

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE RENO CITY COUNCIL  
AMENDING RESOLUTION NO. 9154, ADOPTING AN  
AMENDED SALARY SCHEDULE FOR UNREPRESENTED  
HOURLY EMPLOYEES NOT COVERED BY AN  
EMPLOYEE-MANAGEMENT AGREEMENT CONTRACT  
OR COLLECTIVE BARGAINING AGREEMENT  
REFLECTING THREE ANNUAL THREE PERCENT  
COST-OF-LIVING INCREASES, IMPLEMENTING THE  
RESULTS OF A CLASSIFICATION AND COMPENSATION  
STUDY, AND ADOPTING A CORRESPONDING SALARY  
INCREASE FOR AFFECTED EMPLOYEES, TO COST  
\$352,242 FOR FISCAL YEAR 24-25; \$537,841 FOR  
FISCAL YEAR 25-26; AND \$740,524 FOR FISCAL  
YEAR 26-27; TOGETHER WITH OTHER MATTERS  
PROPERLY RELATING THERETO.**

**A. WHEREAS,** the Reno City Council (the "City Council") desires to provide, by resolution, for cost-of-living increases for regular unrepresented hourly employees hired pursuant to Sections 1.090 and 3.060 of the Reno City Charter (the "Charter"), who are under the direction of the City Manager or the City Attorney (the "Unrepresented Hourly Employees"); and

**B. WHEREAS,** Unrepresented Hourly Employees are not subject to an employee- management contract or bargaining agreement; and

**C. WHEREAS,** the current Unrepresented Hourly Employee salary schedule was established for said employees by Resolution No. 7855, amended by Resolution No. 8232 and by Resolution No. 8488, amended by Resolution No. 8755, amended by Resolution No. 8922 amended by Resolution No. 8999, and further amended by Resolution No. 9154; and

**D. WHEREAS,** the Reno City Council desires to increase the pay range reflected in the salary schedule for said employees; and

**E. WHEREAS,** the Reno City Council desires to implement the City's 2022 Classification and Compensation study for said employees; and

**F. WHEREAS,** the Administrative Code of the City of Reno, Section 2.14.020, states that "the City Manager shall establish such additional classifications as may be necessary for the operation of the City. The City Manager shall assign said classifications to the appropriate pay range and may adjust the pay range assignment of existing classifications within the limitations of current budgets and the salary schedule(s) adopted by City Council."

**NOW THEREFORE** be it hereby resolved by the City Council of the City of Reno as follows:

**Section 1.** The City Council hereby finds that the foregoing recitals are true and correct and are incorporated by this reference.

**Section 2.** Resolution No. 9154 is hereby amended by replacing the salary schedule attached thereto with the salary schedule attached hereto as Exhibit "A", which reflects the implementation of the City's Classification and Compensation study which was conducted by a third-party consultant and obtained in April 2024 as well as three annual three percent salary increases affecting Unrepresented Hourly Employees, to be implemented the first full pay period in July 2024, July 2025, and July 2026, respectively.

**Section 3.** The Mayor, City Manager, members, officers, employees and agents of the City are hereby authorized and directed, jointly and severally, to do any and all things and to execute, deliver and record all documents as may be required and otherwise to give effect to, carry out and comply with the terms and intent of this Resolution, and to take all necessary and appropriate actions to effectuate the intent of this Resolution.

**Section 4.** This resolution shall take effect immediately upon its passage.

Upon motion by Councilmember \_\_\_\_\_, and seconded by Councilmember \_\_\_\_\_,

the foregoing Resolution was passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_,

2024, by the following vote of the Council:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
HILLARY SCHIEVE  
MAYOR OF THE CITY OF RENO

ATTEST:

