
MEMORANDUM

To: Mayor and City Council

From: Nicole Stojka, Human Resources Manager

Date: 11/12/2012

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.

PROPOSED POSITION AND COMPENSATION CHART

Department/Title	Full Time	Salary Summary	
		Avg. Low	Avg. High
Office of the City Manager Assistant to the City Manager	1	\$ 48,000	\$ 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	1	\$ 94,120	\$ 127,054
Deputy Chief of Police	1	\$ 74,700	\$ 92,000
Lieutenant	3	\$ 61,700	\$ 80,500
Sergeant	8	\$ 48,400	\$ 69,900
Patrol Officer	33	\$ 38,500	\$ 57,200
Police Service Representative (non-sworn)	4	\$ 29,500	\$ 42,100
Crime Scene Technician (non-sworn)	1	\$ 34,700	\$ 49,900
Property & Evidence Technician (non-sworn)	1	\$ 30,488	\$ 46,000
Executive Assistant (non-sworn)	1	\$ 39,900	\$ 58,600
Terminal Agency Coordinator (non-sworn)	1	\$ 34,000	\$ 49,000
Municipal			
Court Administrator	1	\$ 48,666	\$ 68,349
Deputy Municipal Court Clerk	2	\$ 32,000	\$ 48,000