

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 51 - 2022

JULY 20, 2022

---

AN ORDINANCE

Adhering to Part One Administrative Legislation, Chapter 80 Personnel Policies, Section 80-7, Part E (1) by forwarding the recommendations of the Reclassification Committee to City Council.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: Per Section 80-7(E)(1) of the City Charter, the established Reclassification Committee recommends the following reclassifications:

In Public Works, the position of MS4 coordinator should be re-titled to MS4 Administrator, and its pay grade should be reclassified from a 14N Step G with a budgeted annual salary of Eighty-One Thousand Eight Hundred Seventy-Seven (\$81,877) Dollars, to a 16N Step F with an annualized salary of Eighty-Seven Thousand Four Hundred Forty-Nine (\$87,449) Dollars. An additional Two Thousand Three Hundred Fifty-Seven (\$2,357) Dollars will be needed for the remaining 11 pay periods of 2022.

In CED, the position of Chief Planner should be reclassified from a 13N with a budgeted annual salary of Sixty-Seven Thousand Six Hundred Thirty-Seven (\$67,637) Dollars to a 15N with an annualized salary of Seventy-Three Thousand Eight Hundred Eighty-Three (\$73,883) Dollars. An additional Two Thousand Six Hundred Forty-Three (\$2,643) Dollars will be needed for the remainder of 2022. The position is vacant.

In CED, the position of Housing Supervisor should be reclassified from 13N Step C with a budgeted annual salary of Seventy-One Thousand One Hundred Seventy-Six (\$71,176) Dollars to a 14N Step D with an annualized salary of Seventy-Six Thousand Two Hundred Ninety (\$76,290) Dollars. An additional Two Thousand One Hundred Sixty-Four (\$2,164) will be needed for the remainder of 2022.

In CED, the position of HUD Grants Manager should be reclassified from a 14N Step I with an annual budgeted salary of Eighty-Five Thousand Six Hundred One Dollar (\$85,601) to a 15N Step J with an annualized salary of Ninety-One Thousand Four Hundred Forty-Six (\$91,446) Dollars. An additional Two Thousand Four Hundred Seventy-Three (\$2,473) will be needed for the remainder of 2022.

In CED, the position of Zoning Supervisor should be changed from a 12N with a budgeted annual salary of Sixty-Four Thousand Seven Hundred Thirty-Three (\$64,733) Dollars to a 13N with an annualized salary of Sixty-Seven Thousand Six Hundred Thirty-Seven (\$67,637) Dollars. An additional One Thousand Two Hundred Twenty-Nine (\$1,229) Dollars will be needed for the remainder of 2022. The position is vacant.

In the Solicitor's Office, the position of Associate Solicitor should be re-titled to Deputy City Solicitor, and its paygrade should be reclassified from an 18N budgeted at an annual salary of One Hundred Four Thousand Four Hundred Seventy-Eight Thousand (\$104,478) Dollars to a 20N Step C with an annualized salary of

Ninety-Seven Thousand One Hundred Eighty-Five (\$97,185) Dollars. This is an annual savings of Seven Thousand Two Hundred Ninety-Three (\$7,293) Dollars.

In the Solicitor's Office, the position of Litigation Paralegal should be reclassified from an 8N Step G budgeted at an annual salary of Sixty-Two Thousand Five Hundred Eighty-Five (\$62,585) Dollars to a 12N Step C with an annualized salary of Sixty-Eight Thousand Eighty-Eight (\$68,088) Dollars. An additional Two Thousand Three Hundred Twenty-Eight (\$2,328) Dollars will be needed for the remainder of 2022.

SECTION TWO: That this Ordinance will take effect ten (10) days after final passage.

SECTION THREE: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

## LEGISLATIVE TEMPLATE

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

Reclassification Committee

- **Summary and Facts of the Bill**

On December 2, 2021, the Mayor signed Ordinance No. 15766, which created a uniform pay scale for non-bargaining employees. In that legislation, City Council created Section 80-7(E)(1), which established a reclassification committee. The reclassification committee was tasked with "[hearing] all cases for reclassification and [forwarding] the recommendation to City Council for adoption by ordinance."

A formal evaluation process was finalized on March 21, 2022. The deadline for department heads to submit their application for reclassification was April 21, 2022. The committee took testimony and evidence from each department head seeking reclassified positions on May 26, 2022.

In accordance with the above-referenced legislation, the reclassification committee hereby submits its recommendations.

The recommendations are as follows:

In Public Works, the position of MS4 coordinator should be re-titled to MS4 Administrator, and its pay grade should be reclassified from a 14N Step G, to a 16N Step F with an annualized salary of \$87,449.

In CED, the position of Chief Planner should be reclassified from a 13N to a 15N. The position is vacant.

In CED, the position of Housing Supervisor should be reclassified from 13N Step C to a 14N Step D with an annualized salary of \$76,290.

In CED, the position of HUD Grants Manager should be reclassified from a 14N Step I to a 15N Step J with an annualized salary of 91,446.

In CED, the position of Zoning Supervisor should be changed from a 12N to a 13N. The position is vacant.

In the Solicitor's Office, the position of Associate Solicitor should be re-titled to Deputy City Solicitor, and its pay grade should be reclassified from an 18N to a 20N Step C with an annualized salary of \$97,185.

In the Solicitor's Office, the position of Litigation Paralegal should be reclassified from an 8N Step G to a 12N Step C with an annualized salary of 68,088.

- **Purpose – Please include the following in your explanation:**

- **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
- **What are the Benefits of doing this/Down-side of doing this**
- **How does this Bill related to the City’s Vision/Mission/Priorities**

The City Personnel Code requires the reclassification committee to convene and hear testimony regarding reclassification requests. Having deemed the above requests to be in the City's best interest from a personnel standpoint, the committee is forwarding its recommendations.

- **Financial Impact – Please include the following in your explanation:**

- **Cost (Initial and ongoing)**
- **Benefits (initial and ongoing)**

The impact to the General Fund in 2022 will be \$7,300, because the increases will be prorated. The impact to the General Fund in 2023 will be \$4,462, because the increases will be prorated to anniversary date, and it will be the only step realized in 2023.

- **Funding Sources – Please include the following in your explanation:**

- **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

General Fund, Stormwater Fund, HUD (700 Fund)

- **Priority status/Deadlines, if any**

ASAP

- **Why should Council unanimously support this bill?**

City Council created this committee for this purpose. The committee took testimony and evidence and found convincing arguments for these reclassifications. Some of these positions are difficult to fill because their salaries are not competitive.

The City is facing headwinds in both recruitment and retention. The reclassification committee believes these recommendations advance the City's recruitment currency and retain talent in high impact and high function units.