



NEW CASTLE COUNTY COUNCIL EXECUTIVE COMMITTEE MEETING

Co-Chair: Monique Williams-Johns, Council President
Co-Chair: Penrose Hollins, Fourth District

June 23, 2026
3:30 PM

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

AGENDA

A. Meeting Call to Order

B. Approval of Minutes

C. Review/Discussion of Resolution(s)

R26-134: APPROVING REVISED CLASS SPECIFICATIONS FOR ASSISTANT COUNTY ENGINEER AND PUBLIC WORKS SENIOR MANAGER PURSUANT TO NEW CASTLE COUNTY CODE SECTION 26.03.105(F)

Prime Sponsor(s): Ms. Williams-Johns

D. Review/Discussion of Ordinance(s)

°26-078: AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES AND ADOPT THE REVISED CLASS SPECIFICATION OF INSURANCE CLAIMS ASSISTANT FOR THE DEPARTMENT OF ADMINISTRATION, DIVISION OF RISK MANAGEMENT

Prime Sponsor(s): Ms. Williams-Johns

E. Other

F. Public Comment

G. Adjournment

AGENDA POSTED: June 16, 2026

*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://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.

Prime Sponsor(s): Ms. Williams-Johns
Requested by: Public Works/HR
Date of introduction: June 23, 2026

RESOLUTION NO. 26-134

**APPROVING REVISED CLASS SPECIFICATIONS FOR ASSISTANT COUNTY
ENGINEER AND PUBLIC WORKS SENIOR MANAGER 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 Office of Human Resources determined that the class
7 specification changes for Assistant County Engineer and Public Works Senior Manager
8 do not require review by the Human Resources Advisory Board since there are no
9 changes being made to the Pay Plan; and
10

11 **WHEREAS**, the Chief Human Resources Officer reviewed and recommended
12 the class specification changes for Assistant County Engineer and Public Works Senior
13 Manager.
14

15 **NOW, THEREFORE, BE IT RESOLVED** by and for the Council of New Castle
16 County that County Council hereby approves the updated class specification for the
17 position of Assistant County Engineer on "Exhibit A" and Public Works Senior Manager
18 on "Exhibit B."

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 positions of Assistant County Engineer and Public Works Senior Manager. A new date will be assigned to the specifications 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 June 12, 2026.

NEW CASTLE COUNTY GOVERNMENT

Number 0674

CLASS SPECIFICATION

Page 1 of 2

Date ~~05/01/01~~ 06/05/26

Title: ASSISTANT COUNTY ENGINEER

Approved:

GENERAL STATEMENT OF DUTIES:

Performs highly responsible managerial, administrative and professional engineering work in assisting the Special Services Department General Manager or designee; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class serves as general assistant to the ~~Special Services~~ Public Works Department General Manager or designee. Work is performed under general direction and is reviewed through conferences, reports and the evaluation of results achieved. Work involves a high degree of responsibility with active participation in the determination, formulation and execution of County policies.

EXAMPLES OF WORK: (Illustrative only)

- Manages and coordinates work of the department;
- Manages the development of long- and short-term goals for the department;
- Reviews all proposals for subdivisions and land development to include sewer capacities and drainage design;
- Assists in developing, formulating and executing policies and procedures for the department;
- Assists in the preparation and administration of the capital and operating budgets;
- Meets with and advises public and private agencies, committees and individuals interested in County problems;
- Investigates complaints and recommends possible solutions;
- Supervises, trains, instructs and evaluates employees;
- Provides technical assistance to engineers of lower rank in matters relating to planning, design, construction and maintenance of sewer and drainage facilities;
- Reviews design for conformance with County standards;
- Serves as assistant to the ~~Special Services~~ Public Works Department General Manager or designee with responsibility for administering County regulations for subdivision development;
- Assists in screening, interviewing and hiring of consultants for engineering and architectural projects;
- 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.

~~NEW CASTLE COUNTY GOVERNMENT~~**~~Number~~** 0674**~~CLASS SPECIFICATION~~****~~Page~~** 2 of 2**~~Date~~** 05/01/01 06/05/26**~~Title:~~** ASSISTANT COUNTY ENGINEER**~~Approved:~~****REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and practices of civil engineering; thorough knowledge of the sewerage system of the County and controlling laws; thorough knowledge of the modern methods and techniques of sewer line construction and maintenance; ability to assist actively and effectively in the planning, organizing and directing of engineering programs; ability to assist management in planning and administering the activities of a large number of professional, technical and other staff working in widely varied activities; ability to communicate courteously and effectively, both verbally and in writing; good professional judgement. ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING:

