

To: Members
Dunwoody City Council

From: Nicole Stojka
Human Resources Director

Re: Approval of Amendment of City Position Allocation and Compensation Chart

Date: July 11, 2022

Action

Authorize the Mayor, City Manager, or designee to approve an amendment to the City's Position Allocation and Compensation Chart and to provide pay adjustments for all City employees.

Summary

On a regular basis, Staff conducts and participates in salary surveys to verify that the City's salary structure remains market competitive. Due to inflationary pressures, Staff recommends a mid-year update to the City's salary ranges and employee salaries.

Details

Inflation has greatly impacted the local job market, and it is becoming increasingly challenging to maintain a competitive position in this market. For both recruitment and retention reasons, Staff recommends the following:

- Increasing the pay for the positions of Police Officer, Detective, Sergeant, and Lieutenant by 6%.
- Increasing the pay for all other City positions by 4%.
- Increasing the City's salary ranges by 6%.
- Increasing the hiring grid for the Police Officer position by 6% to maintain equity between new hires and existing employees.

Currently, the City is converting to a new payroll system and will implement these actions in the next available paycheck. No matter when implemented, Staff recommends that increases will be effective with the pay period starting June 30, 2022.

If the Council approves these proposed changes, then employee pay will have increased from March 2021 to June 2022 as follows:

- All employees will have received pay increases totaling at least 13%.
- Lieutenants will have received pay increases totaling 15%.
- Officers, Detectives, and Sergeants will have received average pay increases totaling 20.8%.

The following Position Allocation and Compensation Charts show the current and proposed salary ranges. With estimated City salaries and benefits, the additional cost to the City would be \$398,000 for a full year. If approved by Council, a budget amendment from the Finance Director will be forthcoming. The increase in cost for this year will be covered within the approximately \$1 million to be generated from moving the millage rate from 2.740 mills to 3.040 mills.

Recommendation

Authorize the Mayor, City Manager, or designee to approve an amendment to the City's Position Allocation and Compensation Chart and to provide pay adjustments for all City employees.



POSITION ALLOCATION AND COMPENSATION CHART

Grade	Department	Title	Full Time	Elected Officials	Salary Range	
					Minimum	Maximum
101	Police	Prisoner Transport Officer	2		\$29,208	\$46,733
104	Police	Police Service Representative	6		\$36,794	\$58,870
104	City Clerk	Records Clerk	1		\$36,794	\$58,870
105	Municipal Court	Deputy Municipal Court Clerk	3		\$39,737	\$63,580
105	Police	Property and Evidence Technician	2		\$39,737	\$63,580
106	Police	Crime and Intelligence Analyst	1		\$42,917	\$68,667
106	Police	Crime Scene Technician	1		\$42,917	\$68,667
106	Police	Executive Assistant	1		\$42,917	\$68,667
107	Police	Detective	9		\$46,350	\$74,160
107	Human Resources	Human Resources Generalist	1		\$46,350	\$74,160
107	Police	Police Officer	36		\$46,350	\$74,160
107	Police	Records Supervisor	1		\$46,350	\$74,160
108	City Clerk	Deputy City Clerk	1		\$50,058	\$80,092
110	Economic Development	Business Retention and Cultural Development Manager	1		\$58,388	\$93,420
110	Police	Sergeant	11		\$58,388	\$93,420
111	Finance and Administration	Accounting Manager	1		\$63,058	\$104,047
111	Communications	Communications Manager	1		\$63,058	\$104,047
111	Human Resources	Human Resources Manager	1		\$63,058	\$104,047
111	Police	Lieutenant	4		\$63,058	\$104,047
111	Technology	Technology Manager	1		\$63,058	\$104,047
112	Municipal Court	Municipal Court Clerk	1		\$68,103	\$112,371
113	Finance and Administration	Assistant Finance Director	1		\$73,552	\$121,361
114	City Clerk	City Clerk	1		\$79,436	\$131,069
114	Police	Major	2		\$79,436	\$131,069
116	Communications	Communications Director	1		\$92,654	\$152,879
116	Community Development	Community Development Director	1		\$92,654	\$152,879
116	Police	Deputy Chief	1		\$92,654	\$152,879
116	Economic Development	Economic Development Director	1		\$92,654	\$152,879
116	Human Resources	Human Resources Director	1		\$92,654	\$152,879
116	Parks and Recreation	Parks and Recreation Director	1		\$92,654	\$152,879
116	Technology	Technology Director	1		\$92,654	\$152,879
117	Public Works	Public Works Director	1		\$100,067	\$165,109
118	City Manager	Assistant City Manager	1		\$108,072	\$178,318
118	Finance and Administration	Finance Director	1		\$108,072	\$178,318
118	Police	Police Chief	1		\$108,072	\$178,318



