

Salary Administration

The District's salary administration systems are regularly reviewed and maintained to comply with applicable federal and state employment laws. Recent work efforts have been focused on Oregon's updated pay equity law, ORS 652.220. Since the publication of the final administrative rules in late 2018, staff have been conducting job description analysis for comparable characteristics and preparing for subsequent pay analysis when work responsibilities are identified as comparable. We anticipate the initial pay equity review will be complete in late FY19 or early FY20.

Represented Employees

The District negotiates two collective bargaining agreements. The current four-year contract with line firefighter, prevention, and emergency medical personnel will expire on June 30, 2022. The new three-year contract with Fleet Services personnel will expire on June 30, 2021. Employees covered by the collective bargaining agreements between IAFF Local 1660 and Tualatin Valley Fire & Rescue are paid according to the applicable contract. The scheduled rates for bargaining unit positions follow this summary.

Non-Represented Employees

The District's compensation program is designed to attract, retain, motivate, and reward a diverse, highly skilled workforce; promote equity among similarly situated employees; consider market conditions; represent fiscal responsibility; and provide pay increases contingent upon the District's financial position and meeting performance expectations.

Components of Salary Administration

The District's non-represented salary administration program consists of the following:

Base Wages: The District's base wage model represents a two-tiered model for managerial and administrative support personnel.

- **Management:** Management includes positions at the M1 level and above. Most of these positions are unique to the organization in their scope of duties and responsibilities; and therefore, base wages are established using primarily internal factors. (The fire chief is not included on this chart as his salary is determined by contract.)
- **Administrative Support:** The administrative support group includes all other non-represented positions. These positions are more closely related to outside comparators. Salary ranges are determined based on external and internal comparators. This group includes 15 salary ranges. An employee's position within the range is generally reflective of seniority, experience, performance, and qualifications. Generally, employees are not paid below the minimum of their salary grade or above the maximum of their salary grade. The Human Resources Department is responsible for placement of any new positions into the salary grade structure and reclassification of any current positions.
- **Performance and Annual Step Increases:** The non-represented pay system includes the opportunity for an annual performance-based step increase. An employee meeting or exceeding performance expectations adds value to the organization and is rewarded through performance-based step increases. This program is tied to the performance management system. The employee's performance is documented via ongoing performance coaching. Employees who are not meeting performance expectations do not receive a step pay increase.

Salary Administration, continued

Rating	Entry	1 year	2 year	3 year	4 year	5 year
Meets/exceeds Expectations	Step advance	Top Step				
Below Expectations	No step advance	Top Step				

Salary Range Adjustments: Traditionally, Tualatin Valley Fire & Rescue has adjusted the non-represented salary ranges annually based on a review of several factors, including published salary surveys, comparable organizations, consumer price index, and the bargaining unit salary adjustments.

The District supports a total rewards strategy, which includes salary, employer-paid benefits, deferred compensation match, employer's PERS contribution, the employer-paid PERS pick-up, and the value of leave accruals. The value of the employee's compensation package is the total of direct compensation and the value of other benefits.

Non-Represented Manager Monthly Salary Grade Chart (July 1, 2019 – June 30, 2020)

Grade	Entry	Year 1	Year 2	Year 3	Year 4	Year 5	Position
M3	10,974	11,658	12,385	13,157	13,977	14,846	Assistant Chief, Chief Financial Officer
M2	10,451	11,102	11,794	12,529	13,310	14,140	Controller, Director of Organizational Health, Director of Government Affairs, Director of Logistics, Director of Strategic Initiatives, District Chief, Division Chief of EMS, Division Chief of Training, Fire Marshal
M1	9,028	9,591	10,189	10,824	11,499	12,215	Assistant Fire Marshal, Medical Services Chief, Public Affairs Chief, Public Education Chief Officer

Salary Administration, continued

Non-Represented Administrative Support Monthly Grade Chart (July 1, 2019 – June 30, 2020)

