

**WAGE RATE SCHEDULE
CITY OF LA CROSSE PART TIME, SEASONAL AND CASUAL EMPLOYEES**

EFFECTIVE JANUARY 7, 2000 WITH REVISIONS: Sept 13, 2002; Aug 18th, 2003; June 1st, 2005; Jan 13th, 2006; Jan 12th, 2007; Sept 21st, 2007; Jan 11th, 2008; May 2nd, 2008; July 24th, 2008; April 10th, 2009; July 24th, 2009, September 28th, 2012, November 15th, 2013, January 1st, 2014, June 18th, 2014, July 11th, 2014, & May 15th, 2015

JOB CLASSIFICATION	IN EFFECT prior to Jan. 2007	REVISIONS Jan. 12th, 2007	REVISIONS Sept. 21st, 2007	REVISIONS Jan. 11th, 2008	REVISIONS May 2nd, 2008	REVISIONS July 24th, 2008	REVISIONS April 10th, 2009	REVISIONS July 24th, 2009	REVISIONS September 28th, 2012	REVISIONS November 15th, 2013	REVISIONS January 1st, 2014	REVISIONS June 18th, 2014	REVISIONS July 11th, 2014	REVISIONS May 15th, 2015
MINIMUM WAGE - ADULT	6.50/hr (W)					6.55/hr (F)		7.25 (F)						
MINIMUM WAGE - MINOR	5.90/hr (W)													
ALL														
Clerical I	6.00/hr	6.50/hr		7.00/hr				7.25/hr						
Clerical II	6.50/hr	7.00/hr		7.50/hr				7.50/hr						
Clerical III	7.00/hr	7.50/hr		8.00/hr				8.00/hr						
Clerical IV	7.50/hr	8.00/hr		8.50/hr				8.50/hr						
Clerical V	8.00/hr	8.50/hr		9.00/hr				9.00/hr						
Clerical VI	8.50/hr	9.00/hr		9.50/hr				9.50/hr						
Clerical VII													10.00/hr	
Clerical VIII													11.00/hr	
Clerical IX													12.00/hr	
Clerical X													13.00/hr	
Clerical XI													14.00/hr	
Janitor I	6.00/hr	6.50/hr		7.00/hr				7.25/hr						
Janitor II	6.50/hr	7.00/hr		7.50/hr				7.50/hr						
Janitor III	7.00/hr	7.50/hr		8.00/hr				8.00/hr						
Janitor IV	7.50/hr	8.00/hr		8.50/hr				8.50/hr						
Janitor V	8.00/hr	8.50/hr		9.00/hr				9.00/hr						
Janitor VI														9.50/hr
Janitor VII														10.00/hr
Laborer I	6.00/hr	6.50/hr		7.00/hr				7.25/hr						
Laborer II	6.50/hr	7.00/hr		7.50/hr				7.50/hr						
Laborer III	7.00/hr	7.50/hr		8.00/hr				8.00/hr						
Laborer IV	7.50/hr	8.00/hr		8.50/hr				8.50/hr						
Laborer V	8.50/hr	8.50/hr		9.00/hr				9.00/hr						
Laborer VI	9.00/hr	9.00/hr		9.50/hr				9.50/hr						
Laborer VII		9.50/hr		10.00/hr				10.00/hr						
Intern I	6.00/hr	7.00/hr						7.50/hr						
Intern II	6.50/hr	8.00/hr												
Intern III	7.00/hr	8.50/hr												
Intern IV	7.50/hr	9.00/hr												
Intern V	8.50/hr	9.50/hr												
Intern VI	9.50/hr	10.00/hr												
Intern VII	10.50/hr	11.00/hr												
AIRPORT														
Parking Attendant I												10.00/hr		
Parking Attendant II												10.50/hr		
Parking Attendant III												11.00/hr		
Parking Attendant IV												11.50/hr		
Parking Attendant V												12.00/hr		
CITY ATTORNEY'S OFFICE														
Law Clerk I								10.00/hr						
Law Clerk II								10.50/hr						

