



**The City of York  
Pennsylvania**

Honorable Michael R. Helfrich, Mayor

**REQUEST FOR PROPOSALS**

**TO PROVIDE A COMPREHENSIVE COMPENSATION STUDY  
FOR THE CITY OF YORK**

**CITY OF YORK  
OFFICE OF HUMAN RESOURCES  
101 SOUTH GEORGE STREET  
P. O. BOX 509  
YORK, PA 17405**

**Issue Date: July 03, 2018**

**Return Date: August 03, 2018**

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## DEFINITIONS

**Benchmark Classification:** A standard classification within a series or family used for making wage and benefit comparison in relation to the market.

**Classification (Job):** A collection of tasks, duties, and responsibilities of an identified position whose work has the same nature and skill level.

**Classification Family:** A group of classifications having a secondary relationship. Within a family the classifications have comparable duties and responsibilities, which are performed in support of different organizational activities, operations, and functions (i.e., Personnel Analyst, and Budget Analyst; Building Inspector, Electrical Inspector, and Mechanical Inspector; or, Computer Operator, Programmer Analyst, Systems Analyst, etc.).

**Classification Series:** A group of classifications having a primary relationship and line of progression. Within each series there are clearly defined levels of skills, knowledge, and abilities for each classification (i.e., Equipment Operator I, Equipment Operator II and Equipment III; or, Unit Operations Manager I, Unit Operations Manager II, Unit Operations Manager III).

**Job Description:** A description is a formal document that summarizes the essential job functions and requirements of a specific classification in a uniform narrative format.

**Job Duty or Task:** Elements that constitute the distinct and major activities involved in the work performed (e.g., calculates data using computers).

**Job Position:** The duties and responsibilities of a single worker.

**Job Summary:** A brief description of essential job functions, licensing and certification requirements, and the organizational alignments of the job.

## **RFP SCHEDULE**

The proposed schedule for completion of this Project

<b>Activity</b>	<b>Target Date</b>
1. RFP Advertised	July 03, 2018
2. Deadline for Initial Questions to RFP	July 17, 2018
3. Qualifications and Proposals received from Respondents	August 03, 2018
4. Notification of Selection of Respondents to Final Phase	August 17, 2018
5. Meeting with Finalists Completed	September 03, 2018
6. Selection of Consultant	September 17, 2018

## SECTION I. - NOTICE TO PROPOSERS

### NOTICE OF REQUEST FOR PROPOSALS:

Notice is hereby given that The City of York shall receive sealed proposals at the **OFFICE OF HUMAN RESOURCES, 101 South George Street, York, Pa. 17401 until 4:00 p. m. EDT., on the 3<sup>rd</sup> day of August 2018** for:

The City of York is seeking qualified consulting firms to submit *separate* proposals to conduct a Comprehensive Compensation Study for all City positions as described in this Request for Proposal.

**One (1) original sealed proposal and four (4) sealed copies of the proposal shall be submitted by 4:00 p.m. Eastern Daylight Savings Time on the date of August 3, 2018 or submitted electronically to Thomas Allen Ray at tray@yorkcity.org. Proposals which are received after this deadline will not be considered and will be returned to the Proposer unopened. There will be no exceptions to this policy.**

Proposals shall be made in accordance with the Request for Proposals, a copy of which may be obtained in the Office of Human Resources at the above referenced address and are made a part of this notice as though fully set forth herein.

The City of York reserves the right to waive formalities, irregularities and defects in any or all proposals, except as otherwise required by law. The City of York reserves the right to: reject any or all proposals; to reject a portion of any or all proposals; to negotiate and execute or to not negotiate or execute a contract with any proposer; and to solicit new or different proposals. The City of York reserves the right to negotiate and/or contract with one or more proposers for all or a portion of any proposal or proposed services.

## **SECTION II. - BACKGROUND**

The City of York, located in the Susquehanna Valley in south central Pennsylvania, has played an integral role in our nation's history, from the signing of the Articles of Confederation to the being the birthplace of the York Plan. The community has a rich heritage that is celebrated through important landmarks and numerous community events. York has produced national leaders and innovators in industry, government and the arts. Located at the intersection of U. S. Route 30 and Interstate 83, the community has ready access to the large metropolitan areas of Washington D. C., Baltimore, Philadelphia and Pittsburgh.

Economic growth drove, and continues to drive, expansion of the City both in physical size and population base. In 2018, York City encompasses 5.4 square miles. The U. S. Census of 2010 lists a diverse population of 43,682.

The town situated along the Codorus creek in 1741 became a borough in 1787; however, it was not until 1887, after much political debate, that York City was born. On September 24, 1887, York became a City with Daniel K. Noell serving as the first mayor. It wasn't until 1962 that the City adopted the Mayor – Council form of local government, which is regulated under the Commonwealth of Pennsylvania Third Class City Charter Law.

The City workforce consists of five unions, the Fraternal Order of Police (FOP); the International Association of Fire Fighters (IAFF); the York Public Employees Association (YPEA); the Chauffeurs, Teamsters and Helpers (Teamsters), and the International Brotherhood of Electrical Workers (IBEW). The professional, supervisory and managerial employees are not represented by a labor union.

The pay plan for the City's general, non-represented positions have nine (9) pay bands representing Specialist/Technical Support, Administrative Services Support, Specialist I, Technical, Specialist II, Supervisor, Manager I, Manager II, and Director positions. Separate pay plans exist for the five (5) unions. All except the IAFF and FOP have a one-step pay plan. The IAFF position of Firefighter and FOP position of Police Officer have four-step pay ranges based on the number of years of service.

### **SECTION III. - GOALS AND OBJECTIVES**

The City's goals are to maintain effective organization, employment, classification, and compensation guidelines and structures that facilitate recruiting, rewarding and retaining qualified employees, and maintaining competitive and equitable pay practices for its employees. The compensation study will include recommendations to the City regarding the existing compensation systems, EEO-4 job categories, career progression, as well as alternative concepts such as pay-for-performance, broad banding, pay range and pay step pay plan, merit increase pay plan, total compensation, skill-based pay, and/or other options that would benefit the City of York.

Additionally, the study will explore pay delivery alternatives to the internal and external recruitment issues, such as subordinate and supervisor pay compression concerns; review internal pay inequities and provide recommendations; assess effects of economic, technology, and demographic trends on compensation plans; regulatory requirements; and establish equitable wage levels between classifications. The study should also include an evaluation of whether similar jobs are appropriately compensated; reviewing and recommending alternatives to the current market-based methodology for determining wage adjustments; and identifying cities that should be considered for compensation comparison for better comparability, identification of best practices in other third-class cities regarding director compensation.

