



NEW CASTLE COUNTY COUNCIL PERSONNEL SUBCOMMITTEE MEETING

Co-Chair: Valerie George, Fifth District
Co-Chair: Janet Kilpatrick, Third District

May 19, 2026
3:00 PM

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

REVISED - AGENDA

- A. Meeting Call to Order/Roll Call
- B. Approval of Minutes: April 21, 2026
- C. Consideration of Ordinances
 - °26-057: TO AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION UNCLASSIFIED SERVICE EMPLOYEES OF COUNTY COUNCIL AND REVISE THE CLASS SPECIFICATIONS FOR ADMINISTRATIVE AIDE TO COUNTY COUNCIL
 - Prime Sponsor(s): Ms. George, Ms. Kilpatrick
- D. Other
 - Discussion of Council's Telecommuting Policy
- E. Public Comment
- F. Adjournment

AGENDA POSTED: 5 - 12 - 26
REVISED AGENDA POSTED: 5-13-26
The agenda is being amended to allow discussion of the Telecommuting Policy by Council.

*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 **zoom 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 smartphone is: <https://us02web.zoom.us/j/86973545695> You may also call into the meeting (audio) using the following call in numbers: 1-312-626-6799 or +1-646-558-8656 or +1-346-248-7799 or +1-669-900-9128 or +1-253-215-8782 or +1-301-715-8592. Then enter the Webinar ID: 377 322 142. If you do not have a good connection with one, please try the others. Additional information regarding phone functionality during the meeting is available at: <https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars>

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

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

ORDINANCE NO. 26-057

**TO AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION
UNCLASSIFIED SERVICE EMPLOYEES OF COUNTY COUNCIL AND
REVISE THE CLASS SPECIFICATIONS FOR
ADMINISTRATIVE ASSISTANT TO COUNTY COUNCIL**

1 **WHEREAS**, in March 2020, the position of Administrative Assistant to County
2 Council was adopted ; and
3

4 **WHEREAS**, at that time, the position updated and replaced the former Secretary
5 to County Council position; and
6

7 **WHEREAS**, following the 2020 pandemic, a shift occurred in Council operations;
8 additionally, the responsibilities and tasks of the Clerk's office have expanded; and
9

10 **WHEREAS**, the Clerk's office has identified additional areas of need within
11 Council that would expand the role of the Administrative Assistant to County Council
12 and add additional high-level function to the position; and
13

14 **WHEREAS**, as a result of this review and the increased job duties and level of
15 work, it is appropriate to amend the class specifications and pay grades for the position
16 of Administrative Assistant to County Council.
17

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

20 Section 1. The Pay Plan and Rates of Pay for Non-Union Unclassified Service
21 Employees of the County Council are hereby amended by the deletion of stricken
22 material and the addition of the underscored material as set forth in Exhibit A and
23 Exhibit B.
24

25 Section 2. The Class Specifications for Administrative Assistant to County
26 Council, is hereby amended by the deletion of stricken material and the addition of the
27 underscored material and adopted as set forth in Exhibit C.
28

29 Section 3. This Ordinance shall become effective immediately upon its adoption
30 by County Council and approval by the County Executive, or as otherwise provided in 9
31 *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
of New Castle County

SYNOPSIS: This Ordinance amends the job classification and rates of pay for the position of Administrative Assistant to County Council. This Ordinance adjusts the pay grade of the Administrative Assistant to County Council from pay grade 19 to pay grade 22.

FISCAL NOTE: This Ordinance, if adopted, would amend the pay grade for:

Administrative Assistant to County Council from pay grade 19 with a salary range of \$41,445 to \$67,510 to a pay grade 22 with a salary range of \$47,978 to \$78,151.

The position is funded at a pay grade 19 in Council's current FY2026 budget and proposed FY2027 budget. The difference in the yearly salary for Pay Grade 22 as opposed to Pay Grade 19 in FY2026 is a range of \$6,533 to \$10,641 and for FY2027 is a range of \$6,696 to \$10,907. This potential fiscal impact is anticipated to be offset by salary savings in Council's FY2026 and proposed FY2027 budgets.

