



NEW CASTLE COUNTY COUNCIL ADMINISTRATIVE-FINANCE COMMITTEE MEETING

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

October 14, 2025
5:00 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)

R25-180: APPROVING REVISED CLASS SPECIFICATION ASSISTANT COUNTY ATTORNEY II PURSUANT TO *NEW CASTLE COUNTY CODE* SECTION 26.03.105(F)
Prime Sponsor(s): Ms. Williams-Johns

D. Review/Discussion of Ordinance(s)

°25-117: AMEND THE GRANTS BUDGET:APPROPRIATE FEDERAL FUNDS OF \$165,147.50 PROVIDED BY THE HEALTH FEDERATION OF PHILADELPHIA THROUGH THEIR AMERICORPS GRANT FUNDING TO THE NATIONAL HEALTH CORPS DELAWARE COMMUNITY HEALTH FELLOWSHIP 2023-2024 GRANT, WHICH IS ADMINISTERED BY THE DEPARTMENT OF ADMINISTRATION, OFFICE OF FINANCE
Prime Sponsor(s): Mr. Smiley, Mr. Cartier

°25-118: AMEND THE GRANTS BUDGET:APPROPRIATE FEDERAL FUNDS OF \$145,650 PROVIDED BY THE HEALTH FEDERATION OF PHILADELPHIA THROUGH THEIR AMERICORPS GRANT FUNDING TO THE NATIONAL HEALTH CORPS DELAWARE COMMUNITY HEALTH FELLOWSHIP 2024-2025 GRANT, WHICH IS ADMINISTERED BY THE DEPARTMENT OF ADMINISTRATION, OFFICE OF FINANCE
Prime Sponsor(s): Mr. Smiley, Mr. Cartier

°25-119: AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES AND ADOPT THE REVISED CLASS SPECIFICATION OF PAYROLL SUPERVISOR FOR THE DEPARTMENT OF ADMINISTRATION, DIVISION OF FINANCE
Prime Sponsor(s): Ms. Williams-Johns

E. New Castle County Grant Requests/Community Events

F. Expense and Revenue Round Table

Checkbook Update

G. Other**H. Public Comment****I. Adjournment****AGENDA POSTED: October 7, 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): Ms. Williams-Johns
Requested by: Administration/HR
Date of introduction: October 14, 2025

RESOLUTION NO. 25-180

**APPROVING REVISED CLASS SPECIFICATION ASSISTANT COUNTY ATTORNEY
II 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 September
7 4, 2025, recommended the revisions to the class specifications for the position title of
8 Assistant County Attorney II; 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 revised class specification for the
15 position of Assistant County Attorney II as set forth in "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 Assistant County Attorney II. A new date will be assigned to the specification to designate when the changes were made in accordance with the *New Castle County Code*. This change was reviewed and recommended by the Human Resources Advisory Board at their meeting on September 4, 2025. The Chief Human Resources Officer concurs with their recommendation.

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

Acknowledged by the Chief Financial Officer September 6, 2025.

NEW CASTLE COUNTY GOVERNMENT

Number 1553

Page 1 of 1

Date 07/15/08

CLASS SPECIFICATION

Title: ASSISTANT COUNTY ATTORNEY II

Approved:

GENERAL STATEMENT OF DUTIES: Performs specialized professional and confidential legal work for New Castle County; performs legal work as required by the County Attorney, County Solicitor, First Assistant County Attorney, or their designee(s) and as required by the assigned area of expertise; and assumes an increasing leadership role.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class independently performs responsible and confidential specialized legal work involving advice, assistance and representation and recommends improvements to business or legal processes of New Castle County. Also prepares and argues the County's position in litigation, provides legal counsel to departments and agencies as required, and conducts legal research in areas as assigned by the County Attorney, ~~or~~ County Solicitor, First Assistant County Attorney, or their designee.

