



STAFF REPORT AND FISCAL IMPACT NOTE

Resolution: R-15-19

Title: City of Annapolis Position Classifications and Pay Plan

Date: May 7, 2019

STAFF REPORT

This resolution amends the classifications for certain civil service positions, creates new classifications for civil service positions, and adopts a pay plan effective July 1, 2019.

The position reclassifications include changes to position titles only, changes to pay grades only, and changes to both titles and grades, as follows:

TITLE CHANGES ONLY	
Current Title	Proposed Title
Transportation Inspector	Transportation Coordinator
Computer Draftsperson	CAD Technician
Parks and Facilities Division Chief	Parks Division Chief
Stanton Community Center Manager	Community Center Manager
PMRC Facility Supervisor	Facility Supervisor
Parks Maintenance Worker III	Parks Maintenance Crew Leader

These proposed title changes were recommended in the 2018 Evergreen Solutions classification study.

GRADE CHANGES ONLY		
Current Title	Current Grade	New Grade
Public Works Supervisor	A11	A12
Environmental Programs Coordinator	A12	A13

The proposed grade change for Public Works Supervisor was recommended in the 2018 Evergreen Solutions classification study. The proposed grade change for the Environmental Programs Coordinator is the result of the Human Resources Division's analysis of the revised duties for the position.

TITLE AND GRADE CHANGES			
Current Title	Current Grade	Proposed Title	Proposed Grade
Training Administrator	A15	Human Resources Administrator	A16
Human Resources Associate I	A7	Human Resources Associate	A8
Marketing /Membership Coordinator	A10	Marketing Coordinator	A11
Environmentalist	A12	City Forester	A13

The title and grade changes for the positions above except for the Environmentalist position were recommended in the 2018 Evergreen Solutions classification study. The change to the Environmentalist positions is the result of the Human Resources Division's analysis of the revised duties for the position.

NEW TITLES AND GRADES	
Proposed Title	Proposed Grade
Emergency Management Planner	A13
Emergency Planner Grants Specialist	A8
Solid Waste Contract Administrator	A12

The Emergency Management Planner position restores a classification that existed previously. It will be used to convert a contractual Emergency Management Planner position to civil service in the Office of Emergency Management.

The Emergency Planner Grants Specialist and Solid Waste Contract Administrator classifications and related grades were recommended by Evergreen Solutions in the 2018 classification study.

Pay Scale Changes

The proposed pay scales are modified to:

- Adjust the F20 and F18 salary scales for Fire Chief and Deputy Fire Chief to match the A20 and A18 salary scales for department directors and deputy level/division managers in the exempt service.
- Adds step 11 on the A20 salary scale to provide uniformity with the rest of the "A" pay scale and avoid salary compression issues.
- Provide a 2% COLA for those on the A scale.
- Provide a 2.5% COLA for those on the F scale.

The P scale is not adjusted for a COLA consistent with the UFCW Local 400 negotiation for take home cars for their members.

Prepared by: Tricia Hopkins, Human Resources Manager

FISCAL IMPACT

The fiscal impact of these change is summarized below. All amounts are included in the Mayor's proposed budget for the affected departments.

TITLE CHANGES ONLY		
Current Title	Proposed Title	Fiscal Impact
Transportation Inspector	Transportation Coordinator	None
Computer Draftsperson	CAD Technician	None
Parks and Facilities Division Chief	Parks Division Chief	None
Stanton Community Center Manager	Community Center Manager	None
PMRC Facility Supervisor	Facility Supervisor	None
Parks Maintenance Worker III	Parks Maintenance Crew Leader	None

GRADE CHANGES ONLY			
Current Title	Current Grade	Proposed Grade	Fiscal Impact
Public Works Supervisor	A11	A12	\$7,400
Environmental Programs Coordinator	A12	A13	\$5,800

TITLE AND GRADE CHANGES				
Current Title	Current Grade	Proposed Title	Proposed Grade	Fiscal Impact
Training Administrator	A15	Human Resources Administrator	A16	\$10,400
Human Resources Associate I	A7	Human Resources Associate	A8	\$5,500
Marketing /Membership Coordinator	A10	Marketing Coordinator	A11	\$5,500
Environmentalist	A12	City Forester	A13	\$5,800

NEW TITLES AND GRADES		
Proposed Title	Proposed Grade	Fiscal Impact
Emergency Management Planner	A13	\$17,000
Emergency Planner Grants Specialist	A8	\$4,000
Solid Waste Contract Administrator	A12	\$7,400

The total cost of the above changes is \$68,800.

The cost of a 2% COLA for all employees on the A scale is \$530,000, which includes salaries, FICA, and pension costs.

The cost of a 2.5% COLA for all employees on the F scale is \$339,000, which includes salaries, FICA, and pension costs.

Prepared by: Jodee Dickinson, Finance Director