



NEW CASTLE COUNTY COUNCIL ADMINISTRATIVE-FINANCE COMMITTEE MEETING

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

April 8, 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)

R25-054: APPROVING THE REFUND OF A DUPLICATE TAX PAYMENT ON TAX
PARCEL NUMBER 11-018.000-59
Prime Sponsor(s): Mr. Smiley, Mr. Cartier

R25-055: APPROVING REVISED CLASS SPECIFICATION FOR COORDINATOR OF
EMERGENCY PLANNING PURSUANT TO NEW CASTLE COUNTY CODE SECTION
26.03.105(F)
Prime Sponsor(s): Ms. Williams-Johns

D. Review/Discussion of Ordinance(s)

°25-031: TO AMEND THE PAY PLANS AND RATES OF PAY FOR NON-UNION
CLASSIFIED SERVICE EMPLOYEES AND AMEND THE CLASS SPECIFICATIONS FOR
BENEFITS AND PENSION ADMINISTRATOR INTO TWO NEW CLASS SPECIFICATIONS WITH
TITLES OF BENEFITS ADMINISTRATOR AND PENSION ADMINISTRATOR
Prime Sponsor(s): Ms. Williams-Johns

°25-002: (STATUS: TABLED) AMEND THE GRANTS BUDGET: APPROPRIATE
FEDERAL FUNDS OF \$556,302.63 FROM THE CYBERSECURITY AND INFRASTRUCTURE
SECURITY AGENCY PASSED THROUGH THE DELAWARE EMERGENCY MANAGEMENT
AGENCY TO THE PERIMETER FIREWALLS REPLACEMENT (SLCGP) GRANT, WHICH IS
ADMINISTERED BY THE DEPARTMENT OF ADMINISTRATION, OFFICE OF TECHNOLOGY
AND ADMINISTRATIVE SERVICES
Prime Sponsor(s): Mr. Smiley, Mr. Cartier

E. New Castle County Grant Requests/Community Events

-4/8/25 Grant Matrix**F. Expense and Revenue Round Table****G. Other**

Travel Approval Request-NACo Annual Conference -July 2025

H. Public Comment**I. Adjournment****AGENDA POSTED: April 1, 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.

Prime Sponsor(s): Mr. Smiley, Mr. Cartier
Requested by: Administration/Finance
Date of introduction: April 8, 2025

RESOLUTION NO. 25-054

**APPROVING THE REFUND OF A DUPLICATE TAX PAYMENT ON TAX PARCEL NUMBER
11-018.000-59**

1 **WHEREAS**, LPC First State Holding Company, LP Tax Parcel Number 11-018.000-59
2 located in Council District 11 has submitted to County Council, through the Chief Financial
3 Officer, an affidavit requesting a refund of taxes which they believe were paid in duplicate and
4 which total more than \$20,000.00; and
5

6 **WHEREAS**, the Chief Financial Officer has approved the payment of said refund in the
7 amount of \$26,575.05 on the grounds that said amount was a duplicate payment; and
8

9 **WHEREAS**, the Chief Financial Officer shall not, without the express approval of County
10 Council by Resolution, refund any payment as permitted in §14.03.001, received more than five
11 (5) years prior to the date of receipt by the Office of Finance of the refund application, unless the
12 amount of the refund is not more than twenty thousand dollars (\$20,000.00), in which case the
13 Chief Financial Officer may process it in accordance with the procedures set forth in §14.03.001;
14 and
15

16 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New Castle
17 County, that New Castle County Council hereby authorizes the Chief Financial Officer to refund
18 taxes paid in duplicate in the amount of \$26,575.05 to LPC First State Holding Company, LP.

Adopted by County Council
of New Castle County on:

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

SYNOPSIS: This Resolution allows for the refund of a duplicate tax payment on Tax Parcel Number 11-018.000-59 totaling \$26,575.05. According to *New Castle County Code* Article 3, §14.03.001.C, the Chief Financial Officer's authority to approve refunds is limited to \$20,000.00 and pursuant to Article 3, §14.03.002.A, the Chief Financial Officer shall not "without the express approval of County Council by resolution, refund any payment as permitted in §14.03.001, received more than five (5) years prior to the date of receipt by the Office of Finance of the refund application, unless the amount of the refund is not more than twenty thousand dollars (\$20,000.00), in which case the Chief Financial Officer may process it in accordance with the procedures set forth in §14.03.001."

FISCAL NOTE: This Resolution, if adopted, will authorize the refund of a duplicate tax payment in the amount of \$26,575.05 paid in duplicate comprised of taxes.

Acknowledged by the Chief Financial Officer March 21, 2025.