## **SECTION IV. - SCOPE OF SERVICES**

The City of York anticipates that the study will involve three (3) broad phases: Current Systems Evaluation; Alternative Systems Proposals; and Reports and Recommendations for each group of employees. Employee groups are the following: Fraternal Order of Police (FOP); the International Association of Fire Fighters (IAFF); the York Public Employees Association (YPEA); the Chauffeurs, Teamsters and Helpers (Teamsters), the International Brotherhood of Electrical Workers (IBEW), and the non-affiliated employees (NAFF). The selected consultant shall conduct preliminary orientation session for the Office of Human Resources staff to explain the scope, methodology and time frame for completing the study.

Each phase should include, but not be limited to the following:

### **Phase I - Current Systems Evaluation**

#### **A. Compensation Systems**

##### **1. Evaluation of Current Compensation System(s):**

- a. Review the current pay adjustment methodology and performance evaluation systems for non-public safety positions.
- b. Identify relevant labor market comparisons for each employee group.
- c. Identify appropriate benchmarks for class series and/or job families and conduct a comprehensive compensation survey(s) of direct and indirect compensation for each employee group.
- d. Analyze internal and external salary relationships to address inequities in pay.
- e. Review background material including pay plans, longevity schedules (Police and Fire employees), wage and pay plan adjustment methodology, and related information.
- f. Review existing Step Placement Policy provisions relative to pay rate adjustments upon promotion, demotion, transfer, etc., and recommend modifications, where warranted.

##### **2. Recommend Adjustments to Current Compensation System(s):**

- a. Recommend pay range and structure adjustments to the existing or proposed pay plans to address recruitment issues



and retention of skilled/experienced employees.

- b. Propose a non-compensatory method(s) to attract and retain qualified applicants and employees.
- c. Provide guidelines for maintaining appropriate internal relationships, including recommendations for resolving supervisor/subordinate pay compression.
- d. Review and reassign (where necessary) classifications to appropriate pay ranges.
- e. Provide guidelines for setting starting pay rates for highly skilled/highly experienced or hard-to-fill positions; i.e. credit for equivalent work experience, specialized skills and knowledge, etc.

**3. Provide Recommendations for New or Revised Compensation System(s):**

- a. Develop externally competitive and internally equitable pay plans for each employee group.
- b. Provide a proposed schedule and methodology to implement recommended changes and place individuals in the new pay plans; provide projected cost impact.

**4. Maintenance of Compensation System(s):**

- a. Develop and provide procedures for administering the proposed compensation system, including avoiding pay equity issues.
- b. Provide promotion and pay guidelines for a career progression system and for rewarding exceptional performance.
- c. Recommend methodology and frequency for updating pay plans to respond effectively to economic and market changes.

**Phase II - Alternative Systems Proposals**

**A. Alternative Compensation:**

1. Provide recommendations on the use of alternative pay practices, such as skill-based pay, certification pay, stipends/bonuses for exceptional performance, etc., for each employee group.
2. Evaluate the efficacy of implementing a “pay for performance” system

within the City of York, using a step-based plan or an open range pay structure. Address all requirements for successful implementation including time frames, associated tasks, on-going administration, training for managers, and budgeting for such programs.

3. Include the benefits and challenges associated with each recommendation.
4. Provide staffing level recommendations, training, and actions required for administering and maintaining proposed alternative compensation or classification systems.

### **Phase III - Reports and Recommendations**

- A. Prepare a minimum of two (2) draft reports during Phase I of the study and one (1) draft report during Phase II of the study to inform the City staff on progress and identified issues.
- B. Upon completion of the entire study, produce 35 copies of the comprehensive final report covering all tasks listed in Phase I and II.
  1. The final report shall consist of addressing the findings and recommendations relative to each group of employees.
  2. The final report shall recommend an effective method of communicating the results of the study to employees, managers, bargaining unit representatives and the City Council.
- C. Provide sufficient training to designated Office of Human Resources staff on any methodologies recommended or software required; the City shall have the rights to and use of all software required to implement and maintain the consultants' recommendations.

## SECTION V. - INSTRUCTIONS TO PROPOSERS

### A. Proposal Submission Requirements:

1. One (1) original sealed proposal and four (4) sealed copies of each proposal marked Comprehensive Classification, Compensation, and Benefits Study with the corresponding RFP number must be filed with the Office of Human Resources on or before August 3, 2018, no later than 4:00 p.m. EDT

Proposals are to be addressed to:

2018 Compensation Study  
c/o: Thomas Allen Ray  
Deputy Business Administrator for Human Resources  
City of York  
101 South George Street  
York, PA. 17401

Proposals received after 4:00 p.m. EDT on August 3, 2018 will not be accepted and will be returned to the Proposer unopened. There will be no exceptions to this policy. No change in or to the proposal submission will be allowed following the proposal date, except as negotiated by the City of York.

2. All proposals submitted will be made on behalf of a company licensed to do business in Pennsylvania. An authorized officer of the company will sign all proposals.
3. A person authorized to bind the proposal respondent prior to the contract award must sign the attached Anti-Collusion Affidavit, Business Relationship Affidavit, and Certificate of Nondiscrimination.
4. All expenses for mailing proposals to The City of York are to be borne by the Proposer.
5. This Request for Proposals does not commit The City of York to award a contract, to pay any costs incurred in the preparation of a proposal to this request or to procure or contract for services. All proposals submitted become the property of The City of York and will not be returned.
6. All submitted proposals will be subject to the provision of the Pennsylvania Open Records Act. Any requested propriety information should be clearly marked confidential or submitted under separate cover. The City of York will maintain any information marked confidential contained in the proposal as proprietary information to the extent the information is not common knowledge, is not available elsewhere in the marketplace, and is within the confines of the public information laws. It will be the duty of the Proposer to defend and pay all court costs associated

with the defense of any claim for information requested under the Pennsylvania Open Records Act.

7. Direct written inquiries to the Office of Human Resources no later than July 17, 2018 as the Requesting Department in care of:

Thomas Allen Ray  
Deputy Business Administrator for Human Resources  
101 George Street  
York, Pa. 17401  
Fax Number: 717.848.3590  
tray@yorkcity.org

**B. Proposals Content Requirements:**

The Proposer is required to answer all questions contained within this Request for Proposal. Deviations, omissions, or substitutions may invalidate the proposal. All proposals must contain the following information:

1. The name and address of your firm and nature of firm (individual partnership or corporation, private or public, profit or non-profit). Subcontractors, if any, must be identified in a similar manner. Include the name and telephone number of person(s) in your firm authorized to execute the proposed agreement.
2. A description of the firm's history and experience in completing comprehensive classification, compensation, and benefits studies for similar sized organizations and/or governmental agencies, including public safety groups.
3. The relevant experience and resumes of the person(s) who will be actively engaged in the performance of the specified scope of services.
  - a. Provide the name, resume and background of the managing professional and other key individuals who will be associated with the study.
4. A list of your five (5) recent client references including two (2) public entities, if any. Specify the size of the group, type of service provided and name/telephone number of the organization's contact person.
5. Estimated timelines to perform each task or service and the total time required to complete the scope of services. Include a projected start and ending date to complete all tasks and services.
6. The type of reports you propose to prepare for the City of York, and a description of each report, the information to be contained in each report, and the time requirements for providing the reports.
7. A description of any contracts awarded to the Proposer that were canceled, including those canceled for unsatisfactory performance. Provide a contact name

and telephone number for each organization.