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Law Clerk III							11.00/hr							
Law Clerk IV							11.50/hr							
Law Clerk V							12.00/hr							
Law Clerk VI							12.50/hr							
Law Clerk VII							13.00/hr							
Law Clerk VIII							13.50/hr							
Law Clerk IX							14.00/hr							
Law Clerk X							14.50/hr							
Law Clerk XI							15.00/hr							
POLICE														
Crossing Guard I (starting)	7.75/hr	9.00/hr		9.25/hr										
Crossing Guard II (after 1st year)	8.00/hr	9.25/hr		9.50/hr										
Crossing Guard III (after 2nd year)	8.25/hr	9.50/hr		9.75/hr										
Crossing Guard IV (after 3rd year)	8.50/hr	9.75/hr		10.00/hr										
Crossing Guard V (after 4th year)									10.25/hr					
Oktoberfest Police	18.00/hr		20.00/hr						25.00/hr					
Special Events Police Officer I											15.00/hr			
Special Events Police Officer II											16.00/hr			
Special Events Police Officer III											17.00/hr			
Special Events Police Officer IV											18.00/hr			
Special Events Police Officer V											19.00/hr			
Special Events Police Officer VI											20.00/hr			
Civilian Aide I										12.00/hr				
Civilian Aide II										13.00/hr				
Civilian Aide III										14.00/hr				
Civilian Aide IV										15.00/hr				
CITY CLERK														
Election Inspector I	6.50/hr	8.00/hr												
Election Inspector II											8.50/hr			
Chief Election Inspector I	7.50/hr	9.00/hr												
Chief Election Inspector II											10.00/hr			
Election Clerk I	8.50/hr	10.00/hr												
Election Clerk II											11.00/hr			
Voting Machine Technician I	15.00/hr	16.00/hr												
Voting Machine Technician II											16.50/hr			
Voting Deputy I	50.00/day	55.00/day												
Voting Deputy II											60.00/day			
ENGINEERING														
Engineering Intern I	9.00/hr				11.00/hr						11.50/hr			
Engineering Intern II	9.50/hr				11.50/hr						12.00/hr			
Engineering Intern III	10.00/hr				12.00/hr						12.50/hr			
Engineering Intern IV											13.00/hr			

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Civil Engineer I												25.00/hr		
Civil Engineer II												27.50/hr		
Civil Engineer III												30.00/hr		
Civil Engineer IV												32.50/hr		
Civil Engineer V												35.00/hr		
Seasonal Engineering Technician I													18.00/hr	
Seasonal Engineering Technician II													20.00/hr	
Seasonal Engineering Technician III													22.00/hr	
INFORMATION SYSTEMS AND TECHNOLOGY														
IST Assistant I	10.00/hr					10.00/hr								
IST Assistant II	10.50/hr					11.00/hr								
IST Assistant III	11.00/hr					12.00/hr								
IST Assistant IV	11.50/hr					13.00/hr								
IST Assistant V	12.00/hr					14.00/hr								
IST Assistant VI	12.50/hr					15.00/hr								
IST Assistant VII	13.00/hr					17.00/hr								
IST Assistant VIII	14.00/hr					19.00/hr								
IST Assistant IX	15.00/hr					21.00/hr								
IST Assistant X						23.00/hr								
IST Assistant XI						25.00/hr								
LA CROSSE CENTER														
Box Office T1	6.50/hr	6.75/hr						7.25/hr						
Box Office T2	6.75/hr	7.25/hr						7.50/hr						
Box Office T3	7.25/hr	7.50/hr						8.00/hr						
Box Office T4	7.50/hr	8.00/hr						8.50/hr						
Box Office T5	8.00/hr	8.50/hr						9.00/hr						
Box Office T6	8.50/hr	9.00/hr						9.50/hr						
Box Office T7	9.00/hr	9.50/hr						10.00/hr						
Box Office T8	9.50/hr	10.00/hr						10.50/hr						
Box Office T9	10.00/hr	10.50/hr						11.00/hr						
Box Office T10	10.50/hr	11.00/hr						11.50/hr						
Box Office T11	11.00/hr	11.50/hr						12.00/hr						
Box Office T12	11.50/hr	12.00/hr						N/A						
Casual Laborer L1	6.50/hr	6.75/hr						7.25/hr						
Casual Laborer L2	6.75/hr	7.25/hr						7.50/hr						
Casual Laborer L3	7.25/hr	7.50/hr						7.75/hr						
Casual Laborer L4	7.50/hr	7.75/hr						8.00/hr						
Casual Laborer L5	7.75/hr	8.00/hr						8.25/hr						
Casual Laborer L6	8.00/hr	N/A			8.25/hr			8.50/hr						
Casual Laborer L7					8.50/hr			8.75/hr						
Casual Laborer L8					8.75/hr			9.00/hr						
Casual Laborer L9					9.00/hr			9.25/hr						
Casual Laborer L10					9.25/hr			9.50/hr						
Casual Laborer L11					9.50/hr			N/A						
Concessions C1	6.50/hr	6.75/hr						7.25/hr						
Concessions C2	6.75/hr	7.25/hr						7.50/hr						