- At least five years progressively responsible engineering and administrative experience including experience in the planning, construction and maintenance of sewerage and related systems. and
- possession of a Bachelor's Degree from an accredited college or university with major course work in civil engineering; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS:

- Registration by the Delaware State Board of Engineer Examiners as a professional engineer.
- Ability to pass a county background check.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer (up to 8 hours per day).
- Frequent use of hands and fingers to operate a computer keyboard, mouse, and other standard office equipment.
- Ability to view computer monitors and read printed materials for extended periods.
- Ability to communicate effectively in person, over the phone, and via virtual platforms.
- Occasional standing, walking, bending, or reaching within the office environment.
- Ability to lift and carry light items (typically up to 15 pounds), such as files,

- documents, or office supplies.
- Ability to maintain concentration and focus in a standard office setting.

HISTORY OF REVISIONS:

Established: 07/01/73
Revised: 05/01/90
Revised: 01/24/95
Revised: 07/01/97
Revised: 05/01/01
Revised: 06/05/26

NEW CASTLE COUNTY GOVERNMENT

Number 1479

Page 1 of 2

Date 04/30/1806/085/26

CLASS SPECIFICATION

Title: PUBLIC WORKS SENIOR MANAGER

Approved:

GENERAL STATEMENT OF DUTIES:

Assists in the management and coordination of the varied activities of the Public Works Department by assisting the Public Works Department General Manager in resolving issues, consolidating technical services, and overseeing quality control; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class manages and supervises one or more of the divisions of the Department of Public Works and coordinates the varied activities to bring together the consolidation of functions between the ~~areas of engineering services, environmental services, internal services, and general administrative services of the department~~ Engineering Division, Sewer Operations Division, Stormwater and Environmental Division, Construction Support, Parks Division, Fleet and Facilities Division, and the Department's Administrative Services. This employee is responsible for ensuring timely response to issues, projects, and plans by providing prompt and efficient resolution to inquiries, questions, and issues while managing internal quality control. This employee must have the technical knowledge of the functions of the department as well as excellent management skills. Depending upon the needs of the department, this employee may be required to work extended hours such as early mornings, nights and weekends. This employee works under the general direction of the Public Works Department General Manager.

EXAMPLES OF WORK: (Illustrative only)

- Manages and coordinates functions and services of one or more divisions of the department, including but not limited to: project planning, capital programs, engineering/design, project management, environmental compliance, construction operations, operating/capital budgeting, human resources, warehousing, special project management and administrative support; ~~the Engineering Division which includes planning, capital programs, engineering/design, project management, environmental compliance; the Environmental Services Division which includes construction operations, pump station operations, treatment plant operations,~~

~~sewer maintenance; the Internal Services Division which includes property maintenance, building maintenance and fleet maintenance; and the Administration Division which includes operating/capital budgeting, human resources, warehousing, special project management and administrative support. Sewer Operations Division, Stormwater and Environmental Division, Parks Division, Fleet and Facilities Division, and the Department's Administrative Services;~~

- Works across department, division and agency lines in solving problems and issues;
- Troubleshoots issues and problems and brings resolution within a timely manner;

~~NEW CASTLE COUNTY GOVERNMENT~~

~~Number 1479~~

~~CLASS SPECIFICATION~~

~~Page 2 of 2~~

~~Date 04/30/1806/085/26~~

~~Title: PUBLIC WORKS SENIOR MANAGER~~

~~Approved:~~

- Establishes and maintains a quality control program for Public Works Department activities and functions;
- Acts as Public Works Department General Manager, when designated;
- 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;
- Performs all assignments as delegated or determined by the Public Works Department General Manager;
- 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 the services provided in the area of ~~special services~~Public Works; thorough knowledge of the laws and regulations related to the Public Works Department; ability to perform technical research work and to give reliable advice on difficult planning projects; ability to establish quality control programs to ensure excellent customer service; ability to manage human resources to solve problems and issues; ability to display and promote a positive attitude and possess a professional demeanor and appearance; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS:

- At least five (5) years progressively responsible experience as a manager in a business, local government, state, or regional land use office or in the office of a consultant, and
- Possession of a Bachelor's Degree from an accredited college or university with major course work in management, planning, civil engineering, architecture, or related field; or any equivalent combination of experience and training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: ~~Must pass a Class III County physical examination and~~

- Ability to pass a county background check.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer (up to 8 hours per day).
- Frequent use of hands and fingers to operate a computer keyboard, mouse, and other standard office equipment.
- Ability to view computer monitors and read printed materials for extended periods.
- Ability to communicate effectively in person, over the phone, and via virtual platforms.
- Occasional standing, walking, bending, or reaching within the office environment.
- Ability to lift and carry light items (typically up to 15 pounds), such as files, documents, or office supplies.
- Ability to maintain concentration and focus in a standard office setting.

