

Department of Human Resources

# **FY25 Personnel Paper Review**

## **24-O-1234**

May 22, 2024



# PERSONNEL PAPER TERMINOLOGY

**Abolishment** – This action eliminates an FTE (position) from a department

**Position Creation** – To create a new position with authorized funds for salary + benefits.

**Position Reclassification with Incumbent** – Indicates a position classification is being changed because the employee has acquired or lost some responsibility.

**Position Reclassification without Incumbent** – the position is either vacant, the employee is in an extra help position, or there is one position with multiple employees in the same title, so the selection process is required

**Classification Abolishment** – an existing classification (title) is now obsolete

**Classification Creation** – the existing classification schedule does not have the classification that reflects the responsibilities needed



# PERSONNEL PAPER TERMINOLOGY (cