



Office of the City Manager
5200 Emerald Parkway • Dublin, OH 43017-1090
Phone: 614-410-4400 • Fax: 614-410-4490

Memo

To: Members of Dublin City Council
From: Dana L. McDaniel, City Manager 
Date: October 29, 2015
Initiated By: Homer C. Rogers, Jr., Director of Human Resources
Re: Ordinance 82-15 – Amending the “Compensation Plan” regarding the Administrative Support Network and Information Technology

• **Administrative Support Network**

Background

In October 2014, the Human Resources Department was tasked by former City Manager Marsha Grigsby to evaluate, reorganize, and define the purpose of the administrative support network (ASN) within the City of Dublin. The overarching goal of this review was to create a classification with higher progressive knowledge, skills, abilities, and tasks within a common profession. This model delineates different levels of work within an area that engages in similar work to create a defined career path for an individual and the organization. In addition, it would provide opportunities of continuous professional growth to our existing staff and help carry on our ability to attract and retain a talented and high-quality workforce.

The City of Dublin hired JK Evans & Associates in October 2014 to administer and assess our job descriptions and pay grades with our ASN staff. This study was accomplished in coordination with our ASN employees, supervisors in multiple areas within the City, and the Human Resources Department. JK Evans & Associates looked at each job description along with individual duties and slotted individuals into appropriate and like job classifications around the City. The study was completed in May of 2015 with recommendations given to stakeholders along with gaining necessary feedback regarding proposed classifications. To date, the consultant’s analysis and pay classification recommendations have been reviewed by Human Resources, supervisors, and senior management. Herein, with slight modification, is the recommendation to adopt the new proposed pay ranges and job family structure for our ASN group in 2016.

Summary

Attached for your consideration is Ordinance No. 82-15, amending Ordinance No. 73-06 (“Compensation Plan” for non-union personnel). Adoption of this ordinance will accomplish the following objectives:

- Modify the pay ranges of the Administrative Support Network’s job classifications from six to four
- Create new classifications for our administrative support staff
- Enable the City to aggressively compete for and retain high quality candidates

The amendments contained within this legislation regarding the creation of new job classification titles and adjusted pay grades are consistent with those identified in the 2016 Operating Budget.

Adopting this new restructure, along with condensing pay grades, would cost the City approximately \$24,802.00 over currently projected payroll increases in the 2016 budget year. This figure accounts for yearly March increases for our support staff within their individual pay range structure.

Section 1: Adjusted Classification

Per the ASN job classification study, it is proposed to create fewer administrative support positions within the existing classifications. The new classification titles and corresponding pay grades would be grouped within the Administrative Support heading. The proposed ASN job family classifications are:

| | |
|---------------------------------------|---------------|
| Administrative Support I | Pay Grade 6.1 |
| Administrative Support II | Pay Grade 5.2 |
| Administrative Support III | Pay Grade 5.1 |
| Executive Administrative Professional | Pay Grade 4.3 |

Section 2: Adjusted Classification

It is proposed that the current Administrative Support and Clerical job classification titles and corresponding pay grades be removed from the Compensation Plan. These titles and pay grades recommended for removal include:

| | |
|---------------------------|---------------|
| Office Assistant I | Pay Grade 6.2 |
| Office Assistant II | Pay Grade 6.1 |
| Staff Assistant | Pay Grade 5.3 |
| Administrative Assistant | Pay Grade 5.2 |
| Administrative Specialist | Pay Grade 5.1 |
| Executive Assistant | Pay Grade 5.1 |

- **Information Technology**

Background

In May 2014, the Human Resources Department initiated a title change for the Network Administrator position. An extensive comparative analysis was completed of industry titles prior to this change. From the results of the analysis, it was found that the Network Administrator position should be re-titled as a Network Engineer, as the Engineer title was comparable to other like entities with the same duties in the Information Technology field. There would be no changes in responsibilities, duties, and pay range to the individual moving into the newly titled Network Engineer position. Subsequently, the title was changed to "Network Engineer" in the 2015 City operating budget, our Payroll system, and compensation handbook but was not changed within the City's compensation plan. Since the change was not officially made and amended through a City Ordinance, the Network Administrator position still exists within the compensation plan. Even though the City has operated with a Network Engineer within the last year, the formal title, for compensation purposes, is still Network Administrator.

With the new City reorganization and additional areas of growth with DubLink within the

Department of Information Technology comes the need for a new Network Engineer position. This additional position will be different in scope and duties compared to the Network Administrator position that currently exists within the compensation plan. According to the 2016 Modis Salary Guide, a Network Administrator maintains and supports internal and external networks whereas a Network Engineer oversees the installation, configuration, and maintenance of these internal and external networks. In keeping up with the continued development of DubLink and the broadband capabilities that come with this venture, it is essential that the City has the appropriate City staff on hand to oversee this endeavor. What this means for the City is creating an additional position within the network field, which will enable us to keep up with this high demand. Herein, with slight modification, is the recommendation to adopt the new position of Network Engineer in 2016.

