

To: Members  
Dunwoody City Council

From: Heather Vseer  
Human Resources Manager

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

Date: July 24, 2023

### **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 and benefits surveys to verify that the City's salary structure and benefits remain market competitive. To review the adequacy of the City's current compensation plan, Staff recently worked with Evergreen Solutions to conduct a study and analyze salary and benefits data from several comparable and/or competitive municipalities.

Current survey data indicates that in order to remain competitive with surrounding cities, the City should update its salary ranges. The following Position Allocation and Compensation Charts show the current and proposed salary ranges. Evergreen's final report also is attached, which notes proposed changes to the City's current salary ranges, range spreads, and grade progressions. This proposed structure addresses concerns of compression between supervisors and subordinates and provides more flexibility for future growth. The proposed Position Allocation and Compensation Chart now incorporates midpoints.

At the recommendation of Evergreen Solutions, and after consultation with the internal project team, the decision was made to increase the grades for the following positions based on market data and plan structure: Executive Assistant (grade 107), Human Resources Generalist (grade 108), Records Supervisor (grade 109), Human Resources Manager (grade 112), Lieutenant (grade 112), Deputy Community Development Director (grade 114), Technology Manager (grade 114), Assistant Finance Director (grade 115), Major (grade 115), Deputy Public Works Director (grade 116), Human Resources Director (grade 118), Technology Director (grade 118), and Assistant City Manager (grade 119).

## **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 City's salary ranges by 11.5% based on survey data in order to benchmark the City's pay at 85% of the local market.
- Increasing the hiring grid for the Police Officer position by the same 11.5% to fall within the new salary range.
- An average increase of 10% for Police Officers and Detectives.
  - This increase results from placing existing Police Officers and Detectives on the new hiring grid to maintain equity between new hires and existing employees.
  - No Police Officer or Detective will receive a pay reduction if current pay exceeds position on the proposed hiring grid.
- A 10% increase for Sergeants and Lieutenants, to match the average increase for Police Officers and Detectives, which will alleviate compression and maintain internal equity.
- Increasing the pay for all other City positions by 4%.
- Any Police Officer or Detective whose current pay already exceeds their position on the proposed hiring grid also will receive the 4% increase.
- Any employee who does not reach the minimum of their pay grade with the 4% increase will receive an additional increase to bring them to the new minimum.

If approved, the City will implement these actions effective August 1<sup>st</sup>.

With estimated City salaries and benefits, the additional cost to the City would be \$636,892 for a full year. If approved by Council, a budget amendment from the Finance Director will be forthcoming.

## **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.



## PROPOSED POSITION ALLOCATION AND COMPENSATION CHART

Grade	Department	Title	Full Time	Elected Officials	Salary Range		
					Minimum	Midpoint	Maximum
101	Police	Prisoner Transport Officer	2		\$35,900	\$46,670	\$57,440
104	Police	Police Service Representative	6		\$45,224	\$58,792	\$72,359
104	City Clerk	Records Clerk	1		\$45,224	\$58,792	\$72,359
105	Municipal Court	Deputy Municipal Court Clerk	3		\$48,843	\$63,495	\$78,148
105	Police	Property and Evidence Technician	2		\$48,843	\$63,495	\$78,148
106	Police	Crime and Intelligence Analyst	1		\$52,750	\$68,576	\$84,401
106	Police	Crime Scene Technician	1		\$52,750	\$68,576	\$84,401
107	Police	Detective	8		\$56,970	\$74,061	\$91,152
107	Police	Executive Assistant	1		\$56,970	\$74,061	\$91,152
107	Police	Police Officer	37		\$56,970	\$74,061	\$91,152
108	City Clerk	Deputy City Clerk	1		\$61,527	\$79,986	\$98,444
108	Human Resources	Human Resources Generalist	1		\$61,527	\$79,986	\$98,444
109	Police	Records Supervisor	1		\$66,450	\$86,385	\$106,320
110	Economic Development	Business Retention and Cultural Development Manager	1		\$73,095	\$95,023	\$116,952
110	Police	Sergeant	11		\$73,095	\$95,023	\$116,952
111	Finance and Administration	Accounting Manager	1		\$78,942	\$102,625	\$126,308
111	Communications	Communications Manager	1		\$78,942	\$102,625	\$126,308
112	Human Resources	Human Resources Manager	1		\$85,258	\$110,836	\$136,413
112	Police	Lieutenant	4		\$85,258	\$110,836	\$136,413
112	Municipal Court	Municipal Court Clerk	1		\$85,258	\$110,836	\$136,413
114	City Clerk	City Clerk	1		\$101,287	\$131,674	\$162,060



