

Proposed by:	Administration
Vote: 6 Aye	0 Nay 0 Absent

MUNICIPALITY OF SKAGWAY, ALASKA
RESOLUTION NO. 13-04R

A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA AMENDING RESOLUTION NO. 12-09R ATTACHMENT "A," THE MUNICIPALITY OF SKAGWAY CLASSIFICATION REVIEW RANKING BY GRADE, TO ADD THE SEASONAL POSITION OF PUBLIC WORKS TRAIL CREW LEAD LABORER.

WHEREAS, the Public Works Department has identified the need for a seasonal position to maintain, repair and construct trails, including trail bridges, signs and other related structures; and

WHEREAS, the Public Works Trail Crew Lead Laborer position has been classified at Grade 12;


NOW THEREFORE, BE IT RESOLVED, by the Municipal Assembly of the Municipality of Skagway that Attachment "A" of Resolution No. 12-09R is amended by adding a position titled Trail Crew Lead Laborer at grade 12.

PASSED AND APPROVED by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this 21st day of February, 2013.



Stan Selmer, Mayor

ATTEST:



Emily A. Deach
Municipal Clerk

(SEAL)



MUNICIPALITY OF SKAGWAY, ALASKA
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ATTACHMENT "A"
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Municipality of Skagway Classification Review		
Ranking by Grade		
Job Title	Dept	GRADE
Medical Assistant (T)	CLINIC	10
Library Clerk (T)	LIB	10
Harbor Security Officer (T)	HAR	10
Laborer - Groundskeeper (T)	PW	10
Visitor Information Specialist II (T)	TOUR	10
Harbor Assistant (T)	HAR	11
Museum Assistant (T)	MUS	11
Librarian Assistant	LIB	11
Receptionist/Billing Clerk	CLINIC	11
Rec Center Assistant PT Permanent	REC	11
Rec Center Assistant FT Permanent	REC	11
Equipment Operator (T)	PW	12
<u>Trail Crew Lead Laborer</u>	<u>PW</u>	<u>12</u>
Visitor Information Specialist I	TOUR	12
Receptionist/Medical Assistant (T)	CLINIC	12
Community Service Officer (T)	POLICE	13
Training & Maintenance Coordinator	FIRE	13
911 Dispatcher	POLICE	13
Medical Assistant	CLINIC	13
Billing Clerk	CLINIC	13
Facilities Maintenance	PW	13
Permitting Official	ADMIN	14
Clinic Administrative Assistant	CLINIC	14
Tax Clerk	ADMIN	14
Acct. Payable/Receivable Clerk	ADMIN	14
Police Clerk	POLICE	14
Refuse Collector/Incinerator Tech	PW	15
Support Tech/Fire Inspector	FIRE	15
Lead Groundskeeper	PW	15
Water Production Technician	PW	16
Police Officer (F/T & T)	POLICE	16
Emergency Services Administrator	FIRE	17
Heavy Equipment Operator	PW	17
Admin. Asst to Manager/Deputy Clerk	ADMIN	17
Librarian	LIB	17
Museum Director	MUS	17
Rec Director	REC	17
Harbormaster	HAR	17
Municipal Treasurer	ADMIN	17
Police Sergeant	POLICE	18
Tourism Director	TOUR	19
Water/Waste Water Superintendent	PW	19
Municipal Clerk	ADMIN	20
Public Works Director	PW	21
Police Chief	POLICE	21

MUNICIPALITY OF SKAGWAY

PUBLIC WORKS JOB DESCRIPTION

POSITION TITLE: Public Works Trail Crew Lead Laborer (Seasonal)

POSITION SUPERVISOR: Public Works Foreman

HIRING AUTHORITY: Public Works Foreman with confirmation of Municipal Manager

WAGE GRADE: Grade 12

BENEFITS PACKAGE: None

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Experience in trail maintenance and repair.
- Experience in the design and construction of trails.
- Ability to operate and maintain equipment and tools used in trail maintenance and construction.
- Ability to plan and initiate work and to work independently with a minimum of direct supervision.
- Ability to supervise a seasonal crew.
- Intermediate computer skills desired.
- Must be able to lift 50 pounds.
- Alaska driver's license required.

DUTIES:

This position is under the direction of the Public Works Foreman and performs tasks related to the maintenance, repair and construction of trails, including trail bridges, signs and other related structures.

- Manual labor requiring the use of hand and power tools.
- Operation and maintenance of machinery such as chain saws.
- May be requested to camp at the job site in remote areas.
- Responsible for the design and implementation of trail improvements and new trails.