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Concessions C3	7.25/hr	7.50/hr						7.75/hr						
Concessions C4	8.00/hr	7.75/hr						8.00/hr						
Concessions C5	8.50/hr	8.00/hr						8.50/hr						
Concessions C6	9.00/hr	8.50/hr						9.00/hr						
Concessions C7	9.50/hr	9.00/hr						9.50/hr						
Concessions C8	10.00/hr	9.50/hr						10.00/hr						
Concessions C9	10.50/hr	10.00/hr						10.50/hr						
Concessions C10	11.00/hr	10.50/hr						11.00/hr						
Concessions C11	11.50/hr	11.00/hr						11.50/hr						
Concessions C12	12.00/hr	11.50/hr						12.00/hr						
Concessions C13		12.00/hr						N/A						
Food & Beverage - Special Events F1											12.00/hr			
Food & Beverage - Special Events F2											12.50/hr			
Food & Beverage - Special Events F3											13.00/hr			
Food & Beverage - Special Events F4											13.50/hr			
Food & Beverage - Special Events F5											14.00/hr			
Food & Beverage - Special Events F6											14.50/hr			
Food & Beverage - Special Events F7											15.00/hr			
Stage S1	7.25/hr	7.25/hr												
Stage S2	8.00/hr	8.00/hr												
Stage S3	8.50/hr	8.50/hr												
Stage S4	9.50/hr	9.00/hr												
Stage S5	10.50/hr	9.50/hr												
Stage S6	11.00/hr	10.00/hr												
Stage S7	12.00/hr	10.50/hr												
Stage S8	13.00/hr	11.00/hr												
Stage S9	14.00/hr	11.50/hr												
Stage S10	15.00/hr	12.00/hr												
Stage S11	16.00/hr	12.50/hr												
Stage S12	17.00/hr	13.00/hr												
Stage S13	18.00/hr	13.50/hr												
Stage S14		14.00/hr												
Stage S15		14.50/hr												
Stage S16		15.00/hr												
Stage S17		15.50/hr												
Stage S18		16.00/hr												
Stage S19		16.50/hr												
Stage S20		17.00/hr												
Stage S21		17.50/hr												
Stage S22		18.00/hr												
Security U1	6.50/hr			7.00/hr				7.25/hr						
Security U2	7.00/hr			7.50/hr				7.50/hr						
Security U3	7.50/hr			8.00/hr				8.00/hr						
Security U4	8.00/hr			8.50/hr				8.50/hr						
Security U5	8.50/hr			9.00/hr				9.00/hr						
Security U6	9.00/hr			9.50/hr				9.50/hr						
Security U7	9.50/hr			10.00/hr				10.00/hr						
Security U8	10.00/hr			10.50/hr				10.50/hr						
Security U9	10.50/hr			11.00/hr				11.00/hr						

