



**CITY OF KNOXVILLE, TENNESSEE**

**City Council**

**AGENDA INFORMATION SHEET**

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**AGENDA DATE:** April 29, 2025

**DEPARTMENT:** Human Resources Department

**DIRECTOR or DESIGNEE:** Kelly D. Drummond

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**AGENDA SUMMARY** An Ordinance of the Council of the City of Knoxville to amend Chapter 2, Article III, Division 2, Sections 2-449, 2-450, 2-458, and 2-459 of the Knoxville City Code to adjust the classification and compensation plans.

**COUNCIL DISTRICT(S) AFFECTED** All Districts

**BACKGROUND**

This Ordinance implements routine annual updates to the compensation and classification plans by increasing pay rates and creating new classifications, reallocating and retitling existing classifications, and abolishing no longer needed classifications to meet changing organizational needs. (These structural pay rate increases are separate from the annual 2.5 percent pay increase automatically provided to most permanent employees pursuant to City Code Section 2-454(a).)

This Ordinance increases each of the minimum and maximum rates of pay for general government employees by 1.5 percent effective July 1, 2025, consistent with the recommendations of the 2021-2022 classification and compensation study final report and as required by City Code Section 2-455(1).

This Ordinance creates 23 new general government classifications paid on a salaried basis, effective July 1, 2025, as follows:

<b>Job Code</b>	<b>Class Title and Summary</b>	<b>Pay Grade</b>
4050	<b>Groundskeeper.</b> This classification will, under general supervision of a foreman or appointed designee, handle groundskeeping, housekeeping, and other general tasks associated with duties of the Department of Public Service.	304
2155	<b>Civil Service Technician.</b> This classification will be used in lieu of the "Human Resources Technician" classification for new hires, promotions, etc., in the Civil Service office.	305
2156	<b>Civil Service Technician, Senior.</b> This classification will be used in lieu of the "Human Resources Technician, Senior" classification for new hires, promotions, etc., in the Civil Service office.	306
1079	<b>NCIC Operator, Senior.</b> This classification will be responsible for all NCIC Operator duties and will assist with training new operators and the monthly validation of existing NCIC entries.	307

3061	<b>Revenue Technician II.</b> This classification will, under general supervision, perform all duties of a Revenue Technician I, involving the receipting and billing of a variety of property and business taxes and the issuance of appropriate licenses and permits, with additional tasks progressively increasing in difficulty and complexity, including reconciling payments and banking files.	309
3062	<b>Revenue Technician III.</b> This classification will, under general supervision, perform all duties of a Revenue Technician I and Revenue Technician II involving the receipting and billing of a variety of property and business taxes and the issuance of appropriate licenses and permits, with additional tasks progressively increasing in difficulty and complexity, including problem solving and addressing customer complaints.	310
9097	<b>Police Personnel Specialist.</b> This classification will conduct and coordinate all aspects of the KPD's internal and external hiring efforts. This position will collaborate with the Department of Human Resources in the hiring of all department personnel.	310
7138	<b>Outreach Coordinator.</b> This classification will be responsible for public engagement, outreach, and educational content creation as it relates to the City's public services.	311
4039	<b>Urban Forestry Specialist.</b> This classification will perform specialized duties that are public facing, including dealings with volunteers, contractors, community partners, and more. With stronger emphasis on growing and maintaining natural greenspaces such as combating invasive species and reforestation land projects, this position will help leverage resources and maintain these spaces under the direction of the Urban Forester.	311
5147	<b>Leave Coordinator.</b> This classification will be responsible for administering the Family Medical Leave Act and the Sick Leave Bank for all employees and will handle all administrative aspects related to the leave function including processing leave vouchers, assisting with leave-related questions and issues, tracking leave, and more.	312
2182	<b>Codes Enforcement Coordinator.</b> This classification will require a special skill set to research title history, ownership, heirs of property, and other tenets of property ownership.	313
4051	<b>Landscape Reviewer and Inspector.</b> This classification will, under general supervision, be responsible for reviewing and evaluating building, construction, and development plans for compliance with the Tree Protection Ordinance and other landscape ordinances.	313
2157	<b>Civil Service Analyst.</b> This classification will be used in lieu of the "Human Resources Analyst" classification for new hires, promotions, etc., in the Civil Service office.	314
2128	<b>Human Resources Data Analyst.</b> This classification will collect, analyze, and interpret employment-related data to support decision-making and improve workforce strategies.	314

