks are involved and occasionally not clearly defined.* Autonomy - Under general supervision, exercises some discretion in routine situations.* Knowledge - Knowledge of commonly used procedures; requires some previous training."						
Survey Source/Date: Fort Vancouver Library 2016^	Midpoint					
Job Title: Administrative Assistant	\$40,498	1	1	\$33,738	\$40,498	\$47,237
Scope: Vancouver						
Job Summary: Client verified this as a match.						
AVERAGES	\$40,015	190	4,275	\$35,787	\$42,735	\$47,921
DATA ADJUSTED TO: January 2017	\$40,737	190	4,275	\$36,131	\$43,145	\$48,381

^ Median or midpoint salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

\$\$ Anacortes did not provide a midpoint

CITY NOTE

increased 4 grades - internal equity

Adjusted 65th percentile \$40,753

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Library Associate

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Library Technician, Level 3	\$46,271	Not Reported	55	\$39,970	\$46,271	\$54,052
Scope: City Support Services, Portland OR~						
Job Summary: "Assists Librarian in information services: answers questions regarding available references, and helps public in use of available references and bibliographic tools, such as Library of Congress catalog. Performs routine cataloging and coding of library materials, arranges and maintains periodicals, prepares volumes for binding, handles interlibrary loan requests, prepares invoices, retrieves information from databases, and supervises support staff. Answers routine inquiries and refers people requiring professional assistance to Librarian. Verifies bibliographic information on order requests. Calculates circulation statistics. Directs activities of workers in maintenance of stacks or in section of department or division, such as ordering or receiving section of acquisitions department, preparation activities in catalog department, or limited loan or reserve desk operation of circulation department. May operate and maintain audiovisual equipment."						
Survey Source/Date: Statewide 2016- Provided by client.\$						
Job Title: Library Associate	\$45,677	3	3	\$41,337	\$45,677	\$50,440
Scope: Public Libraries: Mount Vernon, Tacoma, Everett						
Job Summary: Client verified this as a match.						
Survey Source/Date: Statewide 2016- Provided by client^	Midpoint					
Job Title: Library Assistant 2 \$\$	\$37,211	1	1	\$35,006	\$37,211	\$39,395
Scope: Public Libraries: Anacortes						
Job Summary: Client verified this as a match.						
Survey Source/Date: Fort Vancouver Library^	Midpoint					
Job Title: Senior Library Assistant	\$38,646	1	1	\$32,198	\$38,646	\$45,074
Scope: Vancouver						
Job Summary: Client verified this as a match.						
Survey Source/Date: Washington Cities & Counties (AWC) 2016						
Job Title: Library Technician	Not Reported	1	5	\$31,104	\$35,250	\$39,396
Scope: Anacortes+						
"Performs paraprofessional library duties involving acquisition, cataloging, circulation or reference work under general supervision of a professional librarian. Answers routine questions regarding the use of basic bibliographic and reference tools; maintains and processes acquisition records which may include computer input; maintains shelf lists and public catalogs; arranges for inter library loans of material. Typically requires a two year degree and one year of experience."						
AVERAGES	\$42,428	6	65	\$35,923	\$40,611	\$45,671
DATA ADJUSTED TO: January 2017	\$42,466	6	65	\$36,230	\$40,958	\$46,061
				Adjusted 65th percentile	\$43,231	

^ Median or midpoint salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+Position does not exist in all cities

\$ \$ Midpoint for Anacortes was calculated from min and max provided.

CITY NOTE increased 1 grade

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Library Page

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Library Assistant, entry level	\$31,530	Not Reported	25	\$28,222	\$31,530	\$36,168
Scope: City Support Services, Portland OR~						
Job Summary: "Assists Librarian in compiling records, sorting and shelving books, and issuing and receiving library materials, such as books, films, slides, recordings, and CD-ROMS. Records identifying data and due date to issue item to patrons. Inspects returned item for damage, verifies due-date, and computes and receives overdue fines. Reviews records of overdue item and issues overdue notices to borrowers. Sorts books, publications, and other items according to classification code and returns them to shelves, files, or other designated storage area. Locates books and publications for patrons. Issues borrower's identification card according to established procedures. Maintains files. Repairs books and places plastic covers on new books. Answers inquiries of paraprofessional nature on telephone and in person and refers people requiring professional assistance to Librarian. May prepare material cards or issue cards and duty schedules."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Library Aide	\$26,990	8	497	\$27,172	\$30,953	\$34,714
Scope: All Responses adj to Camas WA						
Job Summary: "Performs the processing, retrieval, coding, recording, and shelving of books, periodicals, papers, microfilms, classified reports, and documents for a library. Responds to inquiries for information and publications. This is the entry level position. "						
Survey Source/Date: Statewide 2016- Provided by client^	Midpoint					
Job Title: Page\$\$	\$24,197	4	4	\$21,289	\$24,197	\$26,388
Scope: Public Libraries: Anacortes, Mount Vernon, Tacoma, Everett						
Job Summary: Client verified this as a match.						
Survey Source/Date: Fort Vancouver Library^	Midpoint					
Job Title: Public Services Assistant	\$33,530	1	1	\$28,538	\$33,530	\$38,522
Scope: Vancouver						
Job Summary: Client verified this as a match.						
AVERAGES	\$27,197	13	527	\$26,305	\$30,053	\$33,948
DATA ADJUSTED TO: January 2017	\$28,126	13	527	\$26,671	\$30,470	\$34,420

^ Median or midpoint salary provided in lieu of Weighted Average, which was not available

\$\$ Anacortes did not provide a midpoint

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

CITY NOTE

will add 3 steps at recommended scale

Adjusted 65th percentile \$31,734

**City of Camas Washington
Salary Survey
(Dollars per Year)**

POSITION: Youth Services Librarian

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^* Job Title: Library Department Head Scope: City Support Services, Portland OR~ Job Summary: "Manages an organizational unit of the main library or a branch that is physically separated from the main library. Plans and administers program of library services. "	median \$66,461	Not Reported	56	10th Percentile \$57,201		90th Percentile \$78,716
Survey Source/Date: Statewide 2016- Provided by client^ Job Title: Librarian 2 Scope: Public Libraries: Anacortes, Everett \$\$ Job Summary: Client verified this as a match.	Midpoint \$73,549	2	2	\$63,190	\$73,549	\$73,746
Survey Source/Date: Wage Access 2016 Job Title: Library Manager Scope: Nat'l data adj to Camas WA Job Summary: "Manages activities of library branch or department, and assists in selection and location of books, audiovisual and other materials. Trains and directs workers in receiving, shelving and locating materials. Examines book reviews, publishers' catalogs and other information sources to recommend material acquisition. Select materials to be discarded, repaired or replaced. "	\$73,170	17	154	\$50,729	\$64,971	\$79,668
Survey Source/Date: Fort Vancouver Library^ Job Title: Branch Services Librarian Scope: Vancouver Job Summary: Client verified this as a match.	Midpoint \$56,451	1	1	\$45,157	\$56,451	\$67,746
AVERAGES	\$71,340	20	213	\$54,069	\$65,358	\$74,969
DATA ADJUSTED TO: January 2017	\$72,327	20	213	\$54,588	\$65,985	\$75,689

^ Median or midpoint salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

\$\$ Tacoma data was not available

Adjusted 65th percentile \$67,024

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Accounting Manager

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^ median				10th Percentile		90th Percentile
Job Title: Accounting Manager	\$97,065	Not Reported	57	\$88,302	\$97,065	\$109,596
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Manages professional level accounting functions and the preparation of reports including earnings, profits/losses, cash balances, and cost accounting. Confirms accuracy of operating and financial reports. Advises upper management regarding matters, such as effective use of resources and methods, for preventing capital being frozen. Interprets accounts and records to upper management. Includes managers whose staffs may consist of a mix of professional, paraprofessional, and/or clerical accounting personnel; excludes managers whose staffs consist of 100 percent nonexempt accounting personnel."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Accounting Manager	\$84,201	24	45	\$77,492	\$90,733	\$103,946
Scope: All Responses adj to Camas WA						
Job Summary: "Coordinates and manages the maintenance of the general ledger and the production of various financial statements, reports and statistics reflecting cash balances and other financial results. Formulates and administers approved accounting practices throughout the organization to insure financial and operating reports accurately reflect the condition of the business and provide reliable information necessary to control operations. May direct the following functions through supervisory personnel; Accounts Payable, Accounts Receivable and Payroll. Typically requires a degree plus 5-8 years experience in the accounting field."						
Survey Source/Date: Wage Access 2016						
Job Title: Sr. Accounting Manager	\$105,570	42	74	\$77,481	\$97,892	\$120,737
Scope: Nat'l data adj to Camas WA						
Job Summary: "Manages day-to-day operations of the accounting department and activities of accounting personnel. Reviews financial reports and budgets, and recommends adjustments. Analyzes financial information detailing assets, liabilities and capital; prepares balance sheet, profit and loss statement and other reports to summarize current and projected company financial position. May coordinate implementation of accounting control procedures. Manages multiple projects, functional areas or a large department within a division at a single location. Job performance directly impacts department operations, which could considerably impact profitability of organization. Receives roughly defined goals and objectives. Exercises independent judgment and makes decisions with few existing guidelines. Has budget and hiring authority. May supervise activities of other managers, supervisors and/or non-management employees."						
AVERAGES	\$97,352	66	176	\$81,092	\$95,230	\$111,426
DATA ADJUSTED TO: January 2017	\$99,024	66	176	\$82,578	\$96,976	\$113,469
				Adjusted 65th percentile	\$99,097	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Administrative Assistant/Deputy City Clerk

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^ median				10th Percentile		90th Percentile
Job Title: Records Management Specialist	\$48,915	Not Reported	23	\$43,461	\$48,915	\$56,679
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Archives, logs, audits and preserves digital documents and responds to information requests. Creates and maintains digital filing and retrieval systems."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Office Support Specialist, Senior	\$47,797	25	173	\$41,319	\$48,161	\$55,060
Scope: All Responses adj to Camas WA						
Job Summary: "Performs complex clerical and secretarial duties requiring judgment in solving problems and making routine recommendations. Requires knowledge of practices and procedures of the division and organization. Usually reports to a manager or director. Sets up and administers filing system, transcribes dictation, types letters, memos, and correspondence. Typing may be from rough draft. Initiates required administrative reports. Arranges meetings and makes appointments. Generally takes responsibility for handling details for an individual manager or managers. Works under general supervision. May direct the work of lower level secretaries and/or clerical employees. This is the senior level position typically requiring advanced secretarial skills, with 2-4 years secretarial experience. Excludes legal and executive secretaries."						
Survey Source/Date: Wage Access 2016						
Job Title: Administrative Assistant 3	\$48,014	10	525	\$41,732	\$51,047	\$61,835
Scope: Nat'l public administration data adj to Camas WA						
Job Summary: "Provides administrative support and assistance to management and departments. Answers telephones, types correspondence and schedules appointments. Reviews and routes incoming mail. Composes and types routine correspondence. Arranges travel schedules and reservations. Compiles and prepares reports and presentations. Records minutes for meetings. Performs varied activities. Tasks are demanding and generally not clearly defined. Under limited supervision, exercises discretion in defined situations. Knowledge of standardized procedures. Requires considerable training or experience."						
Survey Source/Date: WA Cities & Counties (AWC) 2016 median						
Job Title: Deputy Clerk	\$61,278	4	4	\$55,089	\$61,278	\$67,467
Scope: Battle Ground, Bonney Lake, Maple Valley & Tumwater+						
Job Summary: "Primary assistant to city or town clerk or clerk/treasurer. Performs administrative work in support or city clerk operations. Functions, and programs. May fill in for the clerk in his/her absence. May have responsibility for utility billing or payroll functions."						
AVERAGES	\$48,064	39	725	\$45,400	\$52,350	\$60,260

DATA ADJUSTED TO: January 2017 \$49,139

39

725

\$46,156

\$53,222

\$61,264

Adjusted 65th percentile

\$51,789

^ Median salary provided in lieu of Weighted Average, which was not available

~ Geographic adjustments of less than 2% not required.

* Salary percentiles provided in lieu of salary ranges which were not available

+ Position does not exist in all cities

CITY NOTE

increased 3 grades - internal equity, some data not strong comparator

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Administrative Services Director

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^* median				10th Percentile		90th Percentile
Job Title: Human Resources Director	\$101,547	Not Reported	23	\$85,211	\$101,547	\$123,790
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Directs, organizes, plans, and develops the implementation and administration of human resources functions and carries out policies and procedures relating to all phases of human resources activities. Oversees activities relating to personnel rules and regulations, staffing, employee education and training, management development, labor relations, affirmative action, workers compensation administration, benefits administration, and salary administration."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Assistant City Manager	\$171,319	2	3	\$127,039	\$150,214	\$173,389
Scope: All Responses adj to Camas WA						
Job Summary: "Manages, plans, and sets goals and direction for various internal departments to ensure delivery of quality services. Oversees organization's budget. Serves as project manager on special projects as assigned. Acts as City Manager in his/her absence. Supervises a support staff. Typically requires a bachelor's degree and 10+ years of related experience."						
Survey Source/Date: Wage Access 2016						
Job Title: Human Resources Director	\$121,640	7	10	\$79,673	\$107,151	\$134,228
Scope: Nat'l public administration data adj to Camas WA						
Job Summary: "Directs and coordinates all personnel-related activities for organization. Formulates policy and advises department managers of employment, compensation, labor relations, employee services, compensation and employee benefits practices. Analyzes wage and salary practices and data to determine competitive compensation and benefits plans. Reviews legislation, arbitration decisions and collective bargaining contracts to assess industry trends. Directs and coordinates activities of a division or department at one or more locations. Job performance impacts business operations and profitability of organization. Defines own goals and objectives based on corporate strategy. Has great latitude to exercise judgment and makes decisions with no existing guidelines. Has budget and hiring authority. Directs activities of managers and/or supervisors."						
Survey Source/Date: WA Cities & Counties (AWC) 2016 median						
Job Title: Human Resources Director	\$99,443	10	10	\$87,516	\$99,443	\$111,371
Scope: Selected Washington Cities+						
Job Summary: "Plans, organizes, directs and controls the functions of a human resources department. Develops, implements policies, procedures and practices for a range of personnel functions, including staffing, training and development, workplace safety, wage/salary and benefits administration, equal employment opportunity, labor relations, and employee services. May be responsible for civil service activities. Typically requires a minimum of a four year degree and 5-8 years experience, including some management experience."						
AVERAGES	\$110,008	19	46	\$94,860	\$114,589	\$135,694
DATA ADJUSTED TO: January 2017	\$110,917	19	46	\$96,439	\$116,497	\$137,954
				Adjusted 65th percentile	\$108,650	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required

CITY NOTE increased 2 grades - internal equity, addl duties not listed

+ Vancouver, Anacortes Arlington, Bonney Lake, Mill Creek, Monroe, Moses Lake, Mukilteo, Tumwater and Washougal

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Building Division Manager/Building Official

Insufficient Data - Informational Purposes Only

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Building Official	\$120,224	6	9	\$87,855	\$103,316	\$118,744
Scope: All Responses, adj to Camas WA						
Job Summary: "Directs activities and staff of building department/division in inspection and review of buildings and plans. Typical duties include development of policies and procedures and local code development. May perform some building inspection work. May have additional duties including administration of code enforcement activities. Typically requires a 2 year degree and 4-6 years of building inspection experience plus certification as a building official. Typically reports to the chief administrative officer or a department head."						
Survey Source/Date: WA Cities & Counties (AWC) 2016 median						
Job Title: Building Official	\$82,346	9	9	\$72,971	\$82,346	\$91,721
Scope: Selected Washington Cities+						
Job Summary: "Directs activities and staff of building department/division in inspection and review of buildings and plans. Typical duties include development of policies and procedures and local code development. May perform some building inspection work. May have additional duties including administration of code enforcement activities. Typically requires a two year degree and four years of building inspection plus certification as a building official."						
AVERAGES	\$101,285	15	18	\$80,413	\$92,831	\$105,233
DATA ADJUSTED TO: January 2017	\$103,701	15	18	\$82,331	\$95,045	\$107,743
				Adjusted 65th percentile	\$98,266	

+Vancouver, Battle Ground, Mill Creek, Monroe, Moses Lake, Mountlake Terrace, Tumwater, Washougal, Ridgefield

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: City Administrator

Insufficient Data - Informational Purposes Only

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Wage Access 2016						
Job Title: City / County Manager	\$135,508	10	14	\$95,229	\$114,266	\$133,346
Scope: Nat'l public administration data adj to Camas WA						
Job Summary: Directs and coordinates administration of municipality in accordance with policies determined by city council or other authorized elected officials. Appoints department heads and staff. Supervises activities of municipal departments. Prepares annual budget and submits estimates to authorized elected officials for approval. Plans for future development of urban and nonurban areas to provide for population growth and expansion of public services. Oversees activities of a division or department at one or more locations. Job performance has broad impact on business operations and profitability of organization. Interprets corporate strategy; establishes policies and operating procedures. Has broad fiscal authority. Oversees activities of directors and managers."						
Survey Source/Date: WA Cities & Counties (AWC) 2016 median						
Job Title: City Manager/Administrator	\$137,475	11	11	\$125,957	\$137,475	\$148,993
Scope: Selected Washington Cities+						
Job Summary: "Appointed by city manager, city or town administrator, supervisor, or chief administrative officer. Directs the administration of city government. Provides leadership in the development of long- and short-term goals, including the city budget. Makes recommendations to the city council for action. Typically requires degree in public administration; master's degree is often preferred."						
AVERAGES	\$136,374	21	25	\$110,593	\$125,871	\$141,170
DATA ADJUSTED TO: January 2017	\$138,513	21	25	\$112,280	\$127,790	\$143,322
				Adjusted 65th percentile	\$131,325	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required

+Vancouver, Arlington, Battle Ground, Bonney Lake, Maple Valley, Mill Creek, Monroe, Moses Lake, Tumwater, Washougal, Ridgefield

CITY NOTE increased 2 grades - internal equity

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Community Development Director

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Community Development Director	\$133,349	12	9	\$107,008	\$127,789	\$148,680
Scope: All Responses adj to Camas WA						
Job Summary: "Directs the Community Development Department and serves as advisor to top management and staff on development issues including planning, annexation functions, building plan review and inspection. Typically requires a bachelor's degree, and 8-10 years experience in community development including 5 years in senior management role. NOTE: This is the top level of this function within larger organizations. This position typically has subordinate managers."						
Survey Source/Date: Wage Access 2016*						
Job Title: Community Development Director	\$115,369	7	9	10th Percentile \$60,505	\$113,236	90th Percentile \$177,010
Scope: Nat'l data adj to Camas WA						
Job Summary: "Directs and oversees community development, planning, neighborhood services and code enforcement. Develops comprehensive plans and programs for utilization of land and physical facilities of cities, counties and metropolitan areas. Confers with local authorities, civic leaders, social scientists and development specialists to recommend arrangements of land and facilities for residential, commercial, industrial and community uses. Recommends governmental measures affecting land use, public utilities, community facilities and housing and transportation. May review and evaluate environmental impact reports. Directs and coordinates activities of a division or department at one or more locations. Job performance impacts business operations and profitability of organization. Defines own goals and objectives based on corporate strategy. Has great latitude to exercise judgment and makes decisions with no existing guidelines. Has budget and hiring authority. Directs activities of managers and/or supervisors."						
Survey Source/Date: WA Cities & Counties (AWC) 2016 median						
Job Title: Planning/Community Develop. Dir.	Not Reported	12	12	\$96,783	\$108,301	\$119,818
Scope: Selected Washington Cities+						
Job Summary: "Plans, organizes, directs and controls the functions of a planning/community development department. Develops and implements policies, procedures and practices to do planning studies, review zoning ordinances, evaluation of proposed annexations, planned unit developments and related programs. Serves as primary planning official for the organization and primary staff liaison to the planning commission. Typically requires a minimum of a four year degree and 5-8 years experience, including management experience."						
AVERAGES	\$124,359	31	30	\$88,099	\$116,442	\$148,503
DATA ADJUSTED TO: January 2017	\$126,988	31	30	\$89,565	\$118,380	\$150,975
				Adjusted 65th percentile	\$119,560	

^ Median salary provided in lieu of Weighted Average, which was not available
* Salary percentiles provided in lieu of salary ranges which were not available