Prime Sponsor(s): Ms. Williams-Johns
Requested by: Administration/HR
Date of introduction: April 8, 2025

RESOLUTION NO. 25-055

**APPROVING REVISED CLASS SPECIFICATION FOR COORDINATOR OF
EMERGENCY PLANNING PURSUANT TO *NEW CASTLE COUNTY CODE* SECTION
26.03.105(F)**

1 **WHEREAS**, the *New Castle County Code*, Section 26.03.105 (F), mandates that
2 any change in a position description for a position in either the classified or unclassified
3 service at a pay grade of 28 or above shall be submitted to the County Council for its
4 approval before the change may take effect; and
5

6 **WHEREAS**, the Human Resources Advisory Board at its meeting on March 6,
7 2025, recommended the revisions to the class specification for the position title of
8 Coordinator of Emergency Planning; and
9

10 **WHEREAS**, the Chief Human Resources Officer concurs with the
11 recommendation of the Human Resources Advisory Board.
12

13 **NOW, THEREFORE, BE IT RESOLVED** by and for the Council of New Castle
14 County that County Council hereby approves the updated class specification for the
15 position of Coordinator of Emergency Planning "Exhibit A."

Adopted by the County Council of
New Castle County on:

Monique Williams-Johns
President of County Council
New Castle County

SYNOPSIS: This Resolution updates the class specification for the position of Coordinator of Emergency Planning. A new date will be assigned to the specification to designate when the changes were made in accordance with the *New Castle County Code*.

FISCAL IMPACT: There will be no discernable fiscal impact upon the adoption of this Resolution.

Acknowledged by the Chief Financial Officer March 21, 2025.

NEW CASTLE COUNTY GOVERNMENT

Number 1090

Page 1 of 2

Date 06/29/06

CLASS SPECIFICATION

Title: COORDINATOR OF EMERGENCY PLANNING

Approved:

GENERAL STATEMENT OF DUTIES: Directs the activities for ~~the development~~ developing and maintenance of emergency preparedness plans and programs and governmental disaster response and recovery coordination; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class organizes and directs the activities of professional and support staff in developing, maintaining, and coordinating plans and programs to mitigate, prepare for, respond to, and recover from natural and man made disasters and major emergencies. This employee works under the general direction of the Director of Public Safety and exercises considerable judgement in technical planning and operational matters; serves as the primary County representative on the State Emergency Response Team for hazardous material field responses; may represent the Director of Public Safety during nuclear power generating plant accidents and other disaster responses; manages the Emergency Operations Center to facilitate efficient, centralized decision making during practice exercises and actual disasters.

EXAMPLES OF WORK: (Illustrative only)

- Develops and maintains a facility for use as an emergency operating center (EOC) including essential communications, support staff, maps, materials, and supplies;
- Develops and maintains a comprehensive County emergency operations plan;
- Develops and maintains a comprehensive County mitigation plan
- Develops Recovery framework for the County
- _____
- Participates in the development of emergency operations plans to address specific disaster agents, including nuclear power generating plants and chemical industry;
- Advises local government staff, community groups, and private sector agencies/organizations on the development of emergency operations plans;
- Performs analyses to determine the County's vulnerability to various disaster agents and capability to address the agents;
- Develops plans for sheltering the public;
- Develops and coordinates staff support and response training for emergency operations, including Right-to-Know;
- Meets with, makes speeches, and provides information to the public and organizations;
- Coordinates emergency operations plans with nearby local jurisdictions;
- Coordinates County response Acts as a liaison during State Emergency Response Team hazardous material field responses, nuclear power generating plant accidents, and other disasters;
- Makes assignments to and reviews the work of subordinates;
- Participates in the preparation of the capital, grants, and operations budgets;

NEW CASTLE COUNTY GOVERNMENT

Number 1090

Page 2 of 2

CLASS SPECIFICATION

Date 06/29/06

Title: COORDINATOR OF EMERGENCY PLANNING

Approved:

- 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 data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of planning procedures and practices; extensive knowledge of laws and regulations pertaining to emergency preparedness/management; thorough knowledge of emergency planning and operations; working knowledge of the Office of [Grants & Training Domestic Preparedness](#) to include weapons of mass destruction and grant processes; general knowledge of personal protective equipment and its application; ability to perform technical research work and present facts clearly and concisely; ability to supervise and give reliable advice to subordinates, supervisors, elected officials, media, other agencies, and the public; ability to communicate courteously and effectively, both verbally and in writing; ability to develop and maintain effective working relationships with community organizations, local, state, and Federal governments and private industry; ability to promote legal, professional and ethical values, while maintaining a motivated emergency service that has the public trust and respect; tact; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years experience in planning, including at least one year experience in emergency planning and operations, and possession of a Bachelor's degree from an accredited college or university with major course work in planning or related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: The employee shall take the following Federal Emergency Management Agency sponsored training courses during the course of employment as funds and scheduling permits:

Professional Development Series in Emergency Management
 Fundamentals Course for Radiological Monitors
 Fundamentals Course for Radiological Response Teams
 Fundamentals Course for Radiological Defense Officers
 Radiological Emergency Preparedness (REP) Planning
 Radiological Emergency Response and Operations Course (Nevada Test Site)

Established: 01/12/82
Revised: 04/17/89
Revised: 01/19/93
Revised: 07/01/97
Revised: 05/01/01
Revised: 03/01/04
Revised: 06/29/06
Revised: 2024

Primary Sponsor(s): Ms. Williams-Johns
Requested by: Administration/HR
Date of Introduction: March 25, 2025

