



Memo

To: Mayor and Hayden City Council

From: Shawn Langenderfer, Deputy City Clerk

Date: September 22, 2026

Agenda Item: Addition to the Kinds and Levels Chart

Agenda Item Location

New Business

Recommended Action or Motion

Approval of the Updated Kinds and Levels Chart to include a Senior Permit Technician.

Summary

We are requesting the addition of a new position to the Kinds and Levels Chart. The Kinds and Levels Chart groups jobs with similar duties, responsibilities, skills, and qualifications into salary grades, creating a fair and consistent system for pay and career growth. This promotion was noted and planned for with the FY27 budget and the position was researched and evaluated for correct placement in the Kinds and Levels and corresponding Salary Grades. This placement will recognize the knowledge and experience this staff member provides with a salary more in line with the level of expertise they bring to the City. The salary range that corresponds with this will have a minimum hourly rate of \$24.48 and maximum of \$33.79.

Fiscal Impact

The promotion of staff to this position was budgeted for in the Fiscal Year 2027 Budget. There is no increase in costs.

Budget Funding Source / Transfer Request

The salary and benefits for this position was budgeted between the following funds:

110 92%

210 8%

Attachment

Draft Kinds and Levels Chart

City of Hayden
DRAFT Kinds and Levels Chart
 (Displays internal equity of positions)

Attachment A

<u>Grade</u>	<u>Administration</u>	<u>Administrative Services</u>	<u>Community and Econmic Development</u>	<u>Community Services</u>	<u>Public Works</u>
15	City Administrator				
14					Public Works Director
13	City Engineer	Treasurer/Finance Director	Community Development Director		
12	City Clerk/HR Director			Community Services Director	Deputy Public Works Director
11	Network System Administrator/Support Tech		Building Official		
10	City Clerk HR Generalist/Deputy Clerk or Risk Manager		Senior Planner Senior Building Inspector/Plans Examiner		Superintendent of Streets Public Works Technician Wastewater Collection Supervisor
9					Engineering Technician Superintendent of Parks
8			Bldg. Inspector/Plans Examiner Planner		GIS/Engineering Services Coordinator Wastewater Collections Operator Public Works Crew Lead - Streets/Parks Mechanic
7		Assistant Treasurer	Senior Permit Technician	Recreation Coordinator	Public Crerw Member/Mechanic
6			Assistant Planner		Public Works Crew Member II
5	Administrative Assistant/Deputy City Clerk		Permit Technician		
4		Accounting Tech UB/AP Accounting Tech AR	Planning Assistant	Recreation Assistant	Public Works Crew Member I
3	Administrative Assistant		Administrative Assistant	Administrative Assistant	
2					
1	Customer Service Representative				

Note: Other positions that may be temporary in nature or recreational seasonal positions may be hired at minimum wage or under a separate pay plan, as determined by the City.