+ Anacortes, Arlington, Battle Ground, Bonney Lake, Mill Creek, Monroe, Moses Lake, Mountlake Terrace, Mukilteo, Ridgefield, Tumwater and Washougal

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Engineering Manager

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Engineering Manager	\$105,504	Not Reported	57	\$94,737	\$105,504	\$120,560
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Manages, coordinates, and utilizes functional authority for planning, organization, control, integration, and completion of engineering project within area of assigned responsibility. Plans and oversees engineering program and organizes project staff according to project requirements. Assigns project personnel to specific phases or aspects of project, such as technical studies, design, preparation of specifications and technical plans, and testing, in accordance with engineering disciplines of staff."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Project Engineering Manager	\$110,916	14	33	\$77,309	\$91,377	\$105,604
Scope: All Responses adj to Camas WA						
Job Summary: "Responsible for the overall management of significant engineering capital projects. Sets project plan and direction with subsequent management of all internal and external resources related to the design and construction of organization's facilities. Supervises the subordinate field, professional and technical personnel in an engineering design or operations section. Requires a bachelor's degree in engineering with 5-8 years of experience as a senior project engineer. Must be a registered professional engineer."						
Survey Source/Date: Wage Access 2016						
Job Title: Engineering Manager	\$113,417	17	139	\$79,041	\$103,702	\$127,176
Scope: Nat'l data adj to Camas WA						
Job Summary: "Manages functional operations of engineering department and activities of engineers and technicians. Implements plans for research and development projects, including project development, budgeting, equipment and personnel requirements. Requisitions needed materials and ensures equipment is maintained and available for use."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: City Engineer	Not Reported	11	11	\$87,332	\$97,631	\$107,931
Scope: Selected Washington Cities+						
Job Summary: "Plans, organizes and directs the operation of the engineering division; oversees initial project funding, design, and construction management of engineering projects, services and programs; supervises staff of professional, technical and administrative employees. Serves as designated review officer for all required engineering reviews and sign-offs. Typically requires a four year degree and five years experience plus license as a professional engineer."						
AVERAGES	\$111,087	42	240	\$84,605	\$99,554	\$115,318
DATA ADJUSTED TO: January 2017	\$112,913	42	240	\$86,013	\$101,211	\$117,238
				Adjusted 65th percentile	\$105,120	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+ Anacortes, Arlington, Battle Ground, Bonney Lake, Mill Creek, Moses Lake, Mountlake Terrace, Mukilteo, Tumwater, Maple Valley, and Washougal

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Finance Director

Insufficient Data - Informational Purposes Only

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Finance Director	\$153,501	24	28	\$117,287	\$140,261	\$163,235
Scope: All Responses adj to Camas WA						
Job Summary: "Plans, organizes, directs and controls the functions of a finance department and serves as organization's chief financial officer. Develops and implements policies, procedures and practices for the organization's financial systems. Oversees purchase and investment of jurisdiction's funds. May also be accountable for information technology function and/or clerk function. Top financial position, typically requiring a minimum of a 4 year degree and 8-10 years experience."						
Survey Source/Date: WA Cities & Counties (AWC) 2016 median						
Job Title: Finance Director	\$111,032	14	14	\$98,774	\$111,032	\$123,290
Scope: Selected Washington Cities+						
Job Summary: "Plans, organizes, directs and controls the functions of a finance department and serves as the organization's chief financial officer. Develops and implements policies, procedures and practices of the organization's financial systems, purchase and investment of the jurisdiction's funds. May also be accountable for information technology function and/or city clerk function. Typically requires a minimum of a four year degree and 5-8 years experience, including some management experience."						
AVERAGES	\$139,345	38	42	\$108,031	\$125,646	\$143,262
DATA ADJUSTED TO: January 2017	\$143,237	38	42	\$110,607	\$128,643	\$146,679
				Adjusted 65th percentile	\$133,132	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+Vancouver, Anacortes, Arlington, Battle Ground, Bonney Lake, Maple Valley, Mill Creek, Monroe, Moses Lake, Mountlake Terrace Mukilteo, Ridgefield, Tumwater and

CITY NOTE

decreased 2 grades - internal equity

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Fire Chief

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Fire Chief	\$168,612	11	7	\$123,910	\$145,673	\$167,436
Scope: All Responses adj to Camas WA						
Job Summary: "Plans, organizes, directs and controls the functions of the fire department. Develops and implements programs to protect life and property through fire suppression, fire prevention and emergency medical services. Typically reports to the chief administrative officer. NOTE: Report only full-time chiefs who supervise full-time firefighters, not just volunteers or part-time firefighters. In smaller cities, may be a paid chief who supervises a volunteer department."						
Survey Source/Date: Wage Access 2016*						
Job Title: Fire Chief	\$135,974	7	7	10th Percentile \$61,315	\$150,494	90th Percentile \$193,510
Scope: Nat'l data adj to Camas WA						
Job Summary: "Directs activities of municipal fire department. Oversees training of personnel and administers laws and regulations affecting department. Evaluates fire prevention and fire control policies of departmental operations. Assumes command at multiple-alarm fires. Estimates needs of department and prepares departmental budget. Coordinates mutual fire protection plans with surrounding municipalities. May conduct public relations campaigns to present need for changes in laws and policies and to encourage fire prevention. Directs and coordinates activities of a division or department at one or more locations. Job performance impacts business operations and profitability of organization. Defines own goals and objectives based on corporate strategy. Has great latitude to exercise judgment and makes decisions with no existing guidelines. Has budget and hiring authority. Directs activities of managers and/or supervisors."						
Survey Source/Date: WA Cities & Counties (AWC) 2016 median						
Job Title: Fire Chief	\$116,825	6	6	\$104,740	\$116,825	\$128,910
Scope: Selected Washington Cities+						
Job Summary: "Plans, organizes, directs and controls the functions of the fire department. Develops and implements policies to protect life and property through fire suppression, fire prevention, and emergency medical services. Supervises paid and volunteer staff. In small cities, may supervise volunteer department."						
AVERAGES	\$141,653	24	20	\$96,655	\$137,664	\$163,285
DATA ADJUSTED TO: January 2017	\$144,872	24	20	\$98,801	\$140,720	\$166,910
				Adjusted 65th percentile	\$150,385	

* Salary percentiles provided in lieu of salary ranges which were not available

+Vancouver, Anacortes, Arlington, Moses Lake, Mukilteo, Tumwater

CITY NOTE **decreased 3 grades - internal equity**

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Division Chief Fire Marshal

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Fire Marshal	\$107,525	8	11	\$91,849	\$101,414	\$110,863
Scope: All Responses adj to Camas WA						
Job Summary: "Responsible for fire prevention activities including inspection, enforcement, planning, coordinating and education. Supervises and assists in inspection for compliance with laws regarding fire hazards, dangerous materials and fire prevention plans and equipment. Typically reports to a department head. NOTE: Exclude combined positions (i.e., fire marshal/assistant chief)."						
Survey Source/Date: Bureau of Labor & Statistics*						
Job Title: Fire Inspector	\$87,339	Not Reported	220	10th Percentile \$64,504	\$86,910	90th Percentile \$116,484
Scope: State of Washington, adj to Camas WA						
Job Summary: "Inspect buildings to detect fire hazards and enforce local ordinances and State laws, or investigate and gather facts to determine cause of fires and explosions."						
Survey Source/Date: WA Cities & Counties (AWC) 2016						
Job Title: Fire Marshal	median \$111,468	1	1	\$96,924	\$111,468	\$126,012
Scope: Vancouver+						
Job Summary: "Responsible for fire prevention activities including inspection, enforcement, planning, coordinating and education. Supervises and assists in inspection for compliance with laws regarding fire hazards, dangerous materials, and fire prevention plans and equipment."						
AVERAGES	\$88,400	9	232	\$84,426	\$99,931	\$117,787
DATA ADJUSTED TO: January 2017	\$90,140	9	232	\$86,300	\$102,149	\$120,401
				Adjusted 65th percentile	\$106,748	

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+ Position does not exist in all cities

CITY NOTE **increased 1 grade - internal equity**

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Human Resources Assistant

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^ median				10th Percentile		90th Percentile
Job Title: Human Resources Assistant	\$44,945	Not Reported	57	\$39,369	\$44,945	\$51,705
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Assists one or more functional areas within Human Resources. Performs diversified clerical and administrative activities. Makes files on all new personnel, photographing and assigning employee number. Records changes on all employee status as necessary; e.g., change of address, departmental transfers, rate increases, terminations, etc. Verifies payroll changes with computer printout. Enrolls new employees in programs. Processes and records information, such as personal data, compensation, benefits, tax data; attendance, performance reviews or evaluations, and termination date and reason. Processes employment applications; and assisting in other employment activities."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Human Resources Assistant	\$48,293	16	51	\$43,416	\$50,029	\$56,702
Scope: All Responses adj to Camas WA						
Job Summary: "Performs moderately complex activities in support of the personnel/human resources function. Conducts or assists in conducting project work in the area of employment or affirmative action, employee communications, employee events, benefits and salary administration, or HRIS. Compiles and tracks data; prepares reports. Answers and refers personnel-related questions and inquiries. Initiates and prepares personnel actions. This is a senior level nonexempt or entry level exempt position, typically requiring a college degree and 1 year of related experience."						
Survey Source/Date: Wage Access 2016						
Job Title: Human Resources Rep 2	\$42,122	44	109	\$35,096	\$43,381	\$51,499
Scope: Nat'l data adj to Camas WA						
Job Summary: "Answers employee questions regarding company policies, procedures and employment status. Updates employee files to document employee information and personnel actions, and to provide information for payroll. Examines employee files to answer inquiries and provides information to authorized persons. Compiles data from personnel records and prepares reports. Assists in coordination of employee events. May process employment applications and assist in other employment activities. Performs varied activities. Tasks are involved and occasionally not clearly defined. Under general supervision, exercises some discretion in routine situations. Knowledge of commonly used procedures; requires some previous training."						
Survey Source/Date: WA Cities & Counties (AWC) 2016 median						
Job Title: Clerical, Journey level	\$48,295	10	10	\$43,187	\$48,295	\$53,404
Scope: Selected Washington Cities+						
Job Summary: "Performs a variety or the more complex and diverse clerical or administrative support work based on a knowledge of specialized, functional or department procedures. Performs varied clerical, statistical, data gathering and compilation, typing and/or word processing duties. May independently compose routine correspondence, prepares reports. Requires some independent judgement, interpretation, or analysis of data, policies and procedures. Typically requires 3-4 years experience."						
AVERAGES	\$44,489	70	227	\$40,267	\$46,663	\$53,327
DATA ADJUSTED TO: January 2017	\$45,277	70	227	\$40,937	\$47,440	\$54,215
				Adjusted 65th percentile	\$48,929	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

CITY NOTE increased 5 grades - internal equity

+ Ridgefield, Vancouver, Anacortes, Bonney Lake, Maple Valley, Mill Creek, Monroe, Moses Lake, Mukilteo, Tumwater

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Information Technology Director

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Information Technology Director	\$105,569	not reported	25	\$90,155	\$105,569	\$126,596
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Directs, plans, and schedules the development, production, and administrative processing of the organization's computer operations. Assigns and schedules work, or delegates work to subordinate managers and supervisors, and reviews work. Ensures rapid, accurate, and efficient processing of corporation's workload by use of a computer-based system. Builds systems capability that reflects the highest state of technical sophistication consistent with the corporation's needs and budget. Ensures security of company's database. Recommends insights that contribute to overall company strategic management. Ensures corporation makes maximum use of the general system by providing for the education and training of the principal users."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: IT Director	\$152,279	17	15	\$115,685	\$140,209	\$164,733
Scope: All Responses adj to Camas WA						
Job Summary: "Manages all IT activities, including systems analysis, programming, computer systems, and auxiliary operations. Provides IT services to all user departments. Establishes technical standards, methods, and priorities. Advises senior management on IT plans, projects, and capabilities. Directs all IT staff. Typically requires a degree and 8 or more years experience. NOTE: Not intended for smaller organizations. This is typically the 1st or 2nd level of this function within larger organizations. This position typically has subordinate managers."						
Survey Source/Date: Wage Access 2016						
Job Title: IT Director	\$135,452	6	14	\$102,953	\$131,496	\$161,721
Scope: Nat'l data adj to Camas WA						
Job Summary: "Directs and coordinates development, production and maintenance activities of data processing department. Consults with management to determine information requirements, scope and priorities of new projects. Manages system capacity and equipment acquisitions. Contracts with management specialists, technical personnel or vendors to solve problems. Coordinates activities of department with related activities of other departments to ensure efficiency and economy.* Responsibility - Directs and coordinates activities of a division or department at one or more locations. Job performance impacts business operations and profitability of organization.* Autonomy - Defines own goals and objectives based on corporate strategy. Has great latitude to exercise judgment and makes decisions with no existing guidelines. Has budget and hiring authority.* Supervision - Directs activities of managers and/or supervisors."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Information Systems Manager	\$95,381	9	9	\$84,040	\$95,381	\$106,723
Scope: Selected Washington Cities+						
Job Summary: "Senior official responsible for information systems and technology. Develops and implements policies, procedures and practices. Directs the systems development, applications, programming and operations activities for mainframes, mini- and micro-computer systems. In smaller organizations, typically performs some network administration and/or systems analysis tasks. Supervises assigned staff. May also be responsible for telecommunications function. Typically requires a four year degree and 5-8 years experience, including some supervisory experience. Typically reports to the chief administrative officer or to a department head such as the director of finance. Includes only those positions where management functions are the primary responsibility."						
AVERAGES	\$121,876	32	63	\$98,208	\$118,164	\$139,943
DATA ADJUSTED TO: January 2017	\$123,637	32	63	\$99,843	\$120,131	\$142,273
				Adjusted 65th percentile	\$132,368	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+ Vancouver, Anacortes, Arlington, Battle Ground, Bonney Lake, Maple Valley

Mill Creek, Tumwater and Washougal

CITY NOTE **decreased 5 grades - internal equity**

Non-Represented

City of Camas Washington Salary Survey (Dollars per Year)

POSITION: Library Director

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^^	median			10th Percentile		90th Percentile
Job Title: Library Director	\$86,974	Not Reported	40	\$74,865	\$86,974	\$103,061
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Plans and administers the operation of library services. Coordinates activities of branch or departmental libraries. Develops goals and objectives, policies, procedures, and programs. Presents recommendations on library policies and services to governing body, such as Board of Directors or Board of Trustees, and implements policy decisions. Supervises staff participating in cataloging, classifying, and indexing library acquisitions and keeping records of items checked out."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Director Library Services	\$96,251	7	22	\$86,197	\$95,785	\$105,462
Scope: All Responses adj to Camas WA						
Job Summary: "Plans, organizes and directs the delivery of library services. Represents library within the community. Supervises library and volunteer staff. May serve as professional librarian as staffing and work load dictate. MLS required."						
Survey Source/Date: Fort Vancouver Library						
Job Title: Executive Director	\$135,000	1	1	\$135,000	\$135,000	\$135,000
Scope: Vancouver						
Job Summary: Client verified this as a potential match between Executive Director and Divisions Heads.						
Survey Source/Date: Fort Vancouver Library						
Job Title: Division Heads	\$104,208	1	1	\$83,366	\$104,208	\$125,050
Scope: Vancouver+						
Job Summary: Client verified this as a potential match between Executive Director and Divisions Heads.						
Survey Source/Date: Statewide 2016- Provided by client.^	Midpoint					
Job Title: Director - MLS \$\$	\$106,584	4	4	\$95,540	\$106,584	\$119,616
Scope: Public Libraries: Anacortes, Mount Vernon, Tacoma, Everett						
Job Summary: Client verified this as a potential match.						
Survey Source/Date: Wage Access 2016						
Job Title: Library Director	\$116,111	14	26	\$78,122	\$106,283	\$135,795
Scope: Nat'l data adj to Camas WA						
Job Summary: "Directs and coordinates library services and activities of branch or departmental libraries. Establishes library policies and procedures, departmental budget and control of expenditures. Reviews and evaluates orders for books and audiovisual materials. Examines trade publications and materials, and consults with publishers' representatives to select materials. Conducts staff meetings and participates in community and professional meetings to publicize library activities and services. Directs and coordinates activities of a division or department at one or more locations. Job performance impacts business operations and profitability of organization. Defines own goals and objectives based on corporate strategy. Has great latitude to exercise judgment and makes decisions with no existing guidelines. Has budget and hiring authority. Directs activities of managers and/or supervisors."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Library Director	\$115,930	3	3	\$104,844	\$115,930	\$127,016
Scope: Anacortes, Everett & Tacoma+						
Job Summary: "Plans, organizes and directs the delivery of library services. Supervises library and volunteer staff. MLS required."						
AVERAGES	\$99,265	30	97	\$93,990	\$107,252	\$121,571
DATA ADJUSTED TO: January 2017	\$99,624	30	97	\$95,253	\$108,692	\$123,204

^ Median or midpoint salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+ Only flat rate provided.

CITY NOTE

decreased 1 grade - internal equity

Adjusted 65th percentile \$107,985

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Operations Supervisor (wastewater)

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Water Supervisor	\$72,330	Not Reported	23	\$63,150	\$72,330	\$84,677
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Supervises, plans, and coordinates activities of workers in operation and maintenance of waterworks system, and ensures adequate water supply for human consumption, industrial, or agricultural use. Assigns personnel to shifts to operate filtering and chemical treatment, coagulating and settling basins, and other plant facilities."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Wastewater Treatment Mgr/Supervisor	\$90,684	4	5	\$77,454	\$86,140	\$94,807
Scope: All Responses adj to Camas WA						
Job Summary: "Supervises technical and maintenance work in the planning, operation, repair and maintenance of the wastewater treatment plant. Exercises supervision over and trains employees performing the duties of wastewater treatment plant operators. In smaller jurisdictions, position is responsible for all or most of the operation and typically reports to the department director. This is fully functioning supervisory position with no more than 20% of the time spent performing hands on duties. Do not report lead positions. Wastewater Treatment II certification is required."						
Survey Source/Date: Wage Access 2016						
Job Title: Public Works Supervisor	\$60,410	9	71	\$46,089	\$57,824	\$70,133
Scope: Nat'l data adj to Camas WA						
Job Summary: "Supervises and coordinates workers involved in construction, maintenance and repair of municipal services of engineering, building inspection, equipment maintenance, street/road and storm drain maintenance or traffic control. Oversees activities and scheduling of work crews. Ensures safe operation of equipment and quality of work. Responsibility for a functional area within a department at a single location. Job performance impacts functions and activities within organizational unit. Receives well defined goals and objectives. Exercises independent judgment and makes routine decisions using existing guidelines. May have hiring authority. Supervises activities of non-management employees."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Wastewater Treatment Plant Super	\$80,675	6	6	\$71,398	\$80,675	\$89,952
Scope: Selected Washington Cities+						
Job Summary: "Plans, organizes and directs the operation and maintenance of the wastewater treatment system. Administers personnel, funds, materials, facilities, equipment and time to ensure compliance with federal and state regulations. Assists in directing inspections, monitoring, construction, maintenance and repair facilities. Typically requires a degree and 5 years experience, including several years at a lead or supervisory level, plus certification as a wastewater treatment plant operator."						
AVERAGES	\$65,621	19	105	\$64,523	\$74,242	\$84,892
DATA ADJUSTED TO: January 2017	\$66,615	19	105	\$65,597	\$75,478	\$86,306
				Adjusted 65th percentile	\$81,594	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+ Anacortes, Arlington, Bonney Lake, Monroe, Moses Lake and Washougal

CITY NOTE **increased 1 grade - internal equity**

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Operations Supervisor (water/sewer)

