

**AN ORDINANCE CONSTITUTING AMENDMENT NO. 1 TO THE FISCAL YEAR 2017 OPERATING BUDGET (BEING AN ORDINANCE TO AMEND SUBSTITUTE NO. 1 TO ORDINANCE NO. 16-018, AS AMENDED) BY MAKING CHANGES TO THE FISCAL YEAR 2017 POSITION ALLOCATION LIST FOR THE HUMAN RESOURCES DEPARTMENT AND EXECUTIVE AND MANAGERIAL SALARY STRUCTURE MATRIX**

---

#4249

Sponsors:

Council  
President  
Gregory

Council  
Member  
Freel

**WHEREAS**, the Council of the City of Wilmington has enacted Substitute No. 1 to Ordinance No. 16-018, as amended, the Annual Operating Budget for Fiscal Year 2017, to which the position allocation list for the Human Resources Department and executive and managerial salary structure matrix are attached hereto as "Attachment A"; and

**WHEREAS**, the Council deems it appropriate to amend the said position allocation list for the Human Resources Department and the executive and managerial salary structure matrix, in accordance herewith, the provisions hereof having been reviewed by the Administrative Board prior to introduction of this Ordinance; and

**WHEREAS**, there is a need to make certain personnel adjustments in the Human Resources Department to help it fulfill its obligations and achieve its objectives.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF WILMINGTON HEREBY ORDAINS:**

**SECTION 1.** The position allocation list for the Human Resources Department is hereby amended by making the following changes identified on "Attachment B":

- a) Reclassifying the "Human Resources Administrator" position from grade "Q" to "M 04"; and
- b) Changing the title of the "Employee Relations Advisor" position to "Human Resources Administrator" (there will be no change in grade to this position).

**SECTION 2.** The executive and managerial salary structure matrix is hereby amended by making the following changes identified on "Attachment C":

- a) Removing the "Employee Relations Advisor" position from the "Level 4" category; and
- b) Adding the "Human Resources Administrator" position to the "Level 4" category.

**SECTION 3.** This Ordinance shall be deemed effective as of its date of passage by City Council and approval by the Mayor.

First Reading..... July 14, 2016  
Second Reading..... July 14, 2016  
Third Reading ..... August 25, 2016

Passed by City Council, August 25, 2016




Pro Temp President of City Council

ATTEST:   
City Clerk

Approved as to form this 13<sup>th</sup> day  
of July, 2016.

  
Assistant City Solicitor

Approved this 1 day of ~~July~~ <sup>Sept.\*</sup>, 2016.

  
Mayor

\*typographical error

## **Synopsis and Fiscal Impact**

This Ordinance amends the FY2017 position allocation list for the Human Resources (HR) Department and the executive and managerial salary structure matrix in order to make certain personnel adjustments in the HR Department.

The fiscal impact of the personnel adjustments authorized by this amendment will be a total increase of \$8,311 in General Fund Salaries, FICA, Medtax and Pension costs in the HR Department for FY2017. The fiscal impact in relation to the total FY2017 HR Department's Personal Services budget is de minimis. Accordingly, the amendment is not seeking an increase to the FY2017 operating budget. The de minimis increase in cost will either be offset throughout the fiscal year by normal operational savings elsewhere in HR's Personal Services budget accounts or will be covered through internal departmental budget transfer(s) as approved by the Office of Management & Budget.

# **Attachment A**

**Fund: General**  
**Department: Human Resources**  
**Fiscal Year 2017**

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
Director of Human Resources	0.55	E 09	0.55	0.00
Administrative Assistant II	1.00	E 02	1.00	0.00
Director of Labor Relations/Classification	1.00	M 07	1.00	0.00
Payroll Manager	1.00	M 05	1.00	0.00
Employee Relations Advisor	1.00	M 04	1.00	0.00
Human Resources Information Systems Administrator	1.00	S	1.00	0.00
Human Resources Administrator	2.00	Q	2.00	0.00
Human Resources Information and Systems Analyst	1.00	Q	1.00	0.00
Human Resources Compensation and Research Technician	1.00	O	1.00	0.00
Human Resources Specialist	1.00	N	1.00	0.00
Payroll Specialist	2.00	J	2.00	0.00
Human Resources Office Assistant	1.00	G	1.00	0.00
<b>DEPARTMENT TOTAL</b>	<b>13.55</b>		<b>13.55</b>	<b>0.00</b>