ORDINANCE NO. 25-031

**TO AMEND THE PAY PLANS AND RATES OF PAY FOR NON-UNION CLASSIFIED
SERVICE EMPLOYEES AND AMEND THE CLASS SPECIFICATIONS FOR
BENEFITS AND PENSION ADMINISTRATOR INTO TWO NEW
CLASS SPECIFICATIONS WITH TITLES OF BENEFITS ADMINISTRATOR AND
PENSION ADMINISTRATOR**

1 **WHEREAS**, Ordinance 24-036 reallocated the Administrator of the Pension and
2 Retirement System from the Office of Human Resources to the Office of Finance within
3 the Department of Administration; and
4

5 **WHEREAS**, there is a need to revise the class specification of Benefits and
6 Pension Administrator separating it into two new class specifications with titles of
7 Benefits Administrator and Pension Administrator since they report to two different
8 Departments; and
9

10 **WHEREAS**, the Department of Administration has submitted a revised class
11 specification for a Benefits Administrator (Exhibit "A") and a revised class specification
12 for a Pension Administrator (Exhibit "B") which are both a Pay Grade 30 on the Pay
13 Plan and Rates of Pay for Non-Union Classified Service Employees; and
14

15 **WHEREAS**, in accordance with *New Castle County* Code Section 26.03.103, the
16 Human Resources Advisory Board (HRAB) at their meeting on March 6, 2025, reviewed
17 and recommended the amended class specifications and respective changes to pay
18 plans for these positions; and
19

20 **WHEREAS**, the Chief Human Resources Officer concurs with the
21 recommendation of the Human Resources Advisory Board.
22

23 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
24

25 Section 1. The revised Class Specification for Benefits Administrator, as set forth
26 in Exhibit "A", is hereby amended by adding the material that is underscored and
27 deleting the material that is stricken.
28

29 Section 2. The revised Class Specification for Pension Administrator, as set forth
30 in Exhibit "B", is hereby amended by adding the material that is underscored and
31 deleting the material that is stricken.
32

33 Section 3. The Pay Plan and Rates of Pay for Non-Union Classified Service
34 Employees, for the period July 1, 2024 through June 30, 2025 as set forth in Exhibit "C",
35 is hereby amended by adding the material that is underscored and deleting the material
36 that is stricken.
37

38 Section 4. The Pay Plan and Rates of Pay for Non-Union Classified Service
39 Employees, for the period July 1, 2025 through June 30, 2026 as set forth in Exhibit "D",
40 is hereby amended by adding the material that is underscored and deleting the material
41 that is stricken.

42
43 Section 5. The Pay Plan and Rates of Pay for Non-Union Classified Service
44 Employees, effective July 1, 2026, as set forth in Exhibit "E", is hereby amended by
45 adding the material that is underscored and deleting the material that is stricken.

46
47 Section 8. This Ordinance shall become effective immediately upon its adoption
48 by County Council and approval by the County Executive, or as otherwise provided in 9
49 *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 the class specification of Benefits and Pension Administrator separating it into two new class specifications with titles of Benefits Administrator and Pension Administrator and amends the Pay Plans and Rates of Pay for Non-Union Classified Service Employees.

The HRAB reviewed and recommended the amendments and additions on March 6, 2025, and the Chief Human Resource Officer concurs with recommendations of the HRAB.

FISCAL IMPACT: This Ordinance, if approved, amends the class specification of Benefits and Pension Administrator separating it into two new class specifications with titles of Benefits Administrator and Pension Administrator and amends the Pay Plans and Rates of Pay for Non-Union Classified Service Employees.

There is no discernible fiscal impact as these are changes to class specifications and titles only with no change to Pay Grade.

Acknowledged by the Chief Financial Officer March 14, 2025.

NEW CASTLE COUNTY GOVERNMENT

Number xxxx

CLASS SPECIFICATION

Page 1 of 2

Date 07/26/11

Title: ~~PENSION AND~~ BENEFITS ADMINISTRATOR

Approved:

GENERAL STATEMENT OF DUTIES: Performs professional human resources work at a managerial and supervisory level in the administration and coordination of New Castle County's ~~pension and~~ benefits programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class manages and coordinates New Castle County's ~~pension and~~ benefit programs and supervises professional, technical and administrative support staff in carrying out pension and benefits activities. Responsibilities include ensuring that all activities are performed in compliance with the New Castle County Code and all applicable ordinances, federal and state laws and regulations, labor contracts and agreements, and relevant policies and procedures. ~~This role involves evaluating, implementing, and improving pension and benefits systems and processes. This employee is the principal liaison between New Castle County and the Pension Board of Trustees, investment managers, pension consultants, benefits consultants, and the actuary.~~ This is a confidential position dealing with highly sensitive labor relations matters. This employee exercises considerable independent judgment under the administrative direction of the Chief Human Resources Officer.

