

Introduced by: Mr. Bullock
Date of introduction: July 14, 2015

ORDINANCE NO. 15-077

TO AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES AND ADOPT THE CLASS SPECIFICATION FOR THE POSITION OF PUBLIC SAFETY GRANT ANALYST

WHEREAS, the Department of Public Safety submitted a job description and recommended that a new classification of Public Safety Grant Analyst be created; and

WHEREAS, the Human Resources Advisory Board at their meeting of May 7, 2015, recommended that the class specification for the new position of Public Safety Grant Analyst (Pay Grade 25) be added to the Pay Plan and Rates of Pay for Non-Union Classified Service Employees; and

WHEREAS, the Chief Human Resources Officer concurs with the recommendation of the Human Resources Advisory Board.

NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:

Section 1. The Pay Plan and Rates of Pay for Non-Union Classified Service Employees, as set forth in Exhibit A, is hereby amended by adding the material that is underscored.

Section 2. The Class Specification for Public Safety Grant analyst is adopted as set forth in Exhibit B.

Section 3. This ordinance shall become effective immediately upon its adoption by County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C.* § 1156.

Section 4. The provisions of this ordinance shall be effective retroactive to July 1, 2015.

Adopted by County Council of
New Castle County on:

President of County Council
of New Castle County

Approved on:

County Executive
New Castle County

SYNOPSIS: This ordinance adds the position classification of Public Safety Grant Analyst (Pay Grade 25) to the Pay Plans and Rates of Pay for Non-Union Classified Service Employees and adopts the Class Specification of Public Safety Grant Analyst, as recommended by the Human Resources Advisory Board.

FISCAL IMPACT: This legislation, if adopted, adds the position classification of Public Safety Grant Analyst (Pay Grade 25) to the Pay Plans and Rates of Pay for Non-Union Classified Service Employees and adopts the Class Specification of Public Safety Grant Analyst, as recommended by the Human Resources Advisory Board. This position classification will be a pay grade 25, with a salary range of \$45,795 to \$71,045.

The estimated salary fiscal impact of reclassifying an employee into this position classification will be \$3,400 for each fiscal year (FY2016, FY2017 and FY2018). There will be no need to modify the FY2016 Approved Operating Budget to account for this increase in salary expenses, as funding for this reclassification has been previously approved by County Council.

A handwritten signature in cursive script that reads "Michael S. Coupe". The signature is written in dark ink and is centered below the text.