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Security U10	11.00/hr			11.50/hr				11.50/hr						
Security U11	11.50/hr			12.00/hr				12.00/hr						
Security U12											12.50/hr			
Security U13											13.00/hr			
Security U14											13.50/hr			
RECREATION														
Beaches & Pools Lifeguard I				7.50/hr	7.50/hr									7.50/hr
Beaches & Pools Lifeguard II				8.50/hr	7.75/hr									7.75/hr
Beaches & Pools Lifeguard III				9.00/hr	8.00/hr									8.00/hr
Beaches & Pools Lifeguard IV				10.00/hr	8.25/hr									8.25/hr
Beaches & Pools Lifeguard V					8.50/hr									8.50/hr
Beaches & Pools Lifeguard VI					9.00/hr									8.75/hr
Beaches & Pools Lifeguard VII					9.50/hr									9.00/hr
Beaches & Pools Lifeguard VIII														9.25/hr
Beaches & Pools Lifeguard IX														9.50/hr
Beaches & Pools Lifeguard X														9.75/hr
Beaches & Pools Lifeguard XI														10.00/hr
Beaches & Pools Head Guard VIII I					10.00/hr									10.00/hr
Beaches & Pools Head Guard II														10.25/hr
Beaches & Pools Head Guard III														10.50/hr
Beaches & Pools Head Guard IV														10.75/hr
Beaches & Pools Head Guard V														11.00/hr
Pool Attendant I				6.55/hr				7.25/hr						7.25/hr
Pool Attendant II					7.00/hr			N/A						7.50/hr
Pool Attendant III														7.75/hr
Pool Attendant IV														8.00/hr
Recreation Aide I				7.00/hr				7.25/hr						7.25/hr
Recreation Aide II				7.50/hr				7.50/hr						7.50/hr
Recreation Aide III				8.00/hr				8.00/hr						7.75/hr
Recreation Aide IV				9.00/hr				8.50/hr						8.00/hr
Recreation Aide V				9.50/hr				9.00/hr						8.25/hr
Recreation Aide VI				10.00/hr				9.50/hr						8.50/hr
Recreation Aide VII								10.00/hr						8.75/hr
Recreation Aide VIII														9.00/hr
Recreation Aide IX														9.25/hr
Recreation Aide X														9.50/hr
Recreation Aide XI														9.75/hr
Recreation Aide XII														10.00/hr
Recreation Instructor I				11.00/hr										11.00/hr
Recreation Instructor II				12.00/hr										11.50/hr
Recreation Instructor III				13.00/hr										12.00/hr
Recreation Instructor IV				14.00/hr										12.50/hr
Recreation Instructor V				15.00/hr										13.00/hr
Recreation Instructor VI				16.00/hr										13.50/hr
Recreation Instructor VII														14.00/hr
Recreation Instructor VIII														14.50/hr
Recreation Instructor IX														15.00/hr

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<u>Recreation Instructor X</u>														15.50/hr
<u>Recreation Instructor XI</u>														16.00/hr
Sports Official I				14.00/game										
Sports Official II				15.00/game										
Sports Official III				16.00/game										
Sports Official IV				19.00/game									17.00/game	
Sports Official V													18.00/game	
Sports Official VI													19.00/game	
Sports Official VII													20.00/game	
Sports Official VIII													21.00/game	
Sports Official IX													22.00/game	

City of La Crosse
Part-time, Seasonal, and Casual Position Summary

General Positions

CLERICAL:

The purpose of positions in this classification is to perform routine clerical and records maintenance tasks. Duties include routine clerical and recordkeeping tasks such as typing forms, correspondence and reports; entering data to computer and manual records and files. May perform public reception and customer service tasks. Answers and routes telephone calls, takes and relays messages, provides routine information.

JANITOR:

The purpose of positions in this classification is to perform routine building and grounds maintenance and custodial tasks. Performs manual labor and operates light equipment such as floor cleaning machines, mowers, and trimmers.

LABORER:

The purpose of positions in this classification is to perform general labor, maintenance, repair and routine buildings and grounds maintenance tasks. Performs general manual labor such as vehicle operating, snow removal, lawn care, and other tasks. Assists with maintenance, construction and repair projects.

Position Requirements:

- Valid driver's license required.

INTERN:

The purpose of this position is to assist various departments with professional duties essential to City business. Performs entry-level professional tasks and general office duties. Positions provide students with exposure to their field of study and experience in a professional work environment.

Position Requirements:

- Good academic standing majoring in a related field.