\_\_\_\_\_  
MIKKI HUNTSMAN  
CITY CLERK AND  
CLERK OF THE CITY COUNCIL  
OF THE CITY OF RENO,  
NEVADA

**CITY OF RENO**  
**Salary Schedule for Unrepresented Employees**  
**Effective 7/12/2024 - 3% Increase**

Grade	Classification	*****STEP*****							
		1	2	3	4	5	6	7	
C15	Community Resource Specialist Office Assistant I	21.45	22.52	23.67	24.85	26.09	27.41	28.79	Hourly
		1,716.39	1,801.41	1,893.44	1,988.11	2,087.12	2,192.90	2,302.98	Bi-Weekly
		44,626.19	46,836.70	49,229.50	51,690.98	54,265.07	57,015.40	59,877.57	Annual
C16		22.52	23.67	24.85	26.09	27.41	28.79	30.20	Hourly
		1,801.41	1,893.44	1,988.11	2,087.12	2,192.90	2,303.17	2,416.00	Bi-Weekly
		46,836.70	49,229.50	51,690.98	54,265.07	57,015.40	59,882.42	62,816.02	Annual
C17	Citizen Service Representative Office Assistant II	23.67	24.85	26.09	27.41	28.79	30.20	31.73	Hourly
		1,893.44	1,988.11	2,087.12	2,192.90	2,303.17	2,416.00	2,538.43	Bi-Weekly
		49,229.50	51,690.98	54,265.07	57,015.40	59,882.42	62,816.02	65,999.23	Annual
C18		24.85	26.09	27.41	28.79	30.20	31.73	33.33	Hourly
		1,988.11	2,087.12	2,192.90	2,303.17	2,416.00	2,538.43	2,666.34	Bi-Weekly
		51,690.98	54,265.07	57,015.40	59,882.42	62,816.02	65,999.23	69,324.86	Annual
C19	Lead Citizen Service Representative Secretary	26.09	27.41	28.79	30.20	31.73	33.33	34.98	Hourly
		2,087.12	2,192.90	2,303.17	2,416.00	2,538.43	2,666.34	2,798.59	Bi-Weekly
		54,265.07	57,015.40	59,882.42	62,816.02	65,999.23	69,324.86	72,763.37	Annual
C20	Program Assistant	27.41	28.79	30.20	31.73	33.33	34.98	36.74	Hourly
		2,192.90	2,303.17	2,416.00	2,538.43	2,666.34	2,798.59	2,939.04	Bi-Weekly
		57,015.40	59,882.42	62,816.02	65,999.23	69,324.86	72,763.37	76,415.07	Annual
C21	COAP Grant Program Coordinator Public Art Program Coordinator	28.79	30.20	31.73	33.33	34.98	36.74	38.58	Hourly
		2,302.98	2,416.00	2,538.43	2,666.34	2,798.59	2,939.04	3,086.77	Bi-Weekly