EXAMPLES OF WORK: (Illustrative Only)

- Provides legal advice and assistance;
- Represents New Castle County on assigned matters;
- Works with assigned department to implement training;
- Conducts research, handles litigation, drafts legal documents and performs other legal work required for area(s) of representation or as assigned by the supervising attorney;
- Represents boards or commissions as assigned;
- Functions as lead counsel on more significant cases;
- 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 work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Excellent legal research and writing skills; excellent interpersonal skills and the ability to independently interact with and advise department managers and employees; knowledge of government law; knowledge of current board and court rules and the rules of evidence and procedure; ability to communicate courteously and effectively both verbally and in writing; ability to interpret and apply laws, ordinances, policies and procedures.

MINIMUM QUALIFICATIONS: ~~At least five (5) years of progressively responsible experience in the field of law, to include at least three (3) years of prior work with New Castle County; at least three (3) years experience in litigation before courts or administrative boards, or other cumulatively comparable experience; graduation from an accredited law school; and membership in good standing in the Delaware Bar.~~ At least five (5) years admission to the Delaware Bar and consistently responsive and responsible experience in the field of law, including substantial and meaningful experience in directly litigating or managing litigation before courts or administrative boards, or other cumulatively comparable experience; graduation from an accredited law school; and current membership in good standing in the Delaware Bar.

ADDITIONAL QUALIFICATIONS: Ability to pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:
Established: 07/15/08

ORDINANCE NO. 25-117

**AMEND THE GRANTS BUDGET:
APPROPRIATE FEDERAL FUNDS OF \$165,147.50 PROVIDED BY THE HEALTH
FEDERATION OF PHILADELPHIA THROUGH THEIR AMERICORPS GRANT
FUNDING TO THE NATIONAL HEALTH CORPS DELAWARE COMMUNITY HEALTH
FELLOWSHIP 2023-2024 GRANT, WHICH IS ADMINISTERED BY THE
DEPARTMENT OF ADMINISTRATION, OFFICE OF FINANCE**

1 **WHEREAS**, the grant funding provided by Health Federal of Philadelphia through
2 their AmeriCorps grant funds will help support the operation of the National Health Corp
3 Delaware Community Health Fellowship Program; and
4

5 **WHEREAS**, the National Health Corp Delaware Community Health Fellowship
6 Program has the goal to foster healthy communities by providing those who need it
7 most with opportunities to be trained and serve as community health workers, digital
8 health navigators and medical interpreters at selected host sites; and
9

10 **WHEREAS**, these AmeriCorps funds are being used in concert with New Castle
11 County's SLFRF funding to support this program; and
12

13 **WHEREAS**, the County Executive has determined that grants anticipated to be
14 received will be sufficient to cover the increase in the Grants Budget as hereinafter
15 amended; and
16

17 **WHEREAS**, Council has determined that the provisions of this Ordinance
18 substantially advance, and are reasonably and rationally related to, legitimate
19 government interests (i.e., promoting the health, safety, morals, convenience, order,
20 prosperity and/or welfare of the present and future inhabitants of this State).
21

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

24 Section 1. The Grants Budget as adopted by Ordinance No. 75-173 is hereby
25 amended by adding the material on the attached Exhibits "A", which shall be considered
26 underscored in its entirety.
27

28 Section 2. This Ordinance shall become effective immediately upon its adoption
29 by County Council and approval by the County Executive, or as otherwise provided by 9
30 *Del. C. § 1156*.
31

32 Section 3. It is the intent of the County Council that the provisions of this
33 Ordinance shall be effective retroactive to September 9, 2023.

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 \$165,147.50 provided by the Health Federation of Philadelphia through their AmeriCorps grant funding to the National Health Corps Delaware Community Health Fellowship 2023-2024 Grant, which will be administered by the Department of Administration, Office of Finance. These funds will help support the operation of the National Health Corps Delaware Community Health Fellowship Program, which has the goal to foster healthy communities by providing those who need it most with opportunities to be trained and serve as community health workers, digital health navigators and medical interpreters at selected host sites.

It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to September 9, 2023.