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^*	median			10th Percentile		90th Percentile
Job Title: Water Superintendent	\$95,727	Not Reported	40	\$81,756	\$95,727	\$114,126
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Supervises and coordinates activities of workers engaged in installing, maintaining, repairing, and servicing water distribution and sewage facilities. Develops work schedules and assigns work activities to crewmembers concerned with excavating and backfilling trenches and culverts, installing, repairing, and replacing water and sewer mains, joining and caulking pipeline, repairing valves and hydrants, drilling and installing taps in mains, and performing related street repairs, working from land plats, maps, and other diagrams."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Water Superintendent/Supervisor	\$91,834	9	5	\$74,607	\$86,587	\$98,617
Scope: All Responses adj to Camas WA						
Job Summary: "Provides leadership, direction, oversight and supervision of water distribution systems, field operations, mandated and unmandated water quality programs. Plans, organizes, inspects the installation, operations, maintenance and repair of water distribution systems to ensure efficient, reliable and cost effective operations, construction and maintenance of water distribution facilities and infrastructure. Ensures compliance with mandated water quality monitoring and reporting. Typically requires a 2 year degree and 5 years progressively responsible experience in an applicable public works operations and maintenance function, including a minimum of 4 years of supervisory experience and Grade III State Water Distribution Certification."						
Survey Source/Date: Wage Access 2016						
Job Title: Public Works Supervisor	\$60,410	9	71	\$46,089	\$57,824	\$70,133
Scope: Nat'l data adj to Camas WA						
Job Summary: "Supervises and coordinates workers involved in construction, maintenance and repair of municipal services of engineering, building inspection, equipment maintenance, street/road and storm drain maintenance or traffic control. Oversees activities and scheduling of work crews. Ensures safe operation of equipment and quality of work. Responsibility for a functional area within a department at a single location. Job performance impacts functions and activities within organizational unit. Receives well defined goals and objectives. Exercises independent judgment and makes routine decisions using existing guidelines. May have hiring authority. Supervises activities of non-management employees."						
Survey Source/Date: WA Cities & Counties (AWC) 2016	median					
Job Title: Water Treat Plant Superintendent	\$83,296	5	5	\$74,410	\$83,296	\$92,182
Scope: Selected Washington Cities+						
Job Summary: "Plans, organizes and directs the operation and maintenance of the water treatment system. Administers personnel, funds, materials, facilities, equipment and time to ensure compliance with federal and state regulations. Assists in directing inspections, monitoring, construction, maintenance and repair facilities. Typically requires a degree and 5 years experience, including several years at a lead or supervisory level, plus certification as a water distribution manager."						
AVERAGES	\$74,329	23	121	\$69,216	\$80,858	\$93,764
DATA ADJUSTED TO: January 2017	\$75,300	23	121	\$70,368	\$82,205	\$95,326
				Adjusted 65th percentile	\$87,861	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+ Vancouver, Anacortes, Arlington, Bonney Lake, Moses Lake

CITY NOTE **decreased 1 grade - internal equity**

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Parks & Recreation Manager

ces	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Parks & Recreation Director	\$143,507	12	7	\$102,158	\$120,017	\$137,980
Scope: All Responses adj to Camas WA						
Job Summary: "Plans, organizes, directs and controls the functions of a parks and recreation department. Develops and implements policies, procedures and practices related to acquisition, development, construction, restoration and maintenance of parks, cemeteries, recreation facilities, fairs, and development of recreation programs. Typically requires a minimum of a 4 year degree and 5-8 years experience, including some management experience. Typically reports to the chief administrative officer or the board of county commissioners."						
Survey Source/Date: Wage Access 2016						
Job Title: Parks & Recreation Director	\$118,553	8	8	\$83,630	\$112,874	\$141,614
Scope: Nat'l data adj to Camas WA						
Job Summary: "Directs development, construction, operation and maintenance of parks, trails and recreational grounds and facilities. Works with community leaders, designers and contractors to develop community plan for construction of new parks and recreation facilities. Oversees operation, management and maintenance of recreation facilities, grounds and pools. Approves major repairs and improvements to parks and facilities. Directs and coordinates activities of a division or department at one or more locations. Job performance impacts business operations and profitability of organization. Defines own goals and objectives based on corporate strategy. Has great latitude to exercise judgment and makes decisions with no existing guidelines. Has budget and hiring authority. Directs activities of managers and/or supervisors."						
Survey Source/Date: WA Cities & Counties (AWC) 2016 median						
Job Title: Recreation Manager/Supervisor	\$68,076	8	8	\$59,966	\$68,076	\$76,187
Scope: Selected Washington Cities+						
Job Summary: "Supervises and manages the city's recreation program or major component thereof (athletics, aquatics, etc.) Responsible for the planning and implementation of recreation programs and activities. Supervises recreation leaders and instructors, prepares division budget, prepares information for public distribution. Typically requires a four year degree and 3-4 years experience, including some supervisory experience."						
AVERAGES	\$108,590	28	23	\$81,918	\$100,322	\$118,594
DATA ADJUSTED TO: January 2017						
	\$110,935	28	23	\$83,737	\$102,549	\$121,226
				Adjusted 65th percentile	\$117,570	

^ Median salary provided in lieu of Weighted Average, which was not available
* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.
+ Vancouver, Anacortes, Arlington, Maple Valley, Mill Creek, Moses Lake, Mountlake Terrace, Mukilteo

CITY NOTE **decreased 5 grades - internal equity**

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Police Captain

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Police Captain	\$151,844	12	34	\$104,287	\$113,122	\$122,065
Scope: All Responses adj to Camas WA						
Job Summary: "Senior command-level position with responsibility for managing, coordinating and directing the operational and administration units of the Police department. Assists Police Chief with management of the department and assumes direction of the department in the Police Chief's absence. Typically requires a bachelor's degree in criminal justice, business/public administration or closely related field and 10 year experience in law enforcement including 3 years as a lieutenant or similar command level or an equivalent combination of education and experience."						
Survey Source/Date: Wage Access 2016						
Job Title: Police Captain	\$114,459	8	104	\$91,126	\$99,101	\$107,826
Scope: Nat'l public administration data adj to Camas WA						
Job Summary: "Directs and coordinates activities of members of police force assigned to precinct or patrol division. Explains general orders, special messages and decisions to subordinates. Assigns force members to designated posts. Informs members of command of changes in regulations and policies, implications of new or amended laws, and new techniques of police work. Submits report on condition of precinct and equipment and on precinct or patrol activities to superiors. Recommends merit awards for subordinates. Directs and coordinates activities of a division or department at one or more locations. Job performance impacts business operations and profitability of organization. Directs activities of managers and/or supervisors."						
Survey Source/Date: WA Cities & Counties (AWC) 2016 median						
Job Title: Police Captain	\$98,975	4	4	\$89,076	\$98,975	\$108,873
Scope: Selected Washington Cities+						
Job Summary: "Manages a police division or assigned area such as patrol, investigations, crime prevention, or communications. Organizes, plans, supervises, and coordinates activities and develops budget. May act as second in command."						
AVERAGES	\$122,974	24	142	\$94,830	\$103,733	\$112,921
DATA ADJUSTED TO: January 2017	\$125,780	24	142	\$96,408	\$105,460	\$114,801
				Adjusted 65th percentile	\$105,028	

+ Vancouver, Anacortes, Mill Creek, Moses Lake

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Chief of Police

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Police Chief	\$167,959	9	14	\$118,846	\$145,221	\$171,596
Scope: All Responses adj to Camas WA						
Job Summary: "Plans, organizes, directs and controls the efficient operation of the police department. Serves as advisor to top management and staff on issues surrounding criminal justice matters and crime prevention activities. Accomplishes short-term and long-range planning, develops and implements budget. Typically reports to the chief administrative officer."						
Survey Source/Date: Wage Access 2016						
Job Title: Police Chief	\$143,790	10	17	\$102,691	\$120,854	\$139,317
Scope: Nat'l data adj to Camas WA						
Job Summary: "Directs and coordinates activities of police department. Establishes rules and regulations for department as delegated by regulating code. Coordinates and administers daily police activities through subordinates. Oversees preparation of budget proposals, maintenance of police records and recruitment of staff. Approves police budget and negotiates with municipal officials for appropriation of funds. May command force during emergencies. May address various groups to inform public of goals and operations of department. Directs and coordinates activities of a division or department at one or more locations. Job performance impacts business operations and profitability of organization. Defines own goals and objectives based on corporate strategy. Has great latitude to exercise judgment and make decisions with no existing guidelines. Has budget and hiring authority. Directs activities of managers and/or supervisors."						
Survey Source/Date: WA Cities & Counties (AWC) 2016 median						
Job Title: Police Chief	\$118,319	13	13	\$106,436	\$118,319	\$130,202
Scope: Selected Washington Cities+						
Job Summary: "Plans, organizes, directs and controls the efficient operation of the police department. Accomplishes short term and long range planning, develops and implements budget. In smaller cities, may spend a portion of day doing patrol work."						
AVERAGES	\$143,955	32	44	\$109,325	\$128,131	\$147,038
DATA ADJUSTED TO: January 2017	\$147,153	32	44	\$111,752	\$130,976	\$150,302
				Adjusted 65th percentile	\$131,010	

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* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

+Vancouver, Anacortes, Arlington, Battle Ground, Bonney Lake, Mill Creek, Monroe, Moses Lake, MountlakeTerrace, Mukilteo, Ridgefield, Tumwater, Washougal

CITY NOTE **decreased 1 grade - internal equity**

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Public Works Director

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Public Works Director (w engineering)	\$151,736	12	6	\$113,582	\$129,447	\$145,312
Scope: All Responses adj to Camas WA						
Job Summary: "Plans, organizes, directs and controls the functions of the public works department. Develops and implements policies, procedures and practices to provide services in engineering, building inspection, equipment maintenance, street/roads and storm drainage maintenance, traffic control, and water and sewer treatment. Typically requires a minimum of a 4 year degree and 5-8 years experience, including some management experience and reports to the chief administrative officer or board of county commissioners. May supervise other engineers. NOTE: Excludes positions that work primarily out in field with crew; this is an administrative/managerial job. If position serves as city/county engineer, then license as a professional engineer is required."						
Survey Source/Date: Wage Access 2016*						
Job Title: Public Works Director	\$136,663	8	9	10th Percentile \$64,210	\$104,968	90th Percentile \$222,255
Scope: Nat'l data adj to Camas WA						
Job Summary: "Directs and coordinates activities of city departments of public works and utilities. Oversees municipal services of engineering, building inspection, equipment maintenance, street/road and storm drain maintenance, traffic control, and water and sewage treatment. Confers with officials responsible for street and building construction and maintenance, and for supplying water, power, sanitation, or other services to coordinate use of personnel and equipment and to consolidate purchasing requests. May attend city council meetings to present budgets, activity reports and plans for future activities. Directs and coordinates activities of a division or department at one or more locations. Job performance impacts business operations and profitability of organization. Defines own goals and objectives based on corporate strategy. Has great latitude to exercise judgment and makes decisions with no existing guidelines. Has budget and hiring authority. Directs activities of managers and/or supervisors."						
Survey Source/Date: WA Cities & Counties (AWC) 2016						
Job Title: Public Works Director	median \$113,808	14	14	\$101,326	\$113,808	\$126,291
Scope: Selected Washington Cities+						
Job Summary: "Plans, organizes, directs and controls the functions of the public works department. Develops and implements policies, procedures and practices to provide services in engineering, building inspection, equipment maintenance, street/roads and storm drainage maintenance, traffic control, and water and sewer treatment. May serve as a city engineer. Typically requires a minimum of a four year degree and 5-8 years experience including some management experience."						
AVERAGES	\$128,748	34	29	\$93,040	\$116,074	\$164,619
DATA ADJUSTED TO: January 2017	\$131,186	34	29	\$95,105	\$118,651	\$168,274
				Adjusted 65th percentile	\$121,131	

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~ Geographic adjustments of less than 2% not required.

+Vancouver, Anacortes, Arlington, Battle Ground, Bonney Lake, Maple Valley, Mill Creek, Monroe, Moses Lake, Mountlake Terrace, Mukilteo, Ridgefield, Tumwater and Washougal

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Public Works Operations Supervisor

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^ median				10th Percentile		90th Percentile
Job Title: Water Superintendent, Level 1	\$78,055	Not Reported	40	\$67,014	\$78,055	\$92,803
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Supervises and coordinates activities of workers engaged in installing, maintaining, repairing, and servicing water distribution and sewage facilities. Develops work schedules and assigns work activities to crewmembers concerned with excavating and backfilling trenches and culverts, installing, repairing, and replacing water and sewer mains, joining and caulking pipeline, repairing valves and hydrants, drilling and installing taps in mains, and performing related street repairs, working from land plats, maps, and other diagrams."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Public Works Manager	\$138,268	3	3	\$88,769	\$100,527	\$112,261
Scope: All Responses adj to Camas WA						
Job Summary: "Manages a division or major programs within the department; performs a variety of professional engineering work, at the advanced professional level, in design, planning, construction and maintenance of public works projects. Manages and coordinates activities of staff; plans and organizes workloads and staff assignments. Develops short- and long-term planning for division. Typically requires a bachelor's degree and 5 years of progressively responsible professional management experience in related field, including 3 years of supervisory experience."						
Survey Source/Date: Wage Access 2016*				10th Percentile		90th Percentile
Job Title: Public Works Manager	\$89,993	7	48	\$36,725	\$80,330	\$93,127
Scope: Nat'l data adj to Camas WA						
Job Summary: "Manages division, department or program involved in construction, maintenance and repair of municipal services of engineering, building inspection, equipment maintenance, street/road and storm drain maintenance or traffic control. Works with engineers and designers, material suppliers and staff to plan and manage projects. Oversees budget, scheduling, quality and progress of work. Manages a project, functional area or department within a division at a single location. Job performance significantly impacts department operations and may impact profitability of organization. Receives broadly defined goals and objectives. Exercises independent judgment and makes decisions with some existing guidelines. Usually has budget and/or hiring authority. May supervise activities of supervisors and/or non-management employees."						
AVERAGES	\$86,337	10	91	\$64,170	\$86,304	\$99,397
DATA ADJUSTED TO: January 2017	\$87,300	10	91	\$65,346	\$87,886	\$101,219
				Adjusted 65th percentile	\$87,973	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required

CITY NOTE **increased 1 grade - internal equity**

Non-Represented

City of Camas Washington
Salary Survey
(Dollars per Year)

POSITION: Utilities Manager

Insufficient Data - Informational Purposes Only

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Economic Resource Institute 2017 ^ median				10th Percentile		90th Percentile
Job Title: Water Superintendent, Level 3	\$97,682	Not Reported	40	\$83,392	\$97,682	\$116,380
Scope: City Support Services, 175 EEs Portland OR~						
Job Summary: "Supervises and coordinates activities of workers engaged in installing, maintaining, repairing, and servicing water distribution and sewage facilities. Develops work schedules and assigns work activities to crewmembers concerned with excavating and backfilling trenches and culverts, installing, repairing, and replacing water and sewer mains, joining and caulking pipeline, repairing valves and hydrants, drilling and installing taps in mains, and performing related street repairs, working from land plats, maps, and other diagrams."						
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Public Works Director	\$151,736	12	6	\$113,816	\$129,580	\$145,312
Scope: All Responses adj to Camas WA						
Job Summary: "Plans, organizes, directs and controls the functions of the public works department. Develops and implements policies, procedures and practices to provide services in engineering, building inspection, equipment maintenance, street/roads and storm drainage maintenance, traffic control, and water and sewer treatment. Typically requires a minimum of a 4 year degree and 5-8 years experience, including some management experience and reports to the chief administrative officer or board of county commissioners. May supervise other engineers. NOTE: Excludes positions that work primarily out in field with crew; this is an administrative/managerial job. If position serves as city/county engineer, then license as a professional engineer is required."						
AVERAGES	\$104,733	12	46	\$98,604	\$113,631	\$130,846
DATA ADJUSTED TO: January 2017	\$105,226	12	46	\$100,384	\$115,682	\$133,208
				Adjusted 65th percentile	\$120,553	

^ Median salary provided in lieu of Weighted Average, which was not available

* Salary percentiles provided in lieu of salary ranges which were not available

~ Geographic adjustments of less than 2% not required.

CITY NOTE **decreased 3 grades - internal equity**

POLICE

**City of Camas Washington
Salary Survey
(Dollars per Year)**

POSITION: Police Officer

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Police Officer/Deputy Sheriff	\$83,752	17	1,586	\$58,914	\$67,443	\$75,972
Scope: All Responses adj to Camas WA						
Job Summary: "Performs full range of field and office law enforcement work necessary to maintain public peace and order, to protect life and property, to prevent crime, to make investigations and to apprehend violators of the law. Works under infrequent supervision. May perform community liaison services as an additional duty, e.g., DARE, crime prevention, etc.. Requires DPSST Basic certification. NOTE: Excludes supervisors of other police personnel and other classifications with a different pay range. If you have a separate classification or pay step for probationary employees, include this as the first step of the range."						
Survey Source/Date: Wage Access 2016						
Job Title: Police Officer/Deputy Sheriff 2	\$58,095	22	3,483	\$43,458	\$55,199	\$66,377
Scope: Nat'l data adj to Camas WA						
Job Summary: "Patrols assigned beat on foot, on motorcycle, in patrol car, or on horseback to control traffic, prevent crime or disturbance of peace, and arrest violators. Disperses unruly crowds at public gatherings. Renders first aid at accidents, and investigates causes and results of accident. Directs and reroutes traffic around fire or other disruption. Issues tickets to traffic violators. May serve subpoenas, summonses, warrants, orders to show cause, restraining orders and writs of restitution, possession and execution to individuals, partnerships and corporations. * Complexity - Performs moderately complex, specialized and diverse activities. Work assignments are demanding and generally not clearly defined. * Autonomy - Under limited supervision, routinely exercises independent judgment within scope of job and makes some decisions with no existing guidelines. * Knowledge - Knowledge of extensive procedures in an occupational field to perform a wide variety of tasks. Undergraduate study or experience."						
Survey Source/Date: Washington Cities & Counties (AWC) 2016						
Job Title: Police Officer	Not Reported	13	331	\$61,638	\$61,420	\$61,201
Scope: Selected Washington Cities+						
Job Summary: "Performs full range of law enforcement work necessary to maintain public peace and order, to protect life and property, to prevent crime, to make investigation and to apprehend violator of the law. Works under infrequent supervision. May perform community liaison services as an additional duty, e.g., DARE, crime prevention, etc. Excludes supervisors of other police personnel and other classifications with a different pay range. If you have a separate classification or pay step for probationary employees, include this as the first step of the range."						
AVERAGES	\$66,122	52	5,400	\$54,670	\$61,354	\$67,850

DATA ADJUSTED TO: January 2017 \$67,676 52 5,400 \$55,884 \$62,716 \$69,356
Adjusted 65th percentile \$64,630

+Vancouver, Lake Stevens, Anacortes, Arlington, Battle Ground, Bonney Lake, Mill Creek, Monroe, Mukilteo, Tumwater, Washougal, Snoqualmie & Ridgefield

CITY NOTE

increased approx 17% above sal study- used BG, Bon Lake, Mcreek, Mtlake Terr, Mukiteo, Washoug. Vancouver for comps so grades not exact fit

POLICE

**City of Camas Washington
Salary Survey
(Dollars per Year)**

POSITION: Police Sergeant

	WEIGHTED AVERAGE	NO. ORGANIZATIONS	NO. INCUMBENTS	MINIMUM	SALARY RANGE MIDPOINT	MAXIMUM
Survey Source/Date: Washington State Public Employers 2015						
Job Title: Police Sergeant	\$101,192	18	217	\$79,011	\$83,706	\$88,422
Scope: All Responses adj to Camas WA						
Job Summary: "Supervises law enforcement officers, investigators, and/or administrative staff in the performance of their work. Perform law enforcement and crime prevention work. Typically requires an associate degree in criminal justice or closely related field and 5 years experience as a police officer, or an equivalent combination of education and experience."						
Survey Source/Date: Wage Access 2016						
Job Title: Police Sergeant	\$86,542	24	1,531	\$55,428	\$67,848	\$78,301
Scope: Selected Washington Cities+						
Job Summary: "Supervises and coordinates activities of squad of police officers assigned to patrol or shift. Assumes command of squad at precinct or headquarters, inspects uniforms and equipment, and relays orders to squad. Notifies superior of major crimes or disturbances within area and takes necessary action until arrival of superior. Reports dangers in streets or sidewalks, such as holes, obstructions, or leaking gas mains. * Responsibility - Responsibility for a functional area within a department at a single location. Job performance impacts functions and activities within organizational unit. * Autonomy - Receives well defined goals and objectives. Exercises independent judgment and makes routine decisions using existing guidelines. May have hiring authority. * Supervision - Supervises activities of non-management employees."						
Survey Source/Date: Washington Cities & Counties (AWC) 2016						
Job Title: Sergeant	Not Reported	13	82	\$81,978	\$87,293	\$92,607
Scope: Selected Washington Cities+						
Job Summary: "Directs and instructs police officers/deputies on an assigned shift. Develops shift work schedules, makes assignments of officers, assures coverage for absences and monitors performance of subordinates to assure effectiveness. Makes effective recommendations to hire, fire, transfer and discipline employees. First line supervisory position. May report to the police chief in smaller cities."						
AVERAGES	\$88,360	55	1,830	\$72,139	\$79,615	\$86,443

