FINANCE AND PERSONNEL COMMITTEE

City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna

Monday, November 30, 2026 at 6:00 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Correspondence.

2. Discussion Topics.
   a. 2027 Pay Schedule and Position Classification.
   b. Consideration and Possible Action Regarding Alderperson Compensation.

3. Adjourn.

NOTICES

Finance and Personnel Committee - Notice is hereby given this is a public meeting of the Finance and Personnel Committee. As such, all members or a majority of the City's Common Council and Standing Committees will likely be in attendance. While members of the Common Council or any Standing Committees may participate in discussions, only the Finance and Personnel Committee will take formal action.

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.

MEETING ACCESS INFORMATION:

You can access this meeting by one of three methods: from your telephone, computer, or by an app. Instructions are below.

To access the meeting by telephone:

1. Dial 1-312-626-6799
2. When prompted, enter Meeting ID 234 605 4161 followed by #
3. When prompted, enter Password 54130 followed by #

To access the meeting by computer:

1. Go to http://www.zoom.us
2. Click the blue link in the upper right hand side that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow Zoom to access your microphone or camera if you wish to speak during the meeting

To access the meeting by smartphone or tablet:

1. Download the free Zoom app to your device
2. Click the blue button that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow the app to access your microphone or camera if you wish to speak during the meeting

Members of the public will be muted unless there is an agenda item that allows for public comment or if a motion is made to open the floor to public comment.

MEMO

Finance

To: Committee of the Whole

From: Anthony J. Penterman, Mayor
Elisa Hodge, Human Resources Director

Date: 11/9/2026

Re: 2027 Pay Grade Classification and Schedule

Background Information:

Attached are the pay grade classification and schedules for the non-represented employees of the city.

- 2027 Jobs Titles and Grade Classifications includes the new position of GIS Specialist as presented by the People Operations Plan (POP) with the 2027 budget.
- 2027 Pay Grade Schedule represents a 3% cost-of-living adjustment.
- 2027 Seasonal Positions and Pay Rate represents seasonal positions throughout the city.

With the approval of the budget increase of 3% for the fiscal year 2027, these position classifications and wage scales will be implemented in the first paycheck of the 2027 budget year. This will ensure that our non-represented employees are fairly and competitively compensated for their valuable contributions to the city.

Recommended Action:

1. Approve the 2027 job titles and pay grade schedule as presented.
2. Approve the 2027 seasonal positions and pay rates as presented

Title	Pay Grade
Library Assistant Local History	H02
Library Assistant Communications Coordinator	H02
Library Assistant Materials Processing	H02
Library Assistant Programming	H02
Library Assist Native American Outreach Coordinator	H02
Library Assistant	H02
Library Assistant On-Call	H02
Administrative Coordinator- Library	H05
Office Assistant- DPW	H05
Office Assistant- Recreation	H05
Clerk Of Municipal Court	H07
Records Assistant	H07
Administrative Coordinator- Mayor	H08
Administrative Assistant- 1000 Islands	H08
Assistant Naturalist	H08
Site Manager- 1000 Islands	H08
Paralegal	H09
Accounting Specialist (AP)	H09
Accounting Specialist (AR)	H09
HR Coordinator	H09
Technology Coordinator- Library	H09
Code Enforcement Officer	H10
Fire Inspector	H10
Janitor	H10
Laborer	H10
Parks Technician	H10
Small Truck Driver	H10
Tandem Truck Driver	H10
Automated Garbage Truck Driver	H11
Backhoe Operator	H11
Grader Operator	H11
Loader Operator	H11
Sweeper Operator	H11
Sewer Crew	H11
Mechanic	H12
Senior Paralegal	H12
Youth Services Librarian I	S13

