

City Council – Action Request Form

Date: January 11, 2022

To: Mayor, Mayor Pro Tempore, and Members of the City Council

From: Ben Rowe, Assistant City Manager
Dr. Marquis H. Barnett, Human Resources Director

Council Action Requested:
Resolution Amending Article II of the City of Winston-Salem Personnel Resolution to Add and Delete Certain Position Classifications, Adjust the Pay Grades for Select Positions, and Provide Minimum Pay Adjustments for Pay Grade Changes

Strategic Focus Area: Service Excellence
Strategic Objective: No
Strategic Plan Action Item: No
Key Work Item: No



Summary of Information:
 Currently, several public works areas are understaffed significantly due to dozens of vacancies in equipment operator and front-line supervisor positions. Impacted work groups include Utilities Field Operations, Sanitation, Traffic Field Operations, and Vegetation Management. There are 72 vacancies in various equipment operator and front-line supervisor positions—a vacancy rate of 27%—in these areas. As part of the City’s effort to fill these needs, City management recommends increasing the salary range for these positions by one pay grade.

In addition, City management has approved the reclassification or regrade of select positions to reflect reorganizations, increased job duties and responsibilities, or salary adjustments for hard-to-fill positions. Regrades for hard-to-fill positions are recommended in various public works areas, Community Development, Municipal Engineering, and Public Safety Communications. Community Development has 11 vacancies in the Housing Code Enforcement and Housing Rehabilitation Programs. Municipal Engineering has eight vacancies in various civil engineering and technical positions. Public Safety Communications has 20 vacancies in communications operator positions. The goal of these reclassifications and regrades is to restore service levels, improve housing code enforcement, increase housing rehabilitation activity, minimize wait times, and accelerate progress on the City’s capital projects.

Committee Action:

Committee	CDHGG 1/11/22	Action	Approval
For	Unanimous	Against	

Remarks:

The attached table summarizes the proposed reclassifications and regrades, noting the new pay grade, new position title (if applicable), and justification for the change.

This Council Action includes an amendment to the Personnel Resolution to formalize these changes. The increased cost for these position reclassifications and regrades will be covered by salary savings from vacancies in those respective departments.