Grade	Entry	Year 1	Year 2	Year 3	Year 4	Year 5	Position
14	8,781	9,329	9,911	10,529	11,185	11,881	
13	8,169	8,679	9,220	9,795	10,406	11,052	
12	7,598	8,072	8,575	9,110	9,678	10,281	Financial Operations Manager, Facilities Maintenance Manager, Fleet Maintenance Manager, Senior Database Administrator, Senior Network Engineer, Senior Systems Administrator
11	7,068	7,509	7,977	8,474	9,002	9,562	Human Resources Manager, Payroll Manager
10	6,575	6,986	7,422	7,885	8,377	8,895	Media Services Manager, OHW Manager, Procurement and Contracts Administrator, Senior Financial Analyst, Senior HRIS Analyst, Strategic Program Manager, Supply Manager, Systems Administrator
9	6,116	6,498	6,903	7,334	7,791	8,275	Communications Supervisor, Facilities Maintenance Supervisor, Fleet Technician Supervisor, Records Manager
8	5,690	6,045	6,422	6,823	7,249	7,697	Deployment and Staffing Coordinator, Media Producer, Medical Billing Supervisor, Occupational Health Nurse, Operations Analyst, Public Affairs Officer
7	5,293	5,623	5,974	6,347	6,743	7,161	Communication Technician, Employment Recruiter, Facilities Maintenance Technician (LME), Human Resources Generalist, Public Affairs Coordinator, Senior Accountant
6	4,923	5,230	5,556	5,903	6,271	6,661	Facilities Maintenance Technician, GIS Program Coordinator, Service Desk Specialist, Wellness Coordinator
5	4,580	4,866	5,170	5,493	5,836	6,196	EMS Specialist, Executive Assistant, Records Analyst, Senior Payroll Specialist
4	4,260	4,526	4,808	5,108	5,427	5,764	Accounting Specialist, Communications Program Assistant, Community Affairs Specialist, Human Resources Specialist, Medical Equipment Technician, Supply Procurement Specialist
3	3,964	4,211	4,474	4,753	5,050	5,362	Capital Construction Control Specialist, Facilities Maintenance Admin. Assistant, Fleet Maintenance Assistant, Inventory Control Specialist, Logistics Assistant, OHW Certified Medical Assistant, Training Division Specialist
2	3,687	3,917	4,162	4,422	4,698	4,988	Administrative Assistant, Athletic Trainer, Finance Clerk, Medical Billing Specialist, OHW Assistant
1	3,430	3,644	3,872	4,114	4,371	4,639	Facilities Utility Worker, Supply Assistant, Supply Customer Service Clerk
Entry	3,190	3,389	3,601	3,826	4,065	4,315	Front Desk Administrative Assistant

Salary Administration, continued

Fleet Bargaining Unit Employees' Wage Schedules (July 1, 2019 – June 30, 2020)

Fleet Employees 40-Hour Schedule

Based on Annual Hours 2,080 (Monthly 173.34, Pay Period 86.67)

Classification	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
Fleet Technician Hourly	30.5354	32.4391	34.4641	36.6159	38.9004	41.3119
Monthly	5,293	5,623	5,974	6,347	6,743	7,161
Respiratory Protection Program Coordinator						
Hourly	30.5354	32.4391	34.4641	36.6159	38.9004	41.3119
Monthly	5,293	5,623	5,974	6,347	6,743	7,161
Fleet Parts & Small Engine Technician						
Hourly	22.8684	24.2933	25.8105	27.4201	29.1335	30.9334
Monthly	3,964	4,211	4,474	4,753	5,050	5,362
Fleet Utility Worker						
Hourly	19.7877	21.0223	22.3376	23.7337	25.2163	26.7624
Monthly	3,430	3,644	3,872	4,114	4,371	4,639

Bargaining Unit Employees' Wage Schedules (July 1, 2019 – December 31, 2019)

51-Hour (24-on/48-off) Schedule (Kelly Shift 1 every 10 shifts)

Based on Annual Hours 2,629.68 (Monthly 219.14, Pay Period 109.57)

Paramedic Position

Classification	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
Paramedic Hourly *	19.5694	20.5993	21.6834	22.8246	24.0259	25.2903
Monthly	4,601.55	4,843.73	5,098.66	5,367.01	5,649.49	5,946.83
Monthly PM Premium	460.15	484.37	509.87	536.70	564.95	594.68
Total Monthly	5,061.70	5,328.10	5,608.53	5,903.71	6,214.44	6,541.52

Premiums based on Paramedic Position

Premiums	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
10% Premium Hourly	1.9569	2.0599	2.1683	2.2825	2.4026	2.5290
Monthly	460.15	484.37	509.87	536.70	564.95	594.68

* Hourly rate for 51-hr paramedic is based upon negotiated calculations. Please contact HR or Local 1660 with specific questions.

