

**CITY OF DUNWOODY**  
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## **MEMORANDUM**

**To:** Honorable Mayor and City Council

**From:** Warren Hutmacher, City Manager

**Date:** December 5, 2008

**Re:** Salary Table, Job Descriptions and Position Allocation Chart

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It is necessary for the Mayor and Council to officially approve the creation of job positions (and accompanying job descriptions) along with accompanying salary ranges to facilitate the hiring and compensation for four key positions.

Now that we have officially hired our Chief of Police, I am recommending the approval of job descriptions and a salary range for the following positions:

1. Deputy Chief of Police
2. Lieutenant
3. Executive Assistant (non-sworn)

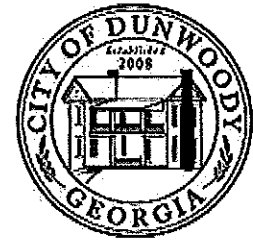
Chief Grogan will be immediately recruiting his command staff and one Executive Assistant to facilitate the process of quickly bringing up a full department in time for the proposed April 1, 2009 deadline. It would be prudent at this time for the City Council to approve the hiring for these positions and dictate the minimum and maximum salary range for these jobs. After approval of these actions, the Chief of Police would have authority to hire employees for these positions within the salary ranges established by the City Council.

Thank you for your consideration of this request. Chief Grogan and I will be available to you to answer any questions that may arise.

**ATTACHMENTS:**

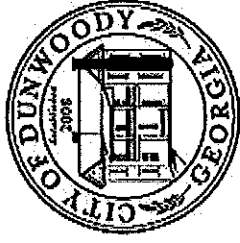
- (1) Revised Position Allocation Chart
- (2) Proposed Salary Ranges
- (3) Job Descriptions

**CITY OF DUNWOODY, GEORGIA**  
**FY 2008 Position Allocation Chart**



<b>Department/Title</b>	<b>Full Time</b>	<b>Part Time</b>
<b>General Government</b>		
Mayor 1		1
City Council 6		6
<b>Office of the City Manager</b>		
City Manager	1	
<b>Administrative Services</b>		
City Clerk	1	
<b>Financial Services Division</b>		
Finance Director	1	
<b>Public Safety</b>		
Chief of Police	1	
Deputy Chief of Police	1	
Lieutenant	3	
Executive Assistant (non-sworn)	1	
<b>Municipal</b>		
Clerk of Court	1	
<b>TOTAL PERSONNEL</b>	<b>10</b>	<b>7</b>

# CITY OF DUNWOODY, GEORGIA



## FY 2008/2009 Position and Compensation Chart

Department/Title	Full Time	Part Time	Salary Summary	
			Avg. Low	Avg. High
Administrative Services City Clerk	1		\$ 59,821	\$ 74,384
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	1		\$ 61,700	\$ 80,500
Executive Assistant (non-sworn)	1		\$ 39,900	\$ 58,600
Municipal Clerk of Court	1		\$ 48,666	\$ 68,349