



NEW CASTLE COUNTY COUNCIL ADMINISTRATIVE-FINANCE COMMITTEE MEETING

**Co-Chair George Smiley, Seventh District
Co-Chair John Cartier, Eighth District**

**February 11, 2025
4:00 PM**

VIRTUAL ZOOM WEBINAR MEETING &
LOUIS L. REDDING CITY/COUNTY BUILDING
1ST FLOOR COUNCIL CHAMBERS
800 N. FRENCH STREET, WILMINGTON, DE 19801**

AGENDA

A. Call To Order/Roll Call

B. Approval of Minutes

C. Review/Discussion of Resolution(s)

D. Review/Discussion of Ordinance(s)

°25-016: TO AMEND THE PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607, AMEND THE PAY PLANS AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES, AMEND CLASS SPECIFICATIONS AND ADOPT NEW CLASS SPECIFICATIONS FOR LAND USE LICENSING/CODE ENFORCEMENT AND ADMINISTRATION RELATED POSITIONS
Prime Sponsor(s): Ms. Williams-Johns

E. New Castle County Grant Requests/Community Events

- 2/11/25 Grant Matrix

F. Expense and Revenue Round Table

G. Other

H. Public Comment

I. Adjournment

AGENDA POSTED: February 4, 2025

*The agenda is posted (7) seven days in advance of the scheduled meeting in compliance with 29 *Del. C.* Section 10004(e)(2). The meeting may go into Executive Session to address issues that arise at the time of the meeting.

**Under Title 29, Section 10006A of *Delaware Code*, New Castle County Council is holding this meeting as a

telephone and video conference, utilizing  Webinar. In addition, this meeting is open to the public in Council Chambers (800 N. French Street, Wilmington, DE 19801). The link to join the meeting via computer, smart device, or smart phone is : <https://zoom.us/j/377322142> You may also call into the meeting (audio) using the following call in numbers: 1-312-626-6799 or +1-646-558-8656 or +1-346-248-7799 or +1-669-900-9128 or +1-253-215-8782 or +1-301-715-8592. Then enter the Webinar ID: 377 322 142. If you do not have a good connection with one, please try the others. Additional information regarding phone functionality during the meeting is available at: <https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars>

Meeting materials, including a meeting agenda, legislation to be addressed during the meeting, and other materials related to the meeting are electronically accessible at <https://www.nccde.org/2351/Agendas-and-Minutes> Members of the public joining the meeting may be provided an opportunity to make comments in real time. A comment period will be administered by a moderator to ensure everyone may have an opportunity to comment.

If permitted to comment, you will not be able to speak until called upon by the moderator. For those appearing virtually, there are functions in the program that allow you to do this. Please see the link in the previous paragraph.

ORDINANCE NO. 25-016

**TO AMEND THE PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE
35-HOUR WORKWEEK EMPLOYEES REPRESENTED BY THE DELAWARE
PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607,
AMEND THE PAY PLANS AND RATES OF PAY FOR NON-UNION CLASSIFIED
SERVICE EMPLOYEES, AMEND CLASS SPECIFICATIONS AND ADOPT NEW
CLASS SPECIFICATIONS FOR LAND USE LICENSING/CODE ENFORCEMENT
AND ADMINISTRATION RELATED POSITIONS**

1 **WHEREAS**, the Department of Land Use has determined that it is necessary to
2 make organizational changes to operate most effectively and to continue to deliver high
3 quality customer service to the residents and businesses of New Castle County;
4

5 **WHEREAS**, the Department of Land Use has submitted a new class
6 specification for a Senior Certified Property Maintenance and Housing Inspector
7 (Exhibit "A"), Pay Grade 25 (Exhibits "D-F"), that requires at least five (5) years of
8 experience as a Certified Property Maintenance and Housing Inspector with New Castle
9 County, obtaining ICC certification Accessibility Inspector/Plans Examiner 21, and the
10 two (2) consecutive years of overall satisfactory performance evaluations or above in
11 the year applying for the promotion; and
12

13 **WHEREAS**, the Department of Land Use has submitted a new class
14 specification for a Senior Staff Engineer (Exhibit "B"), Pay Grade 25 (Exhibits "D-F"),
15 that requires at least five (5) years of experience as a Staff Engineer with New Castle
16 County, and two (2) consecutive years of overall satisfactory performance evaluations
17 or above in the year applying for the promotion and active credentials from two (2)
18 complementary nationally accredited certification programs; and
19

20 **WHEREAS**, the Department of Land Use has submitted a new class
21 specification for a Land Use Services Administrator, Employee Engagement and Hiring
22 Support (Exhibit "C"), Pay Grade 28 (Exhibits "G-I"), that requires At least five (5) years'
23 of experience performing human resource services in a local government or regional
24 land use department, and possession of a Bachelor's Degree from an accredited
25 college or university; and
26

27 **WHEREAS**, the Department of Land Use has determined the class specification
28 for the Chief Field Supervisor needs to be changed from a Pay Grade 25 to Pay Grade
29 26 (Exhibits "D-F") to reflect the work currently being performed; and
30

31 **WHEREAS**, in accordance with *New Castle County* Code Section 26.03.103, the
32 Human Resources Advisory Board (HRAB) at their meeting on December 11, 2024,
33 reviewed and recommended the new and amended class specifications and respective
34 changes to pay plans for these Land Use Licensing related positions; and
35

36 **WHEREAS**, the Acting Chief Human Resources Officer concurs with the
37 recommendation of the Human Resources Advisory Board.
38

39 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
40

41 Section 1. The new Class Specifications for Senior Certified Property
42 Maintenance and Housing Inspector, Senior Staff Engineer, and Land Use Services
43 Administrator, Employee Engagement and Hiring Support, are adopted as set forth in
44 Exhibit "A-C".
45

46 Section 2. The Pay Plan and Rates of Pay for Classified Service 35-Hour
47 Workweek Employees Represented by the Delaware Public Employees Council 81,
48 AFSCME, AFL-CIO, Affiliate Local 1607, for the period July 1, 2024 through June 30,
49 2025 as set forth in Exhibit "D", is hereby amended by adding the material that is
50 underscored and deleting the material that is stricken.
51

52 Section 3. The Pay Plan and Rates of Pay for Classified Service 35-Hour
53 Workweek Employees Represented by the Delaware Public Employees Council 81,
54 AFSCME, AFL-CIO, Affiliate Local 1607, for the period July 1, 2025 through June 30,
55 2026 as set forth in Exhibit "E", is hereby amended by adding the material that is
56 underscored and deleting the material that is stricken.
57

58 Section 4. The Pay Plan and Rates of Pay for Classified Service 35-Hour
59 Workweek Employees Represented by the Delaware Public Employees Council 81,
60 AFSCME, AFL-CIO, Affiliate Local 1607, effective July 1, 2026 as set forth in Exhibit
61 "F", is hereby amended by adding the material that is underscored and deleting the
62 material that is stricken.
63

64 Section 5. The Pay Plan and Rates of Pay for Non-Union Classified Service
65 Employees, for the period July 1, 2024 through June 30, 2025 as set forth in Exhibit "G",
66 is hereby amended by adding the material that is underscored and deleting the material
67 that is stricken.
68

69 Section 6. The Pay Plan and Rates of Pay for Non-Union Classified Service
70 Employees, for the period July 1, 2025 through June 30, 2026 as set forth in Exhibit "H",
71 is hereby amended by adding the material that is underscored and deleting the material
72 that is stricken.
73

74 Section 7. The Pay Plan and Rates of Pay for Non-Union Classified Service
75 Employees, effective July 1, 2026 as set forth in Exhibit "I", is hereby amended by
76 adding the material that is underscored and deleting the material that is stricken.
77

78 Section 8. This Ordinance shall become effective immediately upon its adoption
79 by County Council and approval by the County Executive, or as otherwise provided in 9
80 *Del. C. § 1156*.

Adopted by County Council of
New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, amends or creates the class specifications for Classified Service 35-Hour Workweek Employees Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607 and Non-Union Classified Service Employees and updates the pay plans as follows:

- Creates class specification for Senior Certified Property Maintenance and Housing Inspector (Pay Grade 25)
- Creates class specification for Senior Staff Engineer (Pay Grade 25)
- Creates class specification for Land Use Services Administrator, Employee Engagement and Hiring Support (Pay Grade 28)
- Amends the class specification of the Chief Field Supervisor to (Pay Grade from 25 to Pay Grade 26)

The HRAB reviewed and recommended the amendments and additions on December 11, 2024, and the Chief Human Resource Officer concurs with recommendations of the HRAB.