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating federal funds of \$165,147.50 provided by the Health Federation of Philadelphia through their AmeriCorps grant funding to the National Health Corps Delaware Community Health Fellowship 2023-2024 Grant, which will be administered by the Department of Administration, Office of Finance. These AmeriCorps funds are being used in concert with New Castle County's SLFRF funding to support this program.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget of \$165,147.50. This increase will impact FY2024 through FY2026 since the targeted program completion date for this grant is September 8, 2025. There is no fiscal impact to the Operating Budget.

Acknowledged by the Chief Financial Officer September 6, 2025.

DEPARTMENT:	County Executive	EXHIBIT:	"A"
GRANT TITLE:	National Health Corps DE Community Health Fellowship 2023-2024	Ordinance No.	25-117
PROGRAM TITLE:	National Health Corps DE Community Health Fellowship 2023-2024		

Revenue	Current	Change	Revised
Federal	\$ 165,147.50	\$ -	\$ 165,147.50
State	\$ -	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Total	\$ 165,147.50	\$ -	\$ 165,147.50

Expense	Current	Change	Revised
Salaries and Wages	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -
Training/Civic Affairs	\$ -	\$ -	\$ -
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ -	\$ -	\$ -
Contractual Services	\$ 165,147.50	\$ -	\$ 165,147.50
Equipment	\$ -	\$ -	\$ -
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 165,147.50	\$ -	\$ 165,147.50

SUPPLEMENTAL INFORMATION

Estimated Program Initiation:	9/9/2023
Estimated Program Completion:	9/8/2025
The Local Match:	Found in (ORG):
Ordinance Passed:	Date Revised:

PROGRAM DESCRIPTION:

The grant monies provided by Health Federation of Philadelphia via their AmeriCorps grant funds will help support the operation of the National Health Corp Delaware Community Health Fellowship Program, which has the goal to foster healthy communities by providing those who need it most with opportunities to be trained and serve as community health workers, digital health navigators and medical interpreters at selected host sites. These AmeriCorps funds are being used in concert with New Castle County's SLFRF funding to support this program.

9/23/2025

Prime Sponsor(s): Mr. Smiley, Mr. Cartier
Requested by: Administration/Finance
Date of introduction: September 23, 2025

ORDINANCE NO. 25-118

**AMEND THE GRANTS BUDGET:
APPROPRIATE FEDERAL FUNDS OF \$145,650 PROVIDED BY THE HEALTH
FEDERATION OF PHILADELPHIA THROUGH THEIR AMERICORPS GRANT
FUNDING TO THE NATIONAL HEALTH CORPS DELAWARE COMMUNITY HEALTH
FELLOWSHIP 2024-2025 GRANT, WHICH IS ADMINISTERED BY THE
DEPARTMENT OF ADMINISTRATION, OFFICE OF FINANCE**

1 **WHEREAS**, the grant funding provided by Health Federal of Philadelphia through
2 their AmeriCorps grant funds will help support the operation of the National Health Corp
3 Delaware Community Health Fellowship Program; and
4

5 **WHEREAS**, the National Health Corp Delaware Community Health Fellowship
6 Program has the goal to foster healthy communities by providing those who need it
7 most with opportunities to be trained and serve as community health workers, digital
8 health navigators and medical interpreters at selected host sites; and
9

10 **WHEREAS**, these AmeriCorps funds are being used in concert with New Castle
11 County's SLFRF funding to support this program; and
12

13 **WHEREAS**, the County Executive has determined that grants anticipated to be
14 received will be sufficient to cover the increase in the Grants Budget as hereinafter
15 amended; and
16

17 **WHEREAS**, Council has determined that the provisions of this Ordinance
18 substantially advance, and are reasonably and rationally related to, legitimate
19 government interests (i.e., promoting the health, safety, morals, convenience, order,
20 prosperity and/or welfare of the present and future inhabitants of this State).
21

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

24 Section 1. The Grants Budget as adopted by Ordinance No. 75-173 is hereby
25 amended by adding the material on the attached Exhibits "A", which shall be considered
26 underscored in its entirety.
27

28 Section 2. This Ordinance shall become effective immediately upon its adoption
29 by County Council and approval by the County Executive, or as otherwise provided by 9
30 *Del. C. § 1156*.
31

32 Section 3. It is the intent of the County Council that the provisions of this
33 Ordinance shall be effective retroactive to September 9, 2024.

