

To: Members  
Dunwoody City Council

From: Nicole Stojka  
Human Resources Director

Re: Discussion of Amendment of City Position Allocation and Compensation Chart and  
Market Adjustment for City Employees

Date: March 25, 2024

### **Action**

Authorize the Mayor, City Manager, or designee to approve an amendment to the City's Position Allocation and Compensation Chart to update the City's salary ranges and to provide a 4.25% market adjustment pay increase for all City employees.

### **Summary**

On a regular basis, Staff studies fiscal indicators and conducts and participates in salary and benefits surveys to verify that the City's salary structure and benefits remain market competitive. Staff recently conducted a survey of several comparable and/or competitive municipalities to study recent merit, COLA, and market adjustments in the local market.

Current survey data indicates that in order to remain competitive with surrounding cities, a market adjustment pay increase and correlating updates to the City salary ranges are appropriate at this time.

### **Details**

To maintain a competitive position in the local market, and for both recruitment and retention reasons, Staff recommends a market adjustment pay increase of 4.25% for all City employees. Staff also recommends increasing all City pay ranges by the same 4.25% to avoid the creation of any compression issues with the market adjustment.

The following Position Allocation and Compensation Charts show the current and proposed salary ranges. Also attached are the current and proposed hiring grids for the Police Officer position.

If approved, the City will implement these actions effective May 30, 2024.

With estimated City salaries and benefits, the additional cost to the City would be approximately \$280,000 for May 30, 2024 to December 31, 2024 or approximately \$480,000 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 a market adjustment pay increase for all City employees.



## 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	Finance	Business License Specialist	1		\$45,224	\$58,792	\$72,359
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
106	Finance	Financial Analyst	2		\$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
108	Finance	Revenue Accountant	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
<b>Grade</b>	<b>Department</b>	<b>Title</b>	<b>Full Time</b>	<b>Elected Officials</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
114	City Clerk	City Clerk	1		\$101,287	\$131,674	\$162,060
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



**PROPOSED POSITION ALLOCATION AND COMPENSATION CHART**

Grade	Department	Title	Full Time	Elected Officials	Salary Range		
					Minimum	Midpoint	Maximum
101	Police	Prisoner Transport Officer	2		\$37,426	\$48,653	\$59,881
104	Finance	Business License Specialist	1		\$47,146	\$61,291	\$75,434
104	Police	Police Service Representative	6		\$47,146	\$61,291	\$75,434
104	City Clerk	Records Clerk	1		\$47,146	\$61,291	\$75,434
105	Municipal Court	Deputy Municipal Court Clerk	3		\$50,919	\$66,194	\$81,469
105	Police	Property and Evidence Technician	2		\$50,919	\$66,194	\$81,469
106	Police	Crime and Intelligence Analyst	1		\$54,992	\$71,490	\$87,988
106	Police	Crime Scene Technician	1		\$54,992	\$71,490	\$87,988
106	Finance	Financial Analyst	2		\$54,992	\$71,490	\$87,988
107	Police	Detective	8		\$59,391	\$77,209	\$95,026
107	Police	Executive Assistant	1		\$59,391	\$77,209	\$95,026
107	Police	Police Officer	37		\$59,391	\$77,209	\$95,026
108	City Clerk	Deputy City Clerk	1		\$64,142	\$83,385	\$102,628
108	Human Resources	Human Resources Generalist	1		\$64,142	\$83,385	\$102,628
108	Finance	Revenue Accountant	1		\$64,142	\$83,385	\$102,628
109	Police	Records Supervisor	1		\$69,274	\$90,056	\$110,839
110	Economic Development	Business Retention and Cultural Development Manager	1		\$76,202	\$99,061	\$121,922
110	Police	Sergeant	11		\$76,202	\$99,061	\$121,922
111	Finance and Administration	Accounting Manager	1		\$82,297	\$106,987	\$131,676
111	Communications	Communications Manager	1		\$82,297	\$106,987	\$131,676
112	Human Resources	Human Resources Manager	1		\$88,881	\$115,547	\$142,211
112	Police	Lieutenant	4		\$88,881	\$115,547	\$142,211



112	Municipal Court	Municipal Court Clerk	1		\$88,881	\$115,547	\$142,211
Grade	Department	Title	Full Time	Elected Officials	Salary Range		
					Minimum	Midpoint	Maximum
114	City Clerk	City Clerk	1		\$105,592	\$137,270	\$168,948
114	Community Development	Deputy Community Development Director	1		\$105,592	\$137,270	\$168,948
114	Technology	Technology Manager	1		\$105,592	\$137,270	\$168,948
115	Finance	Assistant Finance Director	1		\$114,040	\$148,252	\$182,464
115	Police	Major	2		\$114,040	\$148,252	\$182,464
116	Communications	Communications Director	1		\$123,163	\$160,112	\$197,062
116	Community Development	Community Development Director	1		\$123,163	\$160,112	\$197,062
116	Police	Deputy Chief	1		\$123,163	\$160,112	\$197,062
116	Public Works	Deputy Public Works Director	1		\$123,163	\$160,112	\$197,062
116	Economic Development	Economic Development Director	1		\$123,163	\$160,112	\$197,062
116	Parks and Recreation	Parks and Recreation Director	1		\$123,163	\$160,112	\$197,062
117	Public Works	Public Works Director	1		\$133,017	\$172,922	\$212,826
118	Finance and Administration	Finance Director	1		\$143,659	\$186,756	\$229,852
118	Human Resources	Human Resources Director	1		\$143,659	\$186,756	\$229,852
118	Police	Police Chief	1		\$143,659	\$186,756	\$229,852
118	Technology	Technology Director	1		\$143,659	\$186,756	\$229,852
119	City Manager	Assistant City Manager	1		\$155,151	\$201,696	\$248,241
	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

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

City of Dunwoody  
**Proposed** Police Officer Hiring Scale

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	\$ 59,391	\$ 61,173	\$ 63,008	\$ 64,899	\$ 66,846	\$ 68,851	\$ 70,916	\$ 73,044	\$ 75,235	\$ 77,492	\$ 79,817
Associate Degree	\$ 60,641	\$ 62,423	\$ 64,258	\$ 66,149	\$ 68,096	\$ 70,101	\$ 72,166	\$ 74,294	\$ 76,485	\$ 78,742	\$ 81,067
Bachelor's Degree	\$ 61,891	\$ 63,673	\$ 65,508	\$ 67,399	\$ 69,399	\$ 71,451	\$ 73,556	\$ 75,714	\$ 77,935	\$ 80,217	\$ 82,562
Master's Degree	\$ 63,141	\$ 64,923	\$ 66,758	\$ 68,649	\$ 70,546	\$ 72,491	\$ 74,486	\$ 76,534	\$ 78,635	\$ 80,787	\$ 82,942