FISCAL IMPACT: This Ordinance, if approved, changes the Pay Grades for the position title of Chief Field Supervisor from Pay Grade 25 to Pay Grade 26 on the Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607. All other changes are creating new classifications.

There are currently four filled positions with the title of Chief Field Supervisor. The estimated fiscal impact (Salaries/Wages and Benefits) of reclassifying the four employees currently in these positions is \$10,770 in FY2025, \$28,808 in FY2026 and \$29,524 in FY2027.

Acknowledged by the Chief Financial Officer January 15, 2025.

NEW CASTLE COUNTY GOVERNMENT**Number** XXXX**Page** 1 of 2**CLASS SPECIFICATION****Date** DRAFT**Title:** SENIOR CERTIFIED PROPERTY MAINTENANCE
AND HOUSING INSPECTOR**Approved:**

GENERAL STATEMENT OF DUTIES: Recognition, appreciation and volunteerism; Leads or performs management training on New Castle County policies or procedures as necessary.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for training new Code Enforcement Officers and Certified Property Maintenance and Housing Inspectors. Additionally, the employee will assist Code Enforcement Officers and Certified Property Maintenance and Housing Inspectors with difficult cases and work closely with Complaints Specialists and their managers to bring cases to resolution. The employee is also responsible for conducting investigations and ensuring compliance with all County codes and related ordinances. The employee is responsible to appear in court to testify, when necessary, regarding violations that have been issued. An employee in this class will be appointed a Code Enforcement Constable pursuant to State law to make actions legally effective. Depending on the needs of the Department, this employee may be required to work extended hours such as early mornings, nights, weekends and holidays. This employee deals with confidential matters and works under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Trains new Code Enforcement Officers and Certified Maintenance and Housing Inspectors;
- Performs field investigations and prepares related reports;
- Researches codes and ordinances in regard to alleged violations; Notifies violators of code violations and code provisions;
- Confers with violators, attorneys, judges and other governmental agencies;
- Follows up on code violations to ensure correction and compliance;
- Collects evidence for files that will be presented in court;
- Testifies as a witness when necessary;
- Prepares and issues summonses to appear in court; Serves summonses on violators when necessary; Obtains, compiles, and organizes data;
- Answers inquiries regarding code violations and provides advice on code compliance;
- Posts stop work orders and condemnation notices when necessary;
- Maintains a daily log of all work performed;
- Maintains records and makes reports as required;
- 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.

NEW CASTLE COUNTY GOVERNMENT**Number** XXXX**Page** 2 of 2**CLASS SPECIFICATION****Date** DRAFT**Title:** SENIOR CERTIFIED PROPERTY MAINTENANCE
AND HOUSING INSPECTOR**Approved:**

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to perform investigations and appropriate code research to ensure conformance to codes; ability to maintain current knowledge of technical developments in the construction field by maintaining the required ICC certifications; ability to make accurate and articulate presentations in administrative hearings and Magistrate Court; ability to communicate courteously and effectively, both verbally and in writing; ability to maintain effective working relationships with County employees, the public, government officials, attorneys, outside agencies, organizations and individuals; ability to recognize the sensitivity of issues and assignments and to maintain confidentiality; ability to prepare reports and keep appropriate records; excellent ethical standards; integrity.

MINIMUM QUALIFICATIONS: Possession of a high school diploma or GED; or an equivalent combination of education, experience or training directly related to the required knowledge, skills, and abilities. At least five (5) years' experience as a Certified Property Maintenance and Housing Inspector, two (2) consecutive years of overall satisfactory performance evaluations and an overall performance rating of satisfactory or above in the year applying for the promotion. Any record of discipline that resulted in a suspension during the twelve (12) months preceding the application for promotion shall be reviewed to determine eligibility for promotion.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check. Possession of a valid Delaware Class D driver's license or its equivalent is required; must meet all requirements of the State law and/or regulations to be appointed a Code Enforcement Constable; must pass a security check; verification of successful completion of the Accessibility Inspector/Plans Examiner ICC certification. All certifications must remain valid as a condition of employment. All costs associated with the certifications, verification, and subsequent maintenance of current status in such examination areas shall be borne by the employee or the applicant.

REQUIRED DISCIPLINES: (in addition to the CPMHI certifications):
Accessibility Inspector/Plans Examiner 21

HISTORY OF REVISIONS:
Established: DRAFT

NEW CASTLE COUNTY GOVERNMENT**Number** XXXX**Page** 1 of 2**CLASS SPECIFICATION****Date** DRAFT**Title:** SENIOR STAFF ENGINEER**Approved:**

GENERAL STATEMENT OF DUTIES: Performs basic level engineering and technical work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class works on a variety of engineering projects or tasks under the supervision of a civil engineer. Work includes review of site construction documents, and the design, planning construction, and maintenance of sanitary sewer systems and drainage protective work or improvements. An employee in this class may serve as a trainer to new hires and provide peer-to-peer assistance on challenging cases and inspections. This employee exercises independent judgment, initiative, and discretion and must keep abreast of new technical developments and engineered systems in the construction field. Depending upon the needs of the department, this employee may be required to work extended hours such as early mornings, nights, and weekends. This employee deals with confidential matters and works under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Reviews engineering plans and documents for compliance with Code requirements and accepted design standards:
 - Grading plans
 - Erosion and sediment control plans
 - Storm sewer plans
 - Open Space Management plans
 - Stormwater Management as-built plans, and
 - Sanitary sewer plans
- Gives information and advice to drafting technicians on construction projects;
- Inspects sanitary sewer system and customers' facilities for fats, oils and grease (FOG) or other maintenance issues, coordinates solutions with other sections;
- Performs site inspections and enforcement actions to ensure compliance with approved plans and codes;
- Provides technical engineering support to investigate and resolve drainage concerns, including coordination with other Divisions when necessary;
- Develops feasibility studies, plans, and specifications for review by an engineer;
- Creates and coordinates execution of technical agreements;
- Coordinates sanitary sewer flow monitoring, environmental and lab testing and other field investigations and programs;
- Assists in the preparation of civil, structural, electrical, and mechanical design documents;

NEW CASTLE COUNTY GOVERNMENT**Number** XXXX**Page** 2 of 2**CLASS SPECIFICATION****Date** DRAFT**Title:** SENIOR STAFF ENGINEER**Approved:**

- Collects and enters data into information systems, makes periodic reports and special reports as required;
- Attends engineering courses and training sessions to improve technical competence;
- Provides training to newly hired Staff Engineers;
- Assists management by providing peer-to-peer assistance in the field on cases and inspections;
- 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: Education or experience in modern principles and procedures of civil, mechanical, or electrical engineering as applied to the design and construction of civil, mechanical, or electrical projects; ability to learn difficult engineering tasks related to operations; ability to learn to perform engineering tasks on an independent basis; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination. At least five (5) years of experience as a Staff Engineer with New Castle County and the two (2) most current annual performance evaluations must be rated with an overall performance rating of satisfactory or above. Any record of discipline that resulted in a suspension during the twelve (12) months preceding the application for promotion shall be reviewed to determine eligibility for promotion. Additionally, active credentials from two (2) complementary nationally accredited certification programs in project management, stormwater management, wastewater management, stormwater conveyance, or erosion & sediment control (certificate programs require prior approval from management).

ACCEPTABLE EXPERIENCE AND TRAINING: Possession of an Associate's Degree from an accredited college or university with major course work in engineering; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

PREFERRED TRAINING: Proficiency in AutoCAD

HISTORY OF REVISIONS:
Established: DRAFT

NEW CASTLE COUNTY GOVERNMENT**Number** XXXX**Page** 1 of 2**CLASS SPECIFICATION****Date** DRAFT**Title:** LAND USE SERVICES ADMINISTRATOR –
EMPLOYEE ENGAGEMENT AND HIRING SUPPORT**Approved:**

GENERAL STATEMENT OF DUTIES: Manages, performs and coordinates the delivery of human resource services in support of the Land Use General Manager; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs a variety of managerial, administrative, supervisory, and technical work as required to consolidate the delivery of human resource services for land use staff. Services are varied and include recruitment, workforce compliance of policies and procedures, talent management, inquiries/requests for information, identifying, recommending and implementing process improvements, and employee engagement and recognition. This is a confidential position dealing with employee affairs. The employee must have knowledge of land use functions. Work involves exercise of judgement in the application of policies and procedures, and works with considerable independence in planning, organizing and performing responsibilities. Supervision is exercised over administrative staff in support of the General Manager's Office. The employee works under the general supervision of the Land Use General Manager or their designee.