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 \$146,650 provided by the Health Federation of Philadelphia through their AmeriCorps grant funding to the National Health Corps Delaware Community Health Fellowship 2024-2025 Grant, which will be administered by the Department of Administration, Office of Finance. These funds will help support the operation of the National Health Corps Delaware Community Health Fellowship Program, which has the goal to foster healthy communities by providing those who need it most with opportunities to be trained and serve as community health workers, digital health navigators and medical interpreters at selected host sites.

It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to September 9, 2024.

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating federal funds of \$146,650 provided by the Health Federation of Philadelphia through their AmeriCorps grant funding to the National Health Corps Delaware Community Health Fellowship 2024-2025 Grant, which will be administered by the Department of Administration, Office of Finance. These AmeriCorps funds are being used in concert with New Castle County's SLFRF funding to support this program.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget of \$146,650. This increase will impact FY2025 and FY2026 since the targeted program completion date for this grant is December 31, 2025. There is no fiscal impact to the Operating Budget.

Acknowledged by the Chief Financial Officer September 6, 2025.

DEPARTMENT:	County Executive	EXHIBIT:	"A"
GRANT TITLE:	National Health Corps DE Community Health Fellowship 2024-2025	Ordinance No.	25-118
PROGRAM TITLE:	National Health Corps DE Community Health Fellowship 2024-2025		

Revenue	Current	Change	Revised
Federal	\$ 146,650.00	\$ -	\$ 146,650.00
State	\$ -	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Total	\$ 146,650.00	\$ -	\$ 146,650.00

Expense	Current	Change	Revised
Salaries and Wages	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -
Training/Civic Affairs	\$ -	\$ -	\$ -
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ -	\$ -	\$ -
Contractual Services	\$ 146,650.00	\$ -	\$ 146,650.00
Equipment	\$ -	\$ -	\$ -
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 146,650.00	\$ -	\$ 146,650.00

SUPPLEMENTAL INFORMATION

Estimated Program Initiation:	9/9/2024
Estimated Program Completion:	12/31/2025
The Local Match:	Found in (ORG):
Ordinance Passed:	Date Revised:

PROGRAM DESCRIPTION:

The grant monies provided by Health Federation of Philadelphia via their AmeriCorps grant funds will help support the operation of the National Health Corp Delaware Community Health Fellowship Program, which has the goal to foster healthy communities by providing those who need it most with opportunities to be trained and serve as community health workers, digital health navigators and medical interpreters at selected host sites. These AmeriCorps funds are being used in concert with New Castle County's SLFRF funding to support this program.

9/23/2025

ORDINANCE NO. 25-119

**AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED
SERVICE EMPLOYEES AND ADOPT THE REVISED CLASS SPECIFICATION OF
PAYROLL SUPERVISOR FOR THE DEPARTMENT OF ADMINISTRATION,
DIVISION OF FINANCE**

1 **WHEREAS**, the Department of Administration, Division of Finance has
2 determined the class specification and Pay Grade for the Payroll Supervisor needs to
3 be updated to reflect the work currently being performed; and
4

5 **WHEREAS**, it is recommended by the Department that the Pay Grade for the
6 class specification of Payroll Supervisor be changed from Pay Grade 29 to Pay Grade
7 30; and
8

9 **WHEREAS**, the Human Resources Advisory Board at its meeting on August 6,
10 2025, reviewed and recommended to change the revisions to the class specification for
11 Payroll Supervisor and changing from Pay Grade 29 to Pay Grade 30 on the Pay Plan
12 and Rates of Pay for Non-Union Classified Service Employees; and
13

14 **WHEREAS**, the Chief Human Resources Officer concurs with the
15 recommendation of the Human Resources Advisory Board.
16