		59,877.57	62,816.02	65,999.23	69,324.86	72,763.37	76,415.07	80,256.07	Annual
C22		30.20	31.73	33.33	34.98	36.74	38.58	40.51	Hourly
		2,416.00	2,538.43	2,666.34	2,798.59	2,939.04	3,086.77	3,240.51	Bi-Weekly
		62,816.02	65,999.23	69,324.86	72,763.37	76,415.07	80,256.07	84,253.16	Annual
C23	Administrative Assistant to the Mayor & Council Administrative Secretary Legal Secretary	31.73	33.33	34.98	36.74	38.58	40.51	42.51	Hourly
		2,538.43	2,666.34	2,798.59	2,939.04	3,086.77	3,240.51	3,401.00	Bi-Weekly
		65,999.23	69,324.86	72,763.37	76,415.07	80,256.07	84,253.16	88,426.06	Annual
C24	GIS Technician Graphic Designer	33.33	34.98	36.74	38.58	40.51	42.51	44.64	Hourly
		2,666.34	2,798.59	2,939.04	3,086.77	3,240.51	3,401.00	3,570.82	Bi-Weekly
		69,324.86	72,763.37	76,415.07	80,256.07	84,253.16	88,426.06	92,841.42	Annual
C25	Activation Coordinator Administrative Secretary/Council Agenda Coordinator Human Resources Technician Senior Engagement Coordinator Senior Legal Secretary	34.98	36.74	38.58	40.51	42.51	44.64	46.87	Hourly
		2,798.59	2,939.04	3,086.77	3,240.51	3,401.00	3,570.82	3,749.36	Bi-Weekly
		72,763.37	76,415.07	80,256.07	84,253.16	88,426.06	92,841.42	97,483.49	Annual
C26	Management Assistant Planning Assistant Payroll Technician	36.74	38.58	40.51	42.51	44.64	46.87	49.21	Hourly
		2,939.04	3,086.77	3,240.51	3,401.00	3,570.82	3,749.36	3,936.57	Bi-Weekly
		76,415.07	80,256.07	84,253.16	88,426.06	92,841.42	97,483.49	102,350.94	Annual
C27		38.58	40.51	42.51	44.64	46.87	49.21	51.67	Hourly
		3,086.77	3,240.51	3,401.00	3,570.82	3,749.36	3,936.57	4,133.94	Bi-Weekly
		80,256.07	84,253.16	88,426.06	92,841.42	97,483.49	102,350.94	107,482.53	Annual
C28		40.51	42.51	44.64	46.87	49.21	51.67	54.27	Hourly
		3,240.51	3,401.00	3,570.82	3,749.36	3,936.57	4,133.94	4,341.44	Bi-Weekly
		84,253.16	88,426.06	92,841.42	97,483.49	102,350.94	107,482.53	112,877.45	Annual