EXAMPLES OF WORK: (Illustrative only)

- Manages requisition tracking, coordinates employment offers and new employee onboarding;
- Performs varied supervisory tasks to ensure consistent application of policies and procedures;
- Collaborates with Office of Human Resources on recruitment;
- Consults with subject matter experts to develop testing examinations and interview boards;
- Performs research on complaints and grievances, and makes appropriate recommendations; and provides direction to management when necessary to solve issues;
- Serves as a liaison to employees or to other departments;
- Leads, develops and coordinates employee engagement function including recognition, appreciation and volunteerism;
- Leads or performs management training on New Castle County policies or procedures as necessary;

NEW CASTLE COUNTY GOVERNMENT**Number** XXXX**Page** 2 of 2**CLASS SPECIFICATION****Date** DRAFT**Title:** LAND USE SERVICES ADMINISTRATOR –
EMPLOYEE ENGAGEMENT AND HIRING SUPPORT**Approved:**

- Manages processing of performance evaluations and performance plans, makes recommendations as necessary;
- Assists with EEO diversity reporting;
- Ability to plan, coordinate or supervise the work of support staff;
- Maintains personnel files;
- Performs assignments as defined by the Land Use General Manager;
- Operates a personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the New Castle County Code pertaining to human resource administration; Ability to comprehend, interpret and apply a wide range of policies and procedures to perform interrelated functions; Ability to draw valid conclusions and prioritize tasks effectively; Ability to establish and maintain effective working relationships with department managers, interdepartmental staff, and the general public; Ability to communicate courteously and effectively, both verbally and in writing.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five (5) years of experience performing human resource services in a local government or regional land use department, and possession of a Bachelor's Degree from an accredited college or university.

HISTORY OF REVISIONS:
Established: DRAFT

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
CLERK	12	28,739	30,175	31,684	33,267	34,928	36,676	38,509	40,434	42,457	44,580	46,810
SURVEYOR ASSISTANT	12											
ADMINISTRATIVE SERVICES TECHNICIAN	14	31,684	33,267	34,928	36,676	38,509	40,434	42,457	44,580	46,809	49,149	51,607
AUTOMOTIVE PARTS CLERK	14											
CLERK TYPIST	14											
COMPUTER OPERATOR I	14											
JUNIOR ADMINISTRATIVE AIDE	14											
KEY OPERATOR	14											
MICROFILM TECHNICIAN	14											
PUBLIC SAFETY AIDE	14											
ACCOUNT CLERK I	15	33,267	34,928	36,676	38,509	40,434	42,457	44,580	46,809	49,149	51,608	54,188
CUSTOMER SERVICES COORDINATOR	15											
DRAFTING TECHNICIAN I	15											
INTERLIBRARY LOAN ASSISTANT	15											
LIBRARY ASSISTANT	15											
COMPUTER OPERATOR II	16	34,928	36,676	38,509	40,434	42,457	44,580	46,809	49,149	51,608	54,189	56,898
SURVEY INSTRUMENT OPERATOR	16											
ACCOUNT CLERK II	17	36,676	38,509	40,434	42,457	44,580	46,809	49,149	51,608	54,189	56,899	59,744
COURT CLERK	17											
DEPUTY I	17											
PRINCIPAL LIBRARY ASSISTANT	17											
SECRETARY	17											
STOREKEEPER	17											
PUBLIC WORKS DATA TECHNICIAN	17											
DISPATCHER	18	38,509	40,434	42,457	44,580	46,809	49,149	51,608	54,189	56,899	59,743	62,730
GRAPHIC ARTS DESIGNER	18											
MAINTENANCE PROGRAM TECHNICIAN	18											
RADIO COMMUNICATOR	18											
SANITARY MAINTENANCE TECHNICIAN	18											
TREASURY CUSTOMER SERVICE REPRESENTATIVE	18											
ACCOUNT CLERK III	19	40,434	42,457	44,580	46,809	49,149	51,608	54,189	56,899	59,743	62,730	65,867
ADMINISTRATIVE AIDE	19											
ASSESSMENT TECHNICIAN	19											
ASSESSOR I	19											
BUDGET OFFICE ASSISTANT	19											
LIBRARY SPECIALIST	19											
PARTY CHIEF	19											
CERTIFIED ASSESSOR I	20	42,457	44,580	46,809	49,149	51,608	54,189	56,899	59,743	62,730	65,868	69,161
COMMUNITY DEVELOPMENT HOUSING INSPECTOR	20											
CUSTOMER INFORMATION & ASSISTANCE SPECIALIST	20											
CUSTOMER SERVICE AND INFORMATION TECHNICIAN	20											
DELINQUENT ACCOUNT COLLECTOR	20											
DEPUTY II	20											
DRAFTING TECHNICIAN II	20											
GRAPHIC ARTS DESIGNER II	20											
HOUSING PROGRAM ASSISTANT	20											
MAINTENANCE OFFICE ADMINISTRATOR	20											
PAYROLL ASSISTANT I	20											
PERMIT PROCESS TECHNICIAN	20											
PUBLIC WORKS INSPECTOR	20											
SANITARY SEWER INFORMATION SPECIALIST	20											
SENIOR OFFICE ASSISTANT	20											
SENIOR SANITARY MAINTENANCE TECHNICIAN	20											
VICTIM'S ASSISTANCE OFFICER	20											
ASSISTANT PROCUREMENT AGENT	21	44,580	46,809	49,149	51,608	54,189	56,899	59,743	62,730	65,868	69,161	72,619
BUILDING AND SITE INSPECTOR	21											
CERTIFIED PERMIT PROCESS TECHNICIAN	21											
CODE ENFORCEMENT OFFICER	21											
CONSTRUCTION INSPECTOR	21											
DRAFTING TECHNICIAN III	21											
ENVIRONMENTAL ANALYST	21											
PLAN EXAMINER	21											
PLUMBING AND MECHANICAL CODE SUPERVISOR	21											
PLUMBING AND MECHANICAL PLAN EXAMINER	21											
RIGHT-OF-WAY AGENT	21											
SENIOR CUSTOMER SERVICES & INFORMATION TECHNICIAN	21											
SENIOR PERMIT PROCESS TECHNICIAN	21											