**EXHIBIT A - PAY PLAN AND RATES OF PAY FOR
NON-UNION CLASSIFIED SERVICE EMPLOYEES**

CLASSIFICATION	PG	1	2	3	4	5	6	7	8	9	10
SENIOR SERVICES TRANS. PROGRAM COORD.	16	29,519	30,994	32,544	34,171	35,880	37,674	39,558	41,536	43,613	45,795
INSURANCE CLAIMS ASSISTANT	17	30,994	32,544	34,171	35,880	37,674	39,558	41,536	43,613	45,795	48,085
SENIOR SERVICES CENTER DIRECTOR	18	32,544	34,171	35,880	37,674	39,558	41,536	43,613	45,795	48,085	50,489
CONFIDENTIAL ASSISTANT	20	35,880	37,674	39,558	41,536	43,613	45,795	48,085	50,489	53,014	55,665
HUMAN RESOURCES ASSISTANT	20										
FINANCE INFORMATION SPECIALIST	22	39,558	41,536	43,613	45,795	48,085	50,489	53,014	55,665	58,448	61,371
FIRE/MEDICAL COMMUNICATIONS SUPERVISOR	22										
POLICE COMMUNICATIONS SUPERVISOR	22										
LAW OFFICE ADMINISTRATOR	23	41,536	43,613	45,795	48,085	50,489	53,014	55,665	58,448	61,371	64,440
REGISTER IN CHANCERY OFFICE ADMINISTRATOR	23										
STORMWATER INSPECTION SUPERVISOR	23										
LAND USE PARALEGAL	24	43,613	45,795	48,085	50,489	53,014	55,665	58,448	61,371	64,440	67,662
PUBLIC INFORMATION SPECIALIST	24										
REAL ESTATE COORDINATOR	24										
CUSTOMER INFO. AND ASSISTANCE SUPV.	25	45,795	48,085	50,489	53,014	55,665	58,448	61,371	64,440	67,662	71,045
POLICE ACCREDITATION COORDINATOR	25										
PUBLIC SAFETY GRANT ANALYST	25										
ASSISTANT COMMUNITY SERVICES ADMINISTRATOR	26	48,085	50,489	53,014	55,665	58,448	61,371	64,440	67,662	71,045	74,597
ASSISTANT LAND USE ADMINISTRATOR	26										
ENVIRONMENTAL ENGINEER I	26										
HUMAN RESOURCES TECHNICIAN	26										
INSURANCE ADMINISTRATOR	26										
COMMUNITY GOVERNING ADMINISTRATOR	27	50,489	53,014	55,665	58,448	61,371	64,440	67,662	71,045	74,597	78,327
PAYROLL SUPERVISOR	27										
SPORTS AND ATHLETICS ADMINISTRATOR	27										
ENVIRONMENTAL ADMINISTRATOR	28	53,014	55,665	58,448	61,371	64,440	67,662	71,045	74,597	78,327	82,243
SPECIAL SERVICES PROGRAM MANAGER	28										
STORMWATER PROGRAM COORDINATOR	28										
ASSISTANT CHIEF OF EMERG. COMMUNICATION	30	58,448	61,371	64,440	67,662	71,045	74,597	78,327	82,243	86,356	90,674
COMMUNITY SERVICES ADMINISTRATOR	30										
EMPLOYEE RELATIONS SPECIALIST	30										
ENVIRONMENTAL COMPLIANCE MANAGER	30										
FINANCE ADMINISTRATION MANAGER	30										
HUMAN RESOURCES ADMINISTRATOR	30										
LAND USE ADMINISTRATOR	30										
OPERATIONS SERVICES MANAGER	30										
PENSION AND BENEFITS ADMINISTRATOR	30										
SPECIAL SERVICES DEVELOPMENT PLANNER	30										
SPECIAL SERVICES PROJECT MANAGER	30										
TRANSPORTATION PLANNER	30										

**EXHIBIT A - PAY PLAN AND RATES OF PAY FOR
NON-UNION CLASSIFIED SERVICE EMPLOYEES**

CLASSIFICATION	PG	1	2	3	4	5	6	7	8	9	10
PROPERTY ASSESSMENT SERVICES MANAGER	31	61,371	64,440	67,662	71,045	74,597	78,327	82,243	86,356	90,674	95,208
COMMUNITY SERVICES FINANCE OFFICER	32	64,440	67,662	71,045	74,597	78,327	82,243	86,356	90,674	95,208	99,968
COMMUNITY SERVICES MANAGER	32										
INFORMATION SYSTEMS ASSISTANT MANAGER	32										
LICENSING MANAGER	32										
MANAGEMENT AND PRODUCTIVITY MANAGER	32										
PLANNING MANAGER	32										
POLICE FINANCE OFFICER	32										
SENIOR FINANCIAL OFFICER	32										
SPECIAL SERVICES FINANCE OFFICER	32										
ACCOUNTING AND FISCAL MANAGER	34	71,045	74,597	78,327	82,243	86,356	90,674	95,208	99,968	104,966	110,214
ASSISTANT LAND USE MANAGER	34										
CHIEF OF SPECIAL PROJECTS	34										
ENGINEERING AND ENVIRONMENTAL SVS. MAN	34										
INFORMATION SYSTEMS MANAGER	34										
INSURANCE AND LOSS CONTROL MANAGER	34										
INTERNAL SERVICES MANAGER	34										
TREASURY MANAGER	34										
FINANCE LEGAL OFFICER	35	74,597	78,327	82,243	86,356	90,674	95,208	99,968	104,966	110,214	115,725
FIRST ASSISTANT COUNTY ATTORNEY											
CHIEF OF EMERGENCY COMMUNICATIONS	36	78,327	82,243	86,356	90,674	95,208	99,968	104,966	110,214	115,725	121,511
SPECIAL SERVICES SENIOR MANAGER	36										
CHIEF OF EMERGENCY MEDICAL SERVICES	38	86,356	90,674	95,208	99,968	104,966	110,214	115,725	121,511	127,587	133,966