DATA ADJUSTED TO: January 2017 \$90,182 55 1,830 \$73,340 \$80,941 \$87,882

Adjusted 65th percentile \$86,194

+Vancouver, Lake Stevens, Anacortes, Arlington, Battle Ground, Bonney Lake, Mill Creek, Monroe, Mukilteo, Tumwater, Washougal, Snoqualmie & Ridgefield

CITY NOTE

increased approx 2.5% above sal study - used BG, Bon Lake, Mcreek, Mtlake Terr, Mukiteo, Washoug.Vancouver for comps
so grades not exact fit

APPENDIX B

Consultant Recommended Position Placement

Appendix B
City of Camas
Grade Structure

3% between steps		Mid point						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
MW				\$ 1,907				MW
G-1			\$ 1,940	\$ 2,000	\$ 2,060	\$ 2,120	\$ 2,180	G-1
G-2	\$ 1,909	\$ 1,972	\$ 2,035	\$ 2,098	\$ 2,161	\$ 2,224	\$ 2,287	G-2
G-3	\$ 2,003	\$ 2,069	\$ 2,135	\$ 2,201	\$ 2,267	\$ 2,333	\$ 2,399	G-3
G-4	\$ 2,101	\$ 2,170	\$ 2,239	\$ 2,308	\$ 2,378	\$ 2,447	\$ 2,516	G-4
G-5	\$ 2,203	\$ 2,276	\$ 2,349	\$ 2,421	\$ 2,494	\$ 2,567	\$ 2,639	G-5
G-6	\$ 2,311	\$ 2,388	\$ 2,464	\$ 2,540	\$ 2,616	\$ 2,692	\$ 2,769	G-6
G-7	\$ 2,425	\$ 2,504	\$ 2,584	\$ 2,664	\$ 2,744	\$ 2,824	\$ 2,904	G-7
G-8	\$ 2,543	\$ 2,627	\$ 2,711	\$ 2,795	\$ 2,879	\$ 2,962	\$ 3,046	G-8
G-9	\$ 2,668	\$ 2,756	\$ 2,844	\$ 2,932	\$ 3,020	\$ 3,107	\$ 3,195	G-9
G-10	\$ 2,798	\$ 2,891	\$ 2,983	\$ 3,075	\$ 3,167	\$ 3,260	\$ 3,352	G-10
G-11	\$ 2,935	\$ 3,032	\$ 3,129	\$ 3,226	\$ 3,322	\$ 3,419	\$ 3,516	G-11
G-12	\$ 3,079	\$ 3,181	\$ 3,282	\$ 3,384	\$ 3,485	\$ 3,587	\$ 3,688	G-12
G-13	\$ 3,230	\$ 3,336	\$ 3,443	\$ 3,549	\$ 3,656	\$ 3,762	\$ 3,869	G-13
G-14	\$ 3,388	\$ 3,500	\$ 3,611	\$ 3,723	\$ 3,835	\$ 3,946	\$ 4,058	G-14
G-15	\$ 3,554	\$ 3,671	\$ 3,788	\$ 3,905	\$ 4,023	\$ 4,140	\$ 4,257	G-15
G-16	\$ 3,728	\$ 3,851	\$ 3,974	\$ 4,097	\$ 4,219	\$ 4,342	\$ 4,465	G-16
G-17	\$ 3,910	\$ 4,039	\$ 4,168	\$ 4,297	\$ 4,426	\$ 4,555	\$ 4,684	G-17
G-18	\$ 4,102	\$ 4,237	\$ 4,372	\$ 4,508	\$ 4,643	\$ 4,778	\$ 4,913	G-18
G-19	\$ 4,303	\$ 4,445	\$ 4,586	\$ 4,728	\$ 4,870	\$ 5,012	\$ 5,154	G-19
G-20	\$ 4,513	\$ 4,662	\$ 4,811	\$ 4,960	\$ 5,109	\$ 5,257	\$ 5,406	G-20
G-21	\$ 4,734	\$ 4,890	\$ 5,047	\$ 5,203	\$ 5,359	\$ 5,515	\$ 5,671	G-21
G-22	\$ 4,966	\$ 5,130	\$ 5,294	\$ 5,457	\$ 5,621	\$ 5,785	\$ 5,948	G-22
G-23	\$ 5,209	\$ 5,381	\$ 5,553	\$ 5,725	\$ 5,896	\$ 6,068	\$ 6,240	G-23
G-24	\$ 5,464	\$ 5,645	\$ 5,825	\$ 6,005	\$ 6,185	\$ 6,365	\$ 6,545	G-24
G-25	\$ 5,732	\$ 5,921	\$ 6,110	\$ 6,299	\$ 6,488	\$ 6,677	\$ 6,866	G-25
G-26	\$ 6,013	\$ 6,211	\$ 6,409	\$ 6,607	\$ 6,805	\$ 7,004	\$ 7,202	G-26
G-27	\$ 6,307	\$ 6,515	\$ 6,723	\$ 6,931	\$ 7,139	\$ 7,347	\$ 7,554	G-27
G-28	\$ 6,616	\$ 6,834	\$ 7,052	\$ 7,270	\$ 7,488	\$ 7,706	\$ 7,924	G-28
G-29	\$ 6,940	\$ 7,168	\$ 7,397	\$ 7,626	\$ 7,855	\$ 8,084	\$ 8,312	G-29
G-30	\$ 7,279	\$ 7,519	\$ 7,759	\$ 7,999	\$ 8,239	\$ 8,479	\$ 8,719	G-30
G-31	\$ 7,636	\$ 7,888	\$ 8,139	\$ 8,391	\$ 8,643	\$ 8,895	\$ 9,146	G-31
G-32	\$ 8,010	\$ 8,274	\$ 8,538	\$ 8,802	\$ 9,066	\$ 9,330	\$ 9,594	G-32
G-33	\$ 8,402	\$ 8,679	\$ 8,956	\$ 9,233	\$ 9,510	\$ 9,787	\$ 10,064	G-33
G-34	\$ 8,813	\$ 9,104	\$ 9,394	\$ 9,685	\$ 9,975	\$ 10,266	\$ 10,557	G-34
G-35	\$ 9,245	\$ 9,550	\$ 9,854	\$ 10,159	\$ 10,464	\$ 10,769	\$ 11,073	G-35
G-36	\$ 9,697	\$ 10,017	\$ 10,337	\$ 10,657	\$ 10,976	\$ 11,296	\$ 11,616	G-36
G-37	\$ 10,172	\$ 10,508	\$ 10,843	\$ 11,178	\$ 11,514	\$ 11,849	\$ 12,184	G-37
G-38	\$ 10,670	\$ 11,022	\$ 11,374	\$ 11,726	\$ 12,077	\$ 12,429	\$ 12,781	G-38
G-39	\$ 11,193	\$ 11,562	\$ 11,931	\$ 12,300	\$ 12,669	\$ 13,038	\$ 13,407	G-39
G-40	\$ 11,741	\$ 12,128	\$ 12,515	\$ 12,902	\$ 13,289	\$ 13,676	\$ 14,063	G-40

City of Camas - Compensation Report 2017
Appendix B

Employee Group	Position Title	Recommendation					Comparison to current range	
		Rec. Grade	Market or Slotted	Min	Mid	Max	Reduction from current rate	
				Step 1	Step 4	Step7	RecMin - CrntMin	RecMax - CrntMax
AFSCME	Custodial Aide	G-10	m	\$ 2,798	\$ 3,075	\$ 3,352	\$ 718	\$ 925
AFSCME	Grounds Worker I	G-11	m	\$ 2,935	\$ 3,226	\$ 3,516	\$ (1,111)	\$ (1,314)
AFSCME	Maintenance Worker I	G-16	m	\$ 3,728	\$ 4,097	\$ 4,465	\$ (319)	\$ (365)
AFSCME	Utility Maintenance Worker I	G-16	s	\$ 3,728	\$ 4,097	\$ 4,465	\$ (319)	\$ (365)
AFSCME	Facilities Operations Specialist	G-16	m	\$ 3,728	\$ 4,097	\$ 4,465	\$ (1,398)	\$ (1,655)
AFSCME	Grounds Worker II	G-17	s	\$ 3,910	\$ 4,297	\$ 4,684	\$ (511)	\$ (595)
AFSCME	Sanitation Worker	G-17	m	\$ 3,910	\$ 4,297	\$ 4,684	\$ (511)	\$ (595)
AFSCME	Maintenance Worker II	G-18	s	\$ 4,102	\$ 4,508	\$ 4,913	\$ (320)	\$ (366)
AFSCME	Senior Utility Maintenance Worker	G-18	s	\$ 4,102	\$ 4,508	\$ 4,913	\$ (728)	\$ (855)
AFSCME	Senior Grounds Worker	G-19	s	\$ 4,303	\$ 4,728	\$ 5,154	\$ (527)	\$ (615)
AFSCME	Lead Sanitation Worker	G-19	s	\$ 4,303	\$ 4,728	\$ 5,154	\$ (823)	\$ (966)
AFSCME	Mechanic	G-19	m	\$ 4,303	\$ 4,728	\$ 5,154	\$ (823)	\$ (966)
AFSCME	Sewer Maintenance Worker	G-19	s	\$ 4,303	\$ 4,728	\$ 5,154	\$ (823)	\$ (966)
AFSCME	Utility Maintenance Worker II	G-19	m	\$ 4,303	\$ 4,728	\$ 5,012	\$ (119)	\$ (267)
AFSCME	Senior Maintenance Worker	G-20	s	\$ 4,513	\$ 4,960	\$ 5,406	\$ (316)	\$ (363)
AFSCME	WW Treatment Plant Operator	G-20	m	\$ 4,513	\$ 4,960	\$ 5,406	\$ (613)	\$ (714)
AFSCME	Lead Utility Maintenance Worker	G-20	s	\$ 4,513	\$ 4,960	\$ 5,406	\$ (765)	\$ (897)
AFSCME	Water Supply Operator	G-20	m	\$ 4,513	\$ 4,960	\$ 5,406	\$ (765)	\$ (897)
AFSCME	Lead Maintenance Worker	G-21	s	\$ 4,734	\$ 5,203	\$ 5,671	\$ (544)	\$ (632)
AFSCME	Lead Grounds Worker	G-21	s	\$ 4,734	\$ 5,203	\$ 5,671	\$ (704)	\$ (824)
AFSCME	Lead Mechanic	G-21	s	\$ 4,734	\$ 5,203	\$ 5,671	\$ (866)	\$ (1,017)
CPEA	Police Records Clerk/Dispatcher I	G-13	s	\$ 3,230	\$ 3,549	\$ 3,869	\$ 218	\$ 270
CPEA	Financial Assistant I	G-13	s	\$ 3,230	\$ 3,549	\$ 3,869	\$ (475)	\$ (555)
CPEA	Administrative Support Asst. I	G-13	s	\$ 3,230	\$ 3,549	\$ 3,869	\$ 218	\$ 270
CPEA	Financial Assistant II	G-14	m	\$ 3,388	\$ 3,723	\$ 4,058	\$ (661)	\$ (777)
CPEA	Court Clerk	G-15	m	\$ 3,554	\$ 3,905	\$ 4,257	\$ 62	\$ 86
CPEA	Police Records Clerk/Dispatcher II	G-15	m	\$ 3,554	\$ 3,905	\$ 4,257	\$ 62	\$ 86
CPEA	Administrative Support Asst. II	G-16	m	\$ 3,728	\$ 4,097	\$ 4,465	\$ 236	\$ 294
CPEA	Offender Crew Leader	G-16	s	\$ 3,728	\$ 4,097	\$ 4,465	\$ (90)	\$ (91)
CPEA	Permit Technician	G-16	s	\$ 3,728	\$ 4,097	\$ 4,465	\$ (203)	\$ (230)
CPEA	Recreation Facilities Coordinator	G-16	s	\$ 3,728	\$ 4,097	\$ 4,465	\$ (203)	\$ (230)
CPEA	Lead Court Clerk	G-17	s	\$ 3,910	\$ 4,297	\$ 4,684	\$ 89	\$ 128
CPEA	Sr. Permit Technician	G-17	m	\$ 3,910	\$ 4,297	\$ 4,684	\$ (385)	\$ (445)
CPEA	Accounting Assistant	G-17	m	\$ 3,910	\$ 4,297	\$ 4,684	\$ (514)	\$ (598)
CPEA	Financial Analyst(new position)	G-18	m	\$ 4,513	\$ 4,960	\$ 5,406	-	-
CPEA	Recreation Coordinator	G-18	m	\$ 4,102	\$ 4,508	\$ 4,913	\$ (193)	\$ (216)
CPEA	Assistant Planner	G-19	s	\$ 4,303	\$ 4,728	\$ 5,154	\$ 132	\$ 175
CPEA	Code Enforcement Officer	G-19	m	\$ 4,303	\$ 4,728	\$ 5,154	\$ 132	\$ 175
CPEA	Lead Police Records Clerk	G-19	s	\$ 4,303	\$ 4,728	\$ 5,154	\$ 132	\$ 175
CPEA	Sr. Administrative Support Asst.	G-19	s	\$ 4,303	\$ 4,728	\$ 5,154	\$ 132	\$ 175
CPEA	Court Security Officer	G-19	s	\$ 4,303	\$ 4,728	\$ 5,154	\$ 8	\$ 25
CPEA	IT Support Specialist	G-19	m	\$ 4,303	\$ 4,728	\$ 5,154	\$ (253)	\$ (288)
CPEA	Engineering Technician	G-20	s	\$ 4,513	\$ 4,960	\$ 5,406	\$ (182)	\$ (200)
CPEA	Planner I	G-20	s	\$ 4,513	\$ 4,960	\$ 5,406	\$ (466)	\$ (540)
CPEA	Building Inspector I	G-20	s	\$ 4,513	\$ 4,960	\$ 5,406	\$ (43)	\$ (36)
CPEA	Plans Examiner	G-21	s	\$ 4,734	\$ 5,203	\$ 5,671	\$ (245)	\$ (275)
CPEA	Building Inspector II	G-22	m	\$ 4,966	\$ 5,457	\$ 5,948	\$ (13)	\$ 2
CPEA	Engineer I	G-22	s	\$ 4,966	\$ 5,457	\$ 5,948	\$ (13)	\$ 2
CPEA	Sr. Engineering Technician	G-22	s	\$ 4,966	\$ 5,457	\$ 5,948	\$ (13)	\$ 2
CPEA	Planner II	G-22	s	\$ 4,966	\$ 5,457	\$ 5,948	\$ (476)	\$ (550)
CPEA	Sr. Plans Examiner	G-23	m	\$ 5,209	\$ 5,725	\$ 6,240	\$ (233)	\$ (258)
CPEA	Engineer II	G-24	s	\$ 5,464	\$ 6,005	\$ 6,545	\$ 22	\$ 47
CPEA	GIS Coordinator	G-24	s	\$ 5,464	\$ 6,005	\$ 6,545	\$ (142)	\$ (147)
CPEA	Planner III	G-24	s	\$ 5,464	\$ 6,005	\$ 6,545	\$ (142)	\$ (147)
CPEA	Accountant	G-25	m	\$ 5,732	\$ 6,299	\$ 6,866	\$ 290	\$ 368
CPEA	Sr. Building Inspector	G-25	s	\$ 5,732	\$ 6,299	\$ 6,866	\$ 290	\$ 368
CPEA	Sr. Planner	G-26	m	\$ 6,013	\$ 6,607	\$ 7,202	\$ 238	\$ 309
CPEA	Engineer III	G-26	m	\$ 6,013	\$ 6,607	\$ 7,202	\$ 67	\$ 100
CPEA	IT Network Administrator	G-27	m	\$ 6,307	\$ 6,931	\$ 7,554	\$ 361	\$ 452
CPEA	IT Systems Analyst/Programmer	G-28	m	\$ 6,616	\$ 7,270	\$ 7,924	\$ 670	\$ 822
CPEA	Project Manager	G-31	m	\$ 7,636	\$ 8,391	\$ 9,146	\$ 1,138	\$ 1,387

City of Camas - Compensation Report 2017
Appendix B

Employee Group	Position Title	Recommendation					Comparison to current range	
		Rec. Grade	Market or Slotted	Min	Mid	Max	Reduction from current rate	
				Step 1	Step 4	Step7	RecMin - CrntMin	RecMax - CrntMax
Fire	Firefighter	G-24	m	\$ 5,464	\$ 6,005	\$ 6,545	\$ (77)	\$ (103)
Fire	Firefighter/Paramedic	G-24	m	\$ 5,464	\$ 6,005	\$ 6,545	\$ (630)	\$ (769)
Fire	Deputy Fire Marshal	G-26	m	\$ 6,013	\$ 6,607	\$ 7,202	\$ (636)	\$ (777)
Fire	Fire Captain	G-30	m	\$ 7,279	\$ 7,999	\$ 8,719	\$ 631	\$ 740
Fire	Fire Captain/Paramedic	G-30	m	\$ 7,279	\$ 7,999	\$ 8,719	\$ 77	\$ 76
Fire	Battalion Chief	G-31	m	\$ 7,636	\$ 8,391	\$ 9,146	\$ (121)	\$ (163)
Local 11	Library Assistant	G-10	s	\$ 2,798	\$ 3,075	\$ 3,352	\$ (374)	\$ (433)
Local 11	Library Support Assistant	G-12	m	\$ 3,079	\$ 3,384	\$ 3,688	\$ (400)	\$ (467)
Local 11	Library Associate	G-13	m	\$ 3,230	\$ 3,549	\$ 3,869	\$ (908)	\$ (1,073)
Local 11	Circulation Services Specialist	G-15	m	\$ 3,554	\$ 3,905	\$ 4,257	\$ (835)	\$ (985)
Local 11	Youth Services Librarian	G-22	m	\$ 4,966	\$ 5,457	\$ 5,948	\$ 307	\$ 387
Local 11	Library Page	G-6	m	\$ 2,311	\$ 2,540	\$ 2,769	\$ 19	\$ 266
Non-Rep	Human Resources Assistant	G-15	m	\$ 3,554	\$ 3,905	\$ 4,257	\$ (1,098)	\$ (1,299)
Non-Rep	Administrative Assistant/Deputy City Clerk	G-17	m	\$ 3,910	\$ 4,297	\$ 4,684	\$ (366)	\$ (419)
Non-Rep	Operations Supervisor - Wastewater	G-26	m	\$ 6,013	\$ 6,607	\$ 7,202	\$ (30)	\$ (14)
Non-Rep	Operations Supervisor - W/S	G-28	m	\$ 6,616	\$ 7,270	\$ 7,924	\$ 573	\$ 708
Non-Rep	Public Works Operations Supervisor	G-28	m	\$ 6,616	\$ 7,270	\$ 7,924	\$ 149	\$ 202
Non-Rep	Assistant Library Director	G-29	s	\$ 6,940	\$ 7,626	\$ 8,312	\$ 1,383	\$ 1,676
Non-Rep	Accounting Manager	G-30	m	\$ 7,279	\$ 7,999	\$ 8,719	\$ 1,382	\$ 1,679
Non-Rep	Building Division Manager/Building Official	G-30	m	\$ 7,279	\$ 7,999	\$ 8,719	\$ 640	\$ 788
Non-Rep	Planning Manager	G-30	s	\$ 7,279	\$ 7,999	\$ 8,719	\$ 639	\$ 788
Non-Rep	Engineering Manager	G-31	m	\$ 7,636	\$ 8,391	\$ 9,146	\$ 201	\$ 266
Non-Rep	Police Captain	G-31	m	\$ 7,636	\$ 8,391	\$ 9,146	\$ 138	\$ 194
Non-Rep	Library Director	G-32	m	\$ 8,010	\$ 8,802	\$ 9,594	\$ 972	\$ 1,189
Non-Rep	Division Chief/Emergency Medical Services	G-32	s	\$ 8,010	\$ 8,802	\$ 9,594	\$ (50)	\$ (33)
Non-Rep	Division Chief/Fire Marshal	G-32	m	\$ 8,010	\$ 8,802	\$ 9,594	\$ (50)	\$ (33)
Non-Rep	Administrative Services Director	G-32	m	\$ 8,010	\$ 8,802	\$ 9,594	\$ (292)	\$ (320)
Non-Rep	Parks and Recreation Manager	G-34	m	\$ 8,813	\$ 9,685	\$ 10,557	\$ 2,346	\$ 2,835
Non-Rep	Utilities Manager	G-34	m	\$ 8,813	\$ 9,685	\$ 10,557	\$ 1,378	\$ 1,677
Non-Rep	Community Development Director	G-34	m	\$ 8,813	\$ 9,685	\$ 10,557	\$ 511	\$ 643
Non-Rep	Public Works Director	G-34	m	\$ 8,813	\$ 9,685	\$ 10,557	\$ 511	\$ 643
Non-Rep	Information Technology Director	G-36	m	\$ 9,697	\$ 10,657	\$ 11,616	\$ 2,659	\$ 3,211
Non-Rep	Finance Director	G-36	m	\$ 9,697	\$ 10,657	\$ 11,616	\$ 1,395	\$ 1,702
Non-Rep	Police Chief	G-36	m	\$ 9,697	\$ 10,657	\$ 11,616	\$ 761	\$ 948
Non-Rep	City Administrator	G-36	m	\$ 9,697	\$ 10,657	\$ 11,616	\$ (544)	\$ (612)
Non-Rep	Fire Chief	G-39	m	\$ 11,193	\$ 12,300	\$ 13,407	\$ 2,244	\$ 2,461
PD	Police Officer	G-21	m	\$ 4,734	\$ 5,203	\$ 5,671	\$ (609)	\$ (709)
PD	Police Sergeant	G-27	m	\$ 6,307	\$ 6,931	\$ 7,554	\$ (15)	\$ 10