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
ACCOUNTANT I	22	46,809	49,149	51,608	54,189	56,899	59,743	62,730	65,868	69,161	72,621	76,253
ASSESSOR II	22											
GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN	22											
HOUSING REHABILITATION SPECIALIST I	22											
OPERATIONS SPECIALIST	22											
ACCOUNTING OPERATIONS ASSISTANT	23	49,149	51,608	54,189	56,899	59,743	62,730	65,868	69,161	72,621	76,251	80,064
CENTRAL RECEIVING SUPERVISOR	23											
CENTRAL SERVICES TECHNICIAN	23											
CERTIFIED ASSESSOR II	23											
CERTIFIED BUILDING AND SITE INSPECTOR	23											
CERTIFIED PLAN EXAMINER	23											
CERTIFIED PLUMBING & MECHANICAL PLAN EXAMINER	23											
CERTIFIED PROPERTY MAINTENANCE & HOUSING INSPECTOR	23											
COMPLAINTS SPECIALIST	23											
CONSTRUCTION INSPECTION SUPERVISOR	23											
EQUESTRIAN PROGRAM COORDINATOR	23											
HOUSING REHABILITATION SPECIALIST II	23											
SENIOR CERTIFIED PERMIT PROCESS TECHNICIAN	23											
SURVEY PARTIES SUPERVISOR	23											
TREASURY ASSOCIATE	23											
CHIEF RIGHT-OF-WAY AGENT	24	51,608	54,189	56,899	59,743	62,730	65,868	69,161	72,621	76,251	80,064	84,067
CUSTOMER SERVICES SPECIALIST	24											
GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST	24											
PUBLIC WORKS CONTRACTS OFFICER	24											
SCHOOL CROSSING GUARD SUPERVISOR	24											
SITE INSPECTIONS SUPERVISOR	24											
STAFF ENGINEER	24											
ACCOUNTANT II	25	54,189	56,899	59,743	62,730	65,868	69,161	72,621	76,251	80,064	84,065	88,269
CHIEF CONSTRUCTION INSPECTOR	25											
CHIEF FIELD SUPERVISOR	26											
EQUESTRIAN PROGRAM SUPERVISOR	25											
PROCUREMENT AGENT	25											
SENIOR CERTIFIED BUILDING AND SITE INSPECTOR	25											
SENIOR CERTIFIED PLAN EXAMINER	25											
SENIOR CERTIFIED PLUMBING AND MECHANICAL PLAN EXAMINER	25											
<u>SENIOR CERTIFIED PROPERTY MAINTENANCE AND HOUSING INSPECTOR</u>	<u>25</u>											
<u>SENIOR STAFF ENGINEER</u>	<u>25</u>											
SUPERINTENDENT OF WASTEWATER TREATMENT	25											
<u>CHIEF FIELD SUPERVISOR</u>	<u>26</u>	56,899	59,743	62,730	65,868	69,161	72,621	76,251	80,064	84,065	88,270	92,684
CIVIL ENGINEER I	26											
DRAFTING AND DESIGN SUPERVISOR	26											
ENVIRONMENTAL PROGRAM MANAGER I	26											
GEOGRAPHIC INFORMATION SYSTEMS ANALYST	26											
PAYROLL ASSISTANT II	26											
PROGRAMMER ANALYST	26											
ARCHITECT	28	62,730	65,868	69,161	72,621	76,251	80,064	84,065	88,270	92,683	97,317	102,182
CIVIL ENGINEER II	28											
ENVIRONMENTAL PROGRAM MANAGER II	28											
SENIOR PROCUREMENT AGENT	28											
SEWER MANAGEMENT ENGINEER	28											
SENIOR APPLICATION ENGINEER	28											
CHIEF OF FACILITY MAINTENANCE	30	69,161	72,621	76,251	80,064	84,065	88,270	92,683	97,317	102,184	107,295	112,660
CHIEF OF PROJECT MANAGEMENT	30											
CIVIL ENGINEER III	30											
ENVIRONMENTAL PROGRAM MANAGER III	30											
PUBLIC WORKS PROJECT ADMINISTRATOR	30											
CHIEF OF DRAINAGE OPERATIONS	32	76,251	80,064	84,065	88,270	92,683	97,317	102,184	107,295	112,660	118,292	124,206
CHIEF OF SITE MANAGEMENT	32											

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Includes changes approved at 11/7/2024 HRAB meeting; approved by Council 1/14/2025; pending signature.

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
CLERK	12	29,457	30,929	32,476	34,099	35,801	37,593	39,472	41,445	43,518	45,695	47,980
SURVEYOR ASSISTANT	12											
ADMINISTRATIVE SERVICES TECHNICIAN	14	32,476	34,099	35,801	37,593	39,472	41,445	43,518	45,695	47,979	50,378	52,897
AUTOMOTIVE PARTS CLERK	14											
CLERK TYPIST	14											
COMPUTER OPERATOR I	14											
JUNIOR ADMINISTRATIVE AIDE	14											
KEY OPERATOR	14											
MICROFILM TECHNICIAN	14											
PUBLIC SAFETY AIDE	14											
ACCOUNT CLERK I	15	34,099	35,801	37,593	39,472	41,445	43,518	45,695	47,979	50,378	52,898	55,543
CUSTOMER SERVICES COORDINATOR	15											
DRAFTING TECHNICIAN I	15											
INTERLIBRARY LOAN ASSISTANT	15											
LIBRARY ASSISTANT	15											
COMPUTER OPERATOR II	16	35,801	37,593	39,472	41,445	43,518	45,695	47,979	50,378	52,898	55,544	58,320
SURVEY INSTRUMENT OPERATOR	16											
ACCOUNT CLERK II	17	37,593	39,472	41,445	43,518	45,695	47,979	50,378	52,898	55,544	58,321	61,238
COURT CLERK	17											
DEPUTY I	17											
PRINCIPAL LIBRARY ASSISTANT	17											
SECRETARY	17											
STOREKEEPER	17											
PUBLIC WORKS DATA TECHNICIAN	17											
DISPATCHER	18	39,472	41,445	43,518	45,695	47,979	50,378	52,898	55,544	58,321	61,237	64,298
GRAPHIC ARTS DESIGNER	18											
MAINTENANCE PROGRAM TECHNICIAN	18											
RADIO COMMUNICATOR	18											
SANITARY MAINTENANCE TECHNICIAN	18											
TREASURY CUSTOMER SERVICE REPRESENTATIVE	18											
ACCOUNT CLERK III	19	41,445	43,518	45,695	47,979	50,378	52,898	55,544	58,321	61,237	64,298	67,514
ADMINISTRATIVE AIDE	19											
ASSESSMENT TECHNICIAN	19											
ASSESSOR I	19											
BUDGET OFFICE ASSISTANT	19											
LIBRARY SPECIALIST	19											
PARTY CHIEF	19											
CERTIFIED ASSESSOR I	20	43,518	45,695	47,979	50,378	52,898	55,544	58,321	61,237	64,298	67,515	70,890
COMMUNITY DEVELOPMENT HOUSING INSPECTOR	20											
CUSTOMER INFORMATION & ASSISTANCE SPECIALIST	20											
CUSTOMER SERVICE AND INFORMATION TECHNICIAN	20											
DELINQUENT ACCOUNT COLLECTOR	20											
DEPUTY II	20											
DRAFTING TECHNICIAN II	20											
GRAPHIC ARTS DESIGNER II	20											
HOUSING PROGRAM ASSISTANT	20											
MAINTENANCE OFFICE ADMINISTRATOR	20											
PAYROLL ASSISTANT I	20											
PERMIT PROCESS TECHNICIAN	20											
PUBLIC WORKS INSPECTOR	20											
SANITARY SEWER INFORMATION SPECIALIST	20											
SENIOR OFFICE ASSISTANT	20											
SENIOR SANITARY MAINTENANCE TECHNICIAN	20											
VICTIM'S ASSISTANCE OFFICER	20											
ASSISTANT PROCUREMENT AGENT	21	45,695	47,979	50,378	52,898	55,544	58,321	61,237	64,298	67,515	70,890	74,434
BUILDING AND SITE INSPECTOR	21											
CERTIFIED PERMIT PROCESS TECHNICIAN	21											
CODE ENFORCEMENT OFFICER	21											
CONSTRUCTION INSPECTOR	21											
DRAFTING TECHNICIAN III	21											
ENVIRONMENTAL ANALYST	21											
PLAN EXAMINER	21											
PLUMBING AND MECHANICAL CODE SUPERVISOR	21											
PLUMBING AND MECHANICAL PLAN EXAMINER	21											
RIGHT-OF-WAY AGENT	21											
SENIOR CUSTOMER SERVICES & INFORMATION TECHNICIAN	21											
SENIOR PERMIT PROCESS TECHNICIAN	21											