EXAMPLES OF WORK: (Illustrative only)

- Reviews, analyzes and evaluates systems, policies, procedures, programs and services in consultation with the Chief Human Resources Officer, Chief Financial Officer (or their designees), consultants, Benefits Consultants and Benefits Committee and makes recommendations for changes needed to ensure effectiveness and compliance and to improve services and reduce costs to the County.
- ~~— Consults with pension consultants and the pension actuary on annual reports, audits, new plan designs, investment managers, recommendations for review by the Pension Board, and various studies.~~
- Consults with benefits consultants on annual reports, new plan designs, health insurance rates, open enrollment, presentations to the Benefits Committee, contract reviews and requests for proposals for welfare programs.
- Administer the day-to-day operations of employee benefit programs such as health insurance, life insurance, retirement plans (e.g., pension and 401(k)/403(b), and flexible spending accounts (FSA). Serve as the primary point of contact for employees regarding benefits inquiries. Provide guidance on benefits usage, address concerns, assist with benefits enrollment, and conduct informational sessions during open enrollment periods.
- Leads Benefit Committee meetings, prepares information for the meetings and provides education on benefits issues.
- Identifies complex problems and reviews related information to develop and evaluate options and implement solutions.
- Facilitates and oversees the County's leave administration, inclusive of the federally mandated FMLA provisions
- Manage employee leave programs, including Family and Medical Leave Act (FMLA), Paid Parental Leave (PPL), and other related programs. Maintain accurate leave records and ensure compliance with applicable laws.
- Ensure all benefits programs comply with applicable laws and regulations such as the Affordable Care Act (ACA), COBRA, and the Health Insurance Portability and Accountability Act (HIPAA). Work closely with legal and regulatory teams to stay updated on changes in benefits laws.

NEW CASTLE COUNTY GOVERNMENT

Number 1275

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Date 07/26/11

CLASS SPECIFICATION

Title: ~~PENSION AND~~ BENEFITS ADMINISTRATOR

Approved:

- Manages employee benefits programs and conducts open enrollment for the selection and adjustment of County-offered employee benefits
- Create, develop, maintain, and distribute materials and communications for all benefit plans including summary plan descriptions, benefit highlight summaries, and open enrollment information.
- Coordinates County's annual employee health fair in collaboration with outside vendors offering wellness services
- Works in conjunction with Workforce Engagement and Training Administrator to achieve learning objectives relative to healthier living
- Drafts, reviews and revises legislation for County Council on issues relating to ~~pension and~~ benefits.
- Draft, review, and revise legislation for County Council on benefits matters. Monitor and adjust policies as needed to ensure legal compliance and program effectiveness.
- Direct role which involve evaluating, implementing, and improving benefits systems and processes.
- ~~Directs the Pension Trust custodian in setting up new investment managers, in the transfer of funds and the payment of invoices.~~
- Review ~~pension and~~ benefits contracts.
- ~~Makes cash forecasts for funding of pension plan.~~
- Develops and monitors budget for ~~pension and~~ benefits section.
- Develop and monitor the budget for benefits programs. Coordinate health insurance rate adjustments with consultants and present recommendations to administration.
- Coordinates health insurance rates in conjunction with the benefits consultant and presents recommendations to administration.
- Liaise with third-party benefits providers and vendors. Assist in negotiating contracts and ensuring that vendors meet service level agreements (SLAs).
- Attends hearings and meetings as a management witness or advisor.
- Participates as a member of the management negotiating team and compiles and analyzes information relating to negotiations.
- Coordinates open enrollment activities.
- Assigns, coordinates and supervises the work of professional, technical and support staff and monitors the progress of work and special projects.
- Reviews work of assigned staff for completeness, accuracy and conformance with County policies, procedures, ordinances, labor contracts and federal and state laws and regulations.
- Supervises the processing of disability claims in collaboration with Employment and Labor Relations ADA requirements as well as pension applications.
- ~~Supervises the preparation of the agenda and recording of the minutes of Pension Board of Trustees meetings.~~
- Supervises the preparation of the monthly pension payroll and maintenance of records.
- Supervises the coordination of pension plan administration with worker's compensation.
- Supervises the processing of refunds for contributions and benefits payable.
- Supervises the preparation of annual reports, ~~audit and actuarial schedules~~, handbooks, benefits profiles and employee communications.
- Reconcile and pay monthly invoices pertaining to benefits.
- 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 1275

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Date 07/26/11

CLASS SPECIFICATION

Title: ~~PENSION AND~~ BENEFITS ADMINISTRATOR

Approved:

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles, practices and methods involved in the administration of ~~pension and~~ benefit programs; thorough knowledge of Federal and State laws and regulations relating to ~~pension and~~ benefits; thorough knowledge of insurance industry standard practices used in establishing rates; good knowledge of accounting principles and practices; ability to develop and carry out short- and long-term planning; ability to deal effectively with highly sensitive and confidential issues; ability to plan, coordinate and supervise the work of professional, technical and administrative staff; good knowledge of human resources information systems; ~~some knowledge of sound investment policies and practices, including cash forecasting; some knowledge of principles of actuarial science;~~ ability to prepare complete and accurate accounting and financial reports; ability to interpret ~~pension and~~ benefit laws and regulations; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with executive staff, general managers, union officials, trustees, actuaries, consultants, employees, subordinates and the general public.