5074	<b>Sign and Marking Coordinator.</b> This classification will address a current gap in promotional opportunities for employees of the Sign Shop. It also provides flexibility to meet growing needs and demands related to transportation controls in the Signs and Marking group.	314
5079	<b>Stormwater Engineering Technician Project Manager.</b> This classification will address a current gap in promotional opportunities for employees of the Stormwater Engineering Division.	314
2158	<b>Civil Service Analyst, Senior.</b> This classification will be used in lieu of the "Human Resources Analyst, Senior" classification for new hires, promotions, etc., in the Civil Service office.	316
9061	<b>Crime Scene Supervisor.</b> This classification will create upward progression for members within the unit who have chosen Crime Scene Investigations as a career. Also, this will allow consistency in supervision within the unit.	316
2130	<b>Human Resources Business Partner.</b> This classification will serve as a strategic partner to assigned directors and heads of offices and agencies; advise the same on employment-related policy-making; assist the same with employment matters of a confidential nature; serve as a single point of contact for their employment needs; and implement workforce development strategies within their departments, offices, and agencies.	316
5148	<b>Risk Coordinator.</b> This classification will perform strategic planning and oversight of the risk management program to include reporting and training of City staff on improvement strategies.	316
2131	<b>Human Resources Business Partner, Senior.</b> This classification will serve as a promotional opportunity for the Human Resources Business Partner and perform the duties of the Human Resources Business Partner for a larger number of directors and heads of offices and agencies.	318
2132	<b>Human Resources Manager.</b> This classification will serve as the leader of a team within the Department of Human Resources, supervise individuals assigned to the team, manage the team's responsibilities, and assist the Director and Deputy Director of Human Resources with departmental policymaking and handling confidential employment matters.	321
9096	<b>Police Curriculum Administrator.</b> This classification will plan, develop, manage, and evaluate police training programs and ensure POST compliance.	321

This Ordinance creates two new general government classifications paid on an hourly basis, effective July 1, 2025, as follows:

Job Code	Class Title and Summary	Pay Grade
4023	<b>Bus Driver.</b> This classification will be responsible for utilizing a Commercial Driver License to operate buses for transportation related to Parks and Recreation programming.	99

4024	<b>Lifeguard.</b> This classification will be responsible for ensuring the safety of patrons by preventing and responding to emergencies at municipal pools under the general supervision of Parks and Recreation aquatics staff.	99
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This Ordinance retitles and reallocates two existing general government job classification, effective July 1, 2025, as follows:

Job Code	Current Class Title	Proposed Class Title	Current Pay Grade	Proposed Pay Grade
2027	Training Coordinator	Workforce Development Coordinator	313	314
5155	Health and Safety Specialist	Health and Safety Coordinator	313	315

This Ordinance reallocates 121 general government job classifications, effective July 1, 2025, as follows:

Job Code	Class Title	Current Pay Grade	Proposed Pay Grade
7052	Public Service Worker I	303	305
1002	Customer Service Representative	304	306
7095	Parts and Service Clerk I	304	306
7053	Public Service Worker II	304	305
7102	Apprentice Mechanic	305	306
4100	Assistant Recreation Specialist	305	307
1006	Customer Service Representative, Senior	305	307
7025	Equipment Operator I	305	307
6021	Hazardous Waste Technician	305	307
4049	Horticulture Services Worker	305	306
7096	Parts and Service Clerk II	305	307
7049	Public Service Construction Worker	305	307
7086	Service Writer	305	307
7050	Trades Craftsworker	305	307
4038	Urban Forestry Service Worker	305	307
7029	Waste Facilities Assistant/Scale Operator	305	307
7026	Equipment Operator II	306	309
7033	Equipment Operator II - Backhoe	306	309
7040	Equipment Operator II - Boom Mower	306	309
7034	Equipment Operator II - Concrete Truck	306	309
7028	Equipment Operator II - Demo Specialist	306	309

