

**New Castle County
Human Resources Advisory Board
Annual Report to New Castle County for 2014**

To: The Honorable Thomas P. Gordon, County Executive
The Honorable Christopher A. Bullock, County Council President
Members, New Castle County Council

From: Lydia C. F. Anderson, Esquire, Chair, Human Resources Advisory Board

Re: HR Advisory Board Annual Report to New Castle County for 2014
(In compliance with Ordinance 07-004)

Dated: June 4, 2015

Human Resources Advisory Board Members:

- Chairperson:
Lydia C. F. Anderson, Esquire
Appointed by Resolution #05-169; Term expired 07/26/11
- Member:
Patricia L. Purnell
Appointed by Resolution #12-116; Term expires 08/21/18
- Member:
Brigadier General Ernest Talbert
Appointed by Resolution #09-170; Term expires 10/27/15

Duties of the Human Resources Advisory Board:

The Human Resources Advisory Board shall represent the public interest in the merit system. The Human Resources Advisory Board shall provide advice and make recommendations to the Chief Human Resources Officer. It shall devote its efforts to the broader aspect of the program through studies, investigations, and recommendations such as advice to the Chief Human Resources Officer, the County Executive and County Council on the improvement of human resources administration in County employment. The Board shall also hear and act upon all appeals as provided in Chapter 26 of the New Castle County Code. It shall make an annual report to the County Executive and County Council which shall be made public.

Additional Information Regarding the Human Resources Advisory Board:

The Human Resources Advisory Board shall consist of three (3) members. The members of the Human Resources Advisory Board shall be appointed by the County Executive, with consent of County Council, for terms of six (6) years or until their

successors are appointed and qualified. Appointments made upon the expiration of any Board member's term shall be for six (6) years from such expiration date. When vacancies occur, they shall be filled for the unexpired term. The members of the Board shall be residents of the County. They shall be persons of recognized character and ability whose experience provides knowledge of human resources practices and procedures and knowledge and support of merit principles as applied to public employment. No member of the Board shall be a member of any local, state or national committee of a political party or an officer or a member of a committee of any partisan or political group or shall hold or be a candidate for any political office, and no more than two (2) of the members shall be of the same political party.

Members of the Board shall be compensated according to Section 26.01.009 of the New Castle County Code.

One (1) of the members shall be elected Chairperson by the members of the Board. Meetings shall be called and held as shall be provided by rules to be adopted by the Board. Two (2) members shall constitute a quorum.

Summary of Actions in 2014:

March 6, 2014:

Board Members:

Lydia C. F. Anderson, Esquire, Chairperson (present)
Brigadier General Ernest G. Talbert, Member (present)
Patricia L. Purnell, Member (absent)

- Approval of Human Resources Advisory Board Annual Report for 2013

The Board recommended approval of the Human Resources Advisory Board Annual Report for 2013.

- Consider new class specification of Community Services Finance Officer (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) - Pay Grade 32 (\$64,440 - \$99,968 per year)

The Board recommended approval of the new class specification of Community Services Finance Officer at pay grade 32.

- Consider new class specification of Treasury Customer Service Representative (Pay Plan and Rates of Pay for Classified Service Employees Represented by AFSCME Local 1607) - Pay Grade 17 (\$30,994 - \$48,085 per year)

The Board recommended approval of the new class specification of Treasury Customer Service Representative at pay grade 18, without prejudice, with a recommendation that the CFO review all class specifications within his purview at his earliest convenience.

June 5, 2014:

Board Members:

Lydia C. F. Anderson, Esquire, Chairperson (present)
Brigadier General Ernest G. Talbert, Member (present)
Patricia L. Purnell, Member (present)

- Consider new class specification of Master Police Corporal (Pay Plan and Rates of Pay for Classified Service Employees Represented by Fraternal Order of Police, Lodge No. 5) - Pay Grade 27 (\$51,966 - \$80,617 per year)

The Board recommended approval of the new class specification of Master Police Corporal at pay grade 27.

- The final agenda item was a Merit System Appeal (MS/14-01). Per the New Castle County Merit System Section 26.01.010 - Appeals to Human Resources Advisory Board, the Board must hear this appeal in Executive Session since this is an issue regarding a confidential personnel matter.

July 31, 2014

Board Members:

Lydia C. F. Anderson, Esquire, Chairperson (present)
Patricia L. Purnell, Member (present)
Brigadier General Ernest G. Talbert, Member (present)

- The only agenda item was a Merit System Appeal (MS/14-01) Per the New Castle County Merit System Section 26.01.010 - Appeals to Human Resources Advisory Board, the Board heard this appeal in Executive Session since this is an issue regarding a confidential personnel matter.

August 7, 2014:

Board Members:

Lydia C. F. Anderson, Esquire, Chairperson (present)
Patricia L. Purnell, Member (present)
Brigadier General Ernest G. Talbert, Member (absent)

- Consider Ordinance to amend Section 26.03.1404 ("Vacation") of the New Castle County Code regarding vacation carry-over for Police Executive Staff

The Board recommended approval of the Ordinance to amend Section 26.03.1404 ("Vacation") of the New Castle County Code regarding vacation carry-over for Police Executive Staff.

October 2, 2014:

Board Members:

Patricia L. Purnell, Member (present)
Brigadier General Ernest G. Talbert, Member (present)
Lydia C. F. Anderson, Esquire, Chairperson (absent)

- Consider new class specification of Assessment Office Administrator (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) - Pay Grade 23 (\$41,536 - \$64,440 per year)

The Board recommended approval of the new class specification of Assessment Office Administrator at pay grade 23.

- Consider development of Human Resources Advisory Board by-laws

Laura Hay, Assistant County Attorney II, provided the Board with an overview of the Office of Law's recommendation to develop by-laws for the Human Resources Advisory Board. Ms. Hay shared some examples and suggested that the Board could enact some fairly simple by-laws since some of the basic elements are already set forth in State and County Code. Ms. Hay also offered to draft an initial set of by-laws for the Board's consideration at their next meeting. The Board discussed some potential elements of the by-laws and agreed to review an initial draft at the next meeting. The Board also discussed the possibility of arranging for some form of regular security presence at future HRAB meetings, which Ms. Hay will recommend to the County Attorney.

December 18, 2014:

Board Members:

Brigadier General Ernest G. Talbert, Member (present)
Lydia C. F. Anderson, Esquire, Chairperson (present)
Patricia L. Purnell, Member (absent)

- Consider new class specifications to be placed on the Pay Plan and Rates of Pay for Classified Service Employees Represented by AFSCME Local 3911:
 - Paramedic Senior Corporal
 - Paramedic Senior Sergeant
 - Senior Public Safety Operator II
 - Senior Telecommunicator II – Fire/Medical
 - Senior Telecommunicator II – Police

The Board recommended approval of the new class specifications of Paramedic Senior Corporal, Paramedic Senior Sergeant, Senior Public Safety Operator II, Senior Telecommunicator II-Fire/Medical, and Senior Telecommunicator II-Police.

- Review draft of Human Resources Advisory Board by-laws

The Board recommended approval of the draft of the Human Resources Advisory Board by-laws as presented.