Grade	Department	Title	Full Time	Elected Officials	Salary Range	
					Minimum	Maximum
	City Manager	City Manager		1	Set by Council	Set by Council
	General Government	City Council		6	Set by Charter	Set by Charter
	General Government	Mayor		1	Set by Charter	Set by Charter



PROPOSED POSITION ALLOCATION AND COMPENSATION CHART

Grade	Department	Title	Full Time	Elected Officials	Salary Range	
					Minimum	Maximum
101	Police	Prisoner Transport Officer	2		\$30,960	\$49,537
104	Police	Police Service Representative	6		\$39,002	\$62,402
104	City Clerk	Records Clerk	1		\$39,002	\$62,402
105	Municipal Court	Deputy Municipal Court Clerk	3		\$42,121	\$67,395
105	Police	Property and Evidence Technician	2		\$42,121	\$67,395
106	Police	Crime and Intelligence Analyst	1		\$45,492	\$72,787
106	Police	Crime Scene Technician	1		\$45,492	\$72,787
106	Police	Executive Assistant	1		\$45,492	\$72,787
107	Police	Detective	9		\$49,131	\$78,610
107	Human Resources	Human Resources Generalist	1		\$49,131	\$78,610
107	Police	Police Officer	36		\$49,131	\$78,610
107	Police	Records Supervisor	1		\$49,131	\$78,610
108	City Clerk	Deputy City Clerk	1		\$53,061	\$84,898
110	Economic Development	Business Retention and Cultural Development Manager	1		\$61,891	\$99,025
110	Police	Sergeant	11		\$61,891	\$99,025
111	Finance and Administration	Accounting Manager	1		\$66,841	\$110,290
111	Communications	Communications Manager	1		\$66,841	\$110,290
111	Human Resources	Human Resources Manager	1		\$66,841	\$110,290
111	Police	Lieutenant	4		\$66,841	\$110,290
111	Technology	Technology Manager	1		\$66,841	\$110,290
112	Municipal Court	Municipal Court Clerk	1		\$72,189	\$119,113
113	Finance and Administration	Assistant Finance Director	1		\$77,965	\$128,643
114	City Clerk	City Clerk	1		\$84,202	\$138,933
114	Police	Major	2		\$84,202	\$138,933
116	Communications	Communications Director	1		\$98,213	\$162,052
116	Community Development	Community Development Director	1		\$98,213	\$162,052
116	Police	Deputy Chief	1		\$98,213	\$162,052
116	Economic Development	Economic Development Director	1		\$98,213	\$162,052
116	Human Resources	Human Resources Director	1		\$98,213	\$162,052
116	Parks and Recreation	Parks and Recreation Director	1		\$98,213	\$162,052
116	Technology	Technology Director	1		\$98,213	\$162,052
117	Public Works	Public Works Director	1		\$106,071	\$175,016
118	City Manager	Assistant City Manager	1		\$114,556	\$189,017
118	Finance and Administration	Finance Director	1		\$114,556	\$189,017
118	Police	Police Chief	1		\$114,556	\$189,017



Grade	Department	Title	Full Time	Elected Officials	Salary Range	
					Minimum	Maximum
	City Manager	City Manager		1	Set by Council	Set by Council
	General Government	City Council		6	Set by Charter	Set by Charter
	General Government	Mayor		1	Set by Charter	Set by Charter