**CITY OF RENO**  
**Salary Schedule for Unrepresented Employees**  
**Effective 7/11/2025 - 3% Increase**

Grade	Classification	*****STEP*****							
		1	2	3	4	5	6	7	
C15	Community Resource Specialist Office Assistant I	22.09	23.19	24.37	25.59	26.87	28.23	29.64	Hourly
		1,767.48	1,855.05	1,949.78	2,047.27	2,149.24	2,258.15	2,371.51	Bi-Weekly
		45,954.48	48,231.40	50,694.22	53,228.93	55,880.22	58,711.80	61,659.13	Annual
C16		23.19	24.37	25.59	26.87	28.23	29.65	31.10	Hourly
		1,855.05	1,949.78	2,047.27	2,149.24	2,258.15	2,371.70	2,487.93	Bi-Weekly
		48,231.40	50,694.22	53,228.93	55,880.22	58,711.80	61,664.12	64,686.24	Annual
C17	Citizen Service Representative Office Assistant II	24.37	25.59	26.87	28.23	29.65	31.10	32.67	Hourly
		1,949.78	2,047.27	2,149.24	2,258.15	2,371.70	2,487.93	2,613.98	Bi-Weekly
		50,694.22	53,228.93	55,880.22	58,711.80	61,664.12	64,686.24	67,963.61	Annual
C18		25.59	26.87	28.23	29.65	31.10	32.67	34.32	Hourly
		2,047.27	2,149.24	2,258.15	2,371.70	2,487.93	2,613.98	2,745.70	Bi-Weekly
		53,228.93	55,880.22	58,711.80	61,664.12	64,686.24	67,963.61	71,388.22	Annual
C19	Lead Citizen Service Representative Secretary	26.87	28.23	29.65	31.10	32.67	34.32	36.02	Hourly
		2,149.24	2,258.15	2,371.70	2,487.93	2,613.98	2,745.70	2,881.89	Bi-Weekly
		55,880.22	58,711.80	61,664.12	64,686.24	67,963.61	71,388.22	74,929.08	Annual
C20	Program Assistant	28.23	29.65	31.10	32.67	34.32	36.02	37.83	Hourly
		2,258.15	2,371.70	2,487.93	2,613.98	2,745.70	2,881.89	3,026.49	Bi-Weekly
		58,711.80	61,664.12	64,686.24	67,963.61	71,388.22	74,929.08	78,688.84	Annual
C21	COAP Grant Program Coordinator Public Art Program Coordinator	29.64	31.10	32.67	34.32	36.02	37.83	39.73	Hourly
		2,371.51	2,487.93	2,613.98	2,745.70	2,881.89	3,026.49	3,178.62	Bi-Weekly
		61,659.13	64,686.24	67,963.61	71,388.22	74,929.08	78,688.84	82,644.14	Annual
C22		31.10	32.67	34.32	36.02	37.83	39.73	41.71	Hourly
		2,487.93	2,613.98	2,745.70	2,881.89	3,026.49	3,178.62	3,336.91	Bi-Weekly
		64,686.24	67,963.61	71,388.22	74,929.08	78,688.84	82,644.14	86,759.54	Annual
C23	Administrative Assistant to the Mayor & Council Administrative Secretary Legal Secretary	32.67	34.32	36.02	37.83	39.73	41.71	43.78	Hourly
		2,613.98	2,745.70	2,881.89	3,026.49	3,178.62	3,336.91	3,502.20	Bi-Weekly
		67,963.61	71,388.22	74,929.08	78,688.84	82,644.14	86,759.54	91,057.20	Annual
C24	GIS Technician Graphic Designer	34.32	36.02	37.83	39.73	41.71	43.78	45.96	Hourly
		2,745.70	2,881.89	3,026.49	3,178.62	3,336.91	3,502.20	3,677.10	Bi-Weekly
		71,388.22	74,929.08	78,688.84	82,644.14	86,759.54	91,057.20	95,604.55	Annual
C25	Activation Coordinator Administrative Secretary/Council Agenda Coordinator Human Resources Technician Senior Engagement Coordinator Senior Legal Secretary	36.02	37.83	39.73	41.71	43.78	45.96	48.26	Hourly
		2,881.89	3,026.49	3,178.62	3,336.91	3,502.20	3,677.10	3,860.95	Bi-Weekly
		74,929.08	78,688.84	82,644.14	86,759.54	91,057.20	95,604.55	100,384.78	Annual
C26	Management Assistant Planning Assistant Payroll Technician	37.83	39.73	41.71	43.78	45.96	48.26	50.67	Hourly
		3,026.49	3,178.62	3,336.91	3,502.20	3,677.10	3,860.95	4,053.73	Bi-Weekly
		78,688.84	82,644.14	86,759.54	91,057.20	95,604.55	100,384.78	105,397.09	Annual
C27		39.73	41.71	43.78	45.96	48.26	50.67	53.21	Hourly
		3,178.62	3,336.91	3,502.20	3,677.10	3,860.95	4,053.73	4,256.95	Bi-Weekly
		82,644.14	86,759.54	91,057.20	95,604.55	100,384.78	105,397.09	110,680.79	Annual
C28		41.71	43.78	45.96	48.26	50.67	53.21	55.88	Hourly
		3,336.91	3,502.20	3,677.10	3,860.95	4,053.73	4,256.95	4,470.60	Bi-Weekly
		86,759.54	91,057.20	95,604.55	100,384.78	105,397.09	110,680.79	116,235.63	Annual

