



Administrative Services Committee Commission Chamber- 4/26/2016- 1:10 PM
Meeting

ADMINISTRATIVE SERVICES

1. Motion to approve new salary scale for general workforce and SES I – III level employees based on the 2% COLA that was approved in the 2016 Budget effective as of the paycheck of April 1, 2016.  [Attachments](#)
2. To provide an information report regarding approved Career Ladders.  [Attachments](#)
3. Discuss employee exit interviews. (Requested by Commissioner Guilfoyle)  [Attachments](#)
4. Motion to approve the minutes of the Administrative Services Committee held on April 12, 2016.  [Attachments](#)

www.augustaga.gov



Administrative Services Committee Meeting
4/26/2016 1:10 PM
Adjusting Ranges in response to COLA Increase

Department: Human Resources

Presenter: Mike Loeser

Caption: Motion to approve new salary scale for general workforce and SES I – III level employees based on the 2% COLA that was approved in the 2016 Budget effective as of the paycheck of April 1, 2016.

Background: The Augusta, Georgia Commission reconvened the November 17, 2015 Commission Meeting on Tuesday, December 1, 2015 and approved the FY 2016 Budget. The Budget included a 2% across-the-board pay adjustment, which is the first such adjustment in eight (8) years. The increase recognizes the need for a COLA adjustment in order to remain competitive in the market, attract and retain the workforce, and maintain the integrity of the pay structure.

Analysis: Attached is a new salary structure which has been increased by 2% at each level to reflect the cost of living adjustment.

Financial Impact: Funding for the 2% adjustments were included in the 2016 budget.

Alternatives: Failure to adjust the ranges would result in some employees being paid below the market range.

Recommendation: Approve the motion as presented.

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

Cover Memo

Item # 1

Finance.
Law.
Administrator.
Clerk of Commission

Augusta, GA Pay Structure, Effective April 1, 2016			
Grade Numb	Grade Minimum	Grade Midpoint	Grade Maximum
30	\$14,801.67	\$20,926.68	\$25,010.01
31	\$15,553.87	\$22,001.24	\$26,299.49
32	\$16,345.65	\$23,132.36	\$27,656.83
33	\$17,179.11	\$24,323.00	\$29,085.61
34	\$18,056.43	\$25,576.33	\$30,589.59
35	\$18,979.93	\$26,895.60	\$32,172.73
36	\$19,952.03	\$28,284.31	\$33,839.18
37	\$20,975.29	\$29,746.13	\$35,593.35
38	\$22,052.41	\$31,284.87	\$37,439.84
39	\$23,186.22	\$32,904.60	\$39,383.52
40	\$24,379.70	\$34,609.58	\$41,429.49
41	\$26,112.56	\$36,404.29	\$43,583.15
42	\$27,392.18	\$38,293.46	\$45,850.16
43	\$28,737.02	\$40,282.06	\$48,236.48
44	\$31,909.00	\$42,375.34	\$50,748.41
45	\$33,561.58	\$44,578.77	\$53,392.53
46	\$35,301.14	\$46,898.18	\$56,175.82
47	\$37,132.25	\$49,339.66	\$59,105.60
48	\$39,059.74	\$51,909.65	\$62,189.58
49	\$41,088.67	\$54,614.89	\$65,435.88
50	\$43,224.39	\$57,462.52	\$68,853.02
51	\$45,472.52	\$60,460.02	\$72,450.03
52	\$50,994.23	\$63,615.29	\$73,081.08
53	\$53,651.30	\$66,936.61	\$76,900.61
54	\$56,448.21	\$70,432.75	\$80,921.17
55	\$59,392.32	\$74,112.89	\$85,153.33
56	\$62,491.39	\$77,986.73	\$89,608.24
57	\$65,753.57	\$82,064.46	\$94,297.62
58	\$69,187.44	\$86,356.80	\$99,233.82
59	\$72,802.04	\$90,875.05	\$108,948.06
60	\$76,606.89	\$95,631.11	\$114,655.32
61	\$80,611.99	\$100,637.48	\$120,662.97
62	\$84,827.88	\$105,907.34	\$126,986.82
63	\$89,265.66	\$111,454.57	\$133,643.49
64	\$93,937.01	\$117,293.77	\$140,650.51
65	\$98,854.22	\$123,440.28	\$148,026.34
SES I	\$71,910 - \$133,110		
SES II	\$82,110 - \$143,310		
SES III	\$92,310 - \$153,510		
SES IV	Salary Set By The Augusta Commission		



Administrative Services Committee Meeting
4/26/2016 1:10 PM
Augusta Georgia's Career Ladders

Department: Human Resources

Presenter: Mike Loeser

Caption: To provide an information report regarding approved Career Ladders.