Basic Life Support Position

Classification		Step 1	Step 2	Top Step
Basic Life Support Position	<i>Basic Life Support position has 3 steps*</i>	17.6020	19.2022	20.8024
Monthly		3,857.30	4,207.97	4,558.63

* Steps based on top step (5 Years) firefighter: Step 1 = 55% of FF, Step 2 = 60% of FF, Top Step = 65% of FF

Bargaining Unit Employees' Wage Schedules (July 1, 2019 – December 31, 2019), continued

51-Hour (24-on/48-off) Schedule (Kelly Shift 1 every 10 shifts)
Based on Annual Hours 2,629.68 (Monthly 219.14, Pay Period 109.57)

Line Positions (FF to BC)

Classification	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
Firefighter Hourly	22.4871	26.2650	27.6321	28.9993	30.4566	32.0036
<i>Monthly</i>	4,927.83	5,755.70	6,055.29	6,354.91	6,674.25	7,013.28
Engineer Hourly	24.0161	28.0100	29.4671	30.9962	32.5614	34.1444
<i>Monthly</i>	5,262.90	6,138.12	6,457.41	6,792.51	7,135.50	7,482.41
Lieutenant Hourly	25.8871	30.2407	31.8778	33.3888	35.1519	36.8790
<i>Monthly</i>	5,672.91	6,626.94	6,985.69	7,316.82	7,703.19	8,081.66
Captain Hourly	28.5316	33.2989	35.0619	36.8069	38.7317	40.5848
<i>Monthly</i>	6,252.42	7,297.12	7,683.46	8,065.86	8,487.66	8,893.74
Battalion Chief Hourly	<i>Entry-level battalion chief starts at 4-year pay step (90% of Top Step)</i>				49.9442	52.5694
<i>Monthly</i>					10,944.77	11,520.05

All Premiums based on Firefighter Position

Premiums	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
Paramedic Hourly (10%)	2.2487	2.6265	2.7632	2.8999	3.0457	3.2004
<i>Monthly</i>	492.78	575.57	605.53	635.49	667.43	701.33
EMT Intermediate Hourly (7.5%)	1.6865	1.9699	2.0724	2.1749	2.2842	2.4003
<i>Monthly</i>	369.59	431.68	454.15	476.62	500.57	526.00
Hazmat Spec (6%), Tech Rescue (6%), Water Rescue (6%), or Mobile Int Health PM (6%)						
Hourly	1.3492	1.5759	1.6579	1.7400	1.8274	1.9202
<i>Monthly</i>	295.67	345.34	363.32	381.29	400.46	420.80
EMT Advanced Hourly (5%)	1.1244	1.3132	1.3816	1.4500	1.5228	1.6002
<i>Monthly</i>	246.39	287.79	302.76	317.75	333.71	350.66
Hazmat Tech Hourly (4%)	0.8995	1.0506	1.1053	1.1600	1.2183	1.2801
<i>Monthly</i>	197.11	230.23	242.21	254.20	266.97	280.53
FTO Hourly (3%)	0.6746	0.7879	0.8290	0.8700	0.9137	0.9601
<i>Monthly</i>	147.83	172.67	181.66	190.65	200.23	210.40
Internship FTO Hourly (1%)	0.2249	0.2626	0.2763	0.2900	0.3046	0.3200
<i>Monthly</i>	49.28	57.56	60.55	63.55	66.74	70.13
Medic Ride Time Paramedic (24-hour unit)	\$47 per assigned shift					

Salary Administration, continued

Bargaining Unit Employees' Wage Schedules (January 1, 2020 – June 30, 2020)

49-Hour (24-on/48-off) Schedule (Kelly Shift 1 every 9 shifts)

Based on Annual Hours 2,597.28 (Monthly 216.44, Pay Period 108.22)

Paramedic Position

Classification	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
Paramedic Hourly *	19.8140	20.8568	21.9545	23.1100	24.3262	25.6064
Monthly	4,601.55	4,843.73	5,098.66	5,367.01	5,649.49	5,946.83
Monthly PM Premium	460.15	484.37	509.87	536.70	564.95	594.68
Total Monthly	5,061.70	5,328.10	5,608.53	5,903.71	6,214.44	6,541.52

Premiums based on Paramedic Position

Premiums	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
10% Premium Hourly	1.9814	2.0857	2.1954	2.3110	2.4326	2.5606
Monthly	460.15	484.37	509.87	536.70	564.95	594.68

* Hourly rate for 51-hr paramedic is based upon negotiated calculations. Please contact HR or Local 1660 with specific questions.