HISTORY OF REVISIONS:

Established: 08/30/99
 Revised: 11/01/03
 Revised: 04/30/18
 Revised: 06/08/26

Prime Sponsor(s): Ms. Williams-Johns
Requested by: Administration/HR
Date of introduction: June 9, 2026

ORDINANCE NO. 26-078

**AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED
SERVICE EMPLOYEES AND ADOPT THE REVISED CLASS SPECIFICATION OF
INSURANCE CLAIMS ASSISTANT FOR THE DEPARTMENT OF ADMINISTRATION,
DIVISION OF RISK MANAGEMENT**

1 **WHEREAS**, the Department of Administration, Division of Risk Management has
2 determined the class specification for the Insurance Claims Assistant needs to be
3 updated to reflect the work currently being performed; and
4

5 **WHEREAS**, it is recommended that the Pay Grade for the class specification
6 Insurance Claims Assistant be changed from Pay Grade 17 to Pay Grade 20; and
7

8 **WHEREAS**, the Office of Human Resources determined that this change does not
9 require review by the Human Resources Advisory Board; and
10

11 **WHEREAS**, the Chief Human Resources Officer, reviewed and recommended to
12 change the Insurance Claims Assistant from Pay Grade 17 to Pay Grade 20 on the Pay
13 Plan and Rates of Pay for Non-Union Classified Service Employees, and adopts the
14 revised class specification.
15

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

18 Section 1. The revised Class Specification for Insurance Claims Assistant is
19 adopted as set forth in Exhibit "A".
20

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

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

30 Section 4. This Ordinance shall become effective immediately upon its adoption
31 by County Council and approval by the County Executive, or as otherwise provided in 9
32 *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 Insurance Claims Assistant from Pay Grade 17 to Pay Grade 20 on the Pay Plan and Rates of Pay for Non-Union Classified Service Employees, and adopts the revised class specification. This change was reviewed and recommended by the Chief Human Resources Officer.

FISCAL IMPACT: This Ordinance, if approved, changes the Pay Grade for the position title of Insurance Claims Assistant from Pay Grade 17 to Pay Grade 20 on the Pay Plan and Rates of Pay for Non-Union Classified Service Employees, and adopts the revised class specification. This change was reviewed and recommended by the Chief Human Resources Officer.

There is currently one filled position with the title of Insurance Claims Assistant. The estimated fiscal impact (Salaries/Wages and Benefits) of reclassifying the employee currently in this position is estimated to be \$0 in FY2026, \$4,708 in FY2027 and \$9,858 in FY2028.

Acknowledged by the Chief Financial Officer April 28, 2026.

NEW CASTLE COUNTY GOVERNMENT

Number 0294

Page 1 of 2

CLASS SPECIFICATION

Date ~~11/20/18~~ DRAFT

Title: INSURANCE CLAIMS ASSISTANT

Approved:

~~GENERAL STATEMENT OF DUTIES: Performs varied technical and administrative work in assisting the Insurance and Loss Control Manager and insurance administrators in the performance of the administrative duties of the risk management/insurance function for New Castle County; does related work as required.~~

DISTINGUISHING FEATURES OF THE CLASS:

~~The Insurance Claims Assistant in Risk Management/Insurance Control provides high-level administrative, analytical, and confidential support to the County's Insurance & Loss Control Manager and Risk Management leadership. The role handles sensitive information involving employee injuries, workers' compensation claims, liability and property losses, insurance renewals, incident investigations, compliance issues, and internal safety matters. This position requires exceptional discretion, strong organizational skills, advanced data handling, and the ability to work with minimal supervision in a fast-paced, detail-intensive environment.~~

~~An employee in this class performs responsible technical and administrative work involving the exercise of judgement in the application of prescribed procedures and methods to insurance matters. This employee will provide assistance in all areas of insurance administration to include claim handling and loss prevention. This is a confidential position dealing with sensitive labor relations matters and confidential matters relating to risk management issues.~~

EXAMPLES OF WORK: ~~(Illustrative only)~~

Confidential Administrative Support

- ~~• Manage confidential correspondence, reports, claim summaries, personnel-related records, and sensitive communication for Risk Management leadership.~~
- ~~• Prepare draft memos, incident reports, and follow-up communications related to claims, investigations, or safety issues.~~
- ~~• Maintain secure files—digital and physical—ensuring compliance with confidentiality, privacy, and record-retention requirements.~~

Claims & Insurance Program Support

- ~~• Track workers' compensation, property, liability, and auto claims; assist with initial intake, data entry, document collection, and follow-up with departments and third-party administrators.~~
- ~~• Prepare routine claim reports, loss-run summaries, and status updates for supervisors.~~

- Verify vendor insurance certificates, monitor expiration dates, and maintain compliance files for contracts requiring proof of insurance.
- Assist in compiling documentation for insurance policy renewals or applications.