**City of Wilmington  
Executive and Managerial  
Position Level Salary Structure Matrix  
FY 2017**

	<u>Salary Range</u> <u>07/01/16 - 06/30/17</u>	
<b><u>Level 1</u></b>	\$37,652	\$ 57,231
Administrative Assistant I Mayor's Office Receptionist		
<b><u>Level 2</u></b>	\$41,621	\$64,095
Administrative Assistant II Community Affairs Advisor Constituent Services Officer Webmaster		
<b><u>Level 3</u></b>	\$45,880	\$71,573
Community Referral Specialist Legal Administrative Assistant		
<b><u>Level 4</u></b>	\$50,775	\$80,225
Administrative Assistant – Office of the Mayor Cultural Affairs Manager Employee Relations Advisor External Affairs Manager Legal Research Attorney Marketing & Special Projects Coordinator Office Manager Parks Maintenance Supervisor Public Relations & Communications Officer		
<b><u>Level 5</u></b>	\$56,173	\$89,658
Accounting Manager Customer Service Manager Director of Communications Director of Constituent Services Division Director of Rehabilitation Executive Director of WHACC Grants and Projects Specialist Help Desk Manager Occupational Health, Safety & Loss Prevention Program Manager Payroll Manager Planning Grants Coordinator Projects Manager Senior Financial Analyst Superintendent of Maintenance, Parks & Recreation Superintendent of Recreation Tax Manager		

**Salary Range**  
**07/01/16 - 06/30/17**

<b><u>Level 5 (continued)</u></b>	\$56,173	\$89,658
Youth & Families Manager		
Water Quality Manager		
<b><u>Level 6</u></b>	\$62,654	\$100,247
Administrative Services Director		
Assistant Water Division Director		
Auditing Manager		
Chief Information Officer		
City Engineer		
Deputy Director of Parks & Recreation		
Director of Cultural Affairs		
Director of Risk Management & Employee Benefits		
Employee Benefits Manager		
Manager of Minority, Disadvantaged & Small Business Enterprise		
Operations Director		
Principal Analyst		
Procurement Manager		
Risk Manager		
Senior Economic Research & Development Advisor		
Senior Financial Officer		
<b><u>Level 7</u></b>	\$67,603	\$108,840
Assistant City Solicitor		
Deputy Chief of Fire		
Deputy Commissioner of Licenses & Inspections		
Deputy Director of Economic Development		
Director of Integrated Technologies		
Director of Labor Relations and Classifications		
Director of Policy		
Director of Transportation		
Emergency Management Director		
Neighborhood Development Director		
Planning Manager		
Special Assistant to the Chief of Staff		
Special Assistant to the Mayor		
Water Division Director		
<b><u>Level 8</u></b>	\$72,866	\$117,313
Budget Director		
City Auditor		
Deputy Commissioner of Public Works		
Deputy Finance Director		
Director of Parks & Recreation		
Director of Planning and Urban Design		
Director of Real Estate & Housing		
Senior Assistant City Solicitor		

**Salary Range**  
**07/01/16 - 06/30/17**

**Level 9**

- Chief of Fire
- Chief of Police
- Commissioner of Licenses & Inspections
- Commissioner of Public Works
- Director of Economic Development
- Director of Human Resources
- First Assistant City Solicitor
- Senior First Assistant City Solicitor

\$78,574      \$126,505

**Level 10**

- City Solicitor
- Director of Finance

\$84,620      \$136,238

**Level 11**

- Chief of Staff
- Chief Strategy Advisor

\$91,338      \$147,055

**Effective: 07/01/16**

**Revised: 05/13/16**



# **Attachment B**

**Fund: General**  
**Department: Human Resources**  
**Fiscal Year 2017**

<u>Job Title</u>	<u>No.</u>	<u>Grade</u>	<u>Revenues</u>	
			<u>City</u>	<u>Special</u>
Director of Human Resources	0.55	E 09	0.55	0.00
Administrative Assistant II	1.00	E 02	1.00	0.00
Director of Labor Relations/Classification	1.00	M 07	1.00	0.00
Payroll Manager	1.00	M 05	1.00	0.00
Human Resources Administrator	3.00	M 04	3.00	0.00
Human Resources Information Systems Administrator	1.00	S	1.00	0.00
Human Resources Information and Systems Analyst	1.00	Q	1.00	0.00
Human Resources Compensation and Research Technician	1.00	O	1.00	0.00
Human Resources Specialist	1.00	N	1.00	0.00
Payroll Specialist	2.00	J	2.00	0.00
Human Resources Office Assistant	1.00	G	1.00	0.00
<b>DEPARTMENT TOTAL</b>	<b>13.55</b>		<b>13.55</b>	<b>0.00</b>