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
ACCOUNTANT I	22	47,979	50,378	52,898	55,544	58,321	61,237	64,298	67,515	70,890	74,437	78,159
ASSESSOR II	22											
GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN	22											
HOUSING REHABILITATION SPECIALIST I	22											
OPERATIONS SPECIALIST	22											
ACCOUNTING OPERATIONS ASSISTANT	23	50,378	52,898	55,544	58,321	61,237	64,298	67,515	70,890	74,437	78,157	82,066
CENTRAL RECEIVING SUPERVISOR	23											
CENTRAL SERVICES TECHNICIAN	23											
CERTIFIED ASSESSOR II	23											
CERTIFIED BUILDING AND SITE INSPECTOR	23											
CERTIFIED PLAN EXAMINER	23											
CERTIFIED PLUMBING & MECHANICAL PLAN EXAMINER	23											
CERTIFIED PROPERTY MAINTENANCE & HOUSING INSPECTOR	23											
COMPLAINTS SPECIALIST	23											
CONSTRUCTION INSPECTION SUPERVISOR	23											
EQUESTRIAN PROGRAM COORDINATOR	23											
HOUSING REHABILITATION SPECIALIST II	23											
SENIOR CERTIFIED PERMIT PROCESS TECHNICIAN	23											
SURVEY PARTIES SUPERVISOR	23											
TREASURY ASSOCIATE	23											
CHIEF RIGHT-OF-WAY AGENT	24	52,898	55,544	58,321	61,237	64,298	67,515	70,890	74,437	78,157	82,066	86,169
CUSTOMER SERVICES SPECIALIST	24											
GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST	24											
PUBLIC WORKS CONTRACTS OFFICER	24											
SCHOOL CROSSING GUARD SUPERVISOR	24											
SITE INSPECTIONS SUPERVISOR	24											
STAFF ENGINEER	24											
ACCOUNTANT II	25	55,544	58,321	61,237	64,298	67,515	70,890	74,437	78,157	82,066	86,167	90,476
CHIEF CONSTRUCTION INSPECTOR	25											
CHIEF FIELD SUPERVISOR	26											
EQUESTRIAN PROGRAM SUPERVISOR	25											
PROCUREMENT AGENT	25											
SENIOR CERTIFIED BUILDING AND SITE INSPECTOR	25											
SENIOR CERTIFIED PLAN EXAMINER	25											
SENIOR CERTIFIED PLUMBING AND MECHANICAL PLAN EXAMINER	25											
<u>SENIOR CERTIFIED PROPERTY MAINTENANCE AND HOUSING INSPECTOR</u>	<u>25</u>											
<u>SENIOR STAFF ENGINEER</u>	<u>25</u>											
SUPERINTENDENT OF WASTEWATER TREATMENT	25											
<u>CHIEF FIELD SUPERVISOR</u>	<u>26</u>	58,321	61,237	64,298	67,515	70,890	74,437	78,157	82,066	86,167	90,477	95,001
CIVIL ENGINEER I	26											
DRAFTING AND DESIGN SUPERVISOR	26											
ENVIRONMENTAL PROGRAM MANAGER I	26											
GEOGRAPHIC INFORMATION SYSTEMS ANALYST	26											
PAYROLL ASSISTANT II	26											
PROGRAMMER ANALYST	26											
ARCHITECT	28	64,298	67,515	70,890	74,437	78,157	82,066	86,167	90,477	95,000	99,750	104,737
CIVIL ENGINEER II	28											
ENVIRONMENTAL PROGRAM MANAGER II	28											
SENIOR PROCUREMENT AGENT	28											
SEWER MANAGEMENT ENGINEER	28											
SENIOR APPLICATION ENGINEER	28											
CHIEF OF FACILITY MAINTENANCE	30	70,890	74,437	78,157	82,066	86,167	90,477	95,000	99,750	104,739	109,977	115,477
CHIEF OF PROJECT MANAGEMENT	30											
CIVIL ENGINEER III	30											
ENVIRONMENTAL PROGRAM MANAGER III	30											
PUBLIC WORKS PROJECT ADMINISTRATOR	30											
CHIEF OF DRAINAGE OPERATIONS	32	78,157	82,066	86,167	90,477	95,000	99,750	104,739	109,977	115,477	121,249	127,311
CHIEF OF SITE MANAGEMENT	32											

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**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
CLERK	12	30,193	31,702	33,288	34,951	36,696	38,533	40,459	42,481	44,606	46,837	49,180
SURVEYOR ASSISTANT	12											
ADMINISTRATIVE SERVICES TECHNICIAN	14	33,288	34,951	36,696	38,533	40,459	42,481	44,606	46,837	49,178	51,637	54,219
AUTOMOTIVE PARTS CLERK	14											
CLERK TYPIST	14											
COMPUTER OPERATOR I	14											
JUNIOR ADMINISTRATIVE AIDE	14											
KEY OPERATOR	14											
MICROFILM TECHNICIAN	14											
PUBLIC SAFETY AIDE	14											
ACCOUNT CLERK I	15	34,951	36,696	38,533	40,459	42,481	44,606	46,837	49,178	51,637	54,220	56,932
CUSTOMER SERVICES COORDINATOR	15											
DRAFTING TECHNICIAN I	15											
INTERLIBRARY LOAN ASSISTANT	15											
LIBRARY ASSISTANT	15											
COMPUTER OPERATOR II	16	36,696	38,533	40,459	42,481	44,606	46,837	49,178	51,637	54,220	56,933	59,778
SURVEY INSTRUMENT OPERATOR	16											
ACCOUNT CLERK II	17	38,533	40,459	42,481	44,606	46,837	49,178	51,637	54,220	56,933	59,779	62,769
COURT CLERK	17											
DEPUTY I	17											
PRINCIPAL LIBRARY ASSISTANT	17											
SECRETARY	17											
STOREKEEPER	17											
PUBLIC WORKS DATA TECHNICIAN	17											
DISPATCHER	18	40,459	42,481	44,606	46,837	49,178	51,637	54,220	56,933	59,779	62,768	65,905
GRAPHIC ARTS DESIGNER	18											
MAINTENANCE PROGRAM TECHNICIAN	18											
RADIO COMMUNICATOR	18											
SANITARY MAINTENANCE TECHNICIAN	18											
TREASURY CUSTOMER SERVICE REPRESENTATIVE	18											
ACCOUNT CLERK III	19	42,481	44,606	46,837	49,178	51,637	54,220	56,933	59,779	62,768	65,905	69,202
ADMINISTRATIVE AIDE	19											
ASSESSMENT TECHNICIAN	19											
ASSESSOR I	19											
BUDGET OFFICE ASSISTANT	19											
LIBRARY SPECIALIST	19											
PARTY CHIEF	19											
CERTIFIED ASSESSOR I	20	44,606	46,837	49,178	51,637	54,220	56,933	59,779	62,768	65,905	69,203	72,662
COMMUNITY DEVELOPMENT HOUSING INSPECTOR	20											
CUSTOMER INFORMATION & ASSISTANCE SPECIALIST	20											
CUSTOMER SERVICE AND INFORMATION TECHNICIAN	20											
DELINQUENT ACCOUNT COLLECTOR	20											
DEPUTY II	20											
DRAFTING TECHNICIAN II	20											
GRAPHIC ARTS DESIGNER II	20											
HOUSING PROGRAM ASSISTANT	20											
MAINTENANCE OFFICE ADMINISTRATOR	20											
PAYROLL ASSISTANT I	20											
PERMIT PROCESS TECHNICIAN	20											
PUBLIC WORKS INSPECTOR	20											
SANITARY SEWER INFORMATION SPECIALIST	20											
SENIOR OFFICE ASSISTANT	20											
SENIOR SANITARY MAINTENANCE TECHNICIAN	20											
VICTIM'S ASSISTANCE OFFICER	20											
ASSISTANT PROCUREMENT AGENT	21	46,837	49,178	51,637	54,220	56,933	59,779	62,768	65,905	69,203	72,662	76,295
BUILDING AND SITE INSPECTOR	21											
CERTIFIED PERMIT PROCESS TECHNICIAN	21											
CODE ENFORCEMENT OFFICER	21											
CONSTRUCTION INSPECTOR	21											
DRAFTING TECHNICIAN III	21											
ENVIRONMENTAL ANALYST	21											
PLAN EXAMINER	21											
PLUMBING AND MECHANICAL CODE SUPERVISOR	21											
PLUMBING AND MECHANICAL PLAN EXAMINER	21											
RIGHT-OF-WAY AGENT	21											
SENIOR CUSTOMER SERVICES & INFORMATION TECHNICIAN	21											
SENIOR PERMIT PROCESS TECHNICIAN	21											