8. A statement of billable fees for services to be provided by each member of the proposer's team, including reimbursable expenses. Include a not to exceed total for all fees and expenses.
9. A description of your billing process. Provide a sample invoice.
10. Any other details regarding your organization that might assist in the selection process.

## **SECTION VI. - SELECTION CRITERIA**

### **A. Selection Committee:**

The City of York will use a Selection Committee to apply the selection criteria.

### **B. Proposal Evaluation:**

The Selection Committee will evaluate all proposals and may request clarification of any portion of the proposal. Finalists may be requested to make oral presentations to the Selection Committee. The Selection Committee may recommend one or more of the finalists for contract award by the City Council. Factors to be used in the evaluation of proposals include, but are not limited to:

1. Experience providing similar services (55%).
  - a. Responsiveness of the written proposal to the scope of services included in this Request for Proposal.
  - b. Qualifications of staff assigned.
  - c. Customer Service
2. Fees (35%).
  1. Article 136 - Small and Disadvantaged Business Enterprise Program (10%)

The City of York reserves the right to waive immaterial irregularities in the proposals.

## **SECTION VII. - TERMS AND CONDITIONS**

- A. The City of York reserves the right to reject any or all proposals or to award the contract to the next most qualified Proposer, if the successful Proposer does not execute a contract within thirty (30) days after selection.
- B. The City of York reserves the right to request clarification of information submitted and to request additional information from any or all of the Proposers.
- C. Any proposal submitted shall constitute an irrevocable offer, for a period of 120 days to provide the services set forth in these specifications, or until an award is made.
- D. All applicable laws and regulations of the Commonwealth of Pennsylvania and ordinances and regulations of the City of York will apply to any resulting agreement.
- E. The proposer will agree not to refuse to hire, discharge, promote, demote or to otherwise discriminate against any person otherwise qualified solely because of race, creed, color, sex, national origin, ancestry, or physical handicap.
- F. The proposer shall be prohibited from assigning or subletting the whole or any part of the contract without the prior written consent of the City of York.
- G. Any Proposer entering into a contract with the City of York agrees to defend, protect and hold harmless the City of York, its officers, agents and employees and any and all liability and demands for actual or alleged infringements of any patents or copyrights by reason of any use by the City of York of any material or systems furnished by the Proposer.
- H. The selected Proposer must provide evidence of Worker's Compensation, general and personal liability insurance for themselves, their agents and employees and agree to indemnify and save harmless The City of York, its officials and employees from any claims and causes of action arising out of the company's performance in connection with the agreement. The following minimum amounts are required pursuant to City Council resolution:
  - 1. Adequate Worker's Compensation coverage to comply with the statutory limit for the Commonwealth of Pennsylvania and Employer's Liability coverage in the minimum amount of \$100,000.00/\$500,000.00/\$100,000.00.
  - 2. Commercial General Liability coverage shall be \$1,000,000.00 combined single limit for bodily injury or death, \$1,000,000.00 combined single limit for property damage and \$1,000,000.00 for any number of claims arising out of a single accident or occurrence.
  - 3. Comprehensive Automobile Liability coverage shall be \$1,000,000.00 combined single limit for bodily injury and property damage each occurrence

4. During the term of the agreement, and for a period of one (1) year thereafter, the Proposer shall maintain in effect Professional Liability insurance in the amount of one million dollars (\$1,000,000.00) for each claim. A certificate of insurance shall be provided to the City of York prior to approval. The City of York shall be named as an additional insured on auto and general liability policies. The certificate shall provide that the policy shall not be canceled or modified to reduce the amount of coverage without thirty (30) days prior written notice to the City of York.

The requirements of the insurance provision listed above shall survive the completion, expiration, cancellation, or termination of the agreement.

The lapse of any of the insurance requirements set forth above is deemed to be a breach of the agreement. The City of York may at its option suspend, cancel, or terminate the agreement until there is full compliance with this paragraph, or cancel or seek damages for the breach of the agreement.

- I. The City of York reserves the right to terminate the contract by specifying the date of termination in a written notice to the selected consultant at least ten (10) business days before the termination date.
- J. For the duration of the contractual agreement, The City of York will retain the right to utilize the services of other personnel consultants.
- K. Materials produced by the selected consultant at the City of York's expense are owned by the City of York.
- L. The City of York agrees to pay the selected consultant on or about thirty (30) days from the invoice date. The selected consultant will agree to, insofar as possible, render monthly invoices for the completed portions of all work in progress and will list itemized accounting, by the hour, when rates for special assignments are charged.



## **SECTION VIII. - CERTIFICATE OF NONDISCRIMINATION**

### **NON-DISCRIMINATION STATEMENT**

The consultant agrees, in connection with the performance of work under this contract:

- a. That the consultant will not discriminate against any employee or applicant for employment, because of race, creed, color, sex, age, national origin, ancestry or disability. The contractor shall take affirmative action to ensure that employees are treated without regard to their race, creed, color, age, national origin, sex, ancestry or disability. Such actions shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The contractor agrees to post, in a conspicuous place available to employees and applicants for employment, notices to be provided by the City Clerk/Secretary of the Contract Entity setting forth the provisions of this section, and;
- b. That the consultant will include this non-discrimination clause in any subcontracts connected with the performance of this contract.
- c. In the event of the consultant's non-compliance with the above non-discrimination clause, this contract may be canceled or terminated by the Contract Entity. The Contract Entity may declare the consultant ineligible for further contract(s) with the Contract Entity until satisfactory proof of intent to comply is made by the consultant.

