

RESOLUTION NO. 2025-28

A RESOLUTION amending Resolution 2024-33 and 2025-11, updating the Pay Plan for Fiscal Year 2025 to reclassify a position in Energy Services.

WHEREAS, the Energy Services Department is committed to ensuring strong financial stewardship, operational efficiency, and compliance with increasingly complex regulatory requirements; and

WHEREAS, the Operations Analyst position within Energy Services was recently vacated, providing an opportunity to reassess the department's evolving organizational and financial management needs; and

WHEREAS, a review of departmental functions determined that reclassifying the Operations Analyst position to Finance Officer will better align staffing with the department's strategic priorities, particularly in navigating dynamic funding sources, grants, and cost recovery structures; and

WHEREAS, the City of Ellensburg Public Works Department has demonstrated the critical importance of a Finance Officer position in strengthening fiscal oversight, supporting long-term planning, and improving service delivery; and

WHEREAS, the Ellensburg City Council finds that updating the Pay Plan for Fiscal Year 2025 to reclassify this position will enhance financial accountability, improve support for ratepayers, and advance the City's mission of delivering reliable and sustainable utility services; and

WHEREAS, the City Council desires to formally amend Resolution 2024-33 and Resolution 2025-11 to adopt this reclassification within the Fiscal Year 2025 Pay Plan.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The amended pay grade structure for non-union positions is hereby adopted as set forth in Appendix A, effective October 6, 2025; and

Section 2. The compensation schedule for each non-represented position is hereby adopted as set forth below (changes noted in bold), effective October 6, 2025.

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CLASS TITLES BY DEPARTMENT**PAY RANGE**

CITY MANAGER			
TITLE	MIN	MAX	Pay Grade
City Manager	14,726	16,660	50
City Attorney	14,016	15,858	48
Human Resources Director	11,223	12,699	39
Assistant City Attorney II*	11,223	12,699	39
Assistant City Attorney I*	10,168	11,504	35
Public Information Officer	8,768	9,919	29
Arts & Economic Development Manager	8,345	9,441	27
Human Resources Specialist (2)	6,849	7,747	19
Executive Assistant – City Attorney/Deputy City Clerk	6,682	7,558	18
Executive Assistant – City Manager	6,054	6,848	14
Civil Service Secretary/Chief Examiner	150/mo	150/mo	n/a
Legal Intern	16.66/hr	16.66/hr	n/a

**Only one Assistant City Attorney position is authorized in the budget – level will depend on qualifications.*

COMMUNITY DEVELOPMENT			
TITLE	MIN	MAX	Pay Grade
Community Development Director	11,223	12,699	39
Building Official	8,554	9,677	28
Planning Manager	8,554	9,677	28
Building Inspector II*	7,376	8,344	22
Housing & Grants Administrator	7,021	7,941	20
Building Inspector I*	6,849	7,747	19

**Only one Building Inspector position is authorized in the budget – level will depend on qualifications.*

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ENERGY SERVICES*			
TITLE	MIN	MAX	Pay Grade
Energy Services Director	13,675	15,471	47
Senior Electrical Engineer	10,950	12,389	38
Project Engineer	10,683	12,087	37
Operations Supervisor – Gas	10,683	12,087	37
Operations Supervisor - Light	10,683	12,087	37
Energy Resources Manager	10,422	11,792	36
Gas Engineer	9,920	11,223	34
Telecom Business Manager	9,212	10,421	31
ES Finance Officer	7,021	7,941	20
Sustainability & Energy Coordinator	6,849	7,747	19
Rate Analyst	6,682	7,558	18
Operations Analyst—ES	—6,205	—7,019	15
Engineering Intern – Gas Division	22.00/hr	22.00/hr	n/a
Engineering Intern – Light Division	22.00/hr	22.00/hr	n/a

FINANCE			
TITLE	MIN	MAX	Pay Grade
Finance Director	12,388	14,017	43
Assistant Finance Director	10,168	11,504	35
Utility Services Manager	9,212	10,421	31
Accountant III – Financials	8,554	9,677	28
Accountant III – Budget Officer	8,554	9,677	28
City Clerk	7,560	8,553	23
Contracts & Procurement Officer	7,021	7,941	20
Accountant II	7,021	7,941	20

INFORMATION TECHNOLOGY			
TITLE	MIN	MAX	Pay Grade
IT Director	11,223	12,699	39
IT Manager - Network/Security	9,212	10,421	31
IT Systems Administrator (2 positions)	7,943	8,986	25
IT Business Analyst II* (vacant)	7,943	8,986	25
IT Business Analyst I* (2 positions)	7,196	8,140	21
Service Desk Specialist	6,054	6,848	14
IT Intern (2)	16.66/hr	16.66/hr	n/a

**Only two regular IT Business Analyst positions are authorized in the budget – level will depend on qualifications.*

LIBRARY			
TITLE	MIN	MAX	Pay Grade
Library Director	10,422	11,792	36
Librarian	6,205	7,019	15
Part-time Library Substitute	16.66/hr	16.66/hr	n/a

PARKS AND RECREATION			
TITLE	MIN	MAX	Pay Grade
Parks & Recreation Director	10,683	12,087	37
Aquatic & Recreation Supervisor	6,849	7,747	19
Recreation Leader	22.31	25.83	n/a
Recreation Staff	17.49	23.43	n/a

