



**HUMAN RESOURCES
DEPARTMENT**
City of Burlington

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To: Board of Finance

From: Susan Leonard, Director of Human Resources

Date: July 27, 2011

Re: Battalion Chief/Deputy Chief Compensation

Attached please find two memo's from Chief Engineer Lasker and a recommended pay range for Battalion Chief and Deputy Chief. These recommended pay ranges are in response to compression in the Fire Department pay ranges. Specifically, pay for a Captain is currently at a level higher than that of a Battalion Chief in some circumstances. The Institutions and Human Resources Policy Committee and I recommend implementing these new pay ranges for the Battalion Chief and Deputy Chief position of the Fire Department.

The Institutions and Human Resource Policy Committee has requested that the changes be implemented retroactive to July 1, 2011. Two Battalion Chiefs will be going from \$71,074 - \$75,319 (one for only 50 weeks as promotion just occurred) and One Deputy Chief from \$80,055 - \$83,332. The cost of implementing these changes will be \$11,610 for FY12. Additionally, if approved, one Captain is expected to be promoted to Battalion Chief in the coming weeks, costing approximately an additional \$81.63 per week.

To: Susan Leonard, Director of Human Resources

From: Seth Lasker, Chief Engineer

Date: March 28, 2011

Re: Deputy Chief Compensation

The Fire Department recently solicited intent from the staff for filling the vacancy created by my promotion from Deputy Chief to Chief Engineer. This resulted in four of the Captains having expressed interest in applying for the vacant position of Battalion Chief/Deputy Chief. I am writing to make you aware of the pay equity problem due to the salary tables and policies surrounding promotion (see attached memo).

The process for promoting a Captain to that of Deputy Chief typically results in a 10% increase in a little over one year. The reason for this is that a Captain is initially promoted to the rank of Battalion Chief as a Shift Commander. This newly promoted captain should spend at least one year as a shift commander at the rank of Battalion Chief. This initial promotion requires a minimum of a 5% increase in compensation consistent with Section 5.4c of the Comprehensive Personnel Policy. Upon completion of the initial year of Battalion Chief, this individual is then promoted to the rank of Deputy Chief as the Deputy Chief for Administration. This promotion allows for a second 5% increase in compensation as before. The new Deputy Chief for Administration must serve a year in this role prior to returning to the position of Deputy Chief as a Shift Commander. (The rank of Battalion Chief exists until the individual is promoted to Deputy Chief)

The attached spreadsheet outlines the scenarios with each of the four interested individuals. As you can see it is likely that a newly promoted Deputy Chief will be earning more than two of the three existing Deputy Chiefs, and the same as a Deputy Chief with ten years experience at that rank. Although this problem will not manifest itself for a year, I want to begin a process that worked on alleviating this equity problem.

I am aware that this problem has been discussed for several years. The problem has resulted from greater cost of living adjustments being provided to the union employees of the Fire Department than that of the Command Staff.

I look forward to hearing back from you and would be happy to participate in any presentations or meetings with the Board of Finance, Institutions and Human Resources Policy Committee, Public Safety Committee, Fire Commission, City Council, etc.

To: Susan Leonard, Director of Human Resources

From: Seth Lasker, Chief Engineer
Bruce Bourgeois, Deputy Chief of Administration

Date: April 1, 2011

Re: Deputy Chief Compensation

Attached please find our "Proposed Pay Scale" and "Impact Salary" chart in regards to the Deputy and Battalion Chief Compensation issue.

The attached spreadsheets outline the present Captains pay scale, the Proposed Battalion Chief and Deputy Chief pay scales, and the Budget Impact for positions held.

Proposed Battalion Chief Scale:

All newly promoted applicants to the position of Battalion Chief should start in Step 1, with each step being associated with years in grade going forward. We used a 10 step pay scale accounting for the fact that a member would most likely have a minimum of 15 years in the department before being promoted. Ten steps would carry them until their 25th year of service, then only COLA increases beyond that. This will also help with preventing a substantial compression issue between Battalion and Deputy Chief positions.