Loss Control & Safety Program Assistance

- Support safety audits, site inspections, and loss-control activities by preparing forms, scheduling visits, maintaining checklists, and logging findings.
- Assist with tracking corrective-action items and ensuring receiving departments complete required follow-up.
- Prepare training materials, sign-in sheets, and administrative support for safety programs and County-wide training initiatives.

Data Management & Reporting

- Maintain databases for claims, incidents, insurance policies, vendor insurance compliance, and safety metrics.
- Generate recurring and ad-hoc reports for Risk Management leadership, including trend charts, cost summaries, and compliance status.
- Assist in preparing materials for internal audits, actuarial reviews, budget meetings, or executive briefings.

Customer Service & Department Coordination

- Serve as the primary administrative contact for departments reporting injuries, incidents, vehicle accidents, or property damage.
- Provide accurate guidance on required forms, timelines, procedures, and documentation.
- Coordinate communications between Risk Management, Human Resources, Finance, Law, and third-party claims administrators.

Office Operations & Process Support

- Schedule meetings, maintain calendars, coordinate training sessions, and manage travel or logistics for Risk Management staff.
- Process purchase orders, invoices, insurance payments, and other financial transactions as needed.
- Assist in updating forms, templates, procedures, and internal workflows to improve efficiency and accuracy.

- ~~- Compiles, prepares and maintains statistical reports relating to insurance claims;~~
- ~~— Handles routine insurance claims, including medical only and property damage claims;~~
- ~~— Establishes and maintains insurance claims information, database and files;~~
- ~~— Obtains records relating to insurance claims;~~
- ~~— Maintains account records for insurance bills and processes bills;~~
- ~~— Handles subrogation of insurance claims;~~
- ~~— Assists with the administration of safety programs and training;~~
- ~~— Prepares routine correspondence relating to insurance issues;~~
- ~~— Prepares payroll adjustments;~~
- ~~— Promote 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:

- Strong understanding of confidentiality standards related to claims, personnel records, and legal matters.
- Working knowledge of insurance concepts, claims processes, workers' compensation procedures, or risk-management practices (or the ability to learn quickly).
- Excellent organizational, multitasking, and priority-management skills.
- Proficiency with databases, spreadsheets, word processing, and digital file systems.
- Strong written and verbal communication skills.
- Ability to work with tact, discretion, and professionalism when handling sensitive or emotional situations.
- Analytical ability to identify inconsistencies in data, spot missing documentation, or flag issues needing review by senior staff.
- The ability to maintain a professional demeanor in an office environment with periodic interaction with multiple County departments.
- The ability to handle occasional stressful or urgent matters (injury reports, vehicle accidents, significant property losses).
- The ability to maintain strict confidentiality at all times.

~~Good knowledge of insurance and workers' compensation law, loss control methods and insurance and medical terminology; good knowledge of accounting principles; ability to make decisions in accordance with laws, ordinances, regulations and established policies; willingness and ability to learn a variety of tasks of progressively increasing difficulty; ability to operate various computer software packages, data processing terminal, personal computer and other related equipment; ability to understand and follow complex oral and written directions; ability to do research; ability to prepare clear and concise reports; ability to communicate~~

NEW CASTLE COUNTY GOVERNMENT

Number 0294

CLASS SPECIFICATION

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Date 11/20/18

Title: INSURANCE CLAIMS ASSISTANT

Approved:

~~courteously and effectively, both verbally and in writing; ability to maintain effective and courteous working relationships with brokers, carriers, department managers, union officials, employees and the general public; and thoroughness and dependability.~~

ACCEPTABLE EXPERIENCE AND TRAINING:

- ~~• High school diploma or GED required; associate degree in business administration, risk management, legal studies, or a related field preferred.~~
- ~~• 5 years of administrative or clerical support experience, ideally within insurance, claims, human resources, legal, or government operations.~~
- ~~• Experience handling confidential information in a regulatory or legal environment strongly preferred.~~

~~At least two years experience in the handling of workers' compensation and auto insurance claims and at least two years of college with major course work in business administration or accounting; or any equivalent combination of experience, education and training directly related to the required knowledge, skills and abilities.~~

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

PHYSICAL REQUIREMENTS:

