

**Agenda No. #4249**

**Sponsors: Council President Gregory  
Council Member Freel**

**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**

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**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 .....	

Passed by City Council,

\_\_\_\_\_  
President of City Council

ATTEST: \_\_\_\_\_  
City Clerk

Approved as to form this \_\_\_\_ day  
of July, 2016.

\_\_\_\_\_  
Assistant City Solicitor

Approved this \_\_\_\_ day of July, 2016.

\_\_\_\_\_  
Mayor

### **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.