Title	Pay Grade
Payroll Administrator	S14
Adult Services Librarian II	S14
Administrative Services Supervisor	S14
Associate Planner	S15
Planning/Engineer Tech	S16
Accountant	S17
City Clerk	S17
Naturalist	S17
Recreation Program Manager	S17
Community Enrichment Program Manager	S17
Marketing and Communications Manager	S19
Street Foreman	S19
Park Foreman	S19
Project Engineer	S20
GIS Specialist	S20
Assistant Library Director	S21
IT Manager	S21
Senior Accountant	S21
Building Inspector	S21
Senior Engineer	S21
Street Superintendent	S21
Lieutenant Investigator	S22
Division Fire Chief, Operations	S24
Division Fire Chief, Training	S24
Assistant Police Chief	S24
Director of Planning & Community Development	S25
Library Director	S25
Community Enrichment & Recreation Director	S25
Human Resources Director	S26
Fire Chief	S27
Police Chief	S27
Director of Public Works	S28
Finance Director/Treasurer	S30

2027 Pay Schedule

	1	2	3	4	5	6	7	8	9
Step Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
H01	17.36	17.75	18.15	18.56	18.98	19.41	19.84	20.28	20.73
H02	19.55	19.99	20.45	20.91	21.38	21.87	22.36	22.87	23.38
H03	19.83	20.27	20.72	21.19	21.66	22.15	22.64	23.14	23.67
H04	20.38	20.85	21.32	21.81	22.30	22.80	23.32	23.84	24.38
H05	22.54	23.04	23.56	24.08	24.63	25.18	25.75	26.33	26.92
H06	22.68	23.20	23.72	24.26	24.80	25.36	25.93	26.51	27.11
H07	24.02	24.56	25.11	25.68	26.25	26.84	27.45	28.07	28.70
H08	26.75	27.35	27.96	28.59	29.23	29.89	30.56	31.25	31.95
H09	27.83	28.46	29.10	29.76	30.43	31.11	31.81	32.52	33.25
H10	30.39	31.06	31.77	32.48	33.21	33.96	34.72	35.50	36.31
H11	31.51	32.22	32.94	33.68	34.44	35.22	36.01	36.82	37.65
H12	34.68	35.46	36.26	37.07	37.90	38.76	39.63	40.53	41.45
S13	60,394.05	61,752.62	63,142.09	64,562.46	66,014.76	67,500.02	69,019.27	70,572.51	72,160.77
S14	63,234.79	64,657.22	66,111.58	67,598.90	69,120.21	70,675.51	72,265.83	73,892.20	75,554.62
S15	64,993.00	66,455.60	67,951.16	69,479.68	71,043.22	72,641.78	74,276.39	75,948.08	77,656.85
S16	65,362.77	66,833.61	68,337.41	69,875.20	71,446.98	73,054.81	74,698.69	76,379.65	78,097.69
S17	70,359.30	71,942.41	73,561.57	75,216.78	76,909.07	78,639.47	80,409.01	82,218.72	84,068.60
S18	74,372.18	76,045.93	77,756.76	79,506.73	81,295.84	83,125.12	84,995.60	86,908.31	88,863.25
S19	74,967.52	76,654.66	78,378.88	80,142.24	81,945.77	83,789.47	85,674.37	87,602.53	89,573.95
S20	75,972.80	77,682.60	79,430.51	81,217.56	83,044.78	84,913.20	86,823.85	88,777.76	90,774.93
S21	85,208.81	87,125.64	89,085.73	91,090.11	93,139.81	95,235.86	97,378.26	99,569.07	101,809.32
S22	89,527.60	91,542.28	93,602.28	95,708.63	97,862.36	100,064.50	102,316.08	104,618.13	106,971.68
S23	93,875.23	95,987.76	98,147.67	100,355.99	102,613.75	104,923.01	107,283.77	109,698.09	112,165.97
S24	100,563.02	102,825.93	105,139.31	107,505.22	109,923.66	112,396.69	114,925.34	117,511.67	120,155.68
S25	105,085.75	107,450.63	109,868.04	112,340.04	114,867.66	117,451.93	120,094.91	122,796.60	125,559.06
S26	110,022.54	112,497.63	115,028.34	117,616.73	120,262.80	122,968.61	125,735.19	128,564.60	131,456.84
S27	114,974.78	117,562.14	120,207.18	122,911.96	125,677.51	128,504.86	131,396.07	134,352.17	137,375.22
S28	120,149.50	122,853.25	125,617.77	128,444.09	131,334.27	134,289.34	137,311.36	140,401.36	143,560.37
S29	125,553.91	128,379.20	131,267.32	134,220.33	137,240.29	140,328.23	143,485.18	146,713.20	150,014.35
S30	131,204.49	134,156.47	137,175.40	140,262.31	143,418.23	146,645.22	149,944.31	153,317.56	156,767.03