### **THIS FORM MUST BE SIGNED BY THE CONSULTANT**

---

Signature of Individual

Title

**Note: The owner or an officer of the business or corporation may sign this document. A Corporate Seal or a letter of authorization is needed for any other signer. For instance, if a Salesman or Manager signs the form, a letter of authorization or Corporate Seal is to be attached.**

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Printed Name of Individual

---

Company Name and Address (Please Print)

Zip Code

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Telephone Number and Fax Number if any

**SECTION IX. - ANTI-COLLUSION AFFIDAVIT**

**ANTICOLLUSION AFFIDAVIT**

**THIS FORM MUST BE COMPLETED PRIOR TO CONTRACT AWARD**

The undersigned individual, of lawful age, being duly sworn, upon his/her oath, deposes and says: That the undersigned individual has the lawful authority to execute the within and foregoing proposal for, and on behalf of, the proposer, that the proposer has not, directly or indirectly, entered into any agreement, express or implied, with any proposer or proposers, having for its object the controlling of the price or amount of such proposal or proposals, the limiting of the proposals or the proposers, the parceling or farming out to any proposer or proposers or other persons, or any part of the contract or any part of the subject matter of the proposal or proposals, or of the profits thereof, and that proposer has not and will not divulge the sealed proposal to any person whomsoever, except those having a partnership or other financial interest with the proposer in the said proposal or proposals, until after the said sealed proposal or proposals are opened.

The undersigned individual further states that the proposer has not been a party to any collusion: among proposers in restraint of freedom of competition, by any agreement to propose at a fixed price or to refrain from proposing: or with any city/trust official, city/trust employee or city/trust agent as to the quantity, quality, or price in the prospective contract, or any other terms of the said prospective contract; or in any discussions between the proposers or city/trust official, city/trust employee or city/trust agent concerning the exchange of money or other thing of value for special consideration in the letting of a contract. The proposer states that it has not paid, given or donated or agreed to pay, give or donate to any city/trust official, officer or employee of the City or awarding agency, any money or other thing of value, either directly or indirectly, in the procuring of the award of contract pursuant to this proposal.

Witness the hand of the parties hereto:

The undersigned individual states that the Proposer will be bound by its proposal, the specification, the terms and conditions of the contract, and the requirements for proposers.

**THIS FORM TO BE COMPLETED BY THE PROPOSER**

---

Signature of Individual

Title

**Note: If individual signing is not the owner or an officer of the business or corporation a letter of authorization is to be included. For instance, if a Salesperson or Manager signs this form, a letter of authorization is to be attached. Corporate Seal will be accepted in lieu of an authorization letter if affixed to this document.**

---

Printed Name of Individual

---

Company Name and Address (Please Print)

Zip Code

---

Telephone Number and Fax Number if any

**TO BE COMPLETED BY THE NOTARY:**

State of \* \_\_\_\_\_ )  
 ) SS.

County of \* \_\_\_\_\_ )  
(\*State and County where notarized must be written in for bid to be considered.)

Signed before me on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_  
(Day) (Month) (Year) (Printed name of individual who signed above.)

My Commission Number: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_  
(Date/Year)

---

Signature of Notary Public

## SECTION X. - BUSINESS RELATIONSHIP AFFIDAVIT

### THE CITY OF YORK

#### BUSINESS RELATIONSHIP AFFIDAVIT

The following Affidavit is submitted by the Bidder, or Bidder's Authorized Agent, as a part of this Bid:

The undersigned, of lawful age, being first duly sworn on oath, affirms and says that the Bidder is fully knowledgeable of Bidder's business relationships and associations. Bidder further states that the nature of any corporation, company, partnership, joint venture, or other business relationship presently in effect of which existed within one (1) year prior to the date of this statement between Bidder and the architect, the engineer, the Mayor or Members of the Council of The City of York or any Trustee of any Trust or Authority of which The City is the beneficiary and which is a party to this contract, or other party, including but not limited to any consultant or employee engaged to further the Project is as follows:

---

**(IF NONE OF THE BUSINESS RELATIONSHIPS HEREINABOVE MENTIONED EXISTS, BIDDER SHALL SO STATE BY WRITING THE WORD "NONE, NO, N/A" OR BY OTHERWISE INDICATING THE ABSENSE OF SUCH BUSINESS REALTIONSHPIS IN THE BLANK. IF THE ABOVE LINE IS LEFT BLANK, THE BID SHALL BE REJECTED.)**

The Bidder further states that any such business relationship presently in effect of which existed within one (1) year prior to the date of this statement between any officer, agent, employee, partner or director of the Bidder and any officer or director, agent, employee, or partner of the architectural or engineering firm, or consultant or employee engaged to further the project, or other party to the Project or any official or trustee of any public entity which is a party to the Contract for the Project is as follows:

---

**(IF NONE OF THE BUSINESS RELATIONSHIPS HEREINABOVE MENTIONED EXISTS, BIDDER SHALL SO STATE BY WRITING THE WORD "NONE, NO, N/A" OR BY OTHERWISE INDICATING THE ABSENSE OF SUCH BUSINESS REALTIONSHPIS IN THE BLANK. IF THE ABOVE LINE IS LEFT BLANK, THE BID SHALL BE REJECTED.)**

The Bidder also states that the names of all persons having any such business relationships and the positions held within their respective companies or firms are as follows:

---

**(IF NONE OF THE BUSINESS RELATIONSHIPS HEREINABOVE MENTIONED EXISTS, BIDDER SHALL SO STATE BY WRITING THE WORD "NONE, NO, N/A" OR BY OTHERWISE INDICATING THE ABSENSE OF SUCH BUSINESS REALTIONSHPIS IN THE BLANK. IF THE ABOVE LINE IS LEFT BLANK, THE BID SHALL BE REJECTED.)**



# Attachment A-1

## City of York

### 2018 Business Administrator Pay Band

<u>Classification Title</u>	<u>Minimum Pay</u>	<u>Midpoint Pay</u>	<u>Maximum Pay</u>
Business Administrator	\$77,268.02	\$96,586.35	\$115,903.35

1 of 1

## City of York

### 2018 Department Director Pay Band

<u>Minimum Pay</u>	<u>Midpoint Pay</u>	<u>Maximum Pay</u>
\$67,589.22	\$84,486.52	\$101,382.53

#### Classification Title

Economic/Community Development Director

Fire Chief

Police Chief

Public Works Director

1 of 1

## Attachment A-2

### City of York

#### 2018 Manager II Pay Band

<u>Minimum Pay</u>	<u>Midpoint Pay</u>	<u>Maximum Pay</u>
\$58,710.86	\$73,387.59	\$86,384.77

#### Classification Title

Assistant Business Administrator

Building Maintenance & Electrical Bureau Superintendent

Bureau of Health Director

Deputy Business Administrator for Finance

Deputy Business Administrator for Human Resources

Deputy Business Administrator for Information Services

Deputy Economic/Community Development Director for Bureau of Housing

Deputy Economic/Community Development Director for Economic Development

Deputy Economic/Community Development Director for Permits, Planning & Zoning

Deputy Fire Chief

Highway/Fleet Maintenance Superintendent

Wastewater Treatment Plant General Manager

## Attachment A-2 continued

### City of York

#### 2018 Manager I Pay Band

<u>Minimum Pay</u>	<u>Midpoint Pay</u>	<u>Maximum Pay</u>
\$50,444.79	\$63,055.07	\$75,664.63