- ~~• Prolonged periods of sitting at a desk and working on a computer (up to 8 hours per day).~~
- ~~• Frequent use of hands and fingers to operate a computer keyboard, mouse, and other standard office equipment.~~
- ~~• Ability to view computer monitors and read printed materials for extended periods.~~
- ~~• Ability to communicate effectively in person, over the phone, and via virtual platforms.~~
- ~~• Occasional standing, walking, bending, or reaching within the office environment.~~
- ~~• Ability to lift and carry light items (typically up to 15 pounds), such as files, documents, or office supplies.~~
- ~~• Ability to maintain concentration and focus in a standard office setting.~~

HISTORY OF REVISIONS:

Established: 02/14/96

Revised: 08/09/99

Revised: 12/05/05

Revised: 11/20/18

Revised: Draft

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 <u>INSURANCE CLAIMS ASSISTANT</u>	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 LEAD PROGRAM ASSISTANT 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
BENEFITS ADMINISTRATOR COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR PARKS DEVELOPMENT PLANNER PAYROLL SUPERVISOR 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												
CONSTRUCTION SUPPORT DIVISION MANAGER												
COUNTY ASSESSOR												
ENGINEERING SERVICES MANAGER												
INFORMATION SYSTEMS MANAGER												
INSURANCE AND LOSS CONTROL MANAGER												
INTERNAL SERVICES MANAGER												
LEAD PROGRAM ADMINISTRATOR												
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: 10/21/2025 (Ordinance 25-119)****Revised: 11/25/2025 (Ordinance 25-144)****Revised: 02/27/2026 (Ordinance 26-009)****Revised: 03/18/2026 (Ordinance 26-022)****Revised: xx/xx/xxxx (Ordinance 26-051) - Lead Program Administrator & Lead Program Assistant Administrator (pending Council approval)****Revised: xx/xx/xxxx (Ordinance 26-xxx) - Insurance Claims Assistant**

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 INSURANCE CLAIMS 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 LEAD PROGRAM ASSISTANT 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
BENEFITS ADMINISTRATOR COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR 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	32	80,113	84,119	88,325	92,740	97,379	102,246	107,359	112,727	118,362	124,281	130,495
INFORMATION SYSTEMS ASSISTANT MANAGER												
LICENSING MANAGER												
MANAGEMENT AND PRODUCTIVITY MANAGER												
PLANNING MANAGER												
SENIOR FINANCIAL OFFICER												
ACCOUNTING AND FISCAL MANAGER	34	88,324	92,739	97,378	102,245	107,358	112,726	118,361	124,280	130,493	137,017	143,868
ASSISTANT LAND USE MANAGER												
CHIEF OF SPECIAL PROJECTS												
COMMUNITY SERVICES MANAGER												
CONSTRUCTION SUPPORT DIVISION MANAGER												
COUNTY ASSESSOR												
ENGINEERING SERVICES MANAGER												
INFORMATION SYSTEMS MANAGER												
INSURANCE AND LOSS CONTROL MANAGER												
INTERNAL SERVICES MANAGER												
LEAD PROGRAM ADMINISTRATOR												
PARKS DIVISION MANAGER												
PENSION PROGRAM MANAGER												
SEWER OPERATIONS MANAGER												
STORMWATER & ENVIRONMENTAL PROGS. MGR												
TREASURY MANAGER												
FINANCE LEGAL OFFICER	35	92,740	97,379	102,246	107,359	112,727	118,362	124,281	130,495	137,019	143,871	151,064
HUMAN RESOURCES MANAGER												
DEPUTY CHIEF FINANCIAL OFFICER	36	97,378	102,245	107,358	112,726	118,361	124,280	130,493	137,017	143,867	151,061	158,614
FIRST ASSISTANT COUNTY ATTORNEY												
PUBLIC WORKS SENIOR MANAGER												
DEPUTY CHIEF OF TECHNOLOGY												
NON-UNION CLASSIFIED SERVICE EMPLOYEES OF EMERGENCY COMMUNICATIONS AND EMERGENCY MEDICAL SERVICES												
ASSISTANT CHIEF OF EMERG. COMMUNICATIONS	32	85,223	89,226	93,434	97,850	102,486	107,356	112,469	117,836	123,471	129,391	135,860
CHIEF OF EMERGENCY COMMUNICATIONS	36	102,014	106,882	111,993	117,362	122,997	128,915	135,128	141,653	148,504	155,697	163,483
CHIEF OF EMERGENCY MEDICAL SERVICES	38	115,085	120,454	126,090	132,007	138,221	144,747	151,598	158,791	166,345	174,275	182,990

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