Airport

PARKING ATTENDANT:

The purpose of positions in this classification is to conduct license plate inventories, handle cash, perform customer service, stock and monitor equipment, clean, remove snow, maintain landscaping, and other duties as assigned. May require working outdoors in adverse weather conditions.

City Attorney's Office

LAW CLERK:

The purpose of positions in this classification is to assist Legal Department staff. Job duties include legal research, writing and analysis of municipal law matters.

Position Requirements:

- Good academic standing at an accredited law school.

Police

CROSSING GUARD:

The purpose of this position is to perform the police related function associated with being an adult school crossing guard assigned to the Community Services Bureau, hired by the Chief having assigned duty hours, for assisting school children across city streets while in route to/from schools.

OKTOBERFEST POLICE:

The purpose of this position is to perform law enforcement functions associated with being a sworn police officer during Oktoberfest.

SPECIAL EVENTS POLICE OFFICER:

The purpose of this position is to perform law enforcement functions associated with being a sworn police officer.

CIVILIAN AIDE:

The purpose of positions in this classification is to perform a variety of civilian service employee (CSE) duties during an assigned shift.

Position requirements:

- Active Police Reserve with the City of La Crosse or enrolled in a police science related field at the time of application.
- A valid Wisconsin motor vehicle operator's license required.

City Clerk's Office

ELECTION INSPECTOR:

The appointment of election inspectors (poll workers), their responsibilities, and training are in accordance with Wisconsin state law. Persons in this position conduct assigned duties at a polling site on Election Day.

CHIEF ELECTION INSPECTOR:

The appointment of chief election inspectors, their responsibilities, and training are in accordance with Wisconsin state law. Persons in this position assign the duties of the election inspectors and are in charge of the polling site on Election Day. Chief Inspectors are responsible for the completion and return of election forms and materials to the City Clerk on election night.

ELECTION CLERK:

The purpose of this position is to assist the City Clerk with duties essential to conducting elections. Responsibilities for this position include accurate data entry of voter registration applications, absentee ballot applications, and voter participation.

VOTING MACHINE PROGRAMMER TECHNICIAN:

Persons in this position are responsible for delivery, set-up, and take-down of election equipment at polling places as well as voting machine troubleshooting on Election Day. They may assist with the public test, which occurs one afternoon during the week prior to the election. Persons in this position work approximately 20 hours for each election to include hours the afternoon and evening before Election Day, election night, and the morning after. Technicians may be called out on Election Day.

Position Requirements:

- Must have the ability to bend and lift more than 35 pounds
- Must have a driver's license and reliable transportation

VOTING DEPUTY:

The appointment of Special Voting Deputies, their responsibilities, and training are in accordance with Wisconsin state law. The purpose of this position is to conduct absentee voting at certain care facilities.

Engineering

ENGINEERING INTERN:

The purpose of this position is to assist City Engineering and Survey Crews in the survey, construction, mapping, and recordkeeping of various Civil Engineering projects. This position works in the field assisting in general survey and construction staking, and in the office assisting in the management of map and data files used in archiving City infrastructure. Additional tasks may be assigned.

Position requirements:

- Good academic standing majoring in Engineering or a related field.
- Experience with CAC, GIS, database management, and programming preferred.
- Valid driver's license required.

SEASONAL ENGINEERING INSPECTOR:

The purpose of this seasonal position is to assist City Engineering and Survey Crews in the survey, construction oversight, inspection, and general recordkeeping of various construction projects.

Position requirements:

- Previous work experience in municipal engineering and construction principles and practices including sewer, water, and pavement construction.
- Valid driver's license required.

Information Systems & Technology

IST ASSISTANT:

The purpose of positions in this classification is to assist the IS&T department in one of the following areas:

- **Webmaster:** Responsibilities include designing, implementing, maintaining, and reviewing web and intranet sites and responding to basic questions from City employees and the public.

Position requirements:

- Enrolled in a program in computer science, graphic design, web design, or a related field.

- **Help Desk:** The purpose of this position is to maintain computers within the City Network including hardware and software set-up, installing end user applications, and assisting the end-user with problem resolution

Position requirements:

- Good academic standing majoring in computer science or related field.