# **Attachment C**

**City of Wilmington  
Executive and Managerial  
Position Level Salary Structure Matrix  
FY 2017**

	<u>Salary Range</u> <u>07/01/16 - 06/30/17</u>	
<b><u>Level 1</u></b>	\$37,652	\$ 57,231
Administrative Assistant I Mayor's Office Receptionist		
<b><u>Level 2</u></b>	\$41,621	\$64,095
Administrative Assistant II Community Affairs Advisor Constituent Services Officer Webmaster		
<b><u>Level 3</u></b>	\$45,880	\$71,573
Community Referral Specialist Legal Administrative Assistant		
<b><u>Level 4</u></b>	\$50,775	\$80,225
Administrative Assistant – Office of the Mayor Cultural Affairs Manager External Affairs Manager Human Resources Administrator Legal Research Attorney Marketing & Special Projects Coordinator Office Manager Parks Maintenance Supervisor Public Relations & Communications Officer		
<b><u>Level 5</u></b>	\$56,173	\$89,658
Accounting Manager Customer Service Manager Director of Communications Director of Constituent Services Division Director of Rehabilitation Executive Director of WHACC Grants and Projects Specialist Help Desk Manager Occupational Health, Safety & Loss Prevention Program Manager Payroll Manager Planning Grants Coordinator Projects Manager Senior Financial Analyst Superintendent of Maintenance, Parks & Recreation Superintendent of Recreation Tax Manager		

**Salary Range**  
**07/01/16 - 06/30/17**

<b><u>Level 5 (continued)</u></b>	\$56,173	\$89,658
Youth & Families Manager		
Water Quality Manager		
<b><u>Level 6</u></b>	\$62,654	\$100,247
Administrative Services Director		
Assistant Water Division Director		
Auditing Manager		
Chief Information Officer		
City Engineer		
Deputy Director of Parks & Recreation		
Director of Cultural Affairs		
Director of Risk Management & Employee Benefits		
Employee Benefits Manager		
Manager of Minority, Disadvantaged & Small Business Enterprise		
Operations Director		
Principal Analyst		
Procurement Manager		
Risk Manager		
Senior Economic Research & Development Advisor		
Senior Financial Officer		
<b><u>Level 7</u></b>	\$67,603	\$108,840
Assistant City Solicitor		
Deputy Chief of Fire		
Deputy Commissioner of Licenses & Inspections		
Deputy Director of Economic Development		
Director of Integrated Technologies		
Director of Labor Relations and Classifications		
Director of Policy		
Director of Transportation		
Emergency Management Director		
Neighborhood Development Director		
Planning Manager		
Special Assistant to the Chief of Staff		
Special Assistant to the Mayor		
Water Division Director		
<b><u>Level 8</u></b>	\$72,866	\$117,313
Budget Director		
City Auditor		
Deputy Commissioner of Public Works		
Deputy Finance Director		
Director of Parks & Recreation		
Director of Planning and Urban Design		
Director of Real Estate & Housing		
Senior Assistant City Solicitor		

**Salary Range**  
**07/01/16 - 06/30/17**

<b><u>Level 9</u></b>	\$78,574	\$126,505
Chief of Fire		
Chief of Police		
Commissioner of Licenses & Inspections		
Commissioner of Public Works		
Director of Economic Development		
Director of Human Resources		
First Assistant City Solicitor		
Senior First Assistant City Solicitor		
<b><u>Level 10</u></b>	\$84,620	\$136,238
City Solicitor		
Director of Finance		
<b><u>Level 11</u></b>	\$91,338	\$147,055
Chief of Staff		
Chief Strategy Advisor		

**Effective: 07/01/16**  
**Revised: 07/12/16**