Effective: 07/01/11 (Ordinance 11-061)

Revised: 07/26/11 (Ordinance 11-076)

Revised: 08/23/11 (Ordinance 11-083)

Revised: 09/26/11 (Sub. No. 1 to Ordinance 11-087)

Revised: 10/03/11 (Ordinance 11-088)

Revised: 04/23/12 (Ordinance 12-032)

Revised: 11/02/12 (Ordinance 12-103)

Revised: 07/11/13 (Ordinance 13-071)

Revised: 08/01/13 (Ordinance 13-073)

Revised: 07/01/13 (Ordinance 14-001)

Revised: 11/25/13 (Ordinance 14-045)

Revised: 01/06/12 (Ordinance 14-085)

Revised: 08/28/14 (Ordinance 14-106)

Revised: 03/18/15 (Ordinance 15-013)

Exhibit B

NEW CASTLE COUNTY GOVERNMENT

Number 1178

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CLASS SPECIFICATION

Date 07/01/15

Title: PUBLIC SAFETY GRANT ANALYST

Approved:

GENERAL STATEMENT OF DUTIES: Performs responsible analytical and financial work involving grants in the Department of Public Safety; performs administrative work analyzing and managing contracts entered into by New Castle County with agencies outside County government; conducts original research; prepares professional reports and studies; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs analytical work in the Department of Public Safety and the work involves the preparation and management of grants and/or contracts. Work is performed under general supervision. Assignments are of a moderately complex nature involving complicated problems and issues. Problems are resolved by reference to and interpretation of established practices, procedures, precedents, legal standards, local, state and federal government regulations, specific goals, and/or specific contractual objectives. Specialized research projects may be undertaken.

EXAMPLES OF WORK: (Illustrative only)

- Conducts "on-site" monitoring of contracts and makes recommendations to assure contract effectiveness, appropriate activities, and compliance with related rules, regulations, and laws;
- Prepares, monitors, and administers grant budget requests, expenditures and grant funding opportunities;
- Ensures that grants and contracts are maintained in accordance with applicable regulations;
- Reviews, verifies, and recommends approval for payment of vouchers and/or invoices;
- Prepares special reports such as expenditure and revenue projections, as requested;
- Performs special assignments as required;
- Monitors compliance of departmental policies and procedures and makes recommendations for action in cases of non-compliance;
- Takes the leading role in preparing budgets, administering contracts and obtaining reimbursement for grant-funded activities;
- Prepares specialized planning studies and conducts original research;
- Undertakes writing assignments which may be used in County publications;
- Assists in comprehensive planning activities;
- Utilizes publishing software to create documents and marketing publications for internally and externally focused projects;

Exhibit B

NEW CASTLE COUNTY GOVERNMENT

Number 1178

CLASS SPECIFICATION

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Date

Title: PUBLIC SAFETY GRANT ANALYST

Approved:

- Proactively seeks grants and funding opportunities to support departmental initiatives;
- Uses available data to analyze program success and recommends improvements and program enhancements;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of the functions of all of the Divisions of the Department of Public Safety; knowledge of program and budget development; ability to learn regulatory requirements of local, state and federal government or assists in satisfying other contract requirements; ability to read and analyze documents, program reports, and to react positively with tact; ability to establish and maintain effective working relationships with funding sources; ability to analyze and recommend solutions to program problems; ability to make mathematical computations rapidly and accurately; ability to follow oral and written instructions; ability to write grants and incorporate technical requirements to support requests; knowledge of general office practice and procedure; knowledge of computerized information systems and publishing software packages; ability to communicate effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree from an accredited college or university of recognized standing and at least four years work experience in researching, writing and managing grants; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and a background check.

HISTORY OF REVISIONS:
Established: 07/01/15