2026 City of Kaukauna Seasonal Positions			
POSITION TITLE	**2026 Rate**	**2027 Rate**	**Notes**
SPORTS COORDINATOR	$ 23.00	$ 23.00	
SPORTS INSTRUCTOR	$ 20.00	$ 20.00	
SPORTS ASSISTANT	$ 15.50	$ 15.50	
CERTIFIED FITNESS INSTRUCTOR	$ 23.00	$ 23.00	
FITNESS INSTRUCTOR	$ 18.00	$ 18.00	
DANCE INSTRUCTOR	$ 20.00	$ 20.00	
COMMUNITY ENRICHMENT COORDINATOR	$ 21.00	$ 21.50	
AQUATIC CENTER ASSISTANT SUPERVISOR	$ 20.00	$ 20.00	
AQUATIC CENTER FACILITIES SUPERVISOR	$ 28.00	$ 28.00	
AQUATIC CENTER SUPERVISOR	$ 23.50	$ 24.00	
ATTENDANTS / CONCESSIONAIRE	$ 13.00	$ 13.25	
CONCESSIONS ASSISTANT SUPERVISOR	$ 20.00	$ 20.00	
LIFEGUARD I	$ 15.75	$ 16.00	
LIFEGUARD II	$ 16.75	$ 16.75	
LIFEGUARD III	$ 17.75	$ 18.00	
POOL LANDSCAPER	$ 15.00	$ 15.25	
WATER AEROBICS INSTRUCTOR	$ 23.00	$ 23.00	
WATER SAFETY AIDE	$ 15.50	$ 15.50	
WATER SAFETY INSTRUCTOR (**NO** LIFEGUARD CERTIFICATION)	$ 16.50	$ 16.50	
WATER SAFETY INSTRUCTOR (W/LIFEGUARD CERTIFICATION)	$ 18.50	$ 18.50	
SUMMER SCHOOL AIDE	$ 15.00	$ 15.00	
UMPIRE***	$ 30.00	$ 30.00	PER GAME, 2026 MOVE TO CONTRACTOR
TEACHER* (KASD - Get rate from School)	$ 28.27	$ 29.02	Set by KASD
TEACHER (not KASD Teacher)	$ 24.20	$ 24.30	Set by KASD
CROSSING GUARD	$ 16.96	$ 17.47	
COMMUNITY SERVICE OFFICER (CSO)	$ 16.96	$ 17.47	
INTERN - COMMUNITY ENRICHMENT	$ 17.00	$ 17.00	
INTERN - ENGINEERING	$ 17.44	$ 17.44	
INTERN - HR	$ 17.00	$ 17.00	
INTERN - PLANNING	$ 17.00	$ 17.00	
INTERN - NATURALIST	$ 17.00	$ 17.00	
LABORER SEASONAL - ENTRY	$ 17.44	$ 17.50	
LABORER SEASONAL - 2 YEAR	$ 18.01	$ 18.00	
LABORER SEASONAL - 3 YEAR	$ 18.51	$ 18.50	
POC-TRAINING (FIRE FIGHTER)	$ 12.41	$ 12.78	
POC-CALL-IN (FIRE FIGHTER)	$ 17.15	$ 17.66	
POC-TRAINING (DRIVER)	$ 12.81	$ 13.20	
POC-CALL-IN (DRIVER)	$ 17.50	$ 18.03	
YOUTH APPRENTICE - ENGINEERING	$ 12.19	$ 12.56	