MINIMUM QUALIFICATIONS: At least five (5) years progressively responsible experience in professional pension and benefits administration, to include at least one (1) year managerial experience, and possession of a Bachelor's Degree from an accredited college or university with major course work in business administration, accounting, public administration or closely related field; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

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

PREFERRED REQUIREMENT: Experience in ~~pension and~~ benefits administration in a public sector environment including experience in transitioning to new providers.

HISTORY OF REVISIONS:

Established: 07/26/11

Updated: ~~XX/XX/XXXX~~

NEW CASTLE COUNTY GOVERNMENT

Number 1275

CLASS SPECIFICATION

Page 1 of 2

Date 07/26/11-xx/xx/xx

Title: PENSION ~~AND BENEFITS~~ ADMINISTRATOR

Approved:

GENERAL STATEMENT OF DUTIES: Performs professional ~~financial and/or~~ human resources work at a managerial and supervisory level in the administration and coordination of New Castle County's pension ~~and/or benefits~~ programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class manages and coordinates New Castle County's pension ~~and/or benefit~~ programs and supervises professional, technical and administrative support staff in carrying out ~~pension and benefits those~~ activities. Responsibilities include ensuring that all activities are performed in compliance with the New Castle County Code and all applicable ordinances, federal and state laws and regulations, labor contracts and agreements, and relevant policies and procedures. This role involves evaluating, implementing, and improving pension and benefits systems and processes. For the pension plan, t~~t~~his employee is the principal liaison between New Castle County and the Pension Board of Trustees, investment managers advisors, pension consultants, benefits consultants, and the actuary. For benefits, this employee is the principal liaison between New Castle County administration and benefits consultants, advisors and others. This is a confidential position dealing with highly sensitive labor relations matters. This employee exercises considerable independent judgment under the administrative direction of ~~the Chief Human Resources Officer or the Chief Financial Officer.~~

EXAMPLES OF WORK: (Illustrative only)

- Reviews, analyzes and evaluates systems, policies, procedures, programs and services in consultation with the ~~Chief Human Resources Officer,~~ Chief Financial Officer (or their designees), consultants, actuary, and the Pension Board of Trustees and makes recommendations for changes needed to ensure effectiveness and compliance and to improve services and reduce costs to the County;.
- Consults with pension consultants and the pension actuary on annual reports, audits, new plan designs, investment ~~managers advisors~~, recommendations for review by the Pension Board, and various ~~studies; studies.~~
- ~~Consults with benefits consultants on annual reports, new plan designs, health insurance rates, open enrollment, presentations to the Benefits Committee, contract reviews and requests for proposals for welfare programs;.~~
- Administers the day-to-day operations of employee benefit programs such as health insurance, life insurance, retirement plans (e.g., pension and 457(b) and 401(a)-401(k)/403(b));, and flexible spending accounts (FSA).
- Serve as the primary point of contact for employees regarding benefits inquiries. Provide guidance on benefits usage, address concerns, assist with benefits enrollment, and conduct informational sessions during open enrollment periods.
- Leads Benefit-Deferred Compensation Committee meetings, prepares information for the meetings and provides education on ~~benefits issues;.~~
- Identifies complex problems and reviews related information to develop and evaluate options and implement solutions;.
- Facilitates and oversees the County's leave administration, inclusive of the federally mandated FMLA provisions.
- Manage employee leave programs, including Family and Medical Leave Act (FMLA), Paid Parental Leave (PPL), and other related programs. Maintain accurate leave records and ensure compliance with applicable laws.