Grade	Department	Title	Current Salary Range Min	Proposed Salary Range Min	\$ Differential for Min	% Differential	Current Salary Range Max	Proposed Salary Range Max	\$ Differential for Max	% Differential
101	Police	Prisoner Transport Officer	\$29,208	\$30,960	\$1,752	6%	\$46,733	\$49,537	\$2,804	6%
104	Police	Police Service Representative	\$36,794	\$39,002	\$2,208	6%	\$58,870	\$62,402	\$3,532	6%
104	City Clerk	Records Clerk	\$36,794	\$39,002	\$2,208	6%	\$58,870	\$62,402	\$3,532	6%
105	Municipal Court	Deputy Municipal Court Clerk	\$39,737	\$42,121	\$2,384	6%	\$63,580	\$67,395	\$3,815	6%
105	Police	Property and Evidence Technician	\$39,737	\$42,121	\$2,384	6%	\$63,580	\$67,395	\$3,815	6%
106	Police	Crime and Intelligence Analyst	\$42,917	\$45,492	\$2,575	6%	\$68,667	\$72,787	\$4,120	6%
106	Police	Crime Scene Technician	\$42,917	\$45,492	\$2,575	6%	\$68,667	\$72,787	\$4,120	6%
106	Police	Executive Assistant	\$42,917	\$45,492	\$2,575	6%	\$68,667	\$72,787	\$4,120	6%
107	Police	Detective	\$46,350	\$49,131	\$2,781	6%	\$74,160	\$78,610	\$4,450	6%
107	Human Resources	Human Resources Generalist	\$46,350	\$49,131	\$2,781	6%	\$74,160	\$78,610	\$4,450	6%
107	Police	Police Officer	\$46,350	\$49,131	\$2,781	6%	\$74,160	\$78,610	\$4,450	6%
107	Police	Records Supervisor	\$46,350	\$49,131	\$2,781	6%	\$74,160	\$78,610	\$4,450	6%
108	City Clerk	Deputy City Clerk	\$50,058	\$53,061	\$3,003	6%	\$80,092	\$84,898	\$4,806	6%
110	Economic Development	Business Retention and Cultural Development Manager	\$58,388	\$61,891	\$3,503	6%	\$93,420	\$99,025	\$5,605	6%
110	Police	Sergeant	\$58,388	\$61,891	\$3,503	6%	\$93,420	\$99,025	\$5,605	6%
111	Finance and Administration	Accounting Manager	\$63,058	\$66,841	\$3,783	6%	\$104,047	\$110,290	\$6,243	6%
111	Communications	Communications Manager	\$63,058	\$66,841	\$3,783	6%	\$104,047	\$110,290	\$6,243	6%
111	Human Resources	Human Resources Manager	\$63,058	\$66,841	\$3,783	6%	\$104,047	\$110,290	\$6,243	6%
111	Police	Lieutenant	\$63,058	\$66,841	\$3,783	6%	\$104,047	\$110,290	\$6,243	6%
111	Technology	Technology Manager	\$63,058	\$66,841	\$3,783	6%	\$104,047	\$110,290	\$6,243	6%
112	Municipal Court	Municipal Court Clerk	\$68,103	\$72,189	\$4,086	6%	\$112,371	\$119,113	\$6,742	6%
113	Finance and Administration	Assistant Finance Director	\$73,552	\$77,965	\$4,413	6%	\$121,361	\$128,643	\$7,282	6%
114	City Clerk	City Clerk	\$79,436	\$84,202	\$4,766	6%	\$131,069	\$138,933	\$7,864	6%
114	Police	Major	\$79,436	\$84,202	\$4,766	6%	\$131,069	\$138,933	\$7,864	6%
116	Communications	Communications Director	\$92,654	\$98,213	\$5,559	6%	\$152,879	\$162,052	\$9,173	6%
116	Community Development	Community Development Director	\$92,654	\$98,213	\$5,559	6%	\$152,879	\$162,052	\$9,173	6%
116	Police	Deputy Chief	\$92,654	\$98,213	\$5,559	6%	\$152,879	\$162,052	\$9,173	6%
116	Economic Development	Economic Development Director	\$92,654	\$98,213	\$5,559	6%	\$152,879	\$162,052	\$9,173	6%
116	Human Resources	Human Resources Director	\$92,654	\$98,213	\$5,559	6%	\$152,879	\$162,052	\$9,173	6%
116	Parks and Recreation	Parks and Recreation Director	\$92,654	\$98,213	\$5,559	6%	\$152,879	\$162,052	\$9,173	6%
116	Technology	Technology Director	\$92,654	\$98,213	\$5,559	6%	\$152,879	\$162,052	\$9,173	6%
117	Public Works	Public Works Director	\$100,067	\$106,071	\$6,004	6%	\$165,109	\$175,016	\$9,907	6%
118	City Manager	Assistant City Manager	\$108,072	\$114,556	\$6,484	6%	\$178,318	\$189,017	\$10,699	6%
118	Finance and Administration	Finance Director	\$108,072	\$114,556	\$6,484	6%	\$178,318	\$189,017	\$10,699	6%
118	Police	Police Chief	\$108,072	\$114,556	\$6,484	6%	\$178,318	\$189,017	\$10,699	6%
	City Manager	City Manager	Set by Council	Set by Council	N/A	N/A	Set by Council	Set by Council		N/A
	General Government	City Council	Set by Council	Set by Council	N/A	N/A	Set by Council	Set by Council		N/A
	General Government	Mayor	Set by Council	Set by Council	N/A	N/A	Set by Council	Set by Council		N/A