#### Classification Title

Assistant Deputy Business Administrator for Information Services

Parks/Recreation and Sanitation Superintendent

Wastewater Treatment Plant Operations Manager

1 of 1

### City of York

#### 2018 Supervisor Pay Band

<u>Minimum Pay</u>	<u>Midpoint Pay</u>	<u>Maximum Pay</u>
\$48,395.96	\$60,493.87	\$72,593.62

#### Classification Title

Community Health Specialist Supervisor

Parking Enforcement Supervisor

Personal Health Supervisor

Property & Evidence Supervisor

Revenue Supervisor

Sewer Maintenance Supervisor

Wastewater Treatment Plant Maintenance Supervisor

Wastewater Treatment Plant Operations Shift Supervisor

1 of 1



## Attachment A-2 continued

### City of York

#### 2018 Specialist II Pay Band

<u>Minimum Pay</u>	<u>Midpoint Pay</u>	<u>Maximum Pay</u>
\$45,692.74	\$57,114.02	\$68,537.84

#### Classification Title

Assistant City Solicitor

Chemist

Chief of Staff

City Clerk

Community Health Nurse I

Community Health Nurse II

Emergency Manager

Emergency Planning Specialist

Grant Development & Special Project Analyst

Health Sanitation Officer

Human Resources Generalist

Legal Specialist

MS4 Coordinator

Planner

Pretreatment Permit/Compliance Manager

Property Maintenance Inspector II

Recreation Program Specialist

Senior Chemist

Senior Human Resources Generalist

Staff Accountant

Zoning Officer

**Attachment A-2 continued**

**City of York**

**2018 Technical Pay Band**

<b><u>Minimum Pay</u></b>	<b><u>Midpoint Pay</u></b>	<b><u>Maximum Pay</u></b>
\$40,264.50	\$52,871.51	\$60,396.12

**Classification Title**

None

1 of 1

**City of York**

**2018 Specialist I Pay Band**

<b><u>Minimum Pay</u></b>	<b><u>Midpoint Pay</u></b>	<b><u>Maximum Pay</u></b>
\$36,406.33	\$45,841.86	\$54,608.25

**Classification Title**

Accounting Assistant

Animal Enforcement Officer

Community & Youth Outreach Coordinator

Community Health Specialist

Compliance Officer II

Crime Prevention Coordinator

Deputy Controller

Deputy Treasurer

Environmental Services Supervisor

Finance Specialist

GIS Technician

Information/Evidence Technician

Information Services Technician/Service Analyst

1 of 2

**Attachment A-2 continued**

**City of York**

**2018 Specialist I Pay Band**

<u>Minimum Pay</u>	<u>Minimum Pay</u>	<u>Minimum Pay</u>
\$36,406.33	\$36,406.33	\$36,406.33

**Classification Title**

Human Relations Investigator

Lead Program Coordinator

PEG Access Coordinator

Program Funding Analyst

Property Maintenance Inspector

Senior Technician

2 of 2

**City of York**

**2018 Administrative Support Services Pay Band**

<u>Minimum Pay</u>	<u>Midpoint Pay</u>	<u>Maximum Pay</u>
\$32,597.14	\$39,621.68	\$48,895.71

**Classification Title**

Administrative Assistant – Fire & Rescue Services

Administrative Assistant – Highway & Fleet Maintenance

Administrative Assistant – Human Resources

Administrative Assistant – Police

Administrative Intake Support Specialist

Deputy Health Bureau Operations Coordinator

Executive Administrator

Health Bureau Operations Coordinator

Public Works Operations Manager

**Attachment A-2 continued**

**City of York**

**2018 Administrative Support Services Pay Band**

<b><u>Minimum Pay</u></b>	<b><u>Midpoint Pay</u></b>	<b><u>Maximum Pay</u></b>
\$32,597.14	\$39,621.68	\$48,895.71

**Classification Title**

Water Service Termination Poster

1 of 1

**City of York**

**2018 Specialist/Technical Support Pay Band**

<b><u>Minimum Pay</u></b>	<b><u>Midpoint Pay</u></b>	<b><u>Maximum Pay</u></b>
\$24,459.36	\$30,573.88	\$36,688.40

**Classification Title**

Community Resource Assistant

Food Sanitarian

Immunization Outreach Worker

Large Item Line Attendant

Parking Garage Cashier

Property/Evidence Clerk

Police Service Coordinator

1 of 1

## Attachment A-3

**City of York**  
**Blue Collar (Teamsters)**  
**Classification Listing & Pay Rates**

<u>Classification Title</u>	<u>2018 Hourly Rate</u>
Janitor	\$12.35
Custodian	\$17.84
Downtown Maintenance	\$20.22
Environmental Worker	\$20.22
Health Technician/Inter.	\$20.22
Laborer	\$20.22
Parking Meter Service Person	\$20.22
Recreation Maintenance Worker	\$20.22
Storekeeper	\$20.22
Tree Climber	\$20.43
Building Maintenance Worker I	\$20.53
Concrete Worker	\$20.53
Painter I	\$20.53
Automotive Train.	\$20.71
Equipment Operator I	\$20.71
Parks Maintenance Equipment Operator I	\$20.71
Wastewater Collection Operator I	\$21.11
Assistant Filter Dryer Operator	\$21.24
Building Maintenance Worker II	\$21.24
Concrete Worker II	\$21.24
Painter II	\$21.24
Wastewater Plant Mechanic I	\$21.24
Wastewater Plant Operator I	\$21.24
Equipment Operator II	\$21.49
Parks Utility Technician	\$21.49
Labor Crew Leader	\$21.75
Automotive Mechanic I	\$22.43
Parking Bureau Maintenance Mechanic	\$22.55
Wastewater Plant Maintenance Mechanic II	\$22.55
Wastewater Collection Operator II	\$22.89

## Attachment A-3 continued

### City of York Blue Collar (Teamsters) Classification Listing & Pay Rates

<u>Classification Title</u>	<u>2018 Hourly Rate</u>
Automotive Mechanic II	\$22.89
Concrete Crew Leader	\$22.89
Construction Crew Leader	\$22.89
Equipment Operator III	\$22.89
Filter Dryer Operator	\$22.89
Forester Crew Leader	\$22.89
Oxygen Plant Operator	\$22.89
Wastewater Maintenance Crew Leader	\$22.89
Building Maintenance Crew Leader	\$23.39
Wastewater Plant Operator II	\$23.39