POLICE			
TITLE	MIN	MAX	Pay Grade
Police Chief	12,388	14,017	43
Police Captain (2 positions)	10,683	12,087	37
Police Records Supervisor	7,021	7,941	20
Crime Analyst	6,682	7,558	18
Reserve Officer	16.66/hr	16.66/hr	n/a

PUBLIC WORKS			
TITLE	MIN	MAX	Pay Grade
Public Works & Utilities Director*	14,016	15,858	48
Public Works Director*	13,675	15,471	47
City Engineer/Engineering Services Manager	11,792	13,341	41
Assistant Public Works Director	10,168	11,504	35
Assistant City Engineer/Capital Projects Manager**	10,168	11,504	35
Facilities & Fleet Manager	10,168	11,504	35
Civil Engineer (2 positions)	9,678	10,949	33
Stormwater Utility Manager***	9,212	10,421	31
Water Resource Manager***	9,212	10,421	31
Transit Manager	9,212	10,421	31
PW Finance Officer	7,021	7,941	20
Water/Storm Program Coordinator***	6,849	7,747	19

**Public Works & Utilities Director will become Public Works Director upon hire of an Energy Services Director.*

***Plus 5% for current ISA Arborist Certification*

****Stormwater Utility Manager will become Water Resources Manager upon retirement of the incumbent, then a Water/Storm Program Coordinator will be hired. Some overlap may occur for training.*

All other City positions are covered by Union contracts. This Resolution has no application to such positions.

Section 3. The amended 2025 Pay Plan is hereby adopted as set forth herein. All remaining terms and conditions of Resolution 2024-33 and 2025-11 remain in full force and effect.

PASSED AND ADOPTED by the City Council of the City of Ellensburg at a regular meeting on the 6th day of October 2025.

Mayor
Attest: Beth Leader
City Clerk

APPENDIX A
RESOLUTION 2024-33

GRADE	1	2	3	4	5	6
50	14,726	15,094	15,471	15,858	16,254	16,660
49	14,367	14,726	15,094	15,471	15,858	16,254
48	14,016	14,367	14,726	15,094	15,471	15,858
47	13,675	14,017	14,367	14,726	15,094	15,471
46	13,341	13,675	14,017	14,367	14,726	15,094
45	13,016	13,341	13,675	14,017	14,367	14,726
44	12,698	13,016	13,341	13,675	14,017	14,367
43	12,388	12,699	13,016	13,341	13,675	14,017
42	12,086	12,389	12,699	13,016	13,341	13,675
41	11,792	12,087	12,389	12,699	13,016	13,341
40	11,504	11,792	12,087	12,389	12,699	13,016
39	11,223	11,504	11,792	12,087	12,389	12,699
38	10,950	11,223	11,504	11,792	12,087	12,389
37	10,683	10,949	11,223	11,504	11,792	12,087
36	10,422	10,682	10,949	11,223	11,504	11,792
35	10,168	10,421	10,682	10,949	11,223	11,504
34	9,920	10,167	10,421	10,682	10,949	11,223
33	9,678	9,919	10,167	10,421	10,682	10,949
32	9,442	9,677	9,919	10,167	10,421	10,682
31	9,212	9,441	9,677	9,919	10,167	10,421
30	8,987	9,211	9,441	9,677	9,919	10,167
29	8,768	8,986	9,211	9,441	9,677	9,919
28	8,554	8,767	8,986	9,211	9,441	9,677
27	8,345	8,553	8,767	8,986	9,211	9,441
26	8,142	8,344	8,553	8,767	8,986	9,211
25	7,943	8,140	8,344	8,553	8,767	8,986
24	7,749	7,941	8,140	8,344	8,553	8,767
23	7,560	7,747	7,941	8,140	8,344	8,553
22	7,376	7,558	7,747	7,941	8,140	8,344
21	7,196	7,374	7,558	7,747	7,941	8,140
20	7,021	7,194	7,374	7,558	7,747	7,941
19	6,849	7,019	7,194	7,374	7,558	7,747
18	6,682	6,848	7,019	7,194	7,374	7,558
17	6,519	6,681	6,848	7,019	7,194	7,374
16	6,360	6,518	6,681	6,848	7,019	7,194

GRADE	1	2	3	4	5	6
15	6,205	6,359	6,518	6,681	6,848	7,019
14	6,054	6,204	6,359	6,518	6,681	6,848
13	5,906	6,053	6,204	6,359	6,518	6,681
12	5,762	5,905	6,053	6,204	6,359	6,518
11	5,622	5,761	5,905	6,053	6,204	6,359
10	5,484	5,620	5,761	5,905	6,053	6,204
9	5,351	5,483	5,620	5,761	5,905	6,053
8	5,220	5,349	5,483	5,620	5,761	5,905
7	5,093	5,219	5,349	5,483	5,620	5,761
6	4,969	5,092	5,219	5,349	5,483	5,620
5	4,847	4,968	5,092	5,219	5,349	5,483
4	4,729	4,847	4,968	5,092	5,219	5,349
3	4,614	4,729	4,847	4,968	5,092	5,219
2	4,501	4,614	4,729	4,847	4,968	5,092
1	4,392	4,501	4,614	4,729	4,847	4,968

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