

**New Castle County  
Human Resources Advisory Board  
Annual Report to New Castle County for 2012**

To: The Honorable Thomas P. Gordon, County Executive  
The Honorable Christopher A. Bullock, County Council President  
Members, New Castle County Council

From: Lydia C. F. Anderson, Esquire, Chair, Human Resources Advisory Board

Re: HR Advisory Board Annual Report to New Castle County for 2012  
(In compliance with Ordinance 07-004)

Dated: March 7, 2013

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Apr*

**Human Resources Advisory Board Members:**

- Chairperson:  
Lydia C. F. Anderson, Esquire  
Appointed by Resolution #05-169; Term expired 07/26/11
- Member:  
Patricia L. Purnell  
Appointed by Resolution #12-116; Term expires 08/21/18
- Member:  
Brigadier General Ernest Talbert  
Appointed by Resolution #09-170; Term expires 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 2012:**

#### **March 1, 2012:**

- Consider Ordinance 12-017 to amend Sections 26.03.904 ("Disability in course of employment") and 26.03.905 ("Non-work-related disability") of the New Castle County Code. Synopsis: To assist County employees who have suffered permanently disabling illnesses or injuries at work in obtaining another permanent position with the County they are physically capable of, by removing the requirements of posting and examination. And to amend the provisions for employees disabled due to injury or illness off the job to mirror the provisions for those disabled by illness or injury on the job.

The Board recommended approval of Ordinance 12-017 to amend Sections 26.03.904 ("Disability in course of employment") and 26.03.905 ("Non-work-related disability") of the New Castle County Code.

- Consider Ordinance 12-016 to amend Sections 26.01.004 ("County Human Resources Office") and 26.03.911 ("Other Post-Employment Benefits trust fund") of the New Castle County Code. Synopsis: This housekeeping ordinance removes a provision that expired in 2005 and adds the newly created position of Pension and Benefits Administrator to the Board of Trustees of OPEB. Substitute No. 1 removes the position of Compensation and Pension Systems Coordinator.

The Board recommended approval of Ordinance 12-016 to amend Sections 26.01.004 ("County Human Resources Office") and 26.03.911 ("Other Post-Employment Benefits trust fund") of the New Castle County Code, with the stipulation that the position of Compensation and Pension Systems Coordinator be stricken from the Board of Trustees of OPEB.

- Consider new class specification of Stormwater Inspection Supervisor (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 Stormwater Inspection Supervisor.

- Approval of Human Resources Advisory Board Annual Report for 2011

The Board recommended approval of the Human Resources Advisory Board Annual Report for 2011.

April 5, 2012:

- Consider new class specifications on the Pay Plan and Rates of Pay for Classified Service Employees Represented by the Delaware Public Employees Council 81, AFSCME, Affiliate Local 459:

Pay Grade 16H (\$14.99 - \$24.42 per hour)

- a. Building Maintenance Apprentice
- b. Carpenter Apprentice
- c. Electrician Apprentice
- d. Pumping Station Mechanic Apprentice

Pay Grade 18H (\$16.52 - \$26.92 per hour)

- e. HVAC Apprentice
- f. Plumber Apprentice

The Board recommended approval of the new class specifications for all of the Apprentice Program positions listed above.

May 3, 2012:

- Consider new class specification of Sanitary Sewer Information Specialist (Pay Plan and Rates of Pay for Classified Service Employees Represented by AFSCME Local 1607) – Pay Grade 20 (\$35,880 - \$55,665 per year)

The Board recommended approval of the new class specification of Sanitary Sewer Information Specialist.

September 6, 2012:

- Consider new class specification of Payroll Supervisor (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) – Pay Grade 27 (\$50,489 - \$78,327 per year)

The Board recommended approval of the new class specification of Payroll Supervisor.