## Attachment A-4

**City of York  
Electrical (IBEW)  
Classification Listing & Pay Rates**

<u>Classification Title</u>	<u>2018 Hourly Rate</u>
Electronic Technician I	\$26.45
Electronic Technician II	\$26.97
Lineman I	\$25.74
Lineman II	\$25.99
Maintenance Electrician I	\$25.74
Maintenance Electrician II	\$25.99
Wastewater Treatment Plant Maintenance Electrician	\$26.97

1 of 1

## Attachment A-5

**City of York**  
**Clerical (YPEA/AFSCME)**  
**Classification Listing & Pay Rates**

<u>Classification Title</u>	<u>2018 Hourly Rate</u>
Clerk I	\$16.50
Clerk Typist I	\$16.73
Clerk II	\$16.89
Clerk Typist II	\$17.10
Parking Garage Cashier	\$17.17
Secretary	\$17.24
Secretary/Receptionist	\$17.24
Accounting Clerk	\$17.24
Clerk II/Cashier	\$17.29
Data Entry Clerk	\$17.36
Court Coordinator	\$17.36
Parking Enforcement Officer	\$17.38
Police Records Coordinator	\$17.67
Inventory Control Records Mgr.	\$17.67
Office Manager	\$17.67
Office Coordinator	\$17.67
Permit Technician	\$17.74
Mayor's Complaint Manager	\$18.12



## Attachment A-6

**City of York  
Police (FOP)  
Classification Listing & Pay Rates**

<u>Classification Title</u>	<u>Years of Service</u>	<u>2018 Base Salary</u>
Probationary Police Officer	0 – 1	\$49,238.00
Police Officer	1 – 2	\$56,801.00
	2 - 3	\$65,465.00
	Over 3	\$70,135.00
Police Officer 1st Class, Corporal & Detective	---	\$71,482.00
Sergeant & Detective 1st Class	---	\$76,150.00
Lieutenant & Inspector	---	\$83,765.00
Captain	---	\$92,142.00

1 of 1

## Attachment A-7

### City of York Fire (IAFF) Classification Listing & Pay Rates

<u>Classification Title</u>	<u>Years of Service</u>	<u>2018 Base Salary</u>
Firefighter hired prior to 1/1/2018	0 – 1	\$49,993.64
	1 – 2	\$57,670.41
	2 – 3	\$63,154.55
	Over 3	\$68,460.90
Firefighter hired on or after 1/1/2018	0 – 1	\$35,000.00
	1 – 2	\$41,692.18
	2 – 3	\$48,384.36
	3 – 4	\$55,076.54
	4 – 5	\$61,768.72
	Over 5	\$68,460.90
Captain	---	\$75,306.99
Assistant Chief	---	\$82,837.70

# Attachment B-1

## City of York Electrical (IBEW) Longevity Schedule

<u>Years of Service</u>	<u>Longevity Pay</u> <u>As Percent (%) of Base Pay</u>
6 – 10	2.00%
11 – 15	4.00%
16 – 20	6.00%
21- 25	8.00%
26 – Over	10.00%

## Attachment B-2

**City of York  
Clerical (YPEA/AFSCME)  
Longevity Schedule**

<b><u>Years of Service</u></b>	<b><u>Longevity Pay</u> <u>As Percent (%) of Base Pay</u></b>
After 5 years	2.00%
After 10 years	4.00%
After 15 years	6.00%
After 20 years	8.00%
After 25 years	+0.25%
After 26 – 40 years	+0.25%

## Attachment B-3

**City of York  
Police (FOP)  
Longevity Schedule**

<b><u>Years of Service</u></b>	<b><u>Longevity Pay</u> <u>As Percent (%) of Base Pay</u></b>
5 – 6	2.50%
6 – 7	3.00%
7 – 8	3.50%
8 – 9	4.00%
9 – 10	4.50%
10 – 11	5.00%
11 – 12	5.50%
12 – 13	6.00%
13 – 14	6.50%
14 – 15	7.00%
15 – 16	7.50%
16 – 17	8.00%
17 – 18	8.50%
18 – 19	9.00%
19 – 20	9.50%
20 – 21	10.00%
21 – 22	10.50%
22 – 23	11.00%
23 – 24	11.50%
24 – 25	12.00%
25 – Over	12.50%

## Attachment B-4

**City of York  
Fire (IAFF)  
Longevity Schedule**

<b><u>Years of Service</u></b>	<b><u>Longevity Pay</u> <u>As Percent (%) of Base Pay</u></b>
0 – 5	0.00%
5 – 10	2.50%
10 – 15	5.00%
15 – 20	7.50%
20 – 25	10.00%
Over 25	12.50%

## Attachment C

### CITY OF YORK COMPENSATION PROGRAM POLICY AND PROCEDURES

#### General Principle

The City of York endeavors to attract and retain qualified personnel to deliver quality programs and services to the public. In order to meet this goal, every effort will be made to comply with sound personnel management principles and practices, and to compensate personnel fairly and equitably in accordance with federal and state laws.

#### Program Purpose

- Establish a system of pay that is responsive to market conditions.
- Provide for pay awards that recognize employee contributions to the overall mission of the City.
- Promote fairness in allocation of pay across the organization
- Increase understanding of the pay system throughout the organization.

#### Program Description

The City has adopted a market-based range program that sets forth a minimum, midpoint and maximum rate of pay for a group of jobs with similar role responsibilities, or a similar role classification. A description of the role classifications follows:

*Director* - the primary role is to develop, plan and execute strategy; expertise is applied to the development of people and projects that cut across several key areas, or the whole operation.

*Manager* - the primary role is to translate strategy into plans and initiatives that drive the organization; expertise is applied to the development of people and projects in a key area.

*Supervisor* - the primary role is to develop employees, measure and improve performance, and manage day-to-day operations in a defined area of operations; expertise is transferred to others.

*Specialist* - the primary role is to apply a field of study, or extended course of training, to a broad range of work situations and problems in one or more operational areas; expertise is highly portable (i.e., knowledge and skills would readily transfer to other organizations.)

*Technical* - the primary role is to enhance the technical capability of the organization; expertise is highly portable

*Administrative Services Support* - the primary role is to provide administrative support; expertise is a combination of knowledge and skill derived from practical work experience and some specialized training, with an emphasis on administrative office functions.

*Specialist/Technical Support* - the primary role is to provide support to specialist and technical functions; expertise is a combination of knowledge and skill derived from practical work experience and some specialized training, with an emphasis on specialist/technical functions.