APPENDIX C

City Recommended Position Placement

City of Camas Salary Study Recommended Salay Ranges - by Employee Group

Group	Position Title	CURRENT			RECOMM.	MKT OR SLOTTED	RECOMMENDED			DIFFERENCE BETWEEN	
		MIN	MID	MAX			MIN	MID	MAX	RECOMM MIN- CURRENT	RECOMM MAX- CURRENT
		STEP 1	STEP 4	STEP 7	GRADE		STEP 1	STEP 4	STEP 7		
AFSCME	Custodial Aide	2004	2189	2391	G-3	m	2003	2201	2399	(1)	8
AFSCME	Grounds Worker I	4047	4422	4830	G-16	m	3728	4097	4465	(319)	(365)
AFSCME	Maintenance Worker I	4047	4422	4830	G-16	m	3728	4097	4465	(319)	(365)
AFSCME	Utility Maintenance Worker I	4047	4422	4830	G-16	s	3728	4097	4465	(319)	(365)
AFSCME	Grounds Worker II	4422	4830	5279	G-18	s	4102	4508	4913	(320)	(366)
AFSCME	Maintenance Worker II	4422	4830	5279	G-18	s	4102	4508	4913	(320)	(366)
AFSCME	Sanitation Worker	4422	4830	5279	G-18	m	4102	4508	4913	(320)	(366)
AFSCME	Utility Maintenance Worker II	4422	4830	5279	G-18	m	4102	4508	4913	(320)	(366)
AFSCME	Facilities Operations Specialist	5126	5601	6120	G-19	m	4303	4728	5154	(823)	(966)
AFSCME	Mechanic	5126	5601	6120	G-19	m	4303	4728	5154	(823)	(966)
AFSCME	Senior Grounds Worker	4830	5279	5769	G-19	s	4303	4728	5154	(527)	(615)
AFSCME	Senior Maintenance Worker	4830	5279	5769	G-19	s	4303	4728	5154	(527)	(615)
AFSCME	Senior Utility Maintenance Worker	4830	5279	5769	G-19	s	4303	4728	5154	(527)	(615)
AFSCME	Sewer Maintenance Worker	5126	5601	6120	G-19	s	4303	4728	5154	(823)	(966)
AFSCME	WW Treatment Plant Operator	5126	5601	6120	G-19	m	4303	4728	5154	(823)	(966)
AFSCME	Lead Sanitation Worker	5126	5601	6120	G-20	s	4513	4960	5406	(613)	(714)
AFSCME	Lead Grounds Worker	5439	5942	6494	G-21	s	4734	5203	5671	(704)	(824)
AFSCME	Lead Maintenance Worker	5279	5769	6303	G-21	s	4734	5203	5671	(544)	(632)
AFSCME	Lead Utility Maintenance Worker	5279	5769	6303	G-21	s	4734	5203	5671	(544)	(632)
AFSCME	Water Supply Operator	5279	5769	6303	G-21	m	4734	5203	5671	(544)	(632)
AFSCME	Lead WW Treatment Plan Oper*	-	-	-	G-22	s	4966	5457	5948	-	-
AFSCME	Lead Mechanic	5601	6120	6688	G-22	s	4966	5457	5948	(634)	(740)
CPEA	Police Records Clerk/Dispatcher I	3012	3293	3599	G-13	s	3230	3549	3869	218	270
CPEA	Administrative Support Asst. I	3012	3293	3599	G-13	s	3230	3549	3869	218	270
CPEA	Court Clerk	3492	3818	4171	G-15	m	3554	3905	4257	62	86
CPEA	Police Records Clerk/Dispatcher II	3492	3818	4171	G-16	m	3728	4097	4465	236	294
CPEA	Administrative Support Asst. II	3492	3818	4171	G-16	m	3728	4097	4465	236	294
CPEA	Offender Crew Leader	3818	4171	4556	G-16	s	3728	4097	4465	(90)	(91)
CPEA	Permit Technician	3931	4295	4695	G-16	s	3728	4097	4465	(203)	(230)
CPEA	Recreation Facilities Coordinator	3931	4295	4695	G-16	s	3728	4097	4465	(203)	(230)
CPEA	Financial Assistant I	3705	4049	4424	G-17	s	3910	4297	4684	205	260

City of Camas Salary Study Recommended Salay Ranges - by Employee Group

Group	Position Title	CURRENT			RECOMM.	MKT OR SLOTTED	RECOMMENDED			DIFFERENCE BETWEEN	
		MIN	MID	MAX			MIN	MID	MAX	RECOMM MIN-CURRENT	RECOMM MAX-CURRENT
		STEP 1	STEP 4	STEP 7	GRADE		STEP 1	STEP 4	STEP 7		
CPEA	Lead Court Clerk	3821	4171	4556	G-17	s	3910	4297	4684	89	128
CPEA	Financial Assistant II	4049	4424	4835	G-18	m	4102	4508	4913	53	78
CPEA	Recreation Coordinator	4295	4695	5129	G-18	m	4102	4508	4913	(193)	(216)
CPEA	Sr. Permit Technician	4295	4695	5129	G-19	m	4303	4728	5154	8	25
CPEA	Accounting Assistant	4424	4835	5282	G-19	m	4303	4728	5154	(121)	(128)
CPEA	Assistant Planner	4171	4556	4979	G-19	m	4303	4728	5154	132	175
CPEA	Code Enforcement Officer	4171	4556	4979	G-19	m	4303	4728	5154	132	175
CPEA	Lead Police Records Clerk	4171	4556	4979	G-19	s	4303	4728	5154	132	175
CPEA	Sr. Administrative Support Asst.	4171	4556	4979	G-19	s	4303	4728	5154	132	175
CPEA	Court Security Officer	4295	4695	5129	G-20	s	4513	4960	5406	218	277
CPEA	IT Support Specialist	4556	4979	5442	G-20	m	4513	4960	5406	(43)	(36)
CPEA	Engineering Technician	4695	5129	5606	G-20	s	4513	4960	5406	(182)	(200)
CPEA	Building Inspector I	4556	4979	5442	G-20	s	4513	4960	5406	(43)	(36)
CPEA	Planner I	4979	5442	5946	G-20	s	4513	4960	5406	(466)	(540)
CPEA	Financial Analyst*	-	-	-	G-22	m	4966	5457	5948	-	-
CPEA	Plans Examiner	4979	5442	5946	G-22	s	4966	5457	5948	(13)	2
CPEA	Building Inspector II	4979	5442	5946	G-22	m	4966	5457	5948	(13)	2
CPEA	Engineer I	4979	5442	5946	G-22	s	4966	5457	5948	(13)	2
CPEA	Sr. Engineering Technician	4979	5442	5946	G-22	s	4966	5457	5948	(13)	2
CPEA	Planner II	5442	5946	6498	G-22	s	4966	5457	5948	(476)	(550)
CPEA	Sr. Plans Examiner	5442	5946	6498	G-23	m	5209	5725	6240	(233)	(258)
CPEA	Engineer II	5442	5946	6498	G-24	s	5464	6005	6545	22	47
CPEA	GIS Coordinator	5606	6124	6692	G-24	s	5464	6005	6545	(142)	(147)
CPEA	Accountant	5442	5946	6498	G-24	m	5464	6005	6545	22	47
CPEA	Planner III	5606	6124	6692	G-24	s	5464	6005	6545	(142)	(147)
CPEA	Sr. Building Inspector	5442	5946	6498	G-25	m	5732	6299	6866	290	368
CPEA	Sr. Planner	5775	6306	6893	G-26	m	6013	6607	7202	238	309
CPEA	Engineer III	5946	6498	7102	G-26	m	6013	6607	7202	67	100
CPEA	IT Network Administrator	5946	6498	7102	G-27	m	6307	6931	7554	361	452
CPEA	IT Systems Analyst/Programmer	5946	6498	7102	G-28	m	6616	7270	7924	670	822
CPEA	Engineering Project Manager	6498	7102	7759	G-28	m	6616	7270	7924	118	165

City of Camas Salary Study Recommended Salay Ranges - by Employee Group

Group	Position Title	CURRENT			RECOMM. GRADE	MKT OR SLOTTED	RECOMMENDED			DIFFERENCE BETWEEN	
		MIN	MID	MAX			MIN	MID	MAX	RECOMM MIN- CURRENT	RECOMM MAX- CURRENT
		STEP 1	STEP 4	STEP 7			STEP 1	STEP 4	STEP 7		
Fire**	Firefighter	5541	6181	6649	-	negot.	5652	6305	6782	111	133
Fire	Firefighter/Paramedic	6095	6799	7314	-	negot.	6216	6935	7460	121	146
Fire	Deputy Fire Marshal	6649	7417	7979	-	negot.	6782	7565	8139	133	160
Fire	Fire Captain	6649	7417	7979	-	negot.	6782	7565	8139	133	160
Fire	Fire Captain/Paramedic	7203	8036	8644	-	negot.	7347	8197	8817	144	173
Fire	Battalion Chief	7757	8654	9309	-	negot.	7912	8827	9495	155	186
Local 11	Library Page	2292	2503	-	G-6	m	2311	2540	2769	19	-
Local 11	Library Assistant	3172	3465	3785	G-11	s	2935	3226	3516	(237)	(269)
Local 11	Library Associate	4138	4521	4942	G-14	m	3388	3723	4058	(750)	(884)
Local 11	Administrative Support Assistant	3479	3806	4155	G-16	m	3728	4097	4465	249	310
Local 11	Circulation Services Specialist	4389	4797	5242	G-16	m	3728	4097	4465	(661)	(777)
Local 11	Programming and Outreach Coordinator	4659	5091	5561	G-22	m	4966	5457	5948	307	387
Non-Rep	Human Resources Assistant	4652	5084	5556	G-20	m	4513	4960	5406	(139)	(150)
Non-Rep	Administrative Assistant/Deputy City Clerk	4276	4671	5103	G-20	m	4513	4960	5406	237	303
Non-Rep	Assistant Library Director	5557	6072	6636	G-24	s	5464	6005	6545	(93)	(91)
Non-Rep	Technology and Collections Mgr*	-	-	-	G-25	s	5732	6299	6866	-	-
Non-Rep	Operations Supervisor - Wastewater	6043	6603	7216	G-27	m	6307	6931	7554	264	338
Non-Rep	Operations Supervisor - W/S	6043	6603	7216	G-27	m	6307	6931	7554	264	338
Non-Rep	Public Works Operations Supervisor	6467	7067	7722	G-29	m	6940	7626	8312	473	590
Non-Rep	Parks and Recreation Manager	6467	7067	7722	G-29	m	6940	7626	8312	473	590
Non-Rep	Accounting Manager	5897	6445	7040	G-30	m	7279	7999	8719	1,382	1,679
Non-Rep	Building Division Manager/Building Official	6639	7257	7931	G-30	m	7279	7999	8719	640	788
Non-Rep	Planning Manager	6640	7257	7931	G-30	s	7279	7999	8719	639	788
Non-Rep	Engineering Manager	7435	8126	8880	G-31	m	7636	8391	9146	201	266
Non-Rep	Police Captain	7498	8192	8952	G-31	m	7636	8391	9146	138	194
Non-Rep	Library Director	7038	7692	8405	G-31	m	7636	8391	9146	598	741
Non-Rep	Utilities Manager	7435	8126	8880	G-31	m	7636	8391	9146	201	266
Non-Rep	Information Technology Director	7038	7692	8405	G-31	m	7636	8391	9146	598	741
Non-Rep	Division Chief/Emergency Medical Svcs.	8060	8808	9627	G-33	s	8402	9233	10064	342	437
Non-Rep	Division Chief/Fire Marshal	8060	8808	9627	G-33	m	8402	9233	10064	342	437

City of Camas Salary Study Recommended Salay Ranges - by Employee Group

Group	Position Title	CURRENT			RECOMM.	MKT OR	RECOMMENDED			DIFFERENCE BETWEEN	
		MIN	MID	MAX			MIN	MID	MAX	RECOMM	RECOMM
		STEP 1	STEP 4	STEP 7	GRADE	SLOTTED	STEP 1	STEP 4	STEP 7	MIN-CURRENT	MAX-CURRENT
Non-Rep	Administrative Services Director	8302	9073	9914	G-34	m	8813	9685	10557	511	643
Non-Rep	Community Development Director	8302	9073	9914	G-34	m	8813	9685	10557	511	643
Non-Rep	Public Works Director	8302	9073	9914	G-34	m	8813	9685	10557	511	643
Non-Rep	Finance Director	8302	9073	9914	G-34	m	8813	9685	10557	511	643
Non-Rep	Police Chief	8936	9762	10668	G-35	m	9245	10159	11073	309	405
Non-Rep	Fire Chief	8949	9955	10946	G-36	m	9697	10657	11616	748	670
Non-Rep	City Administrator	10241	11190	12228	G-38	m	10670	11726	12781	429	553
PD	Police Officer	5343	5839	6380	-	m	5586	6105	6671	243	291
PD	Police Sergeant	6322	6904	7544	-	m	6534	7140	7802	212	258

* Newly created positions
** Fire department salary scales only have 6 steps.

CITY OF CAMAS
PROJECT NO. S-607
NE Franklin Street North Neighborhood Improvements

PAY ESTIMATE: FOUR - FINAL
PAY PERIOD: 10/1/16 Through 10/31/16
11/1/16 11/30/16 SCO
ORIGINAL CONTRACT AMOUNT: \$375,782.02

Haag & Shaw, Inc.
636 SE 3rd Avenue
Camas, WA 98607
360.834.2514

Schedule A - Street

ITEM NO.	DESCRIPTION	UNIT	ORIGINAL QUANTITY	UNIT PRICE	CONTRACT TOTAL	QUANTITY PREVIOUS	TOTAL PREVIOUS	QUANTITY THIS EST.	TOTAL THIS EST.	QUANTITY TO DATE	TOTAL TO DATE
1	Mobilization	LS	1	\$24,000.00	\$24,000.00	1.00	\$24,000.00		\$0.00	1.00	\$24,000.00
2	Project Temporary Traffic Control	LS	1	\$12,000.00	\$12,000.00	1.00	\$12,000.00		\$0.00	1.00	\$12,000.00
3	Clearing & Grubbing	LS	1	\$3,000.00	\$3,000.00	1.00	\$3,000.00		\$0.00	1.00	\$3,000.00
4	Removal of Structure and Obstruction	LS	1	\$6,000.00	\$6,000.00	1.00	\$6,000.00		\$0.00	1.00	\$6,000.00
5	Removal of Additional Cement Concrete Sidewalk	SY	30	\$50.00	\$1,500.00	82.90	\$4,145.00		\$0.00	82.90	\$4,145.00
6	Removal of Additional Cement Concrete CURB	LF	30	\$50.00	\$1,500.00	51.70	\$2,585.00		\$0.00	51.70	\$2,585.00
7	Roadway Excavation, Incl. Haul	CY	333	\$65.00	\$21,645.00	333.00	\$21,645.00		\$0.00	333.00	\$21,645.00
8	In-Place Cement Treated Base (CTB)	SY	3331	\$5.70	\$18,986.70	3,331.00	\$18,986.70		\$0.00	3331.00	\$18,986.70
9	Cement for CTB	TON	80	\$135.00	\$10,800.00	72.29	\$9,759.15		\$0.00	72.29	\$9,759.15
10	Removal and Replacement of Unsuitable Material	CY	150	\$50.00	\$7,500.00		\$0.00		\$0.00	0.00	\$0.00
11	HMA Class 1/2" PG 64-22	TN	640	\$88.00	\$56,320.00	538.00	\$47,344.00		\$0.00	538.00	\$47,344.00
12	Cement Concrete Traffic Curb	LF	160	\$41.00	\$6,560.00	134.50	\$5,514.50		\$0.00	134.50	\$5,514.50
13	Cement Concrete Pedestrian Curb	LF	89	\$35.00	\$3,115.00	122.80	\$4,298.00		\$0.00	122.80	\$4,298.00
14	Cement Concrete Sidewalk	SY	50	\$95.00	\$4,750.00	104.40	\$9,918.00		\$0.00	104.40	\$9,918.00
15	Cement Concrete Sidewalk Ramp Type 3	SY	45	\$120.00	\$5,400.00	43.50	\$5,220.00		\$0.00	43.50	\$5,220.00
16	Ramp Detectable Warning	SF	68	\$37.00	\$2,516.00	70.00	\$2,590.00		\$0.00	70.00	\$2,590.00
17	Mailbox Support	EA	2	\$350.00	\$700.00	1.00	\$350.00		\$0.00	1.00	\$350.00
18	Permanent Signing	LS	1	\$4,000.00	\$4,000.00	1.00	\$4,000.00		\$0.00	1.00	\$4,000.00
19	Plastic Stop Line	LF	90	\$8.00	\$720.00	73.00	\$584.00		\$0.00	73.00	\$584.00
20	Plastic Crosswalk Line	SF	1056	\$4.25	\$4,488.00	544.00	\$2,312.00		\$0.00	544.00	\$2,312.00
21	Construction Documentation	LS	1	\$15,000.00	\$15,000.00		\$0.00	1.00	\$15,000.00	1.00	\$15,000.00
22	Minor Changes	LS	1	\$5,000.00	\$5,000.00		\$0.00		\$0.00	0.00	\$0.00

Schedule A SUBTOTAL:	\$215,500.70	\$184,251.35	\$15,000.00	\$199,251.35
No Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00
Schedule A Total:	\$215,500.70	\$184,251.35	\$15,000.00	\$199,251.35