Basic Life Support Position

Classification		Step 1	Step 2	Top Step
Basic Life Support Position	<i>Basic Life Support position has 3 steps*</i>	17.8216	19.4417	21.0619
Monthly		3,857.30	4,207.97	4,558.63

* Steps based on top step (5 Years) firefighter: Step 1 = 55% of FF, Step 2 = 60% of FF, Top Step = 65% of FF

Line Positions (FF to BC)

Classification	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
Firefighter Hourly	22.7676	26.5926	27.9768	29.3611	30.8365	32.4029
Monthly	4,927.83	5,755.70	6,055.29	6,354.91	6,674.25	7,013.28
Engineer Hourly	24.3157	28.3594	29.8347	31.3829	32.9676	34.5704
Monthly	5,262.90	6,138.12	6,457.41	6,792.51	7,135.50	7,482.41
Lieutenant Hourly	26.2101	30.6179	32.2754	33.8053	35.5904	37.3390
Monthly	5,672.91	6,626.94	6,985.69	7,316.82	7,703.19	8,081.66
Captain Hourly	28.8875	33.7143	35.4993	37.2660	39.2148	41.0910
Monthly	6,252.42	7,297.12	7,683.46	8,065.86	8,487.66	8,893.74
Battalion Chief Hourly	<i>Entry-level battalion chief starts at 4-year pay step (90% of Top Step)</i>				50.5672	53.2252
Monthly					10,944.77	11,520.05

Bargaining Unit Employees' Wage Schedules (January 1, 2020 – June 30, 2020), continued

49-Hour (24-on/48-off) Schedule (Kelly Shift 1 every 9 shifts)**Based on Annual Hours 2,597.28 (Monthly 216.44, Pay Period 108.22)*****All Premiums based on Firefighter Position***

Premiums	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
Paramedic Hourly (10%)	2.2768	2.6593	2.7977	2.9361	3.0837	3.2403
<i>Monthly</i>	492.78	575.57	605.53	635.49	667.43	701.33
EMT Intermediate Hourly (7.5%)	1.7076	1.9944	2.0983	2.2021	2.3127	2.4302
<i>Monthly</i>	369.59	431.68	454.15	476.62	500.57	526.00
Hazmat Spec (6%), Tech Rescue (6%), Water Rescue (6%), or Mobile Int Health PM (6%)						
Hourly	1.3661	1.5956	1.6786	1.7617	1.8502	1.9442
<i>Monthly</i>	295.67	345.34	363.32	381.29	400.46	420.80
EMT Advanced Hourly (5%)	1.1384	1.3296	1.3988	1.4681	1.5418	1.6201
<i>Monthly</i>	246.39	287.79	302.76	317.75	333.71	350.66
Hazmat Tech Hourly (4%)	0.9107	1.0637	1.1191	1.1744	1.2335	1.2961
<i>Monthly</i>	197.11	230.23	242.21	254.20	266.97	280.53
FTO Hourly (3%)	0.6830	0.7978	0.8393	0.8808	0.9251	0.9721
<i>Monthly</i>	147.83	172.67	181.66	190.65	200.23	210.40
Internship FTO Hourly (1%)	0.2277	0.2659	0.2798	0.2936	0.3084	0.3240
<i>Monthly</i>	49.28	57.56	60.55	63.55	66.74	70.13
Medic Ride Time Paramedic (24-hour unit)						\$47 per assigned shift

Salary Administration, continued

Bargaining Unit Employees' Wage Schedules (July 1, 2019 – June 30, 2020)

40-Hour Schedule

Based on Annual Hours 2,080 (Monthly 173.34, Pay Period 86.67)

Paramedic Position

Classification	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
Paramedic Hourly	26.5464	27.9435	29.4142	30.9623	32.5919	34.3073
<i>Monthly</i>	4,601.55	4,843.73	5,098.66	5,367.01	5,649.49	5,946.83
<i>Monthly PM Premium</i>	460.15	484.37	509.87	536.70	564.95	594.68
<i>Total Monthly</i>	5,061.70	5,328.10	5,608.53	5,903.71	6,214.44	6,541.52

Premiums based on Paramedic Position

Premiums	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
10% Premium Hourly	2.6546	2.7944	2.9414	3.0962	3.2592	3.4307
<i>Monthly</i>	460.15	484.37	509.87	536.70	564.95	594.68