## **Attachment C continued**

The minimum of the pay range establishes the entry pay rate for candidates who meet minimum qualifications set forth on the job description. The midpoint represents the relative market average for jobs within a role classification. The maximum rate establishes the top rate paid to jobs assigned to a role classification.

Total compensation includes not only wages and salaries but various paid benefits to include health insurance, paid sick leave, personal days, vacation and holiday pay. These benefits are intended to promote the health and welfare of employees.

### Annual Pay Awards

Annual salary adjustments will be based on a combination of market factors to include economic conditions, which impact budget and will be determined annually by the Business Administrator and the Mayor.

### New Hires

A newly hired employee who has the requisite qualifications for a position will be assigned the minimum rate of pay for the assigned pay range. However, where the newly hired employee has outstanding job-related qualifications or skills that exceed the minimum level of qualifications, the new employee may be assigned to a rate higher than the minimum. This will help the City in recruiting and retaining exceptionally qualified job applicants. Also, an employee who does not possess the requisite education for a position, but has equivalent experience and training, will be deemed qualified.

### Promotional Opportunities

Career paths established within the organization will determine the nature of promotional opportunities and the amount of increase awarded to employees for a promotion. A promotion is the act of placing an employee in a position which requires greater skills, knowledge and abilities, and belongs to a role classification with a higher pay range.

An employee promoted to a position in a higher classification will be given an increase which advances the employee to the starting rate of the new range, or a 5% increase, whichever is higher.

### Demotion

A demotion is the act of placing an employee in a position, which requires less skill, knowledge and ability and belongs to a role classification with a lower pay range. Any employee demoted to a former position will be assigned the former rate of pay plus any adjustments made to that rate of pay. In the case of other demotions, an employee will be paid a rate which is 5% less, or the midpoint rate of the pay range corresponding to the new position, whichever is lower.



## **Attachment C continued**

### Temporary Assignment

A temporary assignment is an assignment to a position with different duties than the employee normally performs. This may come about because of a temporary vacancy or because an employee is temporarily unable to perform his or her regular job.

An employee who is temporarily assigned to a position in a lower pay range will not be reduced in pay while the assignment is classified as temporary.

An employee temporarily assigned to a position in a higher pay range, will be paid at a rate that is the minimum of the pay range, or a 5% increase, whichever is greater. However, if the employee is not performing the essential duties, or is filling the position for a short length of time (one pay period or less), only a minimal adjustment, or no adjustment, will be awarded.

### Reassignment

In the event that a layoff or job abolishment occurs, employees may have an opportunity to accept reassignment to new position. Reassignment to a role classification with a higher pay range will be treated the same as a promotion. In the event that reassignment results in placement to a role classification with a lower pay range, pay will be adjusted to a rate that falls somewhere between the midpoint and the maximum of the new range.

### System Maintenance

The Business Administrator, or designee, will periodically review market information to determine whether City positions are paid comparable rates to jobs in the local market and comparable agencies. Market midpoints will be adjusted annually to reflect changes in the market and other economic indicators, such as the cost-of-living (CPI) and local market conditions, and at least once every five years the City will conduct a market study.

The Business Administrator and/or designees will review the language and terms of the compensation policy and procedures annually to determine whether the policy continues to adequately address pay issues.

### Implementation Strategy

- Step One: Adjust pay for employees who have been in a position for five years or longer and are not yet at the minimum rate of the range.
- Step Two: Adjust pay for other employees who fall below the minimum rate of the range
- Step Three: Adjust pay for employees who have five years of experience and fall below the midpoint of the pay range.

## Attachment D

### CITY OF YORK JOB EVALUATION TOOL

- A. EXPERIENCE - minimum years of experience required for the job. (If job requirements state experience or education, award points to reflect one or the other.)

1 <sup>st</sup> degree	0 - 11 months	20 points
2 <sup>nd</sup> degree	1 - 2 years	40 points
3 <sup>rd</sup> degree	3 - 4 years	60 points
4 <sup>th</sup> degree	5 - 8 years	80 points
5 <sup>th</sup> degree	9 + years	100 points

- B. EDUCATION - minimum level of education required to perform the job.

1 <sup>st</sup> degree	High school degree or GED	15 points
2 <sup>nd</sup> degree	Associate degree or equivalent	30 points
3 <sup>rd</sup> degree	Bachelor's degree	45 points
4 <sup>th</sup> degree	Master's degree	60 points

- C. CONTACTS WITH OTHERS - responsibility for interacting with and influencing others.

1 <sup>st</sup> degree	Limited contacts with others, mostly with own supervisor and others in department, normally to exchange routine information or factual data, requiring only ordinary courtesy and tact.	20 points
2 <sup>nd</sup> degree	Regular contacts with others outside the department and the organization in order to furnish or obtain information where good communication skills are required to understand what the other person needs and follow through with appropriate action.	40 points
3 <sup>rd</sup> degree	Regular contact with supervised staff and other departments to furnish or obtain information or reports, and to discuss controversial or sensitive matters which require tact to avoid friction and encourage collaboration. Interactions require considerable knowledge in defined area of expertise, and handling of matters with persons outside the organization have significant impact on outcomes.	60 points

### Attachment D continued

4 <sup>th</sup> degree	Outside and/or inside contacts involve carrying out organization policy and programs and influencing others where improper handling has a marked effect on results. Contacts require a high degree of communication skills to engage and persuade others, and could involve mediation or negotiation. Interactions require a high degree of understanding of human behavior and the ability to analyze the strengths and weaknesses of various interest groups.	80 points
5 <sup>th</sup> degree	Extensive contacts inside and outside the organization involve interfacing with all aspects of the organization, governing boards and key business partners. Contacts require an understanding of the internal dynamics of various operations as well as the interests of diverse groups and individuals external to the organization. Interactions may require resolution of conflicts that cannot be resolved at other levels of the organization and may involve strategic negotiations or mediation which could impact major projects and program areas.	100 points

D. COMPLEXITY OF WORK - complexity of most difficult aspects of work

1 <sup>st</sup> degree	Work involves use of definite, well defined procedures where some independent judgement may be applied in the selection of the appropriate method or organization of work tasks. Unusual problems are usually referred to someone else.	25 points
2 <sup>nd</sup> degree	Diverse duties require specialized knowledge and the use of a wide range of procedures. Situations require the use of judgement in the analysis of facts and circumstances to determine an appropriate course of action. Decisions are made by weighing alternative approaches and can affect outcomes significantly when evaluated over a long period of time. Errors are usually controlled when guidelines are properly applied and if detected can be corrected.	50 points
3 <sup>rd</sup> degree	Work requires general knowledge of related organization policies and procedures and application to cases not previously covered. Problems require considerable judgement to work independently toward general results, to devise new or modify existing methods, techniques and procedures to meet new or unusual requirements.	75 points

### Attachment D continued

3 <sup>rd</sup> degree continued	Decisions require analysis of intervening variables and have significant long-term impact on core operational goals.	100 points
4 <sup>th</sup> degree	Work involves broad-based leadership to tackle highly complex and unique problems which require analysis of many evolving factors over a long period of time. Work frequently involves influencing or making final decisions which require significant commitment of resources where outcomes are uncertain.	

