

**New Castle County
Human Resources Advisory Board
Annual Report to New Castle County for 2016**

To: The Honorable Matthew Meyer, County Executive
The Honorable Karen Hartley-Nagle, County Council President
Council Members, New Castle County Council

From: Valencia "Lynn" Beaty, SHRM-SCP, Chair, Human Resources Advisory Board

cc: Patricia L. Purnell, Member, Human Resources Advisory Board
O. Floyd Corbin, Member, Human Resources Advisory Board

Re: HR Advisory Board Annual Report to New Castle County for 2016
(In compliance with Ordinance 07-004)

Date: March 2, 2017

Human Resources Advisory Board Members in 2016:

- Member:
Patricia L. Purnell
Appointed by Resolution #12-116 on 09/04/12; Term expires 08/21/18
- Member
O. Floyd Corbin
Appointed by Resolution #16-063 on 04/12/16; Term expires 04/12/22

Former Members

- Chairperson:
Lydia C. F. Anderson, Esquire (Resigned 02/09/16)
Appointed by Resolution #05-169; Term expired 07/26/11
- Member:
Brigadier General Ernest Talbert (Resigned 03/06/16)
Appointed by Resolution #09-170; Term expired 10/27/15

Duties of the Human Resources Advisory Board:

The Human Resources Advisory Board shall represent the public interest in the merit system. The Human Resources Advisory Board shall provide advice and make recommendations to the Chief Human Resources Officer. It shall devote its efforts to the broader aspect of the program through studies, investigations, and recommendations such as advice to the Chief Human Resources Officer, the County Executive and County Council on the improvement of human resources administration in County employment. The Board shall also hear and act upon all appeals as provided in Chapter 26 of the New Castle County Code. It shall make an annual report to the County Executive and County Council which shall be made public.

Additional Information Regarding the Human Resources Advisory Board:

The Human Resources Advisory Board shall consist of three (3) members. The members of the Human Resources Advisory Board shall be appointed by the County Executive, with consent of County Council, for terms of six (6) years or until their successors are appointed and qualified. Appointments made upon the expiration of any Board member's term shall be for six (6) years from such expiration date. When vacancies occur, they shall be filled for the unexpired term. The members of the Board shall be residents of the County. They shall be persons of recognized character and ability whose experience provides knowledge of human resources practices and procedures and knowledge and support of merit principles as applied to public employment. No member of the Board shall be a member of any local, state or national committee of a political party or an officer or a member of a committee of any partisan or political group or shall hold or be a candidate for any political office, and no more than two (2) of the members shall be of the same political party.

Members of the Board shall be compensated according to Section 26.01.009 of the New Castle County Code.

One (1) of the members shall be elected Chairperson by the members of the Board. Meetings shall be called and held as shall be provided by rules to be adopted by the Board. Two (2) members shall constitute a quorum.

Summary of Actions in 2016:

February 17, 2016

Board Members Present:

Patricia Purnell, Member
Ernest G. Talbert, Member

- Consider new class specification of Emergency Communications Information and Technology Coordinator (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) - Pay Grade 26 (\$48,085 - \$74,597 per year)

The Board recommended approval of the new class specification of Emergency Communications Information and Technology Coordinator.

March 3, 2016

Board Members Present:

Patricia Purnell, Member
Ernest G. Talbert, Member

- Approval of Human Resources Advisory Board Annual Report for 2015

The Board approved the Human Resources Advisory Board Annual Report for 2015.

- Consider new class specification of Civil Engineer III (Pay Plan and Rates of Pay for Classified Service Employees Represented by AFSCME Local 1607) - Pay Grade 30 (\$58,448 - \$90,674 per year)

The Board recommended approval of the new class specification of Civil Engineer III.

- Consider new class specification of Geographic Information Systems Coordinator (Pay Plan and Rates of Pay for Classified Service Employees Represented by AFSCME Local 3109) – Pay Grade 30 (\$58,448 - \$90,674 per year)

The Board recommended approval of the new class specification of Geographic Information Systems Coordinator.

- Consider new class specification of Geographic Information Systems Analyst (Pay Plan and Rates of Pay for Classified Service Employees Represented by AFSCME Local 1607) – Pay Grade 26 (\$48,085 - \$74,597 per year)

The Board recommended approval of the new class specification of Geographic Information Systems Analyst.

- Consider new class specification of Geographic Information Systems Specialist (Pay Plan and Rates of Pay for Classified Service Employees Represented by AFSCME Local 1607) – Pay Grade 24 (\$43,613 - \$67,662 per year)

The Board recommended approval of the new class specification of Geographic Information Systems Specialist.

- Consider new class specification of Geographic Information Systems Technician (Pay Plan and Rates of Pay for Classified Service Employees Represented by AFSCME Local 1607) – Pay Grade 22 (39,558 - \$61,371 per year)

The Board recommended approval of the new class specification of Geographic Information Systems Technician.

- Consider Ordinance No. 16-013 To Amend New Castle County Code Chapter 26 Regarding Housekeeping for Other Post-Employment Benefits Trust Fund Trustees

The Board recommended approval of Ordinance 16-013.

June 2, 2016

Board Members Present:

Patricia Purnell, Member
O. Floyd Corbin, Member

- Consider new class specification of Recorder of Deeds Information Coordinator (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) - Pay Grade 23 (\$41,536 - \$64,440 per year)

The Board recommended approval of the new class specification of Recorder of Deeds Information Coordinator.

- Consider new class specification of Senior Purchasing Agent (Pay Plan and Rates of Pay for Classified Service Employees Represented by AFSCME Local 1607) – Pay Grade 28 (\$53,014 - \$82,243 per year)

The Board recommended approval of the new class specification of Senior Purchasing Agent.

August 18, 2016

Board Members Present:

Patricia Purnell, Member
O. Floyd Corbin, Member

- Merit System Appeal - Merit System Section 26.01.010 - Appeals to Human Resources Advisory Board. This was an issue regarding a confidential personnel matter; therefore, the Board heard this appeal in Executive Session.

September 1, 2016

Board Members Present:

Patricia Purnell, Member
O. Floyd Corbin, Member

- Consider new class specification of Tree Trimmer Helper (Pay Plan and Rates of Pay for Classified Service Employees Represented by AFSCME Local 459) - Pay Grade 16 (\$15.14 - \$24.70 per hour)

The Board recommended approval of the new class specification of Tree Trimmer Helper.

- Consider revised class specification of Civil Engineer III (Pay Plan and Rates of Pay for Classified Service Employees Represented by AFSCME Local 1607) – Pay Grade 30 (\$58,448 - \$90,674 per year)

The Board recommended approval of the new (revised) class specification of Civil Engineer III.

October 6, 2016

Board Members Present:

Patricia Purnell, Member
O. Floyd Corbin, Member

- Consider new class specification of Certified Permit Process Technician (Pay Plan and Rates of Pay for Classified Service Employees Represented by AFSCME Local 1607) - Pay Grade 21 (\$37,674 - \$58,448 per year)

The Board recommended approval of the new class specification of Certified Permit Process Technician.

- Consider new class specification of Property Assessment Services Administrator (Pay Plan and Rates of Pay for Classified Service Employees Represented by AFSCME Local 3109) – Pay Grade 28 (\$53,544 - \$83,065 per year)

The Board recommended approval of the new class specification of Property Assessment Services Administrator.

- Review Bylaws of the Human Resources Advisory Board Adopted December 18, 2014

The Board approved the Bylaws of the Human Resources Advisory Board Adopted December 18, 2014.

- Review 2017 meeting schedule.

The Board approved the 2017 meeting schedule.