7035	Equipment Operator II - Ditching Machine	306	309
7128	Equipment Operator II - Forestry Machine	306	309
7123	Equipment Operator II - Front Loader Hi-Lift	306	309
7036	Equipment Operator II - Garbage Truck	306	309
7037	Equipment Operator II - Grade-All	306	309
7124	Equipment Operator II - Knuckleboom	306	309
7007	Equipment Operator II - Mini Excavator	306	309
7039	Equipment Operator II - Multipurpose Sweeper	306	309
7009	Equipment Operator II - Paving Machine	306	309
7126	Equipment Operator II - Pothole Patcher	306	309
7125	Equipment Operator II - Right of Way Mower	306	309
7038	Equipment Operator II - Road Grader	306	309
7127	Equipment Operator II - Roll-Back Dump Truck	306	309
7041	Equipment Operator II - Sewer Truck	306	309
7129	Equipment Operator II - Slope Master	306	309
7130	Equipment Operator II - Sweeper	306	309
7131	Equipment Operator II - Tandem Dump Truck	306	309
7121	Equipment Operator II - Triple Flail Mower	306	309
6022	Hazardous Waste Technician, Senior	306	308
3013	Municipal Court Deputy Clerk I	306	308
7097	Parts and Service Clerk III	306	308
7045	Public Service Crew Leader	306	309
3066	Revenue Technician	306	307
7062	Trades Craftsworker, Senior	306	308
9044	Transportation Officer	306	309
7087	Automotive Technician I	307	309
7027	Equipment Operator III	307	310
7122	Equipment Operator III - Construction	307	310
7134	Equipment Operator III - General Services	307	310
7132	Equipment Operator III - Horticulture	307	310
7006	Equipment Operator III - Transfer Station	307	310
3012	Municipal Court Deputy Clerk II	307	309
4010	Recreation Specialist	307	309
3063	Revenue Specialist	307	312
9043	Transportation Officer, Senior	307	310
4048	Tree Service Technician	307	310

5600	Audio Video Technician	308	310
7044	Bucket Truck Operator	308	311
7105	Fire Apparatus Service Clerk	308	309
3011	Municipal Court Deputy Clerk III	308	310
4012	Recreation Specialist, Senior	308	310
7023	Semi-Truck Driver	308	311
7051	Skilled Trades Craftsworker	308	310
7043	Track Hoe Operator	308	311
2005	Administrative Assistant	309	310
2000	Administrative Specialist	309	310
2023	Administrative Technician	309	310
5601	Audio Video Technician, Senior	309	311
7088	Automotive Technician II	309	310
9036	Crime Scene Technician	309	311
7047	HVAC Technician	309	311
7032	Public Service Maintenance Coordinator	309	311
7063	Skilled Trades Craftsworker, Senior	309	311
7145	Stores System Manager	309	310
7024	Waste and Resources Coordinator	309	310
4047	Arborist	310	313
2181	Codes Enforcement Officer	310	311
9086	Crime Scene Technician I	310	312
7091	Equipment Technician I	310	311
1057	Municipal Court Clerk	310	312
7020	Public Service Foreman I	310	312
9087	Crime Scene Technician II	311	313
7092	Equipment Technician II	311	312
7104	Licensed Electrician	311	313
7135	Public Service Area Foreman	311	313
7031	Public Service Construction Foreman	311	313
7021	Public Service Foreman II	311	313
7136	Public Service Horticulture Foreman	311	313
7090	Automotive Technician Leader	312	314
2180	Codes Enforcement Officer, Senior	312	313
9093	Emergency Management Operations Officer	312	315
7093	Equipment Master Technician	312	313