Between 2<sup>nd</sup> and 3<sup>rd</sup> degree - highly specialized knowledge applied to cases not previously covered and more significant long-term impact - **60 points**

Between 3<sup>rd</sup> and 4<sup>th</sup> degree - work requires knowledge of organization-wide policies and programs and involvement in long range organizational planning.- **85 points**

## Attachment E

### CITY OF YORK POSITION CLASSIFICATIONS BY EMPLOYEE GROUP

#### POSITION CLASSIFICATION TITLE

##### FRATERNAL ORDER OF POLICE (FOP)

Captain Police  
Corporal  
Detective  
Detective 1<sup>st</sup> Class  
Inspector  
Lieutenant Police  
Police Officer  
Police Officer 1<sup>st</sup> Class  
Probationary Police Office  
Sergeant Police

*SUBTOTAL 10*

##### INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF)

Assistant Chief Fire  
Captain Fire  
Firefighter

*SUBTOTAL 3*

##### INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (IBEW)

Electronic Technician I  
Electronic Technician II  
Lineman I  
Lineman II  
Maintenance Electrician I  
Maintenance Electrician II  
Wastewater Treatment Plant Maintenance Electrician

*SUBTOTAL 7*

##### NON-AFFILIATED EMPLOYEES

Accounting Assistant  
Administrative Assistant – Fire & Rescue Services  
Administrative Assistant – Highway & Fleet Maintenance  
Administrative Assistant – Human Resources  
Administrative Assistant – Police  
Administrative Intake Support Specialist  
Animal Enforcement Officer  
Assistant Business Administrator

## **Attachment E continued**

### **NON-AFFILIATED EMPLOYEES continued**

Assistant City Solicitor

Assistant Deputy Business Administrator for Information Services

Building Maintenance Superintendent

Bureau of Health Director

Business Administrator

Chemist

Chief of Staff

City Clerk

Community & Youth Outreach Coordinator

Community Health Nurse I

Community Health Nurse II

Community Health Specialist

Community Health Specialist Supervisor

Community Resource Assistant

Compliance Officer II

Crime Prevention Coordinator

Deputy Business Administrator for Finance

Deputy Business Administrator for Human Resources

Deputy Business Administrator for Information Services

Deputy Controller

Deputy Economic/Community Development Director for Bureau of Housing

Deputy Economic/Community Development Director for Economic Development

Deputy Economic/Community Development Director for Permits, Planning & Zoning

Deputy Fire Chief

Deputy Health Bureau Operations Coordinator

Deputy Treasurer

Economic/Community Development Director

Emergency Manager

Emergency Planning Specialist

Environmental Services Supervisor

Executive Administrator

Finance Specialist

Fire Chief

Food Sanitarian

GIS Technician

Grant Development & Special Project Analyst

Health Bureau Operations Coordinator

Health Sanitation Officer

Highway/Fleet Maintenance Superintendent

Human Relations Investigator

Human Resources Generalist

## **Attachment E continued**

### **NON-AFFILIATED EMPLOYEES continued**

Immunization Outreach Worker  
Information Services Technician/Service Analyst  
Information/Evidence Technician  
Large Item Line Attendant  
Lead Program Coordinator  
Legal Specialist  
MS4 Coordinator  
Parking Enforcement Supervisor  
Parking Garage Cashier  
Parks/Recreation and Sanitation Superintendent  
PEG Access Coordinator  
Personal Health Supervisor  
Planner  
Police Chief  
Police Service Coordinator  
Pretreatment Permit/Compliance Manager  
Program Funding Analyst  
Property & Evidence Supervisor  
Property Maintenance Inspector  
Property Maintenance Inspector II  
Property/Evidence Clerk  
Public Works Director  
Public Works Operations Manager  
Recreation Program Specialist  
Revenue Supervisor  
Senior Chemist  
Senior Human Resources Generalist  
Senior Technician  
Sewer Maintenance Supervisor  
Staff Accountant  
Wastewater Treatment Plant General Manager  
Wastewater Treatment Plant Maintenance Supervisor  
Wastewater Treatment Plant Operations Manager  
Wastewater Treatment Plant Operations Shift Supervisor  
Water Service Termination Poster  
Zoning Officer

***SUBTOTAL 86***

## Attachment E continued

### CHAUFFERS, TEAMSTERS AND HELPERS (TEAMSTERS)

Janitor (pt)  
Custodian  
Laborer  
Rec. Maint. Wkr.  
Envir. Wkr.  
Health Tech/Inter.  
Downtown Maint.  
Parking Meter Service Person  
Storekeeper  
Tree Climber  
Building Maint. Worker I  
Concrete Worker I  
Painter I  
Equipment Oper. I  
Parks Maint. Equipment Operator I  
Automotive Train.  
Wastewater Coll. Operator I  
Building Maint. Worker I  
Painter II  
Concrete Worker II  
Asst. Filter Dryer Operator  
Wastewater Plant Operator I  
Wastewater Plant Mechanic I  
Parks Utility Tech.  
Equipment Oper II  
Labor Crew Leader  
Automotive Mechanic I  
Wastewater Plant Maint. Mechanic II  
Parking Bureau Maint. Mechanic  
Wastewater Coll. Operator II  
Concrete Crew Leader  
Equip. Oper. III  
Wastewater Plant Operator II  
Filter Dryer Operator  
Oxygen Plant Operator  
Automotive Mechanic II  
Forester Crew Leader  
Construction Crew Leader  
Wastewater Plant Maint. Crew Leader  
Parking Bureau Maint. Crew Leader  
Building Maint. Crew Leader

***SUBTOTAL 42***



**Attachment E continued**

**YORK PUBLIC EMPLOYEES ASSOCIATION (YPEA/AFSCME)**

Clerk I

Clerk Typist I

Clerk II

Clerk Typist II

Parking Garage Cashier

Secretary

Secretary/Receptionist

Accounting Clerk

Clerk II/Cashier

Data Entry Clerk

Court Coordinator

Parking Enforcement Officer

Police Records Coordinator

Inventory Control Records Mgr.

Office Manager

Office Coordinator

Mayor's Complaint Manager

***SUBTOTAL 18***

***TOTAL POSITION CLASSIFICATIONS 166***