Schedule B - Water / Sewer

ITEM NO.	DESCRIPTION	UNIT	ORIGINAL QUANTITY	UNIT PRICE	CONTRACT TOTAL	QUANTITY PREVIOUS	TOTAL PREVIOUS	QUANTITY THIS EST.	TOTAL THIS EST.	QUANTITY TO DATE	TOTAL TO DATE
23	HMA for Pavement Repair Class 1/2" PG 64-22	TN	20	\$66.00	\$1,320.00		\$0.00		\$0.00	0.00	\$0.00
24	Manhole 48 Inch Dia.	EA	2	\$8,000.00	\$16,000.00	2.00	\$16,000.00		\$0.00	2.00	\$16,000.00
25	Removal and Replacement of Unsuitable Material	CY	50	\$60.00	\$3,000.00		\$0.00		\$0.00	0.00	\$0.00
26	Trench Safety System (Min. \$1.00/LF)	LF	587	\$3.00	\$1,761.00	917.00	\$2,751.00		\$0.00	917.00	\$2,751.00
27	Solid Rock Excavation	CY	20	\$125.00	\$2,500.00		\$0.00		\$0.00	0.00	\$0.00
28	Water Service 1 In. Diameter	EA	13	\$1,220.00	\$15,860.00	14.00	\$17,080.00		\$0.00	14.00	\$17,080.00
29	Hydrant Assembly	EA	1	\$4,200.00	\$4,200.00	1.00	\$4,200.00		\$0.00	1.00	\$4,200.00
30	PVC Sanitary Sewer Pipe 8 In. Diam.	LF	587	\$95.00	\$55,765.00	587.00	\$55,765.00		\$0.00	587.00	\$55,765.00
31	Sewer Bypass Pumping	LS	1	\$1,500.00	\$1,500.00	1.00	\$1,500.00		\$0.00	1.00	\$1,500.00
32	Testing Sewer Pipe	LS	1	\$2,475.00	\$2,475.00		\$0.00	1.00	\$2,475.00	1.00	\$2,475.00
33	Side Sewer with Cleanout	LF	204	\$90.00	\$18,360.00	231.00	\$20,790.00		\$0.00	231.00	\$20,790.00
34	Side Sewer with Cleanout and Check Valve	LF	126	\$120.00	\$15,120.00	99.00	\$11,880.00		\$0.00	99.00	\$11,880.00
35	Erosion Control and Water Pollution Control	LS	1	\$2,200.00	\$2,200.00	1.00	\$2,200.00		\$0.00	1.00	\$2,200.00
36	Roadside Restoration	LS	1	\$2,800.00	\$2,800.00	1.00	\$2,800.00		\$0.00	1.00	\$2,800.00
37	Minor Changes	LS	1	\$5,000.00	\$5,000.00		\$0.00		\$0.00	0.00	\$0.00

Schedule B SUBTOTAL:	\$147,861.00	\$134,966.00	\$2,475.00	\$137,441.00
Schedule A Sales Tax (8.4%):	\$12,420.32	\$11,337.14	\$207.90	\$11,545.04
Schedule B Total:	\$147,861.00	\$134,966.00	\$2,475.00	\$137,441.00

CITY OF CAMAS PROJECT NO. S-607 NE Franklin Street North Neighborhood Improvements	PAY ESTIMATE: FOUR - FINAL PAY PERIOD: 10/1/16 Through 10/31/16 <i>11/1/16</i> <i>11/30/16</i> ORIGINAL CONTRACT AMOUNT: \$375,782.02	Haag & Shaw, Inc. 636 SE 3rd Avenue Camas, WA 98607 360.834.2514
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Change Order #1

Schedule 1 - Non-Taxable

ITEM NO.	DESCRIPTION	UNIT	ORIGINAL QUANTITY	UNIT PRICE	CONTRACT TOTAL	QUANTITY PREVIOUS	TOTAL PREVIOUS	QUANTITY THIS EST.	TOTAL THIS EST.	QUANTITY TO DATE	TOTAL TO DATE
A	Project Temporary Traffic Control	LS	1	\$1,980.00	\$1,980.00	1.00	\$1,980.00		\$0.00	1.00	\$1,980.00
SUBTOTAL:					\$1,980.00		\$1,980.00		\$0.00		\$1,980.00
Sales Tax (0%):					\$0.00		\$0.00		\$0.00		\$0.00
Total:					\$1,980.00		\$1,980.00		\$0.00		\$1,980.00

Change Order #1

Schedule 2 - Taxable

ITEM NO.	DESCRIPTION	UNIT	ORIGINAL QUANTITY	UNIT PRICE	CONTRACT TOTAL	QUANTITY PREVIOUS	TOTAL PREVIOUS	QUANTITY THIS EST.	TOTAL THIS EST.	QUANTITY TO DATE	TOTAL TO DATE
B	Manhole 48 Inch Dia.	LS	1	\$2,640.00	\$2,640.00	1.00	\$2,640.00		\$0.00	1.00	\$2,640.00
C	Trench Safety System (Min. \$1.00/LF)	LS	1	\$293.50	\$293.50	1.00	\$293.50		\$0.00	1.00	\$293.50
D	PVC Sanitary Sewer Pipe 8 In. Diam.	LS	1	\$9,205.16	\$9,205.16	1.00	\$9,205.16		\$0.00	1.00	\$9,205.16
E	Side Sewer with Cleanout	LS	1	\$3,029.40	\$3,029.40	1.00	\$3,029.40		\$0.00	1.00	\$3,029.40
F	Side Sewer with Cleanout and Check Valve	LS	1	\$2,494.80	\$2,494.80	1.00	\$2,494.80		\$0.00	1.00	\$2,494.80
SUBTOTAL:					\$17,662.86		\$17,662.86		\$0.00		\$17,662.86
Sales Tax (8.4%):					\$1,483.68		\$1,483.68		\$0.00		\$1,483.68
Total:					\$19,146.54		\$19,146.54		\$0.00		\$19,146.54

ORIGINAL CONTRACT TOTAL		CONTRACT TOTAL	TOTAL PREVIOUS	TOTAL THIS EST.	TOTAL TO DATE
ADDITIONS / DELETIONS		\$363,361.70	\$319,217.35	\$17,475.00	\$336,692.35
SUBTOTAL		\$19,642.86	\$19,642.86	\$0.00	\$19,642.86
SALES TAX (8.4%)		\$383,004.56	\$338,860.21	\$17,475.00	\$356,335.21
TOTAL CONTRACT		\$13,904.00	\$12,820.82	\$207.90	\$13,028.72
LESS 5% RETAINAGE		\$396,908.56	\$351,681.03	\$17,682.90	\$369,363.93
TOTAL LESS RETAIN.			(\$16,943.01)	(\$873.75)	(\$17,816.76)
			\$334,738.02	\$16,809.15	\$351,547.17

SAN. ACT. NUMBER: 300-00-595-300-65

SAN. THIS PAY EST: \$16,809.15

F.I.

Project Engineer

Date

Contractor

Date

Project Manager

Date

ORDINANCE NO. 17-009

AN ORDINANCE repealing and replacing Chapter 18.35 of the Camas Municipal Code relating to wireless communication facilities.

THE COUNCIL OF THE CITY OF CAMAS DO ORDAIN AS FOLLOWS:

Section I

Chapter 18.35 of the Camas Municipal Code is hereby repealed and shall be replaced with the terms as set forth within the attached Exhibit "A".

Section II

This ordinance shall take force and be in effect five (5) days from and after its publication according to law.

PASSED by the Council and APPROVED by the Mayor this 3rd day of July, 2017.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney

EXHIBIT "A"

Chapter 18.35 Wireless Communication Facilities

Section 18.35.010 Purpose

Section 18.35.020 Definitions

Section 18.35.030 Towers

Section 18.35.040 Collocation of Antennas, DAS, and Small Cells

Section 18.35.050 Tower Sharing, Collocation and Preferred Tower Locations

Section 18.35.060 Application Submittal Requirements

Section 18.35.070 General Development Standards Applicable to WCFs

Section 18.35.080 Regulations for Facilities Subject to a Conditional Use Permit

Section 18.35.090 Exception from Standards

Section 18.35.100 Final Inspection

Section 18.35.110 Maintenance

Section 18.35.120 Discontinuation of Use

Section 18.35.130 Independent Technical Review

Section 18.35.140 Exempt Facilities

Section 18.35.150 Indemnification

Section 18.35.010 Purpose

The purpose of this Chapter is to provide a uniform and comprehensive set of standards for the development, siting and installation of wireless telecommunication facilities. These regulations are intended to protect the public health, safety and welfare of the residents of Camas, to preserve community character and protect aesthetic quality in accordance with guidelines and intent of federal regulations and to encourage siting in preferred locations to minimize aesthetic impacts and to minimize the intrusion of towers into residential areas (R, MF zones) and Gateways as designated on the City of Camas Zoning Map.

Section 18.35.020 Definitions

The following words and phrases used in this chapter shall have the following meanings:

- A. "Antenna" means one or more rods, panels, discs or similar devices used for wireless communication, which may include, but is not limited to, omni-directional antenna (whip), directional antenna (panel), and parabolic antenna (dish).
- B. "Antenna Array" means a single or group of antenna elements and associated mounting hardware, transmission lines, or other appurtenances which share a common attachment device such as a mounting frame or mounting support structure for the sole purpose of transmitting or receiving electromagnetic waves.
- C. "Base Station" means a structure or equipment at a fixed location that enables Commission-licensed or authorized wireless communications between user equipment and a communications network. The term does not encompass a tower as defined in this chapter or any equipment associated with a tower.
 - 1. The term includes, but is not limited to, equipment associated with wireless communications services such as private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.
 - 2. The term includes, but is not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration (including Distributed Antenna Systems and small cell networks).
 - 3. The term includes any structure other than a tower that, at the time the relevant application is filed with the City under this section, supports or houses equipment described in this section that has been reviewed and approved under the applicable zoning or siting process, or under Washington or local regulatory review process, even if the structure was not built for the sole or primary purpose of providing such support.
 - 4. The term does not include any structure that, at the time the relevant application is filed with the state of Washington or the City under this section, does not support or house equipment described in this section.
- D. "Collocation" means the mounting or installation of transmission equipment on a support structure for the purpose of transmitting and/or receiving radio frequency signals for communications purposes.
- E. "Commission" means the Federal Communications Commission ("FCC").
- F. "Distributed Antenna System" or "DAS" means a network consisting of transceiver equipment at a central hub site to support multiple antenna locations throughout the desired coverage area. "DAS".
- G. "Small Cells" (aka micro cells) mean compact wireless base stations containing their own transceiver equipment and function like cells in a mobile network but provide a smaller coverage area than traditional macrocells. Small cell antennas are mounted at street level, typically on the external walls of external structures, lamp-posts and other street furniture or utility structures and can often blend in to the building features. For purposes of these definitions, volume is a measure of the exterior displacement, not the interior volume of the enclosures. Antennas or equipment concealed from public view in or

behind an otherwise approved structure or concealment are not included in calculating volume.

1. Small Cell Antenna: Each antenna shall be no more than three (3) cubic feet in volume.
 2. Small Cell Equipment: Each equipment enclosure shall be no larger than seventeen (17) cubic feet in volume. Associated conduit, mounting bracket or extension arm, electric meter, concealment, telecommunications demarcation box, ground-based enclosures, battery back-up power systems, grounding equipment, power transfer switch, and cut-off switch may be located outside the primary equipment enclosure(s) and are not included in the calculation of equipment volume.
- H. "Stealth design" means technology that minimizes the visual impact of wireless communications facilities by camouflaging, disguising, screening, and/or blending into the surrounding environment. Examples of stealth design include but are not limited to facilities disguised as trees, flagpoles, bell towers, and architecturally screened roof-mounted antennas.
- I. "Tower" means any structure built for the sole or primary purpose of supporting any Commission-licensed or authorized antennas and their associated facilities, including structures that are constructed for wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul, and the associated site.
- J. "Tower Height" means the vertical distance measured from the base of the tower structure at grade to the highest point of the structure including the antenna but does not include a lightning rod
- K. "Transmission Equipment" means equipment that facilitates transmission for any Commission-licensed or authorized wireless communication service, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, and regular and backup power supply. The term includes equipment associated with wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.
- L. "Utility Support Structure" means poles or towers with a primary purpose of supporting utility electrical, telephone land lines, cable or other similar facilities; street lights; pedestrian light s; traffic light structures; traffic sign structures; or water towers.
- M. "Wireless Communication Facilities" or "WCF" means a staffed or unstaffed facility or location for the transmission and/or reception of radio frequency (RF) signals or other wireless communications or other signals for commercial or governmental communications purposes, typically consisting of one or more antennas or group of antennas, a tower or attachment support structure, transmission cables and other transmission equipment, and an equipment enclosure or cabinets.

Section 18.35.030 Towers

- A. Towers shall be located only in those areas and pursuant to the process described in CMC Tables 18.35-1 and 18.35-2, provided that towers that are proposed to be located in a residential zone or within 150 feet of a residential zone shall be subject to the siting priorities set forth for preferred tower locations in CMC 18.35.050.

Table 18.35-1 New Wireless Communication Tower Criteria Allowed by Type II Permit				
Zone Category	Located in Public Right-of-way (ROW)	Maximum Tower Height [3]	Stealth Design	Setback from Property Lines (does not apply within ROW)[2]
NP, SU[1]	Yes	50'	Optional[1]	N/A
	No	75'	Optional[1]	20'; and 60' from any ROW
RC, CC, NC [1]	Yes	50'	Optional[1]	N/A
	No	60'	Optional[1]	20'; and 60' from any ROW
BP [1]	Yes	50'	Optional[1]	N/A
	No	70'	Optional[1]	20'; and 70' from any ROW
LI, LI/BP[1]	Yes	50'	Optional[1]	N/A
	No	150'	Optional[1]	20'; and 100' from any ROW
HI[1]	Yes	70'	Optional[1]	N/A
	No	150'	Optional[1]	20' and 100' from any ROW

[1] If an applicant wants to construct a tower in a residential zone or within 50' of a residential zone, then a Type III process and stealth design are required. If an applicant wants to construct a tower within 51' - 150' of a residential zone, then a Type II process and stealth design are required. If an applicant wants to construct a tower beyond 150' of a residential zone, then the review process is that which is required in the zone in which the tower is to be located.

[2] See exception for locations adjacent to a residence in CMC 18.35.070(B).

[3] Lesser of the maximum tower height or the height necessary to serve a gap in service.

Table CMC 18.35-2 New Wireless Communication Tower Criteria Allowed by Type III Conditional Use Permit				
Zone Category	Located in Public Right-of-way (ROW)	Maximum Tower Height [5]	Stealth Design	Setback from Property Lines[2] (does not apply within ROW)
All R, MF, MX, DC[1]	No	60'	Required	20'
NP, SU, RC, CC, NC[1]	No	61' - 70'[3]	Optional [1]	20'
BP[1]	No	71' - 90'[4]	Optional[1]	20'

[1] All new towers in a residential zone or within 50' of a residential zone shall require stealth design.

[2] See exceptions for locations adjacent to a residence in CMC 18.35.070(B).

[3] An additional 20 feet in height is allowed if applicant uses stealth design.

[4] An additional 30 feet in height is allowed if applicant uses stealth design.

[5] Lesser of the maximum tower height or the height necessary to serve a gap in service.

Section 18.35.040 Collocation of Antennas, DAS, and Small Cells

- A. To the extent not otherwise covered by this chapter, collocation and new wireless communication antenna arrays are permitted in all zones via administrative (building permits) approval provided that they are attached to or inside of an existing structure (except on the exterior of pole signs or anywhere on a billboard) that provides the required clearances for the array's operation without the necessity of constructing a tower or other apparatus to extend the antenna array more than 15 feet above the structure.
- B. For antenna arrays on City-owned property or right of way, the execution of necessary agreements is also required.
- C. If any support structure must be constructed to achieve the needed elevation or if the attachment adds more than 15 feet above the existing structure, the proposal is subject to Type II review. The limitation to 15 feet is applicable to cumulative increases and any previously approved additions to height made under this section must be included in its measurement.
- D. Any equipment shelter or cabinet and other ancillary equipment are subject to the general development standards of CMC 18.35.070.
- E. Distributed Antenna Systems and Small Cells.

1. Distributed Antenna Systems (DAS) and Small Cells are permitted in all land use zones and public right of ways, regardless of the siting preferences listed in CMC 18.35.050.
2. DAS and small cells systems are subject to approval via administrative Type II review under 18.35.070. Additionally, Design Review is required when the applicant proposes a new utility support structure or building.
3. Multiple Site DAS and Small Cells. Consolidated review of multiple site DAS and Small Cells shall be provided.

Section 18.35.050 Tower, Sharing, Collocation and Preferred Tower Locations

- A. Tower Sharing and Collocation. New WCF facilities must, to the maximum extent feasible, collocate on existing towers or other structures to avoid construction of new towers, unless precluded by zoning constraints such as height, structural limitations, inability to obtain authorization by the owner of an alternative location, or where an alternative location will not meet the service coverage objectives of the applicant. Applications for a new tower must address all existing towers or structures of a similar height within 1/2 mile of the proposed site as follows: (a) by providing evidence that a request was made to locate on the existing tower or other structure, with no success; or (b) by showing that locating on the existing tower or other structure is infeasible.
- B. All new wireless telecommunication towers shall be designed and built to accommodate collocation or additional loading. For the purposes of this provision, this means that the tower shall be designed specifically to accommodate no less than the following equipment, in addition to the applicant's proposed equipment:
 1. Twelve antennas with a float plate wind-loading of not less than four square feet per antenna;
 2. A standard mounting structure, standoff arms, platform or other similar structure designed to hold the antennas;
 3. Cable ports at the base and antenna levels of the tower; and
 4. Sufficient room within or on the tower for 12 runs of 7/8" coaxial cable from the base of the tower to the antennas.
- C. New towers shall be prohibited in all R and MF zones unless such a prohibition would constitute a denial of service coverage objectives under the Federal Telecommunication Act.
- D. Preferred Tower Locations. All new towers in residential (R, MF) zones or within 150 feet of a residential zone shall require a demonstration that the tower will be sited in the most preferred zoning district/area that will address a defined service coverage objective based upon the following priorities, ordered from most-preferred (1) to least-preferred (8):
 1. City-owned or operated property, facilities and right of ways excepting therefrom, right-of-way and city facilities located in residential zones (R, MF zones) or Gateways designated on the zoning maps of the City of Camas, and where the tower will not be located within 150 feet of a residential zone;
 2. HI, I, LIBP zones;
 3. BP zones;
 4. RC and CC zones;
 5. NC and DC zones;
 6. City-owned or operated property (not right of way) and facilities in any zone, as long as less than 50% of height of the tower is visible as viewed from a public street, public open areas (eg. fields, playgrounds, parking areas), or property that is being used for residential purposes;

7. Parcels of land in residential zones (R, MF zones);

Section 18.35.060 Application Submittal Requirements

In addition to the application materials required elsewhere in the CMC, Type II and Type III applications submitted under this chapter shall include the following materials, as applicable to the type of use or facility proposed:

- A. Requirement for FCC Documentation. The applicant shall provide a copy of:
 - 1. Documentation for FCC license submittal or registration, and
 - 2. The applicant's FCC license or registration.
- B. Speculation. No application shall be accepted, approved, constructed or maintained for a speculation tower, *i.e.*, solely from an applicant that simply constructs towers and leases tower space to service providers, but is not a service provider. An application made on behalf of a service provider and consented to by the service provider would not be considered to be a speculation tower.
- C. Site plans. Complete and accurate plans and drawings to scale, prepared, signed and sealed by a Washington-licensed engineer, land surveyor and/or architect, including (1) plan views and all elevations before and after the proposed construction with all height and width measurements called out; (2) a depiction of all proposed transmission equipment; (3) a depiction of all proposed utility runs and points of contact; and (4) a depiction of the leased or licensed area with all rights-of-way and/or easements for access and utilities in plan view.
- D. Visual analysis. A color visual analysis that includes to-scale visual simulations that show unobstructed before-and-after construction daytime and clear-weather views from at least four angles, together with a map that shows the location of each view. The applicant shall provide an analysis of alternative sites and technology design options for the facility within and outside of the city that are capable of closing the same gap in service provider's service area as the preferred site with an equivalent or lesser visual impact.
- E. Statement of Purpose/RF Justification for WCF. A clear and complete written Statement of Purpose shall minimally include: (1) a description of the technical objective to be achieved; (2) a to-scale map that identifies the proposed site location and the targeted service area to be benefited by the proposed project; and (3) full-color signal propagation maps with objective units of signal strength measurement that show the applicant's current service coverage levels from all adjacent wireless sites without the proposed site, predicted service coverage levels from all adjacent wireless sites with the proposed site, and predicted service coverage levels from the proposed site without all adjacent wireless sites. These materials shall be reviewed and signed by a Washington-licensed professional engineer or a qualified employee of the applicant. The qualified employee of the applicant shall submit his or her qualifications with the application.
- F. Design justification. A clear and complete written analysis that explains how the proposed design complies with the applicable design standards under this chapter to the maximum extent feasible. A complete design justification must identify all applicable design standards under this chapter and provide a factually detailed reason why the proposed design either complies or cannot feasibly comply.
- G. Collocation and alternative sites analysis.