Step 1 reflects a 5% increase over the 23-25 year Captain step grade. This accounts for a senior Captain being promoted to the line Battalion Chief position, with the current opening, 2 of the 4 applicants are in this pay grade and would increase to this level now. The incremental pay steps are adjusted up following the same differential built into the current Willis Pay Scale.

Proposed Deputy Chief Scale:

All newly promoted Deputy Chiefs would again start at Step 1, with each step going forward accounting for number of years in grade. Here we propose only 8 steps. History has shown that a member would have a minimum 17 to 19 years of service before being eligible for promotion to Deputy. Eight steps would again bring them to their 25th year of service, with COLA increases only beyond that point. If further steps were built in, a significant compression issue would then involve the Chiefs position.

Step 1 reflects a 5% increase over the Battalion Chief step 3 pay grade. Using Step 3 takes into account the effect of having more than one line Battalion Chief vacancy within a 3 year cycle. When a line Battalion Chief rotates through the Administration position, he/she is then promoted to Deputy Chief. This is the only way to be promoted to Deputy Chief, and is a full year assignment. The possibility exists that the rotation cycle could hold a Battalion Chief in the Battalion Grade for up to 3 years prior to advancing into the Administrative position. If this were to happen, we would be faced with a junior Battalion Chief being promoted, and making more than a senior Deputy. This is one of the current compression problems, which this proposal attempts to resolve.

Again, the incremental pay steps are adjusted up following the same differential built into the current Willis Pay Scale.

Current Captain and Assistant Fire Marshal Pay Scale FY11

No FY12 since negotiations not complete

Years	Base	11-13	14-16	17-19	20-22	23-25	25+
	\$ 1,150	\$ 1,179	\$ 1,208	\$ 1,237	\$ 1,265	\$ 1,294	\$ 1,323
w/1.75% FY10	\$ 1,171	\$ 1,200	\$ 1,229	\$ 1,258	\$ 1,288	\$ 1,317	\$ 1,346
w/2.0% FY11	\$ 1,194	\$ 1,224	\$ 1,254	\$ 1,283	\$ 1,313	\$ 1,343	\$ 1,373

Current Captain Pay Scale \$ 62,085 to \$ 71,398

Proposed - Battalion Chief Pay Scale

	1	2	3	4	5	6	7	8	9	10
		1.30%	1.28%	0.97%	0.97%	0.96%	0.95%	0.94%	0.93%	0.92%
\$	1,448	\$ 1,467	\$ 1,486	\$ 1,501	\$ 1,515	\$ 1,530	\$ 1,544	\$ 1,559	\$ 1,573	\$ 1,587
\$	75,319	\$ 76,298	\$ 77,277	\$ 78,030	\$ 78,783	\$ 79,537	\$ 80,290	\$ 81,043	\$ 81,796	\$ 82,549

Step 1 = 5% above the 23-25 Yr. Captain Step

Proposed Battalion Chief Pay Scale Range \$75,319 to \$82,549
 Current Battalion Chief Pay Scale Range \$64,076 to \$76,513

Proposed - Deputy Chiefs Pay Scale

	1	2	3	4	5	6	7	8
		1.30%	1.28%	1.27%	1.25%	1.24%	1.22%	1.21%
\$	1,560	\$ 1,580	\$ 1,601	\$ 1,621	\$ 1,641	\$ 1,661	\$ 1,682	\$ 1,702
\$	81,120	\$ 82,175	\$ 83,229	\$ 84,284	\$ 85,338	\$ 86,393	\$ 87,447	\$ 88,502

Step 1 = 5% above Step 3 Battalion Chief Scale

Proposed Deputy Chief Pay Scale Range \$81,120 to \$88,502
 Current Deputy Chief Pay Scale Range \$66,298 to \$79,171

