



Memo

To: Mayor and Hayden City Council

From: Shawn Langenderfer, Deputy City Clerk

Date: October 27, 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 Director of Public Safety.

Summary

Staff recommends approval of the kinds and level chart to include a new position of a Public Safety Director at the level grade of 14 with an hourly range of \$55.66 to \$76.81.

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. As the City works through the Public Safety Strategic Plan it has become apparent that a Public Safety Director is needed to help with reporting, internal and external communication and future resource planning. The position was researched and evaluated for correct placement in the Kinds and Levels and corresponding Salary Grades and research supports placement on grade 14 with a range from \$55.66 to \$76.81. We anticipate this position will be part time, approximately 18 hours/ week.

Fiscal Impact

The cost of this position was not budgeted with wages but a portion of the amount budgeted for Law Enforcement will be used to pay for this position.

Budget Funding Source / Transfer Request

The salary will be paid out of the general fund and this position will not be eligible for any benefits.

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 Safety Director				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.

City of Hayden
Salary Schedule FY2027
after 3.2% COLA
Approved at 8/28/2026 City Council Meeting

Attachment B

Hourly Schedule

	<u>Entry</u>	<u>Market Target Range</u>			<u>Maximum</u>
15	\$64.01	\$68.79	\$73.61	\$78.76	\$88.33
14	\$55.66	\$59.82	\$64.01	\$68.49	\$76.81
13	\$48.40	\$52.02	\$55.66	\$59.56	\$66.79
12	\$42.09	\$45.23	\$48.40	\$51.79	\$58.08
11	\$36.60	\$39.33	\$42.09	\$45.03	\$50.50
10	\$31.82	\$34.20	\$36.60	\$39.16	\$43.92
9	\$29.47	\$31.67	\$33.89	\$36.26	\$40.66
8	\$27.28	\$29.32	\$31.38	\$33.57	\$37.65
7	\$25.26	\$27.15	\$29.05	\$31.09	\$34.86
6	\$23.39	\$25.14	\$26.90	\$28.78	\$32.28
5	\$21.66	\$23.28	\$24.91	\$26.65	\$29.89
4	\$20.05	\$21.55	\$23.06	\$24.68	\$27.67
3	\$18.57	\$19.96	\$21.35	\$22.85	\$25.62
2	\$17.19	\$18.48	\$19.77	\$21.16	\$23.73
1	\$15.92	\$17.11	\$18.31	\$19.59	\$21.97

Grade Progression: 8% grades 1-10, 15% grades 10-15

Range Width: 38%

Market Target Range: 7% +/- Market

Entry is 15% below Market or 8% below the start of the market Target Range

Maximum is 20% above Market or 17% above the top of the market target range