- ~~— Ensure all benefits programs comply with applicable laws and regulations such as the Affordable Care Act (ACA), COBRA, and the Health Insurance Portability and Accountability Act (HIPAA). Works closely with legal and regulatory teams to stay updated on changes in benefits—pension and deferred compensation regulation. laws.~~
- ~~—~~
- ~~- Works closely with the Benefits Administrator to identify and address issues effecting retirees and to coordinate data distribution such as annual retiree healthcare rates and retiree open enrollment dates. Manages employee benefits programs and conducts open enrollment for the selection and adjustment of County offered employee benefits.~~
- ~~— Creates, develops, maintains, and distributes materials and communications for all pension plans and/or benefit plans including summary plan descriptions, benefit highlight summaries, and open enrollment information profiles and annual mailings;.~~
- ~~—~~
- ~~— Coordinates County's annual employee health fair in collaboration with outside vendors offering wellness services.~~
- ~~— Works in conjunction with Workforce Engagement and Training Administrator to achieve learning objectives relative to healthier living.~~
- ~~- Drafts, reviews and revises legislation for County Council on issues relating to pension and benefits; benefits.~~
- ~~— Drafts, reviews, and revises legislation for County Council on pension and/or benefits matters. Monitors and adjusts policies as needed to ensure legal compliance and program effectiveness.~~
- ~~- role involves eContinually eEvaluates, implementing, and for improvement ing benefits—pension systems and processes.~~
- ~~- Directs the Pension Trust custodian in setting up new investment managers, in the transfer of funds and the payment of invoices;.~~
- ~~- Reviews pension and benefits contracts;.~~
- ~~- Makes cash forecasts for funding of pension plan;.~~
- ~~— Develops and monitors budget for pension and benefits section;.~~
- ~~— Develop and monitor the budget for benefits programs. Coordinate health insurance rate adjustments with consultants and present recommendations to administration.~~
- ~~—~~
- ~~— Coordinates health insurance rates in conjunction with the benefits consultant and presents recommendations to administration;.~~
- ~~—~~
- ~~— Liaison with third-party benefits providers and vendors. Assist in negotiating contracts and ensuring that vendors meet service level agreements (SLAs).~~
- ~~- Attends hearings and meetings as a management witness or advisor;.~~
- ~~- Participates as a member of the management negotiating team and compiles and analyzes information relating to negotiations;.~~
- ~~— Coordinates open enrollment activities;.~~
- ~~- Assigns, coordinates and supervises the work of professional, technical and support staff and monitors the progress of work and special projects;.~~
- ~~— Reviews work of assigned staff for completeness, accuracy and conformance with County policies, procedures, ordinances, labor contracts and federal and state laws and regulations;.~~
- ~~- Supervises the processing of disability claims in collaboration with Employment and Labor Relations ADA requirements, as well as pension applications; applications.~~
- ~~- Supervises the preparation of the agenda and recording of the minutes of Pension Board of Trustees meetings and the Deferred Compensation Committee meetings;.~~
- ~~- Supervises the administrative activities of the pension program, including but not limited to: the preparation of the monthly pension payroll, annual audit of 1099R reporting—audit, benefit payment calculations, disability pension applications, contribution refunds and the payment of invoices;~~
- ~~- Reviews work of assigned staff for completeness, accuracy and conformance with County policies, procedures, ordinances, labor contracts and federal and state laws and regulations.~~
- ~~and preparation of the monthly pension payroll and maintenance of records;.~~
- ~~— Supervises the coordination of pension plan administration with workers compensation. Supervises the coordination of pension plan administration with worker's compensation; compensation.~~

~~Supervises the processing of refunds for contributions and benefits payable;~~

~~Supervises the preparation of annual reports, audit and actuarial schedules, handbooks,~~

NEW CASTLE COUNTY GOVERNMENT

Number 1275

CLASS SPECIFICATION

Page 2 of 2

Date 07/26/11xx/xx/xx

Title: PENSION ~~AND BENEFITS~~ ADMINISTRATOR

Approved:

benefits profiles and employee communications;

~~Reconcile and pay monthly invoices pertaining to pension plan or benefits administration.~~

- ~~Interprets and applies laws, regulations, policies and procedures as outlined in Federal, State, County governments and other jurisdictions as applicable.~~
- 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 ~~financial/other software programs; and~~ other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles, practices and methods involved in the administration of pension ~~and/or benefit~~ programs; thorough knowledge of Federal and State laws and regulations relating to pension ~~and/or benefits~~; thorough knowledge of insurance industry standard practices used in establishing rates; good knowledge of accounting principles and practices; ability to develop and carry out short- and long-term planning; ability to deal effectively with highly sensitive and confidential issues; ability to plan, coordinate and supervise the work of professional, technical and administrative staff; good knowledge of human resources information systems; some knowledge of sound investment policies and practices, including cash forecasting; some knowledge of principles of actuarial science; ability to prepare complete and accurate accounting and financial reports; ability to interpret pension ~~and/or benefit~~ laws and regulations; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with executive staff, general managers, union officials, trustees, actuaries, consultants, employees, subordinates and the general public.

MINIMUM QUALIFICATIONS: At least five (5) years progressively responsible experience in professional pension ~~and/or benefits~~ administration, to include at least one (1) year managerial experience, and possession of a Bachelor's Degree from an accredited college or university with major course work in business administration, accounting, public administration or closely related field; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

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

PREFERRED REQUIREMENT: Experience in pension ~~and/or benefits~~ administration in a public sector environment including experience in transitioning to new providers.

HISTORY OF REVISIONS:

Established: 07/26/11

Revised: xx/xx/xx

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 LAND USE SERVICES ADMINISTRATOR, EMPLOYEE ENGAGEMENT AND HIRING SUPPORT 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
<u>BENEFITS ADMINISTRATOR</u> COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR OPERATIONS SERVICES MANAGER PARKS DEVELOPMENT PLANNER <u>PENSION ADMINISTRATOR</u> 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

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
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
ACCOUNTING AND FISCAL MANAGER 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	34	84,067	88,270	92,684	97,318	102,184	107,293	112,657	118,290	124,204	130,414	136,935
FINANCE LEGAL OFFICER HUMAN RESOURCES MANAGER	35	88,271	92,685	97,319	102,185	107,294	112,658	118,291	124,206	130,416	136,937	143,784
DEPUTY CHIEF FINANCIAL OFFICER FIRST ASSISTANT COUNTY ATTORNEY PUBLIC WORKS SENIOR MANAGER DEPUTY CHIEF OF TECHNOLOGY	36	92,684	97,318	102,184	107,293	112,657	118,290	124,204	130,414	136,934	143,781	150,970