7162	Facilities Services Assistant Manager	312	314
7099	Fire Apparatus Technician I	312	313
7071	Garage Service Coordinator	312	313
7030	Master Equipment Operator	312	313
4081	Recreation Supervisor	312	313
6076	Senior Zoning/Codes Enforcement Officer	312	313
9008	Crime Scene Technician III	313	314
7100	Fire Apparatus Technician II	313	314
6016	Waste Facility Foreman	313	314
7101	Fire Apparatus Master Technician	314	315
7018	Public Service Area Manager I	314	316
7161	Facilities Services Manager	315	318
7103	Fire Apparatus Technician Leader	315	316
7098	Garage Supervisor	315	317
4045	Horticulture Services Manager	315	318
7019	Public Service Area Manager II	315	318
2020	Public Service Planning and Safety Manager	315	318
6017	Waste and Resources Manager	315	320
6015	Waste Facility Manager	315	318
2210	Codes Enforcement Section Manager	316	318
7175	Fleet Administrative Manager	316	318
4075	Parks and Recreation Maintenance Superintendent	316	317
7137	Public Service Area Operations Manager	316	318
7120	Public Service Construction Manager	316	318
4074	Recreation Superintendent	316	317
4037	Urban Forester	316	320
7075	Vehicle Shop Manager	318	320
7070	Fleet Operations Manager	320	321

This Ordinance retitles 10 general government job classifications, effective July 1, 2025, as follows:

Job Code	Class Title	Proposed Class Title
6025	Development Services Technician	Development Services Technician I
2040	Fire Planning and Operations Manager	Fire Administration and Business Manager
2028	Human Resources Specialist	Human Resources Associate

5064	Master Signal Repair Technician	Signal and Lighting Technician III
3002	Recreation Intern	Recreation Intern I
3066	Revenue Technician	Revenue Technician I
5042	Signal Installer, Senior	Signal and Lighting Technician I
5039	Signal Repair Technician, Senior	Signal and Lighting Technician II
6023	Technology Support Liaison I	Development Services Technician II
6024	Technology Support Liaison II	Development Services Technician III

This Ordinance abolishes three general government classifications paid on a salaried basis, effective July 1, 2025, as follows:

Job Code	Class Title
6030	Electrical Inspector
6084	Electrical Inspector, Senior
6081	Plumbing/Mechanical Inspector

This Ordinance increases the first pay step of each pay grade for Police Department uniformed employees by 2.5 percent and increases each additional step by 1.7 percent, effective July 1, 2025, consistent with the recommendations of the 2021-2022 classification and compensation study final report and as required by City Code Section 2-455(3).

This Ordinance increases the first pay step of each pay grade for Fire Department uniformed employees by 2.5 percent and increases each additional step by 1.7 percent, effective July 1, 2025, consistent with the recommendations of the 2021-2022 classification and compensation study final report and as required by City Code Section 2-455(2).

This Ordinance reallocates six Fire Department uniformed job classifications, effective July 1, 2025, as follows:

Job Code	Class Title	Current Pay Grade	Current Minimum	Current Maximum	Proposed Minimum	Proposed Maximum
8034	Firefighter Recruit	103	\$41,106.02	\$61,603.92	\$45,838.89	\$68,696.87
8033	Firefighter Recruit EMT	103	\$41,106.02	\$61,603.92	\$45,838.89	\$68,696.87
8035	Firefighter	105	\$45,319.39	\$67,918.32	\$48,861.95	\$73,227.41
8037	Senior Firefighter	107	\$49,964.63	\$74,879.95	\$52,084.38	\$78,056.73
8043	Fire Assistant Chief	117	\$81,387.11	\$121,971.54	\$84,839.96	\$127,146.19
8044	Fire Assistant Chief, Senior	118	\$85,456.47	\$128,070.12	\$89,081.96	\$133,503.49

This Ordinance also deletes the word "midpoint" from City Code Section 2-455(1) and deletes the midpoint column from the general government pay table contained in City Code



Section 2-450(a) to simplify the maintenance of that table.

**ATTACHMENTS:**

- Fire table template\_Schedule A 2025-2026 (DOCX)
- Police table template\_Schedule B 2025-2026 (DOCX)
- GG table template\_2025-2026(DOCX)

**ESTIMATED PROJECT SCHEDULE** To be effective 07/01/2025.

**PRIOR ACTION/REVIEW** none

**FISCAL INFORMATION** The estimated cost to implement this Ordinance is incorporated into the Mayor's 2025-2026 Proposed Annual Operating Budget and is detailed in the same. There is no cost to create new job classifications. The cost will be incurred upon filling the vacant positions.