1. All Towers. All applications for a new tower must demonstrate that collocation is not feasible, consistent with [CMC 18.35.050](#).
 2. Towers in a residential zone or within 150 feet of a residential zone.
 - a. For towers in or within 150 feet of a residential zone, the applicant must address the City's preferred tower locations in [CMC 18.35.050](#) with a detailed explanation justifying why a site of higher priority was not selected. The City's tower location preferences must be addressed in a clear and complete written alternative site analysis that shows at least five (5) higher ranked, alternative sites considered that are in the geographic range of the service coverage objectives of the applicant, together with a factually detailed and meaningful comparative analysis between each alternative candidate and the proposed site that explains the substantive reasons why the applicant rejected the alternative candidate. An applicant may reject an alternative tower site for one or more of the following reasons:
 1. preclusion by structural limitations;
 2. inability to obtain authorization by the owner;
 3. failure to meet the service coverage objectives of the applicant;
 4. failure to meet other engineering requirements for such things as location, height and size;
 5. zoning constraints, such as the inability to meet setbacks;
 6. physical or environmental constraints, such as unstable soils or wetlands; and/or
 7. being a more intrusive location based on physical features and land uses on the site or in the surrounding area despite the higher priority in this chapter as determined by the Planning Director or Hearing Examiner, as applicable.
 - b. A complete alternative sites analysis provided under this subsection (F)(2) may include less than five (5) alternative sites so long as the applicant provides a factually detailed written rationale for why it could not identify at least five (5) potentially available, higher ranked, alternative sites.
 3. Required description of coverage objectives. For purposes of disqualifying potential collocations and/or alternative sites for the failure to meet the applicant's service coverage objectives the applicant will provide (a) a description of its objective, whether it be to close a gap or address a deficiency in coverage, capacity, frequency and/or technology; (b) detailed technical maps or other exhibits with clear and concise RF data to illustrate that the objective is not met using the alternative (whether it be collocation or a more preferred location); and (c) a description of why the alternative (collocation or a more preferred location) does not meet the objective.
- H. DAS and small cells. As outlined in [CMC 18.35.010](#), the City encourages, but does not require, the use of DAS and small cells. Each applicant will submit a statement that explains how it arrived at the structure and design being proposed.
1. All pole-mounted DAS or small cell equipment shall be painted with flat, non-reflective colors or shades of either black, brown or grey that blend with the visual environment.

2. For all DAS or small cell equipment to be located within the right-of-way, prior to submitting for a building permit, the applicant must have a valid municipal master permit, municipal franchise, or exemption otherwise granted by applicable law, addressing this technology to the extent consistent with RCW 35.21.860.
- I. Radio frequency emissions compliance report for WCF. A written report, prepared, signed and sealed by a Washington-licensed professional engineer or a competent employee of the applicant, which assesses whether the proposed WCF demonstrates compliance with the exposure limits established by the FCC. The report shall also include a cumulative analysis that accounts for all emissions from all WCFs located on or adjacent to the proposed site, identifies the total exposure from all facilities and demonstrates planned compliance with all maximum permissible exposure limits established by the FCC. The report shall include a detailed description of all mitigation measures required by the FCC.
- J. Accessory Equipment. All equipment for WCF, DAS and Small Cells shall be located or placed in an existing building, underground, or in an equipment shelter that is (a) designed to blend in with existing surroundings, using architecturally compatible construction and colors; and (b) located so as to be as unobtrusive as possible consistent with the proper functioning of the WCF, DAS or Small Cell technology. Accessory equipment located within a ROW shall be limited to placement underground.
- K. Noise study. A noise study, prepared, signed and sealed by a Washington-licensed engineer, for the proposed WCF and all associated equipment demonstrating compliance with CMC 9.32.050 Public Disturbance Noises.
- L. Collocation consent for WCF's. A written statement, signed by a person with the legal authority to bind the applicant and the project owner, which indicates whether the applicant is willing to allow other transmission equipment owned by others to collocate with the proposed wireless communication facility whenever technically and economically feasible and aesthetically desirable.
- M. Other published materials. All other information and/or materials that the City may, from time to time, make publicly available and designate as part of the application requirements.

Section 18.35.070 General Development Standards Applicable to WCFs

The following criteria shall be applied in approving, approving with conditions or denying a WCF that is subject to a Type II or III review procedure. Unless otherwise provided in this chapter, WCF construction shall be consistent with the development standards of the zoning district in which it is located.

- A. Height. Refer to [CMC Tables 18.35 -1 and 2](#).
 1. Setback Requirements. Refer to [CMC Tables 18.35-1 and 2 for towers](#). All equipment shelters, cabinets or other on-the-ground ancillary equipment shall be buried or meet the setback requirement of the zone in which located.
 2. Notwithstanding the setbacks provided for in [Tables 18.35-1 and 2](#), when a tower is located adjacent to a parcel zoned for residential (R,MF zones), the minimum setback from the lot line for a new tower must be equal to the height of the proposed tower, unless the setback is waived by the owner of the residentially

zoned parcel.

- B. Landscaping. All landscaping shall be installed and maintained in accordance with this chapter. Existing on-site vegetation shall be preserved to the greatest extent reasonably possible and/or improved, and disturbance of the existing topography shall be minimized. The approval authority may grant a waiver from the required landscaping based on findings that a different requirement would better serve the public interest.
1. Tower bases, when fenced (compounds), or large equipment shelters (greater than three feet by three feet by three feet), shall be effectively visually softened through the planting of a 15 foot perimeter planting to include a combination of groundcover, shrubs and trees, or as otherwise required based on the underlying zone or street standard.
 2. If fencing is installed, it shall consist of decorative masonry or wood fencing. In commercial districts other than the DC zone, and industrial zones, three strands of barbed wire may be placed atop a lawful fence if the fence is not visible from an adjacent street or is placed behind a sight-obscuring fence or wall. Electrified fences are not permitted in any zone. Razor or concertina wire is not allowed.
 3. Applicant shall demonstrate an irrigation plan is designed and will be in place to ensure the full establishment of plantings for two years.
- C. Visual Impact. All WCFs in residential zones and within 150 feet of residential zones, including equipment enclosures, shall be sited and designed to minimize adverse visual impacts on surrounding properties and the traveling public to the greatest extent reasonably possible, consistent with the proper functioning of the WCF. Such WCFs and equipment enclosures shall be integrated through location and design to blend in with the existing characteristics of the site. Such WCFs shall also be designed to either resemble the surrounding landscape and other natural features where located in proximity to natural surroundings, or be compatible with the urban, built environment, through matching and complimentary existing structures and specific design considerations such as architectural designs, height, scale, color and texture, and/or be consistent with other uses and improvements permitted in the relevant zone. If a new tower is proposed, the applicant must demonstrate the need for a new tower and why alternative locations and design alternatives such as the use of microcell cannot be used to close the gap in service provision.
- D. Use of Stealth Design/Technology. The applicant shall make an affirmative showing as to why they are not employing stealth technology. More specifically:
1. Stealth design is required in residential zones and to the extent shown in [Tables 18.35 -1 and 2](#). Stealth and concealment techniques must be appropriate given the proposed location, design, visual environment, and nearby uses, structures, and natural features. Stealth design shall be designed and constructed to substantially conform to surrounding building designs or natural settings, so as to be visually unobtrusive. Stealth design that relies on screening wireless communications facilities in order to reduce visual impact must screen all substantial portions of the facility from view. Stealth and concealment techniques incorporating faux-tree designs are limited to trees native to the Pacific Northwest.

- E. Lighting. For new wireless communication support towers, only such lighting as is necessary to satisfy FAA requirements is permitted. All FAA-required lighting shall use lights that are designed to minimize downward illumination. Security lighting for the equipment shelters or cabinets and other on-the-ground ancillary equipment is also permitted as long as it is down shielded to keep light within the boundaries of the site. Motion detectors for security lighting are encouraged in residential, R and MF zones or adjacent to residences.
- F. Signage. No facilities may bear any signage or advertisement(s) other than signage required by law or expressly permitted/required by the City.
- G. Code compliance. All facilities shall at all times comply with all applicable federal, State and local building codes, electrical codes, fire codes and any other code related to public health and safety.
- H. Building-mounted WCFs.
 - 1. In residential (R,MF) zones, all transmission equipment shall be concealed within existing architectural features to the maximum extent feasible. Any new architectural features proposed to conceal the transmission equipment shall be designed to mimic the existing underlying structure, shall be proportional to the existing underlying structure or conform to the underlying use and shall use materials in similar quality, finish, color and texture as the existing underlying structure.
 - 2. In residential zones, all roof-mounted transmission equipment shall be set back from all roof edges to the maximum extent feasible.
 - 3. In all other zones, antenna arrays and supporting transmission equipment shall be installed so as to camouflage, disguise or conceal them to make them closely compatible with and blend into the setting and/or host structure.
- I. WCFs in the public rights-of-way.
 - 1. *Preferred locations.* Facilities shall be located as far from residential uses as feasible. Facilities in the rights-of-way shall maintain at least a two hundred (200) foot separation from other wireless facilities (except with respect to DAS or Small Cells), except when collocated or on opposite sides of the same street.
 - 2. *Pole-mounted or tower-mounted equipment.* All pole-mounted and tower-mounted transmission equipment shall be mounted as close as possible to the pole or tower so as to reduce the overall visual profile to the maximum extent feasible. All pole-mounted and tower-mounted transmission equipment shall be painted with flat, non-reflective colors or shades of either black, brown or grey that blend with the visual environment.
 - 3. For all WCFs to be located within the right-of-way, prior to submitting for a building permit, the applicant must have a valid municipal master permit, municipal franchise, or exemption otherwise granted by applicable law, to the extent consistent with RCW 35.21.860.
- J. Accessory Equipment. All equipment shall be located or placed in an existing building, underground, or in an equipment shelter that is (a) designed to blend in with existing surroundings, using architecturally compatible construction and colors; and (b) located so as to be unobtrusive as possible consistent with the proper functioning of the WCF.
- K. Spacing of Towers. Towers shall maintain a minimum spacing of one-half mile, unless it can be demonstrated that physical limitations (such as topography, terrain, tree cover or location of buildings) in the immediate service area prohibit adequate service by the

existing facilities and that collocation is not feasible under [CMC 18.35.050](#).

- L. **Site Design Flexibility.** Individual WCF sites vary proximity to adjacent buildings, existing trees, topography and other local variables. By mandating certain design standards, there may result a project that could have been less intrusive if the location of the various elements of the project could have been placed in more appropriate locations within a given site. Therefore, the WCF and supporting equipment may be installed so as to best camouflage, disguise them, or conceal them, to make the WCF more closely compatible with and blend into the setting and/or host structure, upon approval by the approval authority. The design flexibility allowed under this subsection includes additional height for a tower located within tall trees on (i) City property or (ii) other parcels at least 5 acres in size, so that the impact of the tower may be minimized by the trees while still allowing for the minimum clearance needed for the tower to achieve the applicant's coverage objectives. A formal exception from standards under CMC 18.35.090 is not required for proposals meeting this subsection by being a less intrusive design option.
- M. **Structural Assessment.** The applicant of a proposed tower shall have a structural assessment of the tower conducted by a professional engineer, licensed in the State of Washington, which shall be submitted with the application for a building permit and demonstrate the structural stability and carrying capacity for antennae.

[Section 18.35.080](#) Regulations for Facilities Subject to a Conditional Use Permit

- A. **Approval criteria.** In addition to the development standards in this chapter and the approval criteria in [CMC 18.43.050](#), the following additional approval criteria apply:
 - 1. The need for the proposed tower shall be demonstrated if it is to be located in a residential zone or within one hundred fifty feet of an existing residential lot. An evaluation of the operational needs of the wireless communications provider, alternative sites, alternative existing facilities upon which the proposed antenna array might be located, and collocation opportunities on existing support towers within one-half mile of the proposed site shall be provided. Evidence shall demonstrate that no practical alternative is reasonably available to the applicant.
 - 2. The proposed tower satisfies all of the provisions and requirements of this [Chapter](#).
- B. **Public Notice.** In addition to the notice of hearing requirements of [CMC 18.55](#), for proposals in residential zones and within 150 feet of a residential zone, the mailed public notice should include a black and white architectural elevation and color photo simulation renderings of the proposed WCF.

[Section 18.35.090](#) Exception from Standards

- A. **Applicability.** Except as otherwise provided in this chapter (under Site Design Flexibility), no WCF shall be used or developed contrary to any applicable development standard unless an exception has been granted pursuant to this Section. These provisions apply exclusively to WCFs and are in lieu of the generally applicable variance and design deviation provisions in [CMC Title 17 and 18](#).
- B. **Procedure Type.** A wireless communications facility exception is a Type III procedure.

- C. Submittal Requirements. In addition to the general submittal requirements for a Type III application, an application for a wireless communication facility exception shall include:
1. A written statement demonstrating how the exception would meet the criteria.
 2. A site plan that includes:
 - a. Description of the proposed facility's design and dimensions, as it would appear with and without the exception.
 - b. Elevations showing all components of the wireless communication facility as it would appear with and without the exception.
 - c. Color simulations of the wireless communication facility after construction demonstrating compatibility with the vicinity, as it would appear with and without the exception.
- D. Criteria. An application for a wireless communication facility exception shall be granted if the following criteria are met:
1. The exception is consistent with the purpose of the development standard for which the exception is sought.
 2. Based on a visual analysis, the design minimizes the visual impacts to residential zones through mitigating measures, including, but not limited to, building heights, bulk, color, and landscaping.
 3. The applicant demonstrates the following:
 - a. A significant gap in the coverage, capacity, or technologies of the service network exists such that users are regularly unable to connect to the service network, or are regularly unable to maintain a connection, or are unable to achieve reliable wireless coverage within a building;
 - b. The gap can only be filled through an exception to one or more of the standards in this chapter; and
 - c. The exception is narrowly tailored to fill the service gap such that the wireless communication facility conforms to this chapter's standards to the greatest extent possible.
 4. Exceptions in Residential Zones. For a new tower proposed to be located in a residential zone or within 150 feet of a residential zone, unless the proposal qualifies as a preferred location on City-owned or operated property or facilities under [CMC 18.35.050\(C\)\(1\)](#), the applicant must also demonstrate that the manner in which it proposes to fill the significant gap in coverage, capacity, or technologies of the service network is the least intrusive on the values that this chapter seeks to protect.

[Section 18.35.100](#) Final Inspection

- A. A Certificate of Occupancy will only be granted upon satisfactory evidence that the WCF was installed in substantial compliance with the approved plans and photo simulations.
- B. Failure to Comply. If it is found that the WCF installation does not substantially comply with the approved plans and photo simulations, the applicant shall immediately make any and all such changes required to bring the WCF installation into compliance.

[Section 18.35.110](#) Maintenance

- A. All wireless communication facilities must comply with all standards and regulations of the FCC and any other State or federal government agency with the authority to regulate

wireless communication facilities.

- B. The site and the wireless communication facilities, including all landscaping, fencing and related transmission equipment must be maintained at all times in a neat and clean manner and in accordance with all approved plans.
- C. All graffiti on wireless communication facilities must be removed at the sole expense of the permittee after notification by the City to the owner/operator of the WCF.
- D. If any FCC, State or other governmental license or any other governmental approval to provide communication services is ever revoked as to any site permitted or authorized by the City, the permittee must inform the City of the revocation within thirty (30) days of receiving notice of such revocation.

Section 18.35.120 Discontinuation of Use

- A. Any wireless communication facility that is no longer needed and its use is discontinued shall be reported immediately by the service provider to the community development director. Discontinued facilities shall be completely removed within six months and the site restored to its pre-existing condition.
- B. There shall also be a rebuttable presumption that any WCF that is regulated by this chapter and that is not operated for a period of six (6) months shall be considered abandoned. This presumption may be rebutted by a showing that such WCF is an auxiliary back-up or emergency utility or device not subject to regular use or that the WCF is otherwise not abandoned. For those WCFs deemed abandoned, all equipment, including, but not limited to, antennas, poles, towers, and equipment shelters associated with the WCF shall be removed within six (6) months of the cessation of operation. Irrespective of any agreement among them to the contrary, the owner or operator of such unused facility, or the owner of a building or land upon which the WCF is located, shall be jointly and severally responsible for the removal of abandoned WCFs. If the WCF is not thereafter removed within ninety (90) days of written notice from the City, the City may remove the WCF at the expense of the property owner and WCF owner. Both owners are jointly and severally liable for the City's removal costs, including all costs and attorneys' fees. If there are two or more wireless communications providers collocated on a single support structure, this provision shall not become effective until all providers cease using the WCF for a continuous period of six (6) months.

Section 18.35.130 Independent Technical Review

Although the City intends for City staff to review administrative matters to the extent feasible, the City may retain the services of an independent, radio frequency technical expert of its choice to provide technical evaluation of permit applications for WCFs, including administrative and conditional use permits. The technical expert review may include, but is not limited to (a) the accuracy and completeness of the items submitted with the application; (b) the applicability of analysis and techniques and methodologies proposed by the applicant; (c) the validity of conclusions reached by the applicant; and (d) whether the proposed WCF complies with the applicable approval criteria set forth in this chapter. The applicant shall pay the cost for any independent consultant fees, along with applicable overhead recovery, through a deposit, estimated by the City, paid within ten (10) days of the City's request. When the City requests such payment, the application shall be deemed incomplete for purposes of application processing

timelines. In the event that such costs and fees do not exceed the deposit amount, the City shall refund any unused portion within thirty (30) days after the final permit is released or, if no final permit is released, within thirty (30) days after the City receives a written request from the applicant. If the costs and fees exceed the deposit amount, then the applicant shall pay the difference to the City before the permit is issued.

Section 18.35.140 Exempt Facilities

The following are exempt from this chapter:

- A. FCC licensed amateur (ham) radio facilities;
- B. Satellite earth stations, dishes and/or antennas used for private television reception not exceeding one (1) meter in diameter;
- C. A government-owned WCF installed upon the declaration of a state of emergency by the federal, state or local government, or a written determination of public necessity by the City; except that such facility must comply with all federal and state requirements;
- D. A temporary, commercial WCF installed for providing coverage of a special event such as news coverage or sporting event, subject to approval by the City. The WCF shall be exempt from the provisions of this chapter for up to one week before and after the duration of the special event;
- E. In locations more than 150 feet from a residential zone, other temporary, commercial WCFs installed for a period of 90 days, subject to renewals at the City's discretion; provided, that such temporary WCF will comply with applicable setbacks and height requirements.

Section 18.35.150 Indemnification

Each permit issued shall have as a condition of the permit a requirement that the applicant defend, indemnify and hold harmless the City and its officers, agents, employees, volunteers, and contractors from any and all liability, damage, or charges (including attorneys' fees and expenses) arising out of claims, suits, demands, or causes of action as a result of the permit process, granted permit, construction, erection, location, performance, operation, maintenance, repair, installation, replacement, removal, or restoration of the WCF on City property or in the public right-of-way.

ORDINANCE NO.16-015

AN ORDINANCE related to land use and zoning, declaring an emergency, and adopting a moratorium on the establishment of any wireless communication facilities, wireless communication support structure, monopole support structure, or lattice support structure, hereinafter collectively referred to as “Wireless Communication Facilities”, within the limits of the City of Camas; and providing for an immediate effective date.

WHEREAS, Camas Municipal Code Chapter 18.35 sets forth certain regulations for the placement, development, permitting, and removal of Wireless Communication Facilities; and

WHEREAS, for the purposes of this Ordinance, wireless communication facilities, wireless communication support structure, monopole support structure, or lattice support structure, as defined pursuant to Camas Municipal Code Section 18.35.030, shall be collectively referred to herein as “Wireless Communication Facilities”; and

WHEREAS, approved Wireless Communication Facilities shall be vested for the terms as otherwise specified in the land use decision or as per the Camas Municipal Code; and

WHEREAS, Camas Municipal Code Chapter 18.35 was initially established pursuant to Ordinance 2299, on July 23, 2001; and

WHEREAS, while minor amendments to Ordinance 2299 have occurred, the City has not undertaken a comprehensive review of CMC 18.35 related to Wireless Communication Facilities; and

WHEREAS, the City of Camas has made significant changes in the Comprehensive Plan, Zoning Districts, as well as expanded both the Urban Growth Areas and City Limits multiple times since Ordinance 2299 was passed; and

WHEREAS, the City of Camas, through Ordinance 16-010, has adopted a 20-year Comprehensive Plan titled “Camas 2035”; and

WHEREAS, the City Council desires to review its zoning and use codes related to Wireless Communication Facilities for consistency with the vision, goals, and policies established through the

ORDINANCE NO. 16-015

“Camas 2035” Comprehensive Plan; and

WHEREAS, the City Council desires to explore best available information on wireless technology, stealth technology, and alternatives to the placement of additional Wireless Communication Facilities through the City of Camas; and

WHEREAS, the City Council finds that the regulatory requirements established by this Ordinance are necessary for the immediate preservation of the public peace, health, and safety, and for the immediate support of City government and its existing public institutions,

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF CAMAS:

Section 1. The City Council adopts the foregoing recital clauses herein as findings in support of the adoption of the moratorium provided by this ordinance.