CLASS SPECIFICATION

Page 1 of 2

**Title: ADMINISTRATIVE AIDE
TO COUNTY COUNCIL****Approved: 3/10/20**

GENERAL STATEMENT OF DUTIES: An employee in this class performs responsible para-professional administrative work providing support to an administrator in variety of operational areas within a designated department. The work is of a difficult and complex nature and involves the exercise of judgment in the application of prescribed procedures and methods to routine matters. The work is performed under general supervision of the Clerk of Council; Assists the Clerk of Council in preparation for Council meetings; Does administrative work for Council support staff and Members of Council or their designee under the direction of the Clerk's office; Operates a data processing terminal, personal computer, and other related equipment and office applications in the course of the work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs high level ~~secretarial~~ administrative work involving responsible and sometimes confidential ~~secretarial duties~~ assignments performed for the Clerk of Council and members of New Castle County Council under the direction of the Clerk of Council. Considerable judgement is required in establishing or adapting work procedures to new situations, and in performing varied ~~secretarial and minor~~ administrative services to conserve the time of the Clerk of Council and Council members. The work is reviewed upon completion but frequently no check is made of data compiled or records prepared. Supervision may be exercised by a number of assistants engaged in the performance of routine functions. An employee in this class may be deputized to make secretarial action legally effective.

EXAMPLES OF WORK: (Illustrative only)

Under the direction, as necessary, and/or absence of the Clerk of Council, this employee may:

- Promote an ongoing a consistent attitude of dedication to excellent public service and ensure that internal and external customers receive are provided with the highest quality of services.
- Screen Assist visitors and direct telephone calls, and incoming mail, responding independently to inquiries that do not require a Councilmember's attention.
- Perform administrative work under the supervision of the Clerk of Council Council staff.
- Assist the Clerk of Council in preparation for Council meetings and provide Zoom support at Committee and Council meetings for the Clerk of Council and Legislative Assistants.
- Coordinate and assist with planning Council-related events (e.g., swearing-in ceremonies, holiday events, Student Government Day, new Councilmember and staff orientation) under the direction of the Clerk's Office.
- Assist the Clerk of Council with onboarding preparation and training for new Council Members and staff.
- Maintain the Council-wide calendar, including updating, distributing, and posting the monthly meeting schedule.

CLASS SPECIFICATION

**Title: ADMINISTRATIVE AIDE
TO COUNTY COUNCIL****Approved: 3/10/20**

- Coordinate with the City of Wilmington regarding scheduling requests for Council Chambers and Committee Room.
- Serve as the Emergency Management captain during emergency evacuations.
- Maintain shared office spaces, monitor inventory of supplies, and notify the Clerk of Council when supplies are needed.
- Provide short- or long-term Legislative Assistant coverage at the direction of the Clerk of Council.
- Assist Counsel to Council and Legislative Assistants with large projects at the direction of the Clerk of Council.
- Assist the Clerk of Council with historical preservation of official documents, agendas, and minutes and ensure that staff are properly trained to maintain committee files.
- Assist the Clerk of Council with quarterly staff meetings, training, and staff enrichment events.
- Prepares congratulatory resolutions and related documents for consideration by County Council at the direction of the Clerk's Office.
- Prepare replies to correspondence from brief dictated notes or on own initiative.
- Establish and maintain cross-reference files and ~~establishes~~ file categories.
- Operate a data processing terminal, personal computer, and related office equipment and applications in the course of work.
- Serves ~~in a coordinating capacity as a liaison~~ between ~~an~~ administrative and division personnel, representatives of State, local, and ~~other groups community~~ organizations, and agencies and the general public for informational purposes.
- Researches files and ~~a variety various~~ source materials to serve as provide background information for reports and correspondence.
- Other duties as assigned by the Clerk of Council

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of office terminology, procedures and equipment, business mathematics and English; thorough knowledge of the operating policies and procedures of the department to which assigned; ability to follow complex oral and written directions; ability to get along well with others; demonstrates ability to main complex clerical records and prepare reports from such records; ability to make decisions in accordance with laws, ordinances, regulations and established procedures where errors could result in additional costs to the County government; good judgement; tact and courtesy; strong computer skills; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years of experience in administrative work, and completion of a standard high school course or GED certificate program, and at least one (1) year of business school training; or possession of a bachelor's degree from an accredited college or university; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established: 09/25/74

Revised: 09/18/89

Revised: 02/14/94

Revised: 03/10/20 (Changed title from Secretary to Administrative Aide to County Council)