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: 02/24/2025 (Ordinance 25-016)**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 LAND USE SERVICES ADMINISTRATOR, EMPLOYEE ENGAGEMENT AND HIRING SUPPORT 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
<u>BENEFITS ADMINISTRATOR</u> COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR OPERATIONS SERVICES MANAGER PARKS DEVELOPMENT PLANNER <u>PENSION ADMINISTRATOR</u> <u>PENSION AND BENEFITS ADMINISTRATOR</u> 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

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
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
ACCOUNTING AND FISCAL MANAGER 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	34	86,169	90,477	95,002	99,751	104,739	109,976	115,474	121,248	127,310	133,675	140,359
FINANCE LEGAL OFFICER HUMAN RESOURCES MANAGER	35	90,478	95,003	99,752	104,740	109,977	115,475	121,249	127,312	133,677	140,361	147,379
DEPUTY CHIEF FINANCIAL OFFICER FIRST ASSISTANT COUNTY ATTORNEY PUBLIC WORKS SENIOR MANAGER DEPUTY CHIEF OF TECHNOLOGY	36	95,002	99,751	104,739	109,976	115,474	121,248	127,310	133,675	140,358	147,376	154,745

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: 02/24/2025 (Ordinance 25-016)**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 LAND USE SERVICES ADMINISTRATOR, EMPLOYEE ENGAGEMENT AND HIRING SUPPORT 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
<u>BENEFITS ADMINISTRATOR</u> COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR OPERATIONS SERVICES MANAGER PARKS DEVELOPMENT PLANNER <u>PENSION ADMINISTRATOR</u> 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

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
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
ACCOUNTING AND FISCAL MANAGER 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	34	88,324	92,739	97,378	102,245	107,358	112,726	118,361	124,280	130,493	137,017	143,868
FINANCE LEGAL OFFICER HUMAN RESOURCES MANAGER	35	92,740	97,379	102,246	107,359	112,727	118,362	124,281	130,495	137,019	143,871	151,064
DEPUTY CHIEF FINANCIAL OFFICER FIRST ASSISTANT COUNTY ATTORNEY PUBLIC WORKS SENIOR MANAGER DEPUTY CHIEF OF TECHNOLOGY	36	97,378	102,245	107,358	112,726	118,361	124,280	130,493	137,017	143,867	151,061	158,614

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: 02/24/2025 (Ordinance 25-016)**Revised: xx/xx/2025 (Ordinance 25-xxx)*

ORDINANCE NO. 25-002

**AMEND THE GRANTS BUDGET:
APPROPRIATE FEDERAL FUNDS OF \$556,302.63 FROM THE CYBERSECURITY
AND INFRASTRUCTURE SECURITY AGENCY PASSED THROUGH THE
DELAWARE EMERGENCY MANAGEMENT AGENCY TO THE PERIMETER
FIREWALLS REPLACEMENT (SLCGP) GRANT,
WHICH IS ADMINISTERED BY THE DEPARTMENT OF ADMINISTRATION,
OFFICE OF TECHNOLOGY AND ADMINISTRATIVE SERVICES**

1 **WHEREAS**, the State and Local Cybersecurity Grant Program (SLCGP) provides
2 funding to eligible state, local, and territorial (SLT) governments to manage and reduce
3 systemic cyber risk, thus improving the security of critical infrastructure and improving
4 the resilience of the services SLT governments provide their community; and
5

6 **WHEREAS**, funding will be transferred to New Castle County upon approval from
7 the Federal Emergency Management Agency (FEMA); and
8

9 **WHEREAS**, the County Executive has determined that grants anticipated to be
10 received from the Cybersecurity and Infrastructure Security Agency (CISA) will be
11 sufficient to cover the increase in the Grants Budget as hereinafter amended; and
12

13 **WHEREAS**, Council has determined that the provisions of this Ordinance
14 substantially advance, and are reasonably and rationally related to, legitimate
15 government interests (i.e., promoting the health, safety, morals, convenience, order,
16 prosperity and/or welfare of the present and future inhabitants of this State).
17

18 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
19

20 Section 1. The Grants Budget as adopted by Ordinance No. 75-173 is hereby
21 amended by adding the material on the attached Exhibits "A", which shall be considered
22 underscored in its entirety.
23

24 Section 2. This Ordinance shall become effective immediately upon its adoption
25 by County Council and approval by the County Executive, or as otherwise provided by 9
26 *Del. C. § 1156*.
27

28 Section 3. It is the intent of the County Council that the provisions of this
29 Ordinance shall be effective retroactive to January 8, 2025.

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, will appropriate federal funds of \$556,302.63 from the Cybersecurity and Infrastructure Security Agency (CISA) passed through the Delaware Emergency Management Agency (DEMA) to the Perimeter Firewalls Replacement (SLCGP) Grant, which will be administered by the Department of Administration, Office of Technology and Administrative Services.

It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to January 8, 2025.

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating federal funds of \$556,302.63 from the Cybersecurity and Infrastructure Security Agency (CISA) passed through the Delaware Emergency Management Agency (DEMA) to the Perimeter Firewalls Replacement (SLCGP) Grant, which will be administered by the Department of Administration, Office of Technology and Administrative Services.

