

Prime Sponsor(s): Ms. Williams-Johns  
Requested by: Administration/HR  
Date of introduction: September 23, 2025

**ORDINANCE NO. 25-119**

**AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED  
SERVICE EMPLOYEES AND ADOPT THE REVISED CLASS SPECIFICATION OF  
PAYROLL SUPERVISOR FOR THE DEPARTMENT OF ADMINISTRATION,  
DIVISION OF FINANCE**

1       **WHEREAS**, the Department of Administration, Division of Finance has  
2 determined the class specification and Pay Grade for the Payroll Supervisor needs to  
3 be updated to reflect the work currently being performed; and

4       **WHEREAS**, it is recommended by the Department that the Pay Grade for the  
5 class specification of Payroll Supervisor be changed from Pay Grade 29 to Pay Grade  
6 30; and

7       **WHEREAS**, the Human Resources Advisory Board at its meeting on August 6,  
8 2025, reviewed and recommended to change the revisions to the class specification for  
9 Payroll Supervisor and changing from Pay Grade 29 to Pay Grade 30 on the Pay Plan  
10 and Rates of Pay for Non-Union Classified Service Employees; and

11       **WHEREAS**, the Chief Human Resources Officer concurs with the  
12 recommendation of the Human Resources Advisory Board.

**NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**

13       Section 1. The revised Class Specification for Payroll Supervisor is adopted as  
14 set forth in Exhibit "A".

15       Section 2. The Pay Plan and Rates of Pay for Non-Union Classified Service  
16 Employees, effective July 1, 2025 through June 30, 2026, is hereby amended by adding  
17 the material that is underscored and deleting the material that is stricken as set forth in  
18 Exhibit "B."

19       Section 3. The Pay Plan and Rates of Pay for Non-Union Classified Service  
20 Employees, effective July 1, 2026, is hereby amended by adding the material that is  
21 underscored and deleting the material that is stricken as set forth in Exhibit "C."

22       Section 3. This Ordinance shall become effective immediately upon its adoption  
23 by County Council and approval by the County Executive, or as otherwise provided in  
24 *Del. C. § 1156.*

Adopted by County Council of  
New Castle County on:

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Monique Williams-Johns  
President of County Council  
of New Castle County

Approved on:

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Marcus Henry  
County Executive  
New Castle County

**SYNOPSIS:** This Ordinance, if approved, changes the Pay Grade for the position title of Payroll Supervisor from Pay Grade 29 to Pay Grade 30 on the Pay Plan and Rates of Pay for Non-Union Classified Service Employees, and adopts the revised class specifications, as recommended by the Human Resources Advisory Board at their meeting on August 6, 2025. The Chief Human Resources Officer concurs with the recommendation.

**FISCAL IMPACT:** This Ordinance, if approved, changes the Pay Grade for the position title of Payroll Supervisor from Pay Grade 29 to Pay Grade 30 on the Pay Plan and Rates of Pay for Non-Union Classified Service Employees, and adopts the revised class specification, as recommended by the Human Resources Advisory Board. The Chief Human Resources Officer concurs with the recommendation.

There is currently one filled position with the title of Payroll Supervisor. The estimated fiscal impact (Salaries/Wages and Benefits) of reclassifying the employee currently in this position is estimated to be \$8,417 in FY2026, \$11,316 in FY2027 and \$11,316 in FY2028.

Acknowledged by the Chief Financial Officer September 8, 2025.