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
ACCOUNTANT I	22	49,178	51,637	54,220	56,933	59,779	62,768	65,905	69,203	72,662	76,298	80,113
ASSESSOR II	22											
GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN	22											
HOUSING REHABILITATION SPECIALIST I	22											
OPERATIONS SPECIALIST	22											
ACCOUNTING OPERATIONS ASSISTANT	23	51,637	54,220	56,933	59,779	62,768	65,905	69,203	72,662	76,298	80,111	84,118
CENTRAL RECEIVING SUPERVISOR	23											
CENTRAL SERVICES TECHNICIAN	23											
CERTIFIED ASSESSOR II	23											
CERTIFIED BUILDING AND SITE INSPECTOR	23											
CERTIFIED PLAN EXAMINER	23											
CERTIFIED PLUMBING & MECHANICAL PLAN EXAMINER	23											
CERTIFIED PROPERTY MAINTENANCE & HOUSING INSPECTOR	23											
COMPLAINTS SPECIALIST	23											
CONSTRUCTION INSPECTION SUPERVISOR	23											
EQUESTRIAN PROGRAM COORDINATOR	23											
HOUSING REHABILITATION SPECIALIST II	23											
SENIOR CERTIFIED PERMIT PROCESS TECHNICIAN	23											
SURVEY PARTIES SUPERVISOR	23											
TREASURY ASSOCIATE	23											
CHIEF RIGHT-OF-WAY AGENT	24	54,220	56,933	59,779	62,768	65,905	69,203	72,662	76,298	80,111	84,118	88,323
CUSTOMER SERVICES SPECIALIST	24											
GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST	24											
PUBLIC WORKS CONTRACTS OFFICER	24											
SCHOOL CROSSING GUARD SUPERVISOR	24											
SITE INSPECTIONS SUPERVISOR	24											
STAFF ENGINEER	24											
ACCOUNTANT II	25	56,933	59,779	62,768	65,905	69,203	72,662	76,298	80,111	84,118	88,321	92,738
CHIEF CONSTRUCTION INSPECTOR	25											
CHIEF FIELD SUPERVISOR	26											
EQUESTRIAN PROGRAM SUPERVISOR	25											
PROCUREMENT AGENT	25											
SENIOR CERTIFIED BUILDING AND SITE INSPECTOR	25											
SENIOR CERTIFIED PLAN EXAMINER	25											
SENIOR CERTIFIED PLUMBING AND MECHANICAL PLAN EXAMINER	25											
<u>SENIOR CERTIFIED PROPERTY MAINTENANCE AND HOUSING INSPECTOR</u>	<u>25</u>											
<u>SENIOR STAFF ENGINEER</u>	<u>25</u>											
SUPERINTENDENT OF WASTEWATER TREATMENT	25											
<u>CHIEF FIELD SUPERVISOR</u>	<u>26</u>	59,779	62,768	65,905	69,203	72,662	76,298	80,111	84,118	88,321	92,739	97,376
CIVIL ENGINEER I	26											
DRAFTING AND DESIGN SUPERVISOR	26											
ENVIRONMENTAL PROGRAM MANAGER I	26											
GEOGRAPHIC INFORMATION SYSTEMS ANALYST	26											
PAYROLL ASSISTANT II	26											
PROGRAMMER ANALYST	26											
ARCHITECT	28	65,905	69,203	72,662	76,298	80,111	84,118	88,321	92,739	97,375	102,244	107,355
CIVIL ENGINEER II	28											
ENVIRONMENTAL PROGRAM MANAGER II	28											
SENIOR PROCUREMENT AGENT	28											
SEWER MANAGEMENT ENGINEER	28											
SENIOR APPLICATION ENGINEER	28											
CHIEF OF FACILITY MAINTENANCE	30	72,662	76,298	80,111	84,118	88,321	92,739	97,375	102,244	107,357	112,726	118,364
CHIEF OF PROJECT MANAGEMENT	30											
CIVIL ENGINEER III	30											
ENVIRONMENTAL PROGRAM MANAGER III	30											
PUBLIC WORKS PROJECT ADMINISTRATOR	30											
CHIEF OF DRAINAGE OPERATIONS	32	80,111	84,118	88,321	92,739	97,375	102,244	107,357	112,726	118,364	124,280	130,494
CHIEF OF SITE MANAGEMENT	32											

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Includes changes approved at 11/7/2024 HRAB meeting; approved by Council 1/14/2025; pending signature.

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

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
SENIOR SERVICES TRANS. PROGRAM COORD.	16	34,929	36,675	38,509	40,435	42,456	44,578	46,806	49,147	51,604	54,185	56,894
INSURANCE CLAIMS ASSISTANT	17	36,676	38,510	40,436	42,457	44,580	46,809	49,150	51,607	54,188	56,897	59,742
SENIOR SERVICES CENTER DIRECTOR	18	38,511	40,437	42,458	44,581	46,810	49,151	51,609	54,189	56,898	59,744	62,731
CONFIDENTIAL ASSISTANT HUMAN RESOURCES ASSISTANT	20	42,458	44,581	46,810	49,151	51,609	54,189	56,898	59,744	62,730	65,867	69,160
FINANCE INFORMATION SPECIALIST FIRE/MEDICAL COMMUNICATIONS SUPERVISOR POLICE COMMUNICATIONS SUPERVISOR VICTIM'S ASSISTANCE OFFICE COORDINATOR	22	46,809	49,150	51,607	54,188	56,897	59,743	62,729	65,866	69,159	72,617	76,248
REGISTER IN CHANCERY OFFICE ADMINISTRATOR STORMWATER INSPECTION SUPERVISOR	23	49,149	51,606	54,187	56,896	59,742	62,728	65,865	69,158	72,616	76,247	80,059
CRIME ANALYST LAND USE PARALEGAL PUBLIC INFORMATION SPECIALIST REAL ESTATE COORDINATOR	24	51,609	54,189	56,898	59,744	62,730	65,867	69,160	72,618	76,249	80,062	84,065
CUSTOMER INFO. AND ASSISTANCE SUPV. POLICE ACCREDITATION COORDINATOR	25	54,190	56,899	59,745	62,732	65,868	69,161	72,619	76,250	80,063	84,066	88,269
ASSISTANT COMMUNITY SERVICES ADMIN. ASSISTANT LAND USE ADMINISTRATOR ENVIRONMENTAL ENGINEER I HUMAN RESOURCES TECHNICIAN INSURANCE ADMINISTRATOR LAW OFFICE ADMINISTRATOR	26	56,899	59,745	62,732	65,868	69,161	72,619	76,250	80,063	84,066	88,269	92,682
COMMUNITY GOVERNING ADMINISTRATOR SPORTS AND ATHLETICS ADMINISTRATOR	27	59,744	62,730	65,867	69,160	72,618	76,249	80,062	84,065	88,268	92,682	97,316
ENVIRONMENTAL ADMINISTRATOR FACILITIES PROJECT MANAGER FISCAL AND POLICY ANALYST LAND USE SERVICES ADMINISTRATOR <u>LAND USE SERVICES ADMINISTRATOR, EMPLOYEE ENGAGEMENT AND HIRING SUPPORT</u> PUBLIC WORKS PROGRAM MANAGER STORMWATER PROGRAM COORDINATOR	28	62,730	65,867	69,160	72,618	76,249	80,062	84,065	88,268	92,682	97,316	102,182
PAYROLL SUPERVISOR	29	65,869	69,162	72,620	76,251	80,064	84,067	88,270	92,684	97,318	102,184	107,293
COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR OPERATIONS SERVICES MANAGER PARKS DEVELOPMENT PLANNER PENSION AND BENEFITS ADMINISTRATOR SENIOR FISCAL AND POLICY ANALYST TRANSPORTATION PLANNER	30	69,161	72,619	76,250	80,063	84,066	88,269	92,683	97,317	102,183	107,292	112,657
DEVELOPMENT FACILITATOR PROPERTY ASSESSMENT SERVICES MANAGER	31	72,623	76,253	80,066	84,069	88,272	92,686	97,320	102,187	107,296	112,660	118,293
DEPARTMENT FINANCE OFFICER INFORMATION SYSTEMS ASSISTANT MANAGER LICENSING MANAGER MANAGEMENT AND PRODUCTIVITY MANAGER PLANNING MANAGER SENIOR FINANCIAL OFFICER	32	76,252	80,065	84,068	88,271	92,685	97,319	102,185	107,294	112,658	118,291	124,206