The Firewalls include a five-year license and no match is required. The estimated implementation cost of approximately \$10,000 will be absorbed in the Department's existing Approved Operating Budget and no additional budget will be required in FY2026 or FY2027.

This increase will affect FY2025 and FY2026, since the targeted program completion date for this grant is July 31, 2025.

DEPARTMENT:	Administration	EXHIBIT:	"A"
GRANT TITLE:	Perimeter Firewalls Replacement (SLCGP)	Ordinance No.	25-002
PROGRAM TITLE:	Perimeter Firewalls Replacement (SLCGP)		

Revenue	Current	Change	Revised
Federal	\$ 556,302.63	\$ -	\$ 556,302.63
State	\$ -	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Total	\$ 556,302.63	\$ -	\$ 556,302.63

Expense	Current	Change	Revised
Salaries and Wages	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -
Training/Civic Affairs	\$ -	\$ -	\$ -
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ -	\$ -	\$ -
Contractual Services	\$ 164,793.48	\$ -	\$ 164,793.48
Equipment	\$ 391,509.15	\$ -	\$ 391,509.15
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 556,302.63	\$ -	\$ 556,302.63

SUPPLEMENTAL INFORMATION

Estimated Program Initiation:	1/8/2025
Estimated Program Completion:	7/31/2025
The Local Match:	Found in (ORG):
Ordinance Passed:	Date Revised:

PROGRAM DESCRIPTION:

The State and Local Cybersecurity Grant Program (SLCGP) provides funding to eligible State, Local and Territorial (SLT) governments to manage and reduce systemic cyber risk, thus improving the security of critical infrastructure and improving the resilience of the services SLT governments provide to their community.

1/14/2025

Grant Matrix

4/8/25

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
Southern New Castle County Rotary Foundation	\$600/\$600 -Carter \$300 -Caneco \$300	Funds will be used for their upcoming Flags for Heroes Program to sponsor 12 flags.	Yes/ Yes	No	Carter/ Caneco
Police Unity Tour Chapter IX, Inc.	\$2500/\$2500	Funds will be used to support Law Enforcement Officers from New Castle County Police who are participating in the 2025 Police Unity Tour	Yes/No	No	Caneco
Epilepsy Foundation of Delaware	\$2000/\$2000	Funds will support the Kathy Jackson's Fundraiser in support of their Freedom From Seizures 5k North.	Yes/Yes	No	Sheldon
Naaamans Creek Watershed Association	\$350/\$350	Funds will be used to help defray the expenses incurred in running their Annual Christina River Cleanup.	Yes/Yes	No	Cartier

NEW CASTLE COUNTY

TRAVEL & TRAINING EXPENSE FORM

EMPLOYEE NAME	Dee Durham	TELEPHONE	
TITLE	District 2	DEPARTMENT	County Council
DESTINATION	NACo Annual Conference - Philadelphia	OCA - GRANT/PROJECT	10100
DATES	7/11/25 - 7/14/25		
PURPOSE	NACo Conference in Philly		

Dates	7/11/2025	7/12/2025	7/13/2025	7/14/2025				TOTALS	
TRANSPORTATION									
Airfare								-	2001
Trainfare								-	2002
Taxi & Shuttle								-	2003
Tolls								-	2005
Parking		60.00	60.00	60.00				180.00	2006
Total	\$ -	\$ 60.00	\$ 60.00	\$ 60.00	\$ -	\$ -	\$ -	\$ 180.00	
MILEAGE									
Actual miles		78.00	78.00	78.00					
Allowable Rate	0.700	0.700	0.700	0.700	0.700	0.700	0.700		
Total	\$ -	\$ 54.60	\$ 54.60	\$ 54.60	\$ -	\$ -	\$ -	\$ 163.80	2004
LODGING									
Hotel								-	2010
Telephone								-	2030
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
MEALS									
Number of days (overnight travel):			Rate per day:		Maximum meal allowance:				
Actual meal costs								-	
Less than full day:									
Breakfast								-	
Lunch								-	
Dinner								-	
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2020
MISCELLANEOUS									
Conference Fees	550.00							550.00	2101
Seminar Fees								-	2102
ATM Fees								-	2007
Tips								-	2007
Books, Tapes, Etc								-	4101
Auto Rental								-	2008
Other								-	
Total	\$ 550.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550.00	
SUMMARY	\$ 550.00	\$ 114.60	\$ 114.60	\$ 114.60	\$ -	\$ -	\$ -	\$ 893.80	
Expense Explanations:					Less Pre-payments:				
					Less Charges paid by NCC:				
					Due Employee:		\$ 893.80		

Explanation continued on attachment: yes() no()

I hereby certify that these expenses, incurred by me on official New Castle County business, are reimbursable in accordance with current policies and have not been reimbursed, except where indicated.

REVIEW AND APPROVAL:

Employee Signature _____ Date _____

Type or print legibly - - Attach approval, receipts and original brochures.
Reference Administrative Policy #1
Form updated March 2006.

Supervisor's Signature _____ Date _____

I certify that all expenses are in compliance with all policies and Executive Orders.

General Manager's Signature _____ Date _____

VENDOR NUMBER:

VOUCHER NUMBER: **VE**