

ORDINANCE NO. 19-033

TO AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES AND REVISE THE CLASS SPECIFICATION FOR THE POSITION OF PAYROLL SUPERVISOR

WHEREAS, the Offices of Finance and Human Resources performed a study of the position of Payroll Supervisor pursuant to *New Castle County Code* Section 26.03.105; and

WHEREAS, the Offices of Finance and Human Resources recommend that the class specification be revised to better reflect the responsibilities of the position; and

WHEREAS, it is recommended that the Pay Grade for Payroll Supervisor be changed from Pay Grade 27 to Pay Grade 29, consistent with the responsibilities of the position.

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 and deleting the material that is stricken.

Section 2. The Class Specification for Payroll Supervisor 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. It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to December 31, 2018.

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 changes the Pay Grade for the position title of Payroll Supervisor from Pay Grade 27 to Pay Grade 29 on the Pay Plan and Rates of Pay for Non-Union Classified Service Employees.

It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to December 31, 2018.

FISCAL IMPACT: This Ordinance, if approved, will change the Pay Grade for the position title of Payroll Supervisor from Pay Grade 27 to Pay Grade 29 on the Pay Plan and Rates of Pay for Non-Union Classified Service Employees. The estimated fiscal impact for the one employee currently in the position title Payroll Supervisor is \$1,600 in FY2019, \$3,317 in FY2020 and \$3,469 in FY2021. The FY2020 and FY2021 pay range for this position classification will remain the same pending any salary pay plan changes.

This Ordinance has no explicit fiscal impact on future years since the Annual Operating Budget is legislated annually by County Council.

A handwritten signature in blue ink, appearing to read "David Gray", is located in the lower right quadrant of the page. The signature is fluid and cursive, with a large, stylized initial 'D'.

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	31,018	32,569	34,197	35,907	37,703	39,588	41,568	43,646	45,829	48,122
INSURANCE CLAIMS ASSISTANT	17	32,569	34,197	35,907	37,703	39,588	41,568	43,646	45,829	48,122	50,528
SENIOR SERVICES CENTER DIRECTOR	18	34,197	35,907	37,703	39,588	41,568	43,646	45,829	48,122	50,528	53,054
CONFIDENTIAL ASSISTANT	20	37,703	39,588	41,568	43,646	45,829	48,122	50,528	53,054	55,707	58,493
HUMAN RESOURCES ASSISTANT	20										
FINANCE INFORMATION SPECIALIST	22	41,568	43,646	45,829	48,122	50,528	53,054	55,707	58,493	61,417	64,490
FIRE/MEDICAL COMMUNICATIONS SUPERVISOR	22										
POLICE COMMUNICATIONS SUPERVISOR	22										
VICTIM'S ASSISTANCE OFFICE COORDINATOR	22										
LAW OFFICE ADMINISTRATOR	23	43,646	45,829	48,122	50,528	53,054	55,707	58,493	61,417	64,490	67,714
REGISTER IN CHANCERY OFFICE ADMINISTRATOR	23										
STORMWATER INSPECTION SUPERVISOR	23										
CRIME ANALYST	24	45,829	48,122	50,528	53,054	55,707	58,493	61,417	64,490	67,714	71,100
LAND USE PARALEGAL	24										
PUBLIC INFORMATION SPECIALIST	24										
REAL ESTATE COORDINATOR	24										
CUSTOMER INFO. AND ASSISTANCE SUPV.	25	48,122	50,528	53,054	55,707	58,493	61,417	64,490	67,714	71,100	74,654
POLICE ACCREDITATION COORDINATOR	25										
ASSISTANT COMMUNITY SERVICES ADMINISTRATOR	26	50,528	53,054	55,707	58,493	61,417	64,490	67,714	71,100	74,654	78,387
ASSISTANT LAND USE ADMINISTRATOR	26										
ENVIRONMENTAL ENGINEER I	26										
HUMAN RESOURCES TECHNICIAN	26										
INSURANCE ADMINISTRATOR	26										
COMMUNITY GOVERNING ADMINISTRATOR	27	53,054	55,707	58,493	61,417	64,490	67,714	71,100	74,654	78,387	82,306
{PAYROLL SUPERVISOR}	{27}										
SPORTS AND ATHLETICS ADMINISTRATOR	27										
ENVIRONMENTAL ADMINISTRATOR	28	55,707	58,493	61,417	64,490	67,714	71,100	74,654	78,387	82,306	86,421
LAND USE SERVICES ADMINISTRATOR	28										
PUBLIC WORKS PROGRAM MANAGER	28										
STORMWATER PROGRAM COORDINATOR	28										
<u>PAYROLL SUPERVISOR</u>	<u>29</u>	<u>58,493</u>	<u>61,417</u>	<u>64,490</u>	<u>67,714</u>	<u>71,100</u>	<u>74,654</u>	<u>78,387</u>	<u>82,306</u>	<u>86,421</u>	<u>90,743</u>
ASSISTANT CHIEF OF EMERG. COMMUNICATIONS	30	61,417	64,490	67,714	71,100	74,654	78,387	82,306	86,421	90,743	95,281
COMMUNITY SERVICES ADMINISTRATOR	30										
EMPLOYEE RELATIONS SPECIALIST	30										
FINANCE ADMINISTRATION MANAGER	30										
HUMAN RESOURCES ADMINISTRATOR	30										
LAND USE ADMINISTRATOR	30										
OPERATIONS SERVICES MANAGER	30										
PARKS DEVELOPMENT PLANNER	30										
PENSION AND BENEFITS ADMINISTRATOR	30										
PUBLIC WORKS 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
DEVELOPMENT FACILITATOR	31	64,490	67,714	71,100	74,654	78,387	82,306	86,421	90,743	95,281	100,045
PROPERTY ASSESSMENT SERVICES MANAGER	31										
COMMUNITY SERVICES MANAGER	32	67,714	71,100	74,654	78,387	82,306	86,421	90,743	95,281	100,045	105,047
DEPARTMENT FINANCE OFFICER	32										
INFORMATION SYSTEMS ASSISTANT MANAGER	32										
LICENSING MANAGER	32										
MANAGEMENT AND PRODUCTIVITY MANAGER	32										
PLANNING MANAGER	32										
SENIOR FINANCE OFFICER	32										
ACCOUNTING AND FISCAL MANAGER	34	74,654	78,387	82,306	86,421	90,743	95,281	100,045	105,047	110,299	115,813
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										
PARKS DIVISION MANAGER	34										
SEWER OPERATIONS MANAGER	34										
STORMWATER & ENVIRONMENTAL PROGS. MGR	34										
TREASURY MANAGER	34										
FINANCE LEGAL OFFICER	35	78,387	82,306	86,421	90,743	95,281	100,045	105,047	110,299	115,813	121,604
FIRST ASSISTANT COUNTY ATTORNEY											
CHIEF OF EMERGENCY COMMUNICATIONS	36	82,306	86,421	90,743	95,281	100,045	105,047	110,299	115,813	121,604	127,685
PUBLIC WORKS SENIOR MANAGER	36										
CHIEF OF EMERGENCY MEDICAL SERVICES	38	90,743	95,281	100,045	105,047	110,299	115,813	121,604	127,685	134,069	140,772