**PAY PLAN AND RATES OF PAY FOR
UNCLASSIFIED EMPLOYEES OF COUNTY COUNCIL**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
ADMINISTRATIVE AIDE TO COUNTY COUNCIL	40	41,445	43,617	45,693	47,978	50,377	52,896	55,540	58,317	61,233	64,295	67,510
<u>ADMINISTRATIVE AIDE TO COUNTY COUNCIL</u>	<u>22</u>	<u>47,978</u>	<u>50,377</u>	<u>52,896</u>	<u>55,540</u>	<u>58,317</u>	<u>61,233</u>	<u>64,295</u>	<u>67,510</u>	<u>70,885</u>	<u>74,429</u>	<u>78,151</u>
PARALEGAL ASSOCIATE AUDITOR	24	52,897	55,542	58,319	61,235	64,297	67,512	70,888	74,432	78,153	82,061	86,164
LEGISLATIVE AIDE TO COUNTY COUNCIL PRESIDENT LEGISLATIVE ASSISTANT TO COUNTY COUNCIL	25	55,544	58,321	61,237	64,299	67,514	70,890	74,434	78,156	82,064	86,167	90,475
LEGAL ASSISTANT TO COUNSEL TO COUNCIL STAFF AUDITOR	27	61,237	64,299	67,513	70,889	74,434	78,155	82,063	86,166	90,474	94,998	99,748
POLICY DIRECTOR DEPUTY CLERK OF COUNCIL SENIOR STAFF AUDITOR	30	70,890	74,434	78,156	82,063	86,167	90,475	94,999	99,749	104,736	109,973	115,472
FINANCIAL ADVISOR CLERK OF COUNCIL	32	78,158	82,066	86,169	90,477	95,001	99,751	104,739	109,976	115,475	121,248	127,311
COUNTY AUDITOR	35	90,477	95,001	99,751	104,738	109,975	115,474	121,248	127,310	133,676	140,359	147,377
COUNSEL TO COUNCIL	39	109,976	115,475	121,249	127,312	133,677	140,361	147,379	154,748	162,485	170,610	179,140

Effective: 7/1/2025 (Ordinance 23-082)
Revised: 7/14/2025 (Ordinance 25-093)
Revised: xx/xx/xxxx (Ordinance 26-xxx)

Council appointees who have completed at least twelve (12) months at the tenth (10th) step of their current pay grade and have been continuously employed by County Council for a minimum of twelve (12) years automatically will move to the eleventh (11th) step as of the effective date of this ordinance unless they provide a written request for exemption from the increase to the Clerk or Deputy Clerk of Council seven (7) days from the signing of this ordinance and/or thirty (30) days in advance of the beginning of each subsequent fiscal year; other council employees will also be eligible through this increase process.

**PAY PLAN AND RATES OF PAY FOR
UNCLASSIFIED EMPLOYEES OF COUNTY COUNCIL**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
ADMINISTRATIVE AIDE TO COUNTY COUNCIL	40	42,484	44,606	46,836	49,177	51,636	54,218	56,929	59,775	62,764	65,902	69,197
<u>ADMINISTRATIVE AIDE TO COUNTY COUNCIL</u>	<u>22</u>	<u>49,177</u>	<u>51,636</u>	<u>54,218</u>	<u>56,929</u>	<u>59,775</u>	<u>62,764</u>	<u>65,902</u>	<u>69,197</u>	<u>72,657</u>	<u>76,290</u>	<u>80,105</u>
PARALEGAL ASSOCIATE AUDITOR	24	54,220	56,931	59,777	62,766	65,904	69,200	72,660	76,293	80,107	84,113	88,318
LEGISLATIVE AIDE TO COUNTY COUNCIL PRESIDENT LEGISLATIVE ASSISTANT TO COUNTY COUNCIL	25	56,933	59,779	62,768	65,907	69,202	72,662	76,295	80,110	84,115	88,321	92,737
LEGAL ASSISTANT TO COUNSEL TO COUNCIL STAFF AUDITOR	27	62,768	65,906	69,201	72,661	76,294	80,109	84,115	88,320	92,736	97,373	102,242
POLICY DIRECTOR DEPUTY CLERK OF COUNCIL SENIOR STAFF AUDITOR	30	72,662	76,295	80,110	84,115	88,321	92,737	97,374	102,242	107,355	112,722	118,358
FINANCIAL ADVISOR CLERK OF COUNCIL	32	80,112	84,117	88,323	92,739	97,376	102,245	107,357	112,725	118,361	124,280	130,493
COUNTY AUDITOR	35	92,739	97,376	102,245	107,357	112,725	118,361	124,279	130,493	137,017	143,868	151,062
COUNSEL TO COUNCIL	39	112,726	118,362	124,280	130,494	137,019	143,870	151,063	158,617	166,547	174,875	183,619

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