- Valid driver's license required.
- **GIS:** This position provides planning and direction for GIS, technical coordination and training, and serve as a GIS liaison to City departments and outside agencies.

Position requirements:

- Enrolled in or have graduated from a Bachelor's Degree program in Computer Science, MIS, Geography, GIS or a related field or have a combination of education and experience that provides equivalent knowledge, skills and abilities.
- Knowledge of ESRI ArcGIS Applications and products, including ArcMap, ArcSDE, and ArcGIS Server.
- Valid driver's license required.

La Crosse Center

BOX OFFICE:

The purpose of this position is to sell tickets to events held at the La Crosse Center using a computerized ticketing system. Candidates must possess previous cash handling experience, strong computer skills and customer service skills.

CASUAL LABORER:

The purpose of positions in this classification is to perform routine building and grounds maintenance and custodial tasks and event set-up. Performs manual labor and operates light equipment. Candidates must have strong customer service skills and the ability to read and follow floor plans.

CONCESSIONS:

The purpose of positions in this classification is to perform all food and bar related needs within the facility. Food sanitary requirements must be followed and bartenders must possess a valid license to serve alcohol. Candidates must be able to stand for long periods of time. Previous cash handling is required.

FOOD & BEVERAGE – SPECIAL EVENTS:

The purpose of positions in this classification is to perform catering for functions at the La Crosse Center. Candidates must have prior catering, cooking, and preparation experience.

STAGE:

The purpose of positions in this classification is to perform all stage related needs for events held at the La Crosse Center. Positions include set up and tear down, up rigging, down rigging, fork lift, sound and lights. Candidates must be able to read and follow floor plans.

SECURITY:

The purpose of positions in this classification is to perform security for a wide variety of events within the facility. Candidates must be able to stand for long periods of time, must know safety routes, and to remain calm during emergencies. Candidates must possess strong customer service skills.

Recreation

BEACHES & POOLS LIFEGUARD:

Seasonal positions in this classification are responsible for the safety of patrons at the pools or beaches. Position responds in emergency situations, performs all skills required for certifications, instructs swim lessons, and assists with opening/closing procedures, maintenance, and custodial tasks.

Position Requirements:

- Lifeguard Training (LGT) Certification required (includes First Aid and CPR)
- Water Safety Instructor (WSI) certification encouraged but not required.

POOL ATTENDANT:

The purpose of this seasonal position is to accept and process daily admissions at the pools, assist with opening/closing procedures, maintenance, and custodial tasks as assigned. This position serves as the primary customer service representative.

RECREATION AIDE:

Employees in this classification are coaches, camp counselors, program coordinators, and building supervisors.

- Coaches and camp counselors are responsible for planning and implementing sport practices and camp activities for youth, adults, and individuals with special needs, chaperoning participants, and supervising volunteers.
- Program coordinators are responsible for recruiting, hiring, training, supervising and evaluating coaches and counselors and organizing meetings, supplies, equipment, and paperwork required for programs and program staff. In addition, they ensure sites are properly maintained and develop and implement special events and fund raisers.
- Building supervisors are responsible for supervising individuals or groups that use the center and assisting with set up and take down of tables, chairs and other equipment and implementation of center policies and procedures, maintaining facilities and grounds, supporting staff with phone calls and mailings, and working with the public to assist with program registration and facility reservations.

Position Requirements vary by position.

RECREATION INSTRUCTOR:

Employees in this classification are coaches, camp counselors, and program coordinators. Duties are similar to Recreation Aides, however, staff have more education, training and/or work experience. Recreation Instructor positions include staff with a background and exper in a specific field.

Position Requirements vary by position, but may include the following:

- Valid Driver's License
- First Aid and CPR certifications preferred.
- Special Olympics Wisconsin Class A Volunteer Certification (required for Special Olympics and Special Recreation staff)
- Proficient in Microsoft Word, Excel, Outlook, Power Point and Publisher.
- Ability to learn Rec Trac (department's registration system).
- Proficient in their area of expertise.

SPORTS OFFICIAL:

Employees in this position are certified, experienced sports officials.