Effective: 04/01/18 (Ordinance 16-103)

Revised: 05/16/17 (Ordinance 17-032)

Revised: 06/02/17 (Ordinance 17-043)

Revised: 11/02/17 (Ordinance 17-093)

Revised: 04/30/18 (Ordinance 18-034)

Revised: 05/10/18 (Ordinance 18-040)

Revised: 05/10/18 (Ordinance 18-041)

Revised: 06/28/18 (Ordinance 18-058)

Revised: DRAFT

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CLASS SPECIFICATION

Date March 26, 2019

Title: PAYROLL SUPERVISOR

Approved:

GENERAL STATEMENT OF DUTIES: Performs professional supervisory and analytical work related to the County's centralized payroll operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs a variety of professional and supervisory tasks associated with all aspects of payroll activities for County employees. This employee supervises accounting functions in the preparation, processing, maintenance, verification and reconciliation of payroll records for County personnel. Work involves dealing with highly sensitive payroll, benefit and human resource matters and exercises considerable independent judgement in the application of prescribed policies, procedures, laws and regulations. The employee resolves complex issues and implements improvements in operational processes and plans.

This employee is supervised by the Accounting Manager and the Chief Financial Officer or other designated supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Manages, directs and oversees the preparation of the weekly and bi-weekly payroll to ensure accurate calculations of wages, tax withholdings and deductions through collaborative efforts with human resources, department timekeepers, fiscal staff and management;
- Analyzes, prepares and remits mandated Federal, State and Local wage related reports such as tax reports, unemployment filings and audits, and census reports;
- Supervises, trains, and instructs employees;
- Monitors and evaluates personnel performance, prepares performance evaluations and conducts performance appraisal discussions;
- Recommends training for subordinates;
- Recommends appropriate progressive discipline as necessary;
- Provides technical assistance and advice to payroll timekeepers and fiscal personnel in other departments;
- Responsible for enrolling and maintaining time reporter records and security access;
- Manages the annual preparation, reconciliation and distribution of W-2, W-3 and 1099R forms;
- Reconciles, validates and remits accurate Federal, State and Local tax withholdings, benefit check payments, direct deposits, ACH deposits and return deposits, benefits deductions and garnishments, and EFT or check payments to payroll vendors;
- Designs custom queries and reports in the payroll system for use by management and department fiscal and human resources staff;
- Monitors program requirements to ensure compliance with Federal, State and Local laws and regulations, County policies and procedures and collective bargaining agreements;
- Manages special projects and performs other duties as assigned;
- Develops, implements and maintains written policies for assigned staff, department timekeepers and fiscal staff to strengthen internal controls for the department and County-wide;
- 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.

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CLASS SPECIFICATION

Date March 26, 2019

Title: PAYROLL SUPERVISOR

Approved:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles, practices, techniques and objectives of payroll operations and management, including legal regulations and policies; thorough knowledge of governmental organization and administration; thorough knowledge of analytical and statistical principles; thorough knowledge of New Castle County Code, federal and state regulations pertaining to employment practices, labor law, tax law and union contracts; thorough knowledge of human resource, benefit and automated payroll systems, financial automated systems and related databases;; ability to plan, coordinate and supervise the work of professional and technical staff; thorough knowledge of the principles, practices and equipment of office management ability to carry out short and long-term planning; ability to deal effectively with highly confidential and sensitive issues; ability to draw valid conclusions; ability to comprehend an extensive body of laws, rules, regulations and procedures and operations and to perform a wide variety of interrelated functions; ability to prepare and make effective presentations before groups; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain courteous and effective working relationships with executive staff, managers, government officials, union officials, employees, pensioners, agencies and subordinates.

MINIMUM QUALIFICATIONS: At least five (5) years of experience in payroll operations including at least two (2) years of experience in a supervisory capacity; and possession of a bachelor's degree from an accredited college or university with major course work in business, accounting or finance; or an equivalent combination of education, experience and training directly related to the required knowledge, skills, and abilities.

PREFERRED QUALIFICATIONS: Three (3) years of experience working with an automated Human Resource, benefit and payroll system.

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

HISTORY OF REVISIONS:

Established: 11/02/12
Revised: 08/04/17
Revised: 03/26/19