Background: This report is provided in response to a request from Members of the Commission. Augusta, Georgia's Career Ladders are planned progressions to new jobs and provide another way for employees to advance in their Augusta, Georgia careers. The following five (5) departments have established career ladders for employees who perform more complex duties and responsibilities per the PPPM, Chapter 4. Department Career Ladder(s) Number of Employees Currently in Career Ladders Budgeted Amount for All Career Ladders in Department 911 Call Taker, Communication Officer and Communication Officer I 45 \$17,300* Animal Services Animal Control Officer (I, II, III, IV) 3 \$18,098 Kennel Attendant (I, II, III, IV) 6 Environmental Services Heavy Equipment Operator (I, II, III) 18 \$23,740* Planning and Development Building Inspector (I, II, III, IV, V) 10 \$25,850* Plans Examiner (Assistant I and II, I II, III, IV) 0 Utilities CMOM Technician (I, II, III) 12 \$177,940* Laboratory Technicians (I, II, III) 5 Lead Operators (I, II) 4 WTP Operator (Trainee, I, II, III) 14 Total Budgeted Amount \$262,928 * Budgeted amount includes funds for anniversaries, certifications and licensures as identified by the departments.

Analysis: N/A

Financial Impact: Augusta has allocated \$696,368 in the 2016 Budget for career ladders, anniversaries, certifications, and licensures. The approved career ladder actions will be funded through this budget.

Alternatives: Discontinue career ladders and cease affording employees a career path that will allow them to advance in their careers.

Cover Memo

Recommendation: Receive this report as information and continue to fund career ladders so that employees can learn new skills, demonstrate initiative and a willingness to support the goals of the respective Departments and Augusta Georgia as a whole, assume more responsibility, and advance in their careers based on performance and achievements without moving to a different department.

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.
Clerk of Commission**

AGENDA ITEM _____
EDITION: _____

DATE: April 26, 2016

RE: Augusta Georgia's Career Ladders

CAPTION: To provide an information report regarding approved Career Ladders.

BACKGROUND:

This report is provided in response to a request from Members of the Commission.

Augusta, Georgia's Career Ladders are planned progressions to new jobs and provide another way for employees to advance in their Augusta, Georgia careers. The following five (5) departments have established career ladders for employees who perform more complex duties and responsibilities per the PPPM, Chapter 4.

Department	Career Ladder(s)	Number of Employees Currently in Career Ladders	Budgeted Amount for All Career Ladders in Department
911	Call Taker, Communication Officer and Communication Officer I	45	\$17,300*
Animal Services	Animal Control Officer (I, II, III, IV)	3	\$18,098
	Kennel Attendant (I, II, III, IV)	6	
Environmental Services	Heavy Equipment Operator (I, II, III)	18	\$23,740*
Planning and Development	Building Inspector (I, II, III, IV, V)	10	\$25,850*
	Plans Examiner (Assistant I and II, I II, III, IV)	0	
Utilities	CMOM Technician (I, II, III)	12	\$177,940*
	Laboratory Technicians (I, II, III)	5	
	Lead Operators (I, II)	4	
	WTP Operator (Trainee, I, II, III)	14	
Total Budgeted Amount			\$262,928

Item # 2

***Budgeted amount includes funds for anniversaries, certifications and licensures as identified by the departments.**

FINANCIAL IMPACT:

Augusta has allocated **\$696,368** in the 2016 Budget for career ladders, anniversaries, certifications, licensures, and step increases. The approved career ladders actions will be funded through this budget.

ALTERNATIVES:

Discontinue career ladders and cease affording employees a career path that will allow them to advance in their careers.

RECOMMENDATION:

Receive this report as information and continue to fund career ladders so that employees can learn new skills, demonstrate initiative and a willingness to support the goals of the respective Departments and Augusta Georgia as a whole, assume more responsibility, and advance in their careers based on performance and achievements without moving to a different department.

REQUESTED AGENDA DATE: _____

FUNDS AVAILABLE IN
THE FOLLOWING ACCOUNTS:

FINANCE: _____

ADMINISTRATOR: _____



**Administrative Services Committee Meeting
4/26/2016 1:10 PM
Employee Exit Interviews**

Department: Clerk of Commission

Presenter:

Caption: Discuss employee exit interviews. (Requested by Commissioner Guilfoyle)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
4/26/2016 1:10 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on April 12, 2016.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 4/12/2016

ATTENDANCE:

Present: Hons. M. Williams, Chairman; D. Williams, Vice Chairman;
Lockett and Davis, members.

Absent: Hon. Hardie Davis, Jr., Mayor.

ADMINISTRATIVE SERVICES

1. Discuss the creation of a Fraud and Abuse Hotline for ARC. (Requested by Commissioner Marion Williams) **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve tasking the Administrator to develop a proposal regarding the establishment of the hotline and bring back a recommendation to the committee in 30 days. Motion Passes 4-0.	Commissioner William Lockett	Commissioner Mary Davis	Passes

2. Presentation by Ms. Kathy Miller regarding issues with the completion of the housing rehabilitation work on her home by Housing & Community Development. **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information.	Commissioner William Lockett	Commissioner Mary Davis	Passes

Item # 4

Motion Passes 4-0.

3. Motion to approve the minutes of the Administrative Services Committee held on March 8, 2016.

**Item
Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4- 0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

www.augustaga.gov