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

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
ACCOUNTING AND FISCAL MANAGER	34	84,067	88,270	92,684	97,318	102,184	107,293	112,657	118,290	124,204	130,414	136,935
ASSISTANT LAND USE MANAGER												
CHIEF OF SPECIAL PROJECTS												
COMMUNITY SERVICES MANAGER												
ENGINEERING SERVICES MANAGER												
INFORMATION SYSTEMS MANAGER												
INSURANCE AND LOSS CONTROL MANAGER												
INTERNAL SERVICES MANAGER												
PARKS DIVISION MANAGER												
PENSION PROGRAM MANAGER												
SEWER OPERATIONS MANAGER												
STORMWATER & ENVIRONMENTAL PROGS. MGR												
TREASURY MANAGER												
FINANCE LEGAL OFFICER	35	88,271	92,685	97,319	102,185	107,294	112,658	118,291	124,206	130,416	136,937	143,784
HUMAN RESOURCES MANAGER												
DEPUTY CHIEF FINANCIAL OFFICER	36	92,684	97,318	102,184	107,293	112,657	118,290	124,204	130,414	136,934	143,781	150,970
FIRST ASSISTANT COUNTY ATTORNEY												
PUBLIC WORKS SENIOR MANAGER												
DEPUTY CHIEF OF TECHNOLOGY												

NON-UNION CLASSIFIED SERVICE EMPLOYEES OF EMERGENCY COMMUNICATIONS AND EMERGENCY MEDICAL SERVICES

ASSISTANT CHIEF OF EMERG. COMMUNICATIONS	32	81,115	84,927	88,931	93,135	97,547	102,182	107,048	112,157	117,521	123,155	129,312
CHIEF OF EMERGENCY COMMUNICATIONS	36	97,097	101,731	106,596	111,706	117,070	122,702	128,616	134,827	141,347	148,194	155,604
CHIEF OF EMERGENCY MEDICAL SERVICES	38	109,539	114,649	120,013	125,645	131,560	137,771	144,292	151,139	158,328	165,877	174,171

Effective: 07/01/2024 (Ordinance 23-063)

Revised: 07/01/2024 (Ordinance 23-086)

Revised: 08/29/2023 (Ordinance 23-097)

Revised: 08/01/2023 (Ordinance 23-126)

Revised: 07/07/2023 (Ordinance 24-013)

Revised: 10/8/2024 (Ordinance 24-148 and Ordinance 24-149)

Revised: 10/8/2024 (Ordinance 24-151) - Add Step 11 (Incumbents in Step 10 on 6/30/24, move to Step 11 upon reaching anniversary date following 7/1/24)

Revised: 11/19/2024 (Ordinance 24-160)

Revised: xx/xx/2025 (Ordinance 25-xxx)

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

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
SENIOR SERVICES TRANS. PROGRAM COORD.	16	35,803	37,592	39,472	41,446	43,518	45,693	47,977	50,376	52,895	55,540	58,317
INSURANCE CLAIMS ASSISTANT	17	37,593	39,473	41,447	43,519	45,695	47,980	50,379	52,898	55,543	58,320	61,236
SENIOR SERVICES CENTER DIRECTOR	18	39,474	41,448	43,520	45,696	47,981	50,380	52,900	55,544	58,321	61,238	64,300
CONFIDENTIAL ASSISTANT HUMAN RESOURCES ASSISTANT	20	43,520	45,696	47,981	50,380	52,900	55,544	58,321	61,238	64,299	67,514	70,889
FINANCE INFORMATION SPECIALIST FIRE/MEDICAL COMMUNICATIONS SUPERVISOR POLICE COMMUNICATIONS SUPERVISOR VICTIM'S ASSISTANCE OFFICE COORDINATOR	22	47,980	50,379	52,898	55,543	58,320	61,237	64,298	67,513	70,888	74,433	78,155
REGISTER IN CHANCERY OFFICE ADMINISTRATOR STORMWATER INSPECTION SUPERVISOR	23	50,378	52,897	55,542	58,319	61,236	64,297	67,512	70,887	74,432	78,154	82,061
CRIME ANALYST LAND USE PARALEGAL PUBLIC INFORMATION SPECIALIST REAL ESTATE COORDINATOR	24	52,900	55,544	58,321	61,238	64,299	67,514	70,889	74,434	78,156	82,064	86,167
CUSTOMER INFO. AND ASSISTANCE SUPV. POLICE ACCREDITATION COORDINATOR	25	55,545	58,322	61,239	64,301	67,515	70,891	74,435	78,157	82,065	86,168	90,476
ASSISTANT COMMUNITY SERVICES ADMIN. ASSISTANT LAND USE ADMINISTRATOR ENVIRONMENTAL ENGINEER I HUMAN RESOURCES TECHNICIAN INSURANCE ADMINISTRATOR LAW OFFICE ADMINISTRATOR	26	58,322	61,239	64,301	67,515	70,891	74,435	78,157	82,065	86,168	90,476	95,000
COMMUNITY GOVERNING ADMINISTRATOR SPORTS AND ATHLETICS ADMINISTRATOR	27	61,238	64,299	67,514	70,889	74,434	78,156	82,064	86,167	90,475	95,000	99,749
ENVIRONMENTAL ADMINISTRATOR FACILITIES PROJECT MANAGER FISCAL AND POLICY ANALYST LAND USE SERVICES ADMINISTRATOR <u>LAND USE SERVICES ADMINISTRATOR, EMPLOYEE ENGAGEMENT AND HIRING SUPPORT</u> PUBLIC WORKS PROGRAM MANAGER STORMWATER PROGRAM COORDINATOR	28	64,299	67,514	70,889	74,434	78,156	82,064	86,167	90,475	95,000	99,749	104,737
PAYROLL SUPERVISOR	29	67,516	70,892	74,436	78,158	82,066	86,169	90,477	95,002	99,751	104,739	109,976
COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR OPERATIONS SERVICES MANAGER PARKS DEVELOPMENT PLANNER PENSION AND BENEFITS ADMINISTRATOR SENIOR FISCAL AND POLICY ANALYST TRANSPORTATION PLANNER	30	70,891	74,435	78,157	82,065	86,168	90,476	95,001	99,750	104,738	109,975	115,474
DEVELOPMENT FACILITATOR PROPERTY ASSESSMENT SERVICES MANAGER	31	74,439	78,160	82,068	86,171	90,479	95,004	99,753	104,742	109,979	115,477	121,251
DEPARTMENT FINANCE OFFICER INFORMATION SYSTEMS ASSISTANT MANAGER LICENSING MANAGER MANAGEMENT AND PRODUCTIVITY MANAGER PLANNING MANAGER SENIOR FINANCIAL OFFICER	32	78,159	82,067	86,170	90,478	95,003	99,752	104,740	109,977	115,475	121,249	127,312

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

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
ACCOUNTING AND FISCAL MANAGER	34	86,169	90,477	95,002	99,751	104,739	109,976	115,474	121,248	127,310	133,675	140,359
ASSISTANT LAND USE MANAGER												
CHIEF OF SPECIAL PROJECTS												
COMMUNITY SERVICES MANAGER												
ENGINEERING SERVICES MANAGER												
INFORMATION SYSTEMS MANAGER												
INSURANCE AND LOSS CONTROL MANAGER												
INTERNAL SERVICES MANAGER												
PARKS DIVISION MANAGER												
PENSION PROGRAM MANAGER												
SEWER OPERATIONS MANAGER												
STORMWATER & ENVIRONMENTAL PROGS. MGR												
TREASURY MANAGER												
FINANCE LEGAL OFFICER	35	90,478	95,003	99,752	104,740	109,977	115,475	121,249	127,312	133,677	140,361	147,379
HUMAN RESOURCES MANAGER												
DEPUTY CHIEF FINANCIAL OFFICER	36	95,002	99,751	104,739	109,976	115,474	121,248	127,310	133,675	140,358	147,376	154,745
FIRST ASSISTANT COUNTY ATTORNEY												
PUBLIC WORKS SENIOR MANAGER												
DEPUTY CHIEF OF TECHNOLOGY												

NON-UNION CLASSIFIED SERVICE EMPLOYEES OF EMERGENCY COMMUNICATIONS AND EMERGENCY MEDICAL SERVICES

ASSISTANT CHIEF OF EMERG. COMMUNICATIONS	32	83,144	87,050	91,155	95,463	99,986	104,738	109,725	114,962	120,459	126,234	132,546
CHIEF OF EMERGENCY COMMUNICATIONS	36	99,525	104,275	109,261	114,499	119,997	125,770	131,832	138,198	144,881	151,899	159,495
CHIEF OF EMERGENCY MEDICAL SERVICES	38	112,278	117,516	123,014	128,787	134,849	141,216	147,900	154,918	162,287	170,024	178,526