Grade	Department	Title	Full Time	Elected Officials	Salary Range		
					Minimum	Midpoint	Maximum
114	Community Development	Deputy Community Development Director	1		\$101,287	\$131,674	\$162,060
114	Technology	Technology Manager	1		\$101,287	\$131,674	\$162,060
115	Finance	Assistant Finance Director	1		\$109,391	\$142,208	\$175,025
115	Police	Major	2		\$109,391	\$142,208	\$175,025
116	Communications	Communications Director	1		\$118,142	\$153,585	\$189,028
116	Community Development	Community Development Director	1		\$118,142	\$153,585	\$189,028
116	Police	Deputy Chief	1		\$118,142	\$153,585	\$189,028
116	Public Works	Deputy Public Works Director	1		\$118,142	\$153,585	\$189,028
116	Economic Development	Economic Development Director	1		\$118,142	\$153,585	\$189,028
116	Parks and Recreation	Parks and Recreation Director	1		\$118,142	\$153,585	\$189,028
117	Public Works	Public Works Director	1		\$127,594	\$165,872	\$204,150
118	Finance and Administration	Finance Director	1		\$137,802	\$179,142	\$220,482
118	Human Resources	Human Resources Director	1		\$137,802	\$179,142	\$220,482
118	Police	Police Chief	1		\$137,802	\$179,142	\$220,482
118	Technology	Technology Director	1		\$137,802	\$179,142	\$220,482
119	City Manager	Assistant City Manager	1		\$148,826	\$193,473	\$238,121
	City Manager	City Manager	1		Set by Council	Set by Council	Set by Council
	General Government	City Council		6	Set by Charter	Set by Charter	Set by Charter
	General Government	Mayor		1	Set by Charter	Set by Charter	Set by Charter

# City of Dunwoody

## Police Officer Hiring Scale

**Grid w/Current Pay Range**

Police Officer with:	No Experience	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10+ Years
HS Diploma or Equivalent	\$51,096	\$52,629	\$54,208	\$55,834	\$57,509	\$59,234	\$61,011	\$62,842	\$64,727	\$66,669	\$68,669
Associate Degree	\$52,346	\$53,879	\$55,458	\$57,084	\$58,759	\$60,484	\$62,261	\$64,092	\$65,977	\$67,919	\$69,919
Bachelor's Degree	\$53,596	\$55,129	\$56,708	\$58,334	\$60,009	\$61,734	\$63,511	\$65,342	\$67,227	\$69,169	\$71,169
Master's Degree	\$54,846	\$56,379	\$57,958	\$59,584	\$61,259	\$62,984	\$64,761	\$66,592	\$68,477	\$70,419	\$72,419

**Grid w/Proposed Pay Range**

Police Officer with:	No Experience	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10+ Years
HS Diploma or Equivalent	\$56,970	\$58,679	\$60,440	\$62,253	\$64,120	\$66,044	\$68,025	\$70,066	\$72,168	\$74,333	\$76,563
Associate Degree	\$58,220	\$59,929	\$61,690	\$63,503	\$65,370	\$67,294	\$69,275	\$71,316	\$73,418	\$75,583	\$77,813
Bachelor's Degree	\$59,470	\$61,179	\$62,940	\$64,753	\$66,620	\$68,544	\$70,525	\$72,566	\$74,668	\$76,833	\$79,063
Master's Degree	\$60,720	\$62,429	\$64,190	\$66,003	\$67,870	\$69,794	\$71,775	\$73,816	\$75,918	\$78,083	\$80,313