



Item Number: 1

# CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

**DATE:** April 15, 2025

**TO:** Mark Washington, City Manager

**COMMITTEE:** Fiscal Committee

**LIAISON:** Scott Saindon, Acting Chief Financial Officer

**FROM:** Randi Bowers-Payne, Director of Human Resources  
Human Resources

**SUBJECT:** **Salary Ordinance amending Section 3.2 of Ordinance 2022-40,  
New Classification - Benefits Analyst**

The City of Grand Rapids' Human Resources Department is requesting the creation of a new job classification: Benefits Analyst. This position is intended to enhance the administration and strategic management of employee benefits programs, ensuring efficiency, compliance, and employee satisfaction. Additionally, this position may support the Health and Wellness initiatives and/or protected leaves administration of the department, including ADA, FMLA, etc. The Benefits Analyst will play a critical role in supporting the City's Human Resources Department by analyzing benefits data, managing vendor relationships, ensuring compliance with federal and state regulations, and assisting employees with benefits-related inquiries. This role will also support cost containment efforts and help improve the overall effectiveness of the City's benefits programs. This role will help alleviate administrative burdens on HR staff, improve employee support, and enhance financial oversight of benefits expenditures. Additionally, this position will help create a holistic process for employees requesting and using protected leaves while accessing their employee benefits properly.

This classification replaces the Leave and Accommodation Analyst classification that was approved by the City Commission on December 3, 2024.

Attached is an Ordinance to amend Ordinance 2022-40, Section 3.2 by adding the classification and pay range of Benefits Analyst. The classification and salary range were approved by the Civil Service Board on March 25, 2025.

CLASS CODE	CLASS TITLE	OLD RANGE	NEW RANGE
142	Benefits Analyst	NEW	12U \$68,233 – 89,715



Your FISCAL COMMITTEE recommends the adoption of the following salary Ordinance amending Section 3.2 of Ordinance 2022-40, New Classification - Benefits Analyst.

## AN ORDINANCE AMENDING SECTION 3.2 OF SALARY ORDINANCE 2022-40

### ORDINANCE NO. 2025-

#### THE PEOPLE OF THE CITY OF GRAND RAPIDS DO ORDAIN:

Section 1. That Section 3.2 of Salary Ordinance 2022-40, be amended to read as follows:

“Section 3.2. Executive Level Group		
132	Wellness Coordinator	12U
134	Assistant Employee Benefits Manager	15U
135	Employee Benefits Manager	18U
142	Benefits Analyst	12U
143	Director of Oversight and Public Accountability	22U
206U	Deputy Fire Chief	22U
236	Leave and Accommodation Analyst	12U
343	Parking Systems Director	21U
372	Public Services Director	24U
373	Director of Public Works	24U
547	Mobile GR Director	23U
553	Mobile GR Manager	21U
554	Communications Director	22U
570	Customer Service Director	23U
572	Senior Labor Relations Specialist	19U
573	Chief Sustainability Officer	20U
574	Performance and Sustainability Officer	22U
575	Government and Legislative Affairs Officer	21U
576	Chief of Staff	23U
599	Deputy Chief Financial Officer	23U
601U	Management Services Coordinator	16U
610	Income Tax Administrator	20U
613	Budget Director	20U
616	City Assessor	23U
617	Deputy City Manager	29U
618	Director of Information Technology	24U
623	Assistant City Manager	28U
625	City Purchasing Agent	20U
627	Risk Manager	19U



628	Labor Relations Specialist	17U
629	Assistant Human Resources Director	22U
630	Director of Human Resources	24U
634	Labor Relations Manager	21U
643	Chief Services Officer	25U
654	Chief Financial Officer	27U
655	Managing Director	25U
657	Environmental Services Manager	24U
661	Water System Manager	24U
662	Utilities Director	26U
665	Director of Facilities & Fleet Management	23U
667	Traffic Safety Director	23U
670	City Engineer	26U
675	Facilities Management Director	21U
678	Fiscal Services Manager	20U
679	Executive Director – DDA	21U
683	Assistant City Attorney I	15U
684	Assistant City Attorney II	19U
685	Assistant City Attorney III	22U
686	Deputy City Attorney	26U
711	Planning Director	23U
713	Director of Parks and Recreation	23U
720	Neighborhood Improvement Director	22U
724	Community Development Director	23U
727	Director of Legal Affairs	24U
730	Economic Development Director	23U
739	Director of Equity and Engagement	22U
801	Fire Chief	27UF
816	Deputy Police Chief	23UF
817	Police Chief	28UF"

Section 2. That all Ordinances in conflict herewith are repealed.

**CORRECT IN FORM**  
  
**DEPARTMENT OF LAW**