Effective: 07/01/2025 (Ordinance 23-063)
Revised: 07/01/2025 (Ordinance 23-086)
Revised: 08/29/2023 (Ordinance 23-097)
Revised: 08/01/2023 (Ordinance 23-126)
Revised: 07/07/2022 (Ordinance 24-013)
Revised: 10/8/2024 (Ordinance 24-148 and Ordinance 24-149)
Revised: 10/8/2024 (Ordinance 24-151) - Add Step 11
Revised: 11/19/2024 (Ordinance 24-160)
Revised: xx/xx/2025 (Ordinance 25-xxx)

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

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
SENIOR SERVICES TRANS. PROGRAM COORD.	16	36,699	38,532	40,459	42,483	44,606	46,836	49,177	51,636	54,218	56,929	59,775
INSURANCE CLAIMS ASSISTANT	17	38,533	40,460	42,484	44,607	46,838	49,180	51,639	54,221	56,932	59,778	62,767
SENIOR SERVICES CENTER DIRECTOR	18	40,461	42,485	44,608	46,839	49,181	51,640	54,223	56,933	59,780	62,769	65,908
CONFIDENTIAL ASSISTANT HUMAN RESOURCES ASSISTANT	20	44,608	46,839	49,181	51,640	54,223	56,933	59,780	62,769	65,907	69,202	72,662
FINANCE INFORMATION SPECIALIST FIRE/MEDICAL COMMUNICATIONS SUPERVISOR POLICE COMMUNICATIONS SUPERVISOR VICTIM'S ASSISTANCE OFFICE COORDINATOR	22	49,180	51,639	54,221	56,932	59,778	62,768	65,906	69,201	72,661	76,294	80,109
REGISTER IN CHANCERY OFFICE ADMINISTRATOR STORMWATER INSPECTION SUPERVISOR	23	51,638	54,220	56,931	59,777	62,767	65,905	69,200	72,660	76,293	80,108	84,113
CRIME ANALYST LAND USE PARALEGAL PUBLIC INFORMATION SPECIALIST REAL ESTATE COORDINATOR	24	54,223	56,933	59,780	62,769	65,907	69,202	72,662	76,295	80,110	84,116	88,322
CUSTOMER INFO. AND ASSISTANCE SUPV. POLICE ACCREDITATION COORDINATOR	25	56,934	59,781	62,770	65,909	69,203	72,664	76,296	80,111	84,117	88,323	92,738
ASSISTANT COMMUNITY SERVICES ADMIN. ASSISTANT LAND USE ADMINISTRATOR ENVIRONMENTAL ENGINEER I HUMAN RESOURCES TECHNICIAN INSURANCE ADMINISTRATOR LAW OFFICE ADMINISTRATOR	26	59,781	62,770	65,909	69,203	72,664	76,296	80,111	84,117	88,323	92,738	97,375
COMMUNITY GOVERNING ADMINISTRATOR SPORTS AND ATHLETICS ADMINISTRATOR	27	62,769	65,907	69,202	72,662	76,295	80,110	84,116	88,322	92,737	97,375	102,243
ENVIRONMENTAL ADMINISTRATOR FACILITIES PROJECT MANAGER FISCAL AND POLICY ANALYST LAND USE SERVICES ADMINISTRATOR <u>LAND USE SERVICES ADMINISTRATOR, EMPLOYEE ENGAGEMENT AND HIRING SUPPORT</u> PUBLIC WORKS PROGRAM MANAGER STORMWATER PROGRAM COORDINATOR	28	65,907	69,202	72,662	76,295	80,110	84,116	88,322	92,737	97,375	102,243	107,356
PAYROLL SUPERVISOR	29	69,204	72,665	76,297	80,112	84,118	88,324	92,739	97,378	102,245	107,358	112,726
COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR OPERATIONS SERVICES MANAGER PARKS DEVELOPMENT PLANNER PENSION AND BENEFITS ADMINISTRATOR SENIOR FISCAL AND POLICY ANALYST TRANSPORTATION PLANNER	30	72,664	76,296	80,111	84,117	88,323	92,738	97,377	102,244	107,357	112,725	118,361
DEVELOPMENT FACILITATOR PROPERTY ASSESSMENT SERVICES MANAGER	31	76,300	80,114	84,120	88,326	92,741	97,380	102,247	107,361	112,729	118,364	124,283
DEPARTMENT FINANCE OFFICER INFORMATION SYSTEMS ASSISTANT MANAGER LICENSING MANAGER MANAGEMENT AND PRODUCTIVITY MANAGER PLANNING MANAGER SENIOR FINANCIAL OFFICER	32	80,113	84,119	88,325	92,740	97,379	102,246	107,359	112,727	118,362	124,281	130,495

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

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
ACCOUNTING AND FISCAL MANAGER	34	88,324	92,739	97,378	102,245	107,358	112,726	118,361	124,280	130,493	137,017	143,868
ASSISTANT LAND USE MANAGER												
CHIEF OF SPECIAL PROJECTS												
COMMUNITY SERVICES MANAGER												
ENGINEERING SERVICES MANAGER												
INFORMATION SYSTEMS MANAGER												
INSURANCE AND LOSS CONTROL MANAGER												
INTERNAL SERVICES MANAGER												
PARKS DIVISION MANAGER												
PENSION PROGRAM MANAGER												
SEWER OPERATIONS MANAGER												
STORMWATER & ENVIRONMENTAL PROGS. MGR												
TREASURY MANAGER												
FINANCE LEGAL OFFICER	35	92,740	97,379	102,246	107,359	112,727	118,362	124,281	130,495	137,019	143,871	151,064
HUMAN RESOURCES MANAGER												
DEPUTY CHIEF FINANCIAL OFFICER	36	97,378	102,245	107,358	112,726	118,361	124,280	130,493	137,017	143,867	151,061	158,614
FIRST ASSISTANT COUNTY ATTORNEY												
PUBLIC WORKS SENIOR MANAGER												
DEPUTY CHIEF OF TECHNOLOGY												
NON-UNION CLASSIFIED SERVICE EMPLOYEES OF EMERGENCY COMMUNICATIONS AND EMERGENCY MEDICAL SERVICES												
ASSISTANT CHIEF OF EMERG. COMMUNICATIONS	32	85,223	89,226	93,434	97,850	102,486	107,356	112,469	117,836	123,471	129,391	135,860
CHIEF OF EMERGENCY COMMUNICATIONS	36	102,014	106,882	111,993	117,362	122,997	128,915	135,128	141,653	148,504	155,697	163,483
CHIEF OF EMERGENCY MEDICAL SERVICES	38	115,085	120,454	126,090	132,007	138,221	144,747	151,598	158,791	166,345	174,275	182,990

*Effective: 07/01/2026 (Ordinance 23-063)**Revised: 07/01/2026 (Ordinance 23-086)**Revised: 08/29/2023 (Ordinance 23-097)**Revised: 08/01/2023 (Ordinance 23-126)**Revised: 07/07/2022 (Ordinance 24-013)**Revised: 10/8/2024 (Ordinance 24-148 and Ordinance 24-149)**Revised: 10/8/2024 (Ordinance 24-151) - Add Step 11**Revised: 11/19/2024 (Ordinance 24-160)**Revised: xx/xx/2025 (Ordinance 25-xxx)*

Grant Matrix

2/11/25

GRANT APPLICANT	AMOUNT REQUESTED / AMOUNT PROPOSED	INTENDED USE OF GRANT	Standard Accounting Practices/ Non-Discrimination Policy	PRIOR COUNCIL GRANTS IN CURRENT FISCAL YEAR	COUNCIL MEMBER
Good Neighbors	\$2000/\$2000	Funds will be used to pay for materials and labor provided by Good Neighbor Project Managers. \$2000 would cover the cost for one home repair.	Yes/Yes	No	Tackett
Hockessin Historical Society	\$1500/\$1500	Funds will be used for a Juneteenth Event for the Hockessin Community	Yes/Yes	No	Kilpatrick