Proposed by:	Administration
Vote: 6 Aye	0 Nay 0 Absent

MUNICIPALITY OF SKAGWAY, ALASKA RESOLUTION NO. 12-09R

A RESOLUTION OF THE MUNICIPALITY OF SKAGWAY, ALASKA AMENDING THE EMPLOYEE GRADE AND STEP CHART BY IMPLEMENTING A COST OF LIVING ALLOWANCE (COLA) OF 3.2% BASED ON THE ANCHORAGE CONSUMER PRICE INDEX FOR 2011.

WHEREAS, during the Classification and Wage Study process conducted by the Municipality in 2007 the Assembly determined to monitor the cost of living increase and adjust the employee pay scale accordingly; and

WHEREAS, the 2011 Consumer Price Index for Anchorage Alaska established a Cost of Living increase of 3.2%; and

WHEREAS, the 3.2% increase was included in the FY2013 Budget as approved; and

NOW THEREFORE, BE IT RESOLVED, by the Municipal Assembly of the Municipality of Skagway that Attachment "A" establishes a grade and step system for municipal employees, which remains in effect; and

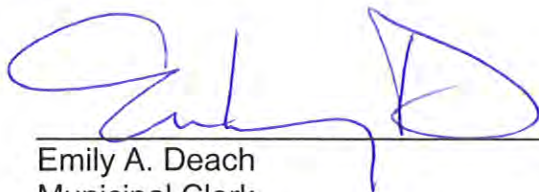
FURTHER BE IT RESOLVED by the Municipal Assembly of the Municipality of Skagway that Attachment "B" establishes a pay scale reflecting a 3.2% COLA for municipal employees.

PASSED AND APPROVED by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this 21st day of June, 2012.



Stan Selmer, Mayor

ATTEST:



Emily A. Deach
Municipal Clerk

(SEAL)



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**MUNICIPALITY OF SKAGWAY, ALASKA
 RESOLUTION NO. 12-09R
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6/21/12	Municipality of Skagway GRADE AND STEP CHART – 3.2% Cost of Living 2012 Update Hourly Wages														TOP OF RANGE
GRADE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
7	9.68	9.91	10.12	10.35	10.58	10.82	11.07	11.32	11.57	11.83	12.11	12.37	12.64	12.93	13.23
8	11.48	11.73	12.00	12.27	12.54	12.83	13.12	13.42	13.72	14.01	14.33	14.65	14.98	15.33	15.67
9	13.27	13.57	13.87	14.19	14.50	14.83	15.17	15.51	15.85	16.21	16.57	16.95	17.34	17.72	18.11
10	15.06	15.41	15.75	16.10	16.47	16.83	17.21	17.61	18.00	18.40	18.81	19.24	19.67	20.11	20.57
11	16.85	17.23	17.63	18.02	18.43	18.83	19.26	19.70	20.13	20.60	21.05	21.53	22.01	22.51	23.01
12	18.65	19.06	19.49	19.93	20.39	20.85	21.31	21.80	22.28	22.79	23.29	23.82	24.36	24.90	25.46
13	20.44	20.90	21.37	21.85	22.34	22.85	23.35	23.89	24.42	24.97	25.54	26.11	26.70	27.30	27.92
14	22.23	22.73	23.24	23.77	24.30	24.85	25.41	25.98	26.56	27.16	27.78	28.40	29.04	29.68	30.36
15	24.02	24.57	25.12	25.69	26.26	26.85	27.45	28.07	28.71	29.35	30.01	30.68	31.37	32.08	32.80
16	25.82	26.40	27.00	27.60	28.23	28.85	29.50	30.17	30.86	31.54	32.25	32.98	33.72	34.48	35.25
17	27.61	28.24	28.88	29.52	30.19	30.87	31.55	32.26	32.99	33.73	34.49	35.27	36.07	36.87	37.70
18	29.40	30.06	30.73	31.43	32.15	32.87	33.60	34.36	35.14	35.91	36.73	37.55	38.40	39.27	40.16
19	31.20	31.90	32.61	33.35	34.11	34.86	35.65	36.45	37.28	38.12	38.97	39.85	40.74	41.66	42.60
20	32.99	33.73	34.49	35.26	36.07	36.86	37.70	38.55	39.42	40.31	41.22	42.14	43.09	44.06	45.05
21	34.79	35.57	36.38	37.19	38.03	38.89	39.76	40.66	41.57	42.51	43.47	44.45	45.45	46.47	47.51
22	36.58	37.41	38.26	39.11	39.99	40.89	41.81	42.76	43.72	44.70	45.71	46.73	47.78	48.85	49.96