

City of Dover

Pay Plans for Non Bargaining Positions

1. Pay grades for non bargaining positions were not adjusted for Fiscal Year 2009. Non bargaining employees were not paid according to performance for Fiscal Year 2009, as Council is re-evaluating the Pay-for-Performance plan. Instead, non bargaining employees were paid according to which bargaining unit they supervised. Increases ranged from 3.5 percent to four percent.

Grade	CURRENT		
	Below Market	At Market	Above Market
101	16,016	19,070	22,124
102	16,816	20,023	23,231
103	17,657	21,025	24,393
104	18,540	22,077	25,612
105	19,466	23,180	26,892
106	20,440	24,339	28,237
107	21,463	25,556	29,649
108	22,535	26,833	31,132
109	23,662	28,175	32,687
110	24,846	29,584	34,323
111	26,088	31,063	36,039
112	27,392	32,616	37,840
113	28,762	34,246	39,732
114	30,200	35,959	41,718
115	31,709	37,757	43,803
116	33,295	39,645	45,993
117	34,959	41,627	48,293
118	36,708	43,708	50,708
119	38,542	45,893	53,242
120	40,471	48,188	55,906
121	42,494	50,597	58,700
122	44,619	53,128	61,635
123	46,849	55,783	64,718
124	49,191	58,573	67,953
125	51,652	61,501	71,350
126	54,235	64,577	74,918
127	56,949	67,805	78,663
128	59,794	71,196	82,596
129	62,783	74,755	86,727
130	65,922	78,492	91,062
131	69,219	82,417	95,615
132	72,679	86,537	100,396
133	76,314	90,865	105,416
134	80,130	95,408	110,687
135	84,135	100,178	116,221
136	88,342	105,187	122,032
137	92,760	110,446	128,133

2. New Positions Recommendations

During the budget process, the City Manager received twelve (12) requests for new positions. While originally supporting six (6), due to budget constraints none were approved for inclusion in the budget. There are three new positions for the newly formed Economic Development Division; however these positions were outside of the departmental request process. One of those three positions currently exists in the Main Street budget and will be transferred to the City. The new positions are summarized in the table below.

Department	Position	Justification	Amount Budgeted
Economic Development	Main Street Manager	Coordination of City’s economic development efforts. Existing position from existing Main Street budget.	\$71,642
Economic Development	Marketing Professional	Coordination of City’s economic development efforts.	\$83,853
Economic Development	Administrative Assistant	Coordination of City’s economic development efforts.	\$61,853

3. Reclassification/Upgrades for Non-Bargaining Positions

Eight requests for reclassifications/re-gradings and promotions of non-bargaining positions were reviewed. Seven were included in the budget. Some involved creating a new position title, some involved creating a career ladder and some involved increasing the labor grade of a current position as a result of increased responsibilities.

The Library division of Parks and Recreation is recommending that the Office Assistant II be reclassified to Administrative Assistant.

The budget includes two reclassifications for the Public Services Group and a creation of a career ladder for Planners. The recommendations for reclassifications are GIS Coordinator to GIS Manager and Weed and Seed Coordinator to Community Prevention Manager. The creation of a career ladder among the planning staff is desired. This ladder is being developed for acknowledgement of obtainment of professional certifications. The ladder is being suggested for recruitment and retention, and is similar to the State of Delaware’s career ladder for Planners.

The Public Utilities department is recommending the Water Production Supervisor be re-graded however retain the same job title.

The changes are summarized in the following table.

Department	Position	Justification	Amount Budgeted
Library	Secretary II to Administrative Assistant	Performing Administrative Assistant duties.	\$2,605
Public Services Admin	GIS Coordinator to GIS Manager	Additional responsibilities as the function expand and grow.	\$3,068
Public Services Planning	Weed & Seed Coordinator to Community Prevention Manager	Reclassified to fit actual duties being performed.	\$744
Public Services Planning	Planner I	Creates a progressive career path for Planners.	N/A
Public Services Planning	Senior Planner	Creates a progressive career path for Planners.	N/A
Public Services Planning	Planner to Planner II	Creates a progressive career path for Planners.	\$2,303
Public Utilities Water Treatment	Water Production Supervisor Re-grading	Reclassified to fit actual duties being performed.	\$3,338

4. Reclassification Re-grading of Bargaining Positions

These positions were reviewed with the IUE Union and department heads outside of negotiations. The union, as well as, the City reviewed the positions for consideration. These changes are supported by management.

The changes are summarized in the table below.

Department	Position	Justification	Amount Budgeted
Police	Communications Operators	Re-grading 11 from a grade 17 to 18	\$30,261
Police	Animal Control Officer	Re-grade one from a grade 11 to 12	\$1,909
Central Services	Mechanic I to Mechanic II	Re-grade one from grade 15 to 19	\$10,468
Central Services	Courier to Central Mailroom Clerk	Re-grade one from grade 12 to 13	\$1,747
Central Services	Storekeeper I	Re-grade two from grade 12 to 13	\$3,454
Central Services	Storekeeper II	Re-grade one from grade 14 to 15	\$2,198

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