**CITY OF RENO**  
**Salary Schedule for Unrepresented Employees**  
**Effective 7/11/2026 - 3% Increase**

Grade	Classification	*****STEP*****							
		1	2	3	4	5	6	7	
C15	Community Resource Specialist Office Assistant I	22.75	23.88	25.10	26.35	27.67	29.07	30.53	Hourly
		1,820.22	1,910.43	2,007.93	2,108.33	2,213.36	2,325.50	2,442.24	Bi-Weekly
		47,325.62	49,671.10	52,206.19	54,816.50	57,547.48	60,462.92	63,498.16	Annual
C16		23.88	25.10	26.35	27.67	29.07	30.53	32.03	Hourly
		1,910.43	2,007.93	2,108.33	2,213.36	2,325.50	2,442.43	2,562.18	Bi-Weekly
		49,671.10	52,206.19	54,816.50	57,547.48	60,462.92	63,503.30	66,616.80	Annual
C17	Citizen Service Representative Office Assistant II	25.10	26.35	27.67	29.07	30.53	32.03	33.65	Hourly
		2,007.93	2,108.33	2,213.36	2,325.50	2,442.43	2,562.18	2,691.98	Bi-Weekly
		52,206.19	54,816.50	57,547.48	60,462.92	63,503.30	66,616.80	69,991.35	Annual
C18		26.35	27.67	29.07	30.53	32.03	33.65	35.35	Hourly
		2,108.33	2,213.36	2,325.50	2,442.43	2,562.18	2,691.98	2,827.62	Bi-Weekly
		54,816.50	57,547.48	60,462.92	63,503.30	66,616.80	69,991.35	73,518.15	Annual
C19	Lead Citizen Service Representative Secretary	27.67	29.07	30.53	32.03	33.65	35.35	37.10	Hourly
		2,213.36	2,325.50	2,442.43	2,562.18	2,691.98	2,827.62	2,967.87	Bi-Weekly
		57,547.48	60,462.92	63,503.30	66,616.80	69,991.35	73,518.15	77,164.65	Annual
C20	Program Assistant	29.07	30.53	32.03	33.65	35.35	37.10	38.96	Hourly
		2,325.50	2,442.43	2,562.18	2,691.98	2,827.62	2,967.87	3,116.77	Bi-Weekly
		60,462.92	63,503.30	66,616.80	69,991.35	73,518.15	77,164.65	81,035.96	Annual
C21	COAP Grant Program Coordinator Public Art Program Coordinator	30.53	32.03	33.65	35.35	37.10	38.96	40.92	Hourly
		2,442.24	2,562.18	2,691.98	2,827.62	2,967.87	3,116.77	3,273.43	Bi-Weekly
		63,498.16	66,616.80	69,991.35	73,518.15	77,164.65	81,035.96	85,109.24	Annual
C22		32.03	33.65	35.35	37.10	38.96	40.92	42.96	Hourly
		2,562.18	2,691.98	2,827.62	2,967.87	3,116.77	3,273.43	3,436.41	Bi-Weekly
		66,616.80	69,991.35	73,518.15	77,164.65	81,035.96	85,109.24	89,346.77	Annual
C23	Administrative Assistant to the Mayor & Council Administrative Secretary Legal Secretary	33.65	35.35	37.10	38.96	40.92	42.96	45.08	Hourly
		2,691.98	2,827.62	2,967.87	3,116.77	3,273.43	3,436.41	3,606.66	Bi-Weekly
		69,991.35	73,518.15	77,164.65	81,035.96	85,109.24	89,346.77	93,773.21	Annual
C24	GIS Technician Graphic Designer	35.35	37.10	38.96	40.92	42.96	45.08	47.34	Hourly
		2,827.62	2,967.87	3,116.77	3,273.43	3,436.41	3,606.66	3,786.80	Bi-Weekly
		73,518.15	77,164.65	81,035.96	85,109.24	89,346.77	93,773.21	98,456.82	Annual
C25	Activation Coordinator Administrative Secretary/Council Agenda Coordinator Human Resources Technician Senior Engagement Coordinator Senior Legal Secretary	37.10	38.96	40.92	42.96	45.08	47.34	49.70	Hourly
		2,967.87	3,116.77	3,273.43	3,436.41	3,606.66	3,786.80	3,976.14	Bi-Weekly
		77,164.65	81,035.96	85,109.24	89,346.77	93,773.21	98,456.82	103,379.67	Annual
C26	Management Assistant Planning Assistant Payroll Technician	38.96	40.92	42.96	45.08	47.34	49.70	52.18	Hourly
		3,116.77	3,273.43	3,436.41	3,606.66	3,786.80	3,976.14	4,174.67	Bi-Weekly
		81,035.96	85,109.24	89,346.77	93,773.21	98,456.82	103,379.67	108,541.52	Annual
C27		40.92	42.96	45.08	47.34	49.70	52.18	54.80	Hourly
		3,273.43	3,436.41	3,606.66	3,786.80	3,976.14	4,174.67	4,383.93	Bi-Weekly
		85,109.24	89,346.77	93,773.21	98,456.82	103,379.67	108,541.52	113,982.23	Annual
C28		42.96	45.08	47.34	49.70	52.18	54.80	57.55	Hourly
		3,436.41	3,606.66	3,786.80	3,976.14	4,174.67	4,383.93	4,603.93	Bi-Weekly
		89,346.77	93,773.21	98,456.82	103,379.67	108,541.52	113,982.23	119,702.14	Annual