Section 2. Pursuant to the provisions of RCW 36.70A.390 and RCW 35.63.200, a land use authorization moratorium is hereby enacted prohibiting until August 7, 2017, within the City of Camas, the application for and the permitting, placement or development of any Wireless Communication Facilities, as defined herein.

Section 3. Work Plan. The following work plan includes target dates, but it is the intent for staff to have some flexibility in scheduling to accommodate for quorums, workloads, and notice requirement. The City Council moratorium hearing will occur October 3, 2016; a public hearing to hear from citizens on the record regarding allowing the permitting of Wireless Communication Facilities will occur on November 15, 2016 before the Planning Commission; staff will prepare of list of options based upon the testimony received and research conducted and present the options to the Planning Commission in a workshop on Wednesday, February 22, 2017 and to the City Council in a workshop on March 6, 2017; staff will draft a report and amendments available by May 5, 2017; the Planning Commission will conduct a hearing on

ORDINANCE NO. 16-015

May 16, 2017; and the recommendations of the Planning Commission together with the record will be forwarded on to City Council for consideration in a hearing on June 19, 2017;

Ordinance Adoption will occur July 3, 2017.

Section 4. Effective Date. This Ordinance is designated as a public emergency ordinance necessary for the protection of public health, public safety, public property or public peace, and shall be effective upon adoption, provided that it is passed by majority plus one of the whole membership of the City Council.

Section 5. Severability. If any clause, sentence, paragraph, section, or part of this ordinance or the application thereof to any person or circumstance shall be adjudged by any court of competent jurisdiction to be invalid, such order or judgment shall be confined in its operation to the controversy in which it was rendered and shall not effect or invalidate the remainder or any parts thereof to any person or circumstances and to this end, the provisions of each clause, sentence, paragraph, section or part of this law are hereby declared to be severable.

PASSED BY the Council and APPROVED by the Mayor this 6th day of September, 2016.

SIGNED: _____

Mayor

ATTEST: _____

Clerk

APPROVED as to form:

City Attorney

RESOLUTION NO. 17-008

A RESOLUTION adopting changes to represented positions and creating a new non-represented position within the Library department of the City of Camas.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

I

There is hereby created in the Library a new position entitled Technology and Collections Manager. Such position shall be a non-represented position, and shall perform such duties as shall be outlined in any job description proscribed by the City, as may be revised from time to time. The position is entitled to benefits as outlined in the Non-Represented Employee Handbook. The position description and salary schedule are attached hereto as Exhibit "A" and shall be effective as of July 1, 2017.

II

The titled job description of Youth Services Librarian shall be revised to Programming and Outreach Coordinator, and the changes and duties shall be outlined in any job description proscribed by the City, and may be revised from time to time. The new position description is attached hereto as Exhibit "B" and shall be effective as of July 1, 2017.

III

The titled job description of Library Support Assistant shall be revised to Administrative Support Assistant, and the changes and duties shall be outlined in any job description proscribed by the City, and may be revised from time to time. The new position description is attached hereto as Exhibit "C" and shall be effective as of July 1, 2017.

IV

PASSED BY the Council and approved by the Mayor this 3rd day of July, 2017.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney

TECHNOLOGY AND COLLECTIONS MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

Under the guidance of the Library Director, the Library Technology & Collections Manager plans, directs, supervises and coordinates the activities and operations of the Information Delivery department, which includes: collection management; cataloging, acquisitions, and oversight of the Library's integrated library system (ILS); circulation and reference services; readers advisory; development and selection of new technologies for staff and patrons; coordination of assigned activities with other departments and outside agencies; provision of highly responsible and complex administrative support to the Library Director.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Assume management responsibility for services, activities, and staff within the Content Delivery department of the Library.

Participate in the development, recommendation and implementation of goals, objectives, policies and procedures of the Library, including strategic plans and departmental plans of service.

Select, supervise, motivate, and evaluate Library personnel; provide staff training; coordinate and review the work plan for assigned staff; appraise work performance and create improvement plans; address complaints and resolve personnel issues; implement discipline and termination procedures.

Review existing and emerging technologies for work flow, efficiency, and relevancy; communicate with vendors to evaluate their products for addition to the Library; determine best practices for implementing technologies in a customer-focused environment.

Manage all collections of the Camas Public Library; direct the evaluation and selection of all print and digital materials for addition to and deletion from the Library; review Library's collection policy annually to ensure it reflects current professional standards and trends regarding overall makeup, content, and content delivery.

Administer all modules of the Library's integrated library system, including acquisitions, cataloging, circulation, serials, and reports.

Oversee functions of the Library's service desk, services of which include circulation, reference and readers' advisory.

Represent the Library in all matters regarding information delivery with other City departments, partner agencies, outside organizations, or as assigned by the Library Director.

Coordinate and implement content and design changes to the Library's portion of the City's website.

Assist in the preparation and administration of the library budget; submit budget recommendations; monitor expenditures; review and approve budget requests.

Attend and participate in professional events; stay abreast of new trends and innovations in the field of library administration, technology, and collection management.

Provide responsible staff assistance to the Director and act as the Director in the absence of same.

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required, which are logical assignments for the position and directly related to management's needs of the position.

QUALIFICATIONS

General Knowledge of:

Principles and practices of library administration, organization and management

Principles of supervision, training and performance evaluation

Practices of collection development, maintenance and management, including cataloging practices and procedures

Best practices for a customer-focused approach to innovative services

Technical Knowledge of:

Integrated library systems

Microsoft SQL Server

Web design and usability

Productivity suites

Content management systems

Self-checkout and RFID software

Public computer time and print management software

Ability to:

Utilize data to make systems flow better and more efficiently

Embrace and lead others in positive change

Prioritize multiple projects and deadlines

Navigate existing and emerging hardware, software, applications, and operating systems

Create a positive work atmosphere through flexibility, diplomacy, teamwork and humor

Achieve success in both independent work and collaborative team environments

Translate technical knowledge into better and more convenient services for our patrons

Skills:

Clear and tactful communication

Conflict resolution

Leadership, coaching, and mentoring

Significant scripting using advanced techniques; database design

Operational characteristics, services and activities of a comprehensive public library.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Masters degree in Library Science or Library and Information Science from an ALA-accredited college or university.

Experience:

Five years of increasingly responsible professional librarian experience, including two years of administrative and supervisory responsibility.

Professional experience working with public library patrons.

License or Certificate

Possession of a Washington State Librarian's Certificate (as required by state law RCW 27.04.055)

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Library environment; extensive public contact.

Mobility: Incumbents require sufficient mobility to work in a library setting, operate office equipment; extensive and recurring walking, standing, bending, crouching, stooping, and reaching; regular lifting of moderately heavy items.

Vision: Vision sufficient to read small print, computer screens and other printed documents and to operate assigned machinery and equipment.

Hearing and Speech: Sufficient clarity of speech and hearing to be able to communicate effectively.

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside city boundaries to attend meetings.

Technology and Collections Manager
Salary Schedule effective 7/1/2017

Position							
	1	2	3	4	5	6	7
Technology and Collections Manager	5732	5921	6110	6299	6488	6677	6866

Exhibit B

City of Camas
Union Status: Represented
June 2017

PROGRAMMING AND OUTREACH COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB OBJECTIVES

Under direction, this position will plan, supervise, coordinate and evaluate the activities and operations of the city library's programming and outreach team, as well as provide a full range of exceptional public service.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

Develop, plan, publicize and evaluate traditional and innovative programs that serve the needs of the community; includes but not limited to the summer reading programs; weekly story times; events for teens; school visits; informative, entertaining and/or participatory programs for adults; outreach in the community for all ages.

Develop and maintain strong and effective relationships with outside agencies to introduce and promote library services and programs to Camas citizens of all ages; identify emerging community issues and determine their relevance to library services and collections.

Foster relationships with community educational organizations, promoting early literacy and lifelong learning at every turn.

Partner with the Friends and Foundation of the Camas Library to seek grants and alternate funding sources for initiatives which support the Library's mission and strategic plan.

Recommend and assist in the formulation and implementation of the library's strategic plans, goals, and objectives for services for all ages.

Provide lead supervision and training for staff and volunteers. Coordinate and review the work of assigned staff and volunteers; assign work and projects; monitor workflow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Maintain awareness of trends in book and electronic publishing through reading appropriate library related media.

Provide a full range of services to the public, in person at public service desks, by e-mail, and by phone, while ensuring the highest standard of customer satisfaction. This includes: provide reference and reader's advisory service to library patrons; teach children and adults how to use the library resources

and technology available to them; conduct library tours; check out materials, issue library cards, and perform other circulation duties.

Attend and participate in professional meetings; stay abreast of new trends and innovations in the field of programming and outreach.

Respond to and resolve difficult and sensitive customer service issues regarding materials, services, or programs.

Provide assistance to the Technology and Collections Manager and Library Director.

Contribute to the library website, social media, and other public relations tools.

Represent the library in community activities.

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area.

Perform related duties as required which are logical assignments for the position and directly related to management's needs of the position.

QUALIFICATIONS

Knowledge of:

Public library services and functions

Principles and practices of professional youth services

Principles and practices of professional adult services

Childhood development and literacy skills development

Computerized cataloging, bibliographical and circulation systems, the Internet and electronic resources; includes structure and search techniques

Practices of collection development, maintenance and management

English usage, spelling, grammar and punctuation

Pertinent federal, state and local laws, codes and regulations

Reference question interview process

Contemporary reference tools and information resources.

Ability to:

Provide lead supervision, motivate, direct, and coordinate the work of assigned staff and volunteers

Conduct research using reference sources and the Internet

Creatively develop and energetically provide children's and teen programs and special events

Promote the library through the use of displays, tours, exhibits and other media

Assist patrons in response to reference, reader's advisory and directional library questions

Operate a variety of office equipment including projectors, photocopiers, and computers in a networked Windows environment.

Work competently with MSOffice applications, library applications and technological innovations in a variety of formats

Communicate clearly and concisely, both orally and in writing with clientele from diverse ethnic, socio-economic and cultural backgrounds

Establish and maintain effective relationships with those contacted in the course of the work

Create a positive work environment through flexibility, diplomacy, and humor

Problem solve and make informed decisions

Handle multiple competing priorities and tasks, adapt to change, and work effectively in a fast-paced environment

Provide quality public service through innovation, co-operation, and teamwork

Lead and work effectively and positively in a collaborative team environment

Explore electronic resources to find new means of providing resources and services to youth

Creatively promote a love of reading

Strongly defend intellectual freedom

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Masters degree in Library or Library and Information Science from an ALA accredited college or university; a Bachelor's degree and experience may be substituted.

College level course work in child development, children's literature and storytelling

Experience:

Two years' successful experience in a public library providing services to youth and supervision to employees, in a variety of library positions.

Professional experience working with young people and their caregivers

Desired qualifications:

Strong leadership skills

Creative, energetic and articulate professional who enjoys working in a dynamic team-focused environment where change and growth are constants

Positive and enthusiastic approach to public service

Initiates and uses effective problem solving techniques

Excellent interpersonal skills

Self starter

A working knowledge of a language other than English is an asset

Experience building relationships with community organizations

PHYSICAL DEMANDS AND PHYSICAL CONDITION

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Library environment; extensive public contact

Mobility: Incumbents require sufficient mobility to work in a library setting, operate office equipment; extensive and recurring walking, standing, bending, crouching, stooping, and reaching; regular lifting of moderately heavy items.

Vision: Vision sufficient to read small print, computer screens and other printed documents

Hearing and Speech: Sufficient clarity of speech and hearing to be able to communicate effectively.

Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside city boundaries to attend meetings.

ADMINISTRATIVE SUPPORT ASSISTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB OBJECTIVES

Under general supervision, to perform a variety of administrative and clerical support functions within the library, including record keeping, typing, file maintenance, answering phones and responding to the general public; to provide information and assistance to the public regarding policies and procedures; to promote the Library's activities and services via social media and other forms of marketing; and to perform a variety of tasks relative to assigned areas of responsibility.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Perform a variety of administrative support and clerical functions for the library, including answering a multi-line phone system and routing calls to appropriate personnel as needed; receive and respond to general questions, inquiries and requests from the public; accounts payable and receivable, payroll.

Compile statistics on meeting room usage, program attendance and various other metrics.

Type, proofread and word process a variety of documents and forms as requested, including general correspondence, press releases, invoices and minutes; distribute information as appropriate. Enter work orders into the system for any work that the IT Department or Public Works needs to do at the library.

Attend staff and Board of Trustee meetings; prepare and compile agenda packets; take and transcribe minutes from meetings and distribute information as appropriate. Add minutes to web page.

Operate a variety of office equipment including copiers, facsimile machine, cash register, vend stations, printers and computers; input and retrieve data; organize and maintain disk storage and filing; basic troubleshooting of the machines; maintaining and ordering machine supplies as needed and calling for repair on machines as needed.

Process purchase orders and invoices: input accurate invoice data and account codes into electronic purchasing system for payment; check monthly statements for accuracy; maintain files for accounts payable and receivable.

Compile payroll information for library employees. Calculate, review and verify for accuracy all employee time sheets and staff entries in payroll software; enter information into computer for processing by City's Payroll Department. Maintain accurate and detailed payroll records, including filling out personnel change forms.

Receive, sort and distribute incoming and outgoing mail and package deliveries as needed; distribute as appropriate.

Maintain inventory of a variety of forms, office and building supplies for the library; order and store supplies as needed.

Maintain library's revolving fund account; reconcile bank statements, write checks as needed, request reimbursement of the account as needed; balance cash register and vend stations as needed.

Schedule and maintain meeting room calendar in Outlook; maintain meeting room application notebook; answer public and city department inquiries, send out and receive applications; make out invoices and accept payments for room usage; post schedules and instructions for appropriate staff concerning room usage; compile statistics on room usage. Distribute library equipment as needed, making sure hold harmless agreements are filled out and equipment is returned in good shape.

Maintain electronic lock system for building; set up special programming for doors (ie holidays, workmen or staff); add and delete key cards when needed; assign keys to staff; program all the electronic door locks; change batteries in locks when needed. Maintain key lockbox and records of all keys pertaining to the library building.

Maintain building repair list; contact appropriate city department or contractor to arrange for repairs or maintenance as needed; maintain light bulb inventory and schedule bulb changes as needed.

Update web page as needed using appropriate software.

Promote the Library's services and activities via social media and other marketing tools. Assist library staff with marketing their programs by helping to create flyers or other promotional aids when necessary.

Assist library support groups (i.e. Friends & Foundation of the Camas Library, Second Story Gallery Society) as needed; maintain records of donations, expenses, artists and supporters; enter invoices into the online system for payment, working with CPA when needed; order supplies and prizes for library programs.

Maintain records for Fort Vancouver Regional Library patron refunds; record patron ID on appropriate form; request reimbursement from City's Finance Department and send refund check with appropriate information to FVRL's accounting department.

Collect and input data of library events into reader board software for display on electronic outdoor sign.

Clean out Lost & Found on a regular basis; maintain database for lost valuables and turn items over to the Camas Police Department when not claimed.

AUXILIARY FUNCTION STATEMENTS

1. Provide assistance in a variety of special projects as assigned.
2. Follow all safety rules and procedures established for work area.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.

Methods and techniques of proper phone etiquette.

Basic principles and procedures of filing and record keeping.
English usage, spelling, grammar and punctuation.
Principles of business letter writing and basic report preparation.
Operations and activities of assigned department or program.
Basic mathematical principles.
Library's automation system (SirsiDynix).
Marketing concepts and social media platforms.

Ability to:

Perform general clerical work including maintaining files and compiling information for reports.
Maintain confidential records and reports.
Type and/or enter data on a computer at a speed necessary for successful job performance.
Effectively respond to requests and inquiries from the general public.
Learn the library's automation system. Learn the electronic lock system.
Operate office equipment including computers and supporting word processing applications.
Communicate clearly and concisely, both orally and in writing.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.
Prepare a variety of reports and correspondence.
Correctly interpret and apply City policies and procedures.
Respond to and resolve difficult and sensitive citizen inquiries and complaints.
Work independently in the absence of supervision.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade supplemented by training in applicable computer software, administrative support skills or other specialized area of assignment.

Experience:

Two years of clerical or administrative support experience related to area of assignment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

CITY OF CAMAS
Administrative Support Assistant (Continued)

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Office environment; exposure to computer screens.

Mobility: Sitting for prolonged periods of time; extensive use of computer keyboard.

Vision: Visual acuity to review written materials.

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Exhibit C

RESOLUTION NO. 17-009

A RESOLUTION adopting salary scales for non-represented employees.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

I

The salary scales for all non-represented employees, including seasonal employees and interns, shall be as set forth in the salary schedule attached hereto as Exhibit "A" with an effective date of July 1, 2017.

II

PASSED BY the Council and approved by the Mayor this 3rd day of July, 2017.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney

Appendix A

Non-Represented Position Salary Schedule Effective 7/1/2017

	Position	1	2	3	4	5	6	7
Non-Represented	Accounting Manager	7279	7519	7759	7999	8239	8479	8719
	Administrative Assistant/Deputy City Clerk	4513	4662	4811	4960	5109	5257	5406
	Administrative Services Director	8813	9104	9394	9685	9975	10266	10557
	Building Division Manager/Building Official	7279	7519	7759	7999	8239	8479	8719
	City Administrator	10670	11022	11374	11726	12077	12429	12781
	Community Development Director	8813	9104	9394	9685	9975	10266	10557
	Division Chief/Emergency Medical Svcs.	8402	8679	8956	9233	9510	9787	10064
	Division Chief/Fire Marshal	8402	8679	8956	9233	9510	9787	10064
	Engineering Manager	7636	7888	8139	8391	8643	8895	9146
	Finance Director	8813	9104	9394	9685	9975	10266	10557
	Fire Chief	9697	10017	10337	10657	10976	11296	11616
	Human Resources Assistant	4513	4662	4811	4960	5109	5257	5406
	Information Technology Director	7636	7888	8139	8391	8643	8895	9146
	Library Director	7636	7888	8139	8391	8643	8895	9146
	Operations Supervisor - W/S	6307	6515	6723	6931	7139	7347	7554
	Operations Supervisor - Wastewater	6307	6515	6723	6931	7139	7347	7554
	Parks and Recreation Manager	6940	7168	7397	7626	7855	8084	8312
	Planning Manager	7279	7519	7759	7999	8239	8479	8719
	Police Captain	7636	7888	8139	8391	8643	8895	9146
	Police Chief	9245	9550	9854	10159	10464	10769	11073
	Public Works Director	8813	9104	9394	9685	9975	10266	10557
	Public Works Operations Supervisor	6940	7168	7397	7626	7855	8084	8312
	Technology and Collections Manager	5732	5921	6110	6299	6488	6677	6866
	Utilities Manager	7636	7888	8139	8391	8643	8895	9146

2017 Seasonal and Intern Salary Schedule

	Position			
		1	2	3
Seasonals / Interns	HS Interns (Eng Utility, Vaddio Board)	11.00	11.50	12.00
	College Interns (IT, Finance)	12.00	13.00	14.00
	Asst. Pool Supervisor	13.25	13.75	-
	Lifeguard	11.75	12.25	-
	Lead Lifeguard	12.25	12.75	-
	Water Safety Instructor	12.00	12.50	-
	Lead Water Safety Instructor	12.50	13.00	-
	Pool/Activity Aide	11.00	11.50	-
	Pool Cashier	12.00	12.50	-
	Seasonal Maintenance Worker	13.00	13.50	14.00
	Summer Maintenance Worker	13.00	13.50	14.00
	Summer Reading Aide	11.00	11.50	-
	Recreation Leader	13.00	13.50	14.00
	Recreation Aide	11.00	11.50	12.00