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

19 Section 1. The revised Class Specification for Payroll Supervisor is adopted as
20 set forth in Exhibit "A".
21

22 Section 2. The Pay Plan and Rates of Pay for Non-Union Classified Service
23 Employees, effective July 1, 2025 through June 30, 2026, is hereby amended by adding
24 the material that is underscored and deleting the material that is stricken as set forth in
25 Exhibit "B."
26

27 Section 3. The Pay Plan and Rates of Pay for Non-Union Classified Service
28 Employees, effective July 1, 2026, is hereby amended by adding the material that is
29 underscored and deleting the material that is stricken as set forth in Exhibit "C."
30

31 Section 3. This Ordinance shall become effective immediately upon its adoption
32 by County Council and approval by the County Executive, or as otherwise provided in 9
33 *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, changes the Pay Grade for the position title of Payroll Supervisor from Pay Grade 29 to Pay Grade 30 on the Pay Plan and Rates of Pay for Non-Union Classified Service Employees, and adopts the revised class specifications, as recommended by the Human Resources Advisory Board at their meeting on August 6, 2025. The Chief Human Resources Officer concurs with the recommendation.

FISCAL IMPACT: This Ordinance, if approved, changes the Pay Grade for the position title of Payroll Supervisor from Pay Grade 29 to Pay Grade 30 on the Pay Plan and Rates of Pay for Non-Union Classified Service Employees, and adopts the revised class specification, as recommended by the Human Resources Advisory Board. The Chief Human Resources Officer concurs with the recommendation.

There is currently one filled position with the title of Payroll Supervisor. The estimated fiscal impact (Salaries/Wages and Benefits) of reclassifying the employee currently in this position is estimated to be \$8,417 in FY2026, \$11,316 in FY2027 and \$11,316 in FY2028.

Acknowledged by the Chief Financial Officer September 8, 2025.

NEW CASTLE COUNTY GOVERNMENT

Number 0214

25-119

Page 1 of 3

Date 5/15/23

CLASS SPECIFICATION

Title: PAYROLL SUPERVISOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs professional supervisory work related to the County's centralized payroll operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs a variety of professional and supervisory tasks associated with all aspects of payroll activities for County employees. This employee supervises accounting functions in the preparation, processing, maintenance, verification, and reconciliation of payroll records for County personnel. Work involves the exercise of judgement in the application of prescribed policies, procedures, laws, and regulations. This is a confidential position dealing with sensitive payroll-related matters. This employee is supervised by an Accounting and Fiscal Manager or other designated supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Supervises the daily activities of the payroll unit with adherence to personnel and administrative policies, collective bargaining agreements, County Code, Federal and State laws and other financial regulations;
- Reviews, analyzes, and evaluates systems, policies, procedures, programs and services and makes recommendations for changes needed to ensure effectiveness and improve services;
- Conducts research, prepares reports and makes recommendations regarding fiscal activities as they relate to the centralized payroll and human resource information system;
- Investigates, researches and analyzes problems and complaints and makes appropriate recommendations; assists Human Resources in researching payroll information related to complaints and grievances that Human Resources is researching;
- Supervises, trains, and instructs employees; 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, federal regulations and state regulations;
- Supervises and coordinates payroll administration and employee ~~data-based~~ database maintenance functions on a County-wide basis in conjunction with Human Resources to include attendance and time entry records, leaves of absence, pay plan updates, vacation and sick leave updates, payroll and hours adjustments and resolves related problems.
- Supervises and coordinates activities relating to Payroll systems in conjunction with other divisions within the Department of Administration (Finance, IS, HR);
- Prepares quarterly Workers Compensation estimates;
- Works in conjunction with Human Resources to ensure employees are paid correctly based on updated pay plans, classifications, and retro pays.
- Prepares reports, briefs and correspondence for the CFO, Accounting, independent auditors, and others;
- Prepares quarterly IRS filings, DOL quarterly filings, garnishments, deduction registers, loan repayments;
- Prepares 1099R's;
- Prepares W-2s;