Basic Life Support Position

Classification		Step 1	Step 2	Top Step
Basic Life Support Position	<i>Basic Life Support position has 3 steps*</i>	22.2528	24.2758	26.2988
<i>Monthly</i>		3,857.30	4,207.97	4,558.63

* Steps based on top step (5 Years) firefighter: Step 1 = 55% of FF, Step 2 = 60% of FF, Top Step = 65% of FF

Line and Day Positions (FF to BC, plus TO, DFM, FI)

Classification	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
Firefighter Hourly	28.4287	33.2047	34.9330	36.6615	38.5038	40.4597
<i>Monthly</i>	4,927.83	5,755.70	6,055.29	6,354.91	6,674.25	7,013.28
Engineer Hourly	30.3617	35.4109	37.2529	39.1860	41.1648	43.1661
<i>Monthly</i>	5,262.90	6,138.12	6,457.41	6,792.51	7,135.50	7,482.41
Lieutenant Hourly	32.7270	38.2309	40.3005	42.2108	44.4398	46.6231
<i>Monthly</i>	5,672.91	6,626.94	6,985.69	7,316.82	7,703.19	8,081.66
Captain Hourly	36.0703	42.0971	44.3260	46.5320	48.9654	51.3081
<i>Monthly</i>	6,252.42	7,297.12	7,683.46	8,065.86	8,487.66	8,893.74
Fire Inspector		<i>Entry-level fire inspector starts at 4-year pay step</i>				41.1648
<i>Monthly</i>						7,135.50
Deputy Fire Marshal 1	32.7270	38.2309	40.3005	42.2108	44.4398	46.6231
<i>Monthly</i>	5,672.91	6,626.94	6,985.69	7,316.82	7,703.19	8,081.66
Deputy Fire Marshal 2	36.0703	42.0971	44.3260	46.5320	48.9654	51.3081
<i>Monthly</i>	6,252.42	7,297.12	7,683.46	8,065.86	8,487.66	8,893.74
Training Officer / MSO	36.0703	42.0971	44.3260	46.5320	48.9654	51.3081
<i>Monthly</i>	6,252.42	7,297.12	7,683.46	8,065.86	8,487.66	8,893.74
Battalion Chief		<i>Entry-level battalion chief starts at 4-year pay step (90% of Top Step)</i>				63.1405
<i>Monthly</i>						10,944.77
						11,520.05

Bargaining Unit Employees' Wage Schedules (July 1, 2019 – June 30, 2020), continued

40-Hour Schedule**Based on Annual Hours 2,080 (Monthly 173.34, Pay Period 86.67)*****All Premiums based on Firefighter Position***

Premiums	Entry	1 Year	2 Years	3 Years	4 Years	5 Years
Paramedic Hourly (10%)	2.8429	3.3205	3.4933	3.6662	3.8504	4.0460
<i>Monthly</i>	492.78	575.57	605.53	635.49	667.43	701.33
EMT Intermediate Hourly (7.5%)	2.1322	2.4904	2.6200	2.7496	2.8878	3.0345
<i>Monthly</i>	369.59	431.68	454.15	476.62	500.57	526.00
Hazmat Spec (6%), Tech Rescue (6%), Water Rescue (6%), or Mobile Int Health PM (6%)						
Hourly	1.7057	1.9923	2.0960	2.1997	2.3102	2.4276
<i>Monthly</i>	295.67	345.34	363.32	381.29	400.46	420.80
EMT Advanced Hourly (5.0%)	1.4214	1.6602	1.7467	1.8331	1.9252	2.0230
<i>Monthly</i>	246.39	287.79	302.76	317.75	333.71	350.66
Hazmat Tech Hourly (4%)	1.1371	1.3282	1.3973	1.4665	1.5402	1.6184
<i>Monthly</i>	197.11	230.23	242.21	254.20	266.97	280.53
FTO Hourly (3%)	0.8529	0.9961	1.0480	1.0998	1.1551	1.2138
<i>Monthly</i>	147.83	172.67	181.66	190.65	200.23	210.40
Internship FTO Hourly (1%)	0.2843	0.3320	0.3493	0.3666	0.3850	0.4046
<i>Monthly</i>	49.28	57.56	60.55	63.55	66.74	70.13
Medic Ride Time Paramedic (10-hour unit)				\$25 per assigned shift		

