
MEMORANDUM

To: Mayor and City Council

From: Chris Pike, Finance Director

Date: 12/10/2012

Subject: **Amendment of City Position Allocation Chart and City Position and Compensation Chart Related to the Sergeant, Police Officer and Prisoner Transport Officer Positions**

ITEM DESCRIPTION

To approve updates to the City Position Allocation Chart and the City Position and Compensation Chart to create one (1) Sergeant position, three (3) Police Officer positions, and one (1) Prisoner Transport Officer position effective January 1, 2013.

BACKGROUND

Council has added budget for FY 2013 for the above positions.

EVALUATION

The Sergeant, Police Officer, and Prisoner Transport Officer positions are added to the Full Time headcount on the Position Allocation Chart.

A salary study was conducted for the new position of Prisoner Transport Officer. Staff requested job descriptions and salary data from comparable cities to establish a competitive pay range for the position. The recommended salary range for the Prisoner Transport Officer position is a minimum of \$27,200 and a maximum of \$ 40,800.

RECOMMENDED ACTION

It is respectfully requested that Council approve the Staff's recommendation to modify the current Position Allocation Chart and the Position and Compensation Chart to include one (1) Sergeant position, three (3) Police Officer positions, and one (1) Prisoner Transport Officer position effective January 1, 2013.

PROPOSED POSITION ALLOCATION AND COMPENSATION CHART

Department/Title	Full Time	Elected Officials	Salary Summary	
			Avg. Low	Avg. High
General Government Mayor City Council		1 6	Set by Charter Set by Charter	Set by Charter Set by Charter
Office of the City Manager City Manager Assistant to the City Manager	1 1		Set by Council \$ 48,000	Set by Council \$ 72,000
Administrative Services City Clerk	1		\$ 59,821	\$ 93,307
Financial Services Division Finance Director	1		\$ 102,884	\$ 133,733
Public Safety Chief of Police Deputy Chief of Police Lieutenant Sergeant Police Officer Police Service Representative (non-sworn) Crime Scene Technician (non-sworn) Property & Evidence Technician (non-sworn) Executive Assistant (non-sworn) Terminal Agency Coordinator (non-sworn) Prisoner Transport Officer (non-sworn)	1 1 3 9 36 4 1 1 1 1 1		\$ 94,120 \$ 74,700 \$ 61,700 \$ 48,400 \$ 38,500 \$ 29,500 \$ 34,700 \$ 30,488 \$ 39,900 \$ 34,000 \$ 27,200	\$ 127,054 \$ 92,000 \$ 80,500 \$ 69,900 \$ 57,200 \$ 42,100 \$ 49,900 \$ 46,000 \$ 58,600 \$ 49,000 \$ 40,800
Municipal Court Administrator Deputy Municipal Court Clerk	1 2		\$ 48,666 \$ 32,000	\$ 68,349 \$ 48,000

MEMORANDUM

To: Mayor and City Council

From: Nicole Stojka, Human Resources Manager

Date: 12/10/2012

Subject: **Discussion of Amendment of City Position and Compensation Chart Related to the City Clerk Position**

ITEM DESCRIPTION

Discussion of the salary range for the City Clerk position.

BACKGROUND

The incumbent City Clerk is currently near the maximum of her salary range, and her annual performance and salary review are being conducted at this time. Staff has analyzed job descriptions and salary information from survey data to determine market comparisons for the City Clerk position.

ANALYSIS

Due to the wide variance in the job duties of the City Clerk position in different municipalities, it is difficult to draw direct comparisons from the job descriptions and salary data collected. However, the salary range data collected for the City Clerk position shows that other cities have a wider spread between the minimum and maximum salary for the City Clerk position than in Dunwoody. A range spread of 50% or greater is generally targeted in compensation analysis of senior or critical positions. The range spread for City Clerk positions in the salary data collected generally fell within the 50%-60% range. Our current range spread is only 39%, which creates too narrow of a salary range for the City to remain competitive. This causes an incumbent to reach the maximum of the salary range very quickly since the range is narrow.

Two years ago, Council amended the City Clerk salary range to increase the range maximum to \$83,310. At this time, increasing the salary range maximum by 12% would bring the top of the salary range to \$93,307 and create a 56% spread between the minimum salary and the maximum salary. It also will allow room for salary growth for the incumbent in this critical position. Please note that increasing the range does not commit the Council to any actual merit increases.

With only one person in this position classification, there are no unintended consequences and if the position were to be vacated, the range can be redefined at that time.

RECOMMENDED ACTION

It is respectfully requested that Council approve staff's recommendation to modify the current Position and Compensation Chart to adjust the salary range for the City Clerk position to retain a range minimum of \$59,821 and increase the range maximum from \$83,310 to \$93,307.