NEW CASTLE COUNTY GOVERNMENT

Number 0214

25-119

Page 2 of 3

Date 5/15/23

CLASS SPECIFICATION

Title: PAYROLL SUPERVISOR

Approved:



- Monitors and evaluates personnel performance, prepares performance evaluations, and conducts performance appraisal discussions; Recommends training for subordinates;
- Reviews and approves employee leave requests;
- Recommends appropriate progressive discipline as necessary;
- Provides technical assistance and advice to payroll timekeepers and fiscal personnel in other departments;
- Responsible for enrolling and maintaining time reporter records and security access;
- Monitors all phases of payroll calculations each week;
- Reviews gross-to-net transactions, reconciliations and analysis;
- Reviews all final payroll registers and participates in the verification of the general ledger interface;
- Develops monthly statistical reports and schedules used to maintain the integrity of the data stored in the Payroll and Human Resources Information System for management use;
- Updates and maintains various payroll tables within the Payroll and Human Resources Information Systems;
- Assists Information Systems with Payroll and Human Resources Information System updates, upgrades, and enhancements by performing parallel tests and analyzing results; works directly with selected vendor to ensure any upgrades or new systems conform to the needs and requirements of the County;
- Formulates and updates written procedures and guidelines for the payroll staff used as training tools and to strengthen internal controls for the department and County-wide;
- Reconciles the payroll clearing account and liability accounts on a monthly basis;
- 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: Thorough knowledge of the principles and practices of payroll operations and tax regulations; thorough knowledge of accounting principles and practices; a strong understanding of an automated payroll system; a strong working knowledge of financial databases, information systems and electronic payment systems; ability to supervise the work of others; good knowledge of government organization, procedures and system analysis; good knowledge of office management practices and procedures; ability to understand and follow complex oral and written directions; ability to conduct research, draw conclusions and make recommendations to management; ability to make decisions in accordance with laws, ordinances, regulations, and established policies; ability to prepare clear, concise reports; ability to communicate courteously and effectively, both verbally and in writing; ability to maintain confidentiality in all aspects of the work; ability to establish and maintain courteous and effective working relationships with management, employees, vendors and outside agencies.

MINIMUM QUALIFICATIONS: At least three (3) years of experience in payroll operations; and possession of a Bachelor's Degree from an accredited college or university with major course work in business, accounting, or finance; or an equivalent combination of education, experience and training directly related to the required knowledge, skills, and abilities.

PREFERRED QUALIFICATIONS: Three (3) years of experience working with the Payroll and Human Resources Information System.

NEW CASTLE COUNTY GOVERNMENT**Number** 0214

25-119

Page 3 of 3**Date** 5/15/23**CLASS SPECIFICATION****Title:** PAYROLL SUPERVISOR**Approved:**

ADDITIONAL REQUIREMENTS: Ability to pass a Class II County physical examination and background check.

HISTORY OF REVISIONS:

Established: 11/02/12

Revised: 08/04/17

Revised: 05/15/23

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
BENEFITS ADMINISTRATOR COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR OPERATIONS SERVICES MANAGER PARKS DEVELOPMENT PLANNER <u>PAYROLL SUPERVISOR</u> PENSION 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

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	32	78,159	82,067	86,170	90,478	95,003	99,752	104,740	109,977	115,475	121,249	127,312
INFORMATION SYSTEMS ASSISTANT MANAGER												
LICENSING MANAGER												
MANAGEMENT AND PRODUCTIVITY MANAGER												
PLANNING MANAGER												
SENIOR FINANCIAL OFFICER												
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: 02/24/2025 (Ordinance 25-016)
Revised: 04/11/2025 (Ordinance 25-031)
Revised: xx/xx/xxxx (Ordinance 25-xxx) Payroll Supervisor PG 29 to PG 30

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
BENEFITS ADMINISTRATOR COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR OPERATIONS SERVICES MANAGER PARKS DEVELOPMENT PLANNER PAYROLL SUPERVISOR PENSION 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

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