Summary

Attached for your consideration is Ordinance No. 82-15, amending Ordinance No. 73-06 ("Compensation Plan" for non-union personnel). Adoption of this ordinance will accomplish the following objectives:

- Incorporate a new Network Engineer job classification as identified in the 2016 Operating Budget
- Enable the City to continue on a path of improvement and innovation
- Provide adequate resources within the Department of Information Technology to newly created ventures with broadband and network technology and maintenance

The amendments contained within this legislation regarding the creation of a new job classification title are consistent with those identified in the 2016 Operating Budget.

Section 1: New Classification

Per the City's current and future demands, it is proposed to create a new Network Engineer position, which will enable us as a City to accomplish goals and administer and maintain programs and operations. The new classification title and corresponding pay grade would be grouped within the Information Technology heading. The proposed new job classification and corresponding pay grade are:

Network Engineer

Pay Grade 4.2

Recommendation

Staff recommends adoption of Ordinance 82-15 at the second reading/public hearing on November 16, 2015.

Attachment: Exhibit A - Redline of job classifications and pay grades

RECORD OF ORDINANCES

Ordinance No. 82-15

Passed _____, 20____

AN ORDINANCE AMENDING SECTION 2 (WAGE & SALARY STRUCTURE/ADMINISTRATION) OF ORDINANCE NO. 73-06 ("COMPENSATION PLAN FOR NON-UNION PERSONNEL")

WHEREAS, Council has determined, upon the recommendation of the City Manager, that certain sections of the Compensation Plan for non-union personnel should be amended; and

WHEREAS, Council has determined that these amendments are necessary for the administrative and operational effectiveness of the City of Dublin and will enhance the City of Dublin's competitive position in the labor market, thus aiding in the recruitment and retention of a talented, high quality workforce; and

WHEREAS, Council desires that the City of Dublin remain an "Employer of Choice" in the Central Ohio region.

NOW, THEREFORE, BE IT ORDAINED By the Council of the City of Dublin, State of Ohio, _____ of the elected members concurring that:

Section 1. Section 2 (Wage & Salary Structure/Administration), paragraph A of Ordinance No. 73-06 be amended by incorporating the following new classification titles and corresponding pay grades under the functional categorical headings:

Administrative Support

| Classification | Pay Grade |
|---------------------------------------|------------------|
| Administrative Support I | 6.1 |
| Administrative Support II | 5.2 |
| Administrative Support III | 5.1 |
| Executive Administrative Professional | 4.3 |

Information Technology

| Classification | Pay Grade |
|-----------------------|------------------|
| Network Engineer | 4.2 |

Section 2. Section 2 (Wage & Salary Structure/Administration), paragraph A of Ordinance No. 73-06 be amended by eliminating the current job classification titles and corresponding pay grades:

Administrative Support

| Classification | Pay Grade |
|---------------------------|------------------|
| Staff Assistant | 5.3 |
| Administrative Assistant | 5.2 |
| Administrative Specialist | 5.1 |
| Executive Assistant | 5.1 |

RECORD OF ORDINANCES

Ordinance No. 82-15

Passed _____ Page 2 of 2 _____, 20____

Clerical Support

| Classification | Pay Grade |
|-----------------------|------------------|
| Office Assistant I | 6-2 |
| Office Assistant II | 6-1 |

Section 3. This Ordinance shall take effect and be in force upon the earliest date permitted by law.

Passed this _____ day of _____, 2015.

Mayor – Presiding Officer

ATTEST:

Clerk of Council

Exhibit A

Administrative Support

| Classification | Pay Grade |
|---|---------------------------|
| <u>Administrative Support I</u> | <u>6.1</u> |
| Staff Assistant | 5.3 |
| Administrative Assistant <u>Administrative Support II</u> | 5.2 |
| Administrative Specialist <u>Administrative Support III</u> | 5.1 |
| Executive Assistant <u>Executive Administrative Professional</u> | 5.1 <u>4.3</u> |

Glerical Support

| Classification | Pay Grade |
|--------------------------------|------------------|
| Office Assistant I | 6.2 |
| Office Assistant II | 6.1 |

Information Technology

| Classification | Pay Grade |
|---------------------------------------|------------------|
| Support Services Analyst | 5.1 |
| GIS Analyst | 5.1 |
| Senior GIS Analyst | 4.3 |
| Senior Support Services Analyst | 4.3 |
| Software Application Specialist | 4.3 |
| Network Administrator | 4.2 |
| <u>Network Engineer</u> | <u>4.2</u> |
| Support Services Administrator | 4.2 |
| GIS Administrator | 4.1 |
| Information Technology Project Leader | 4.1 |
| Network Operations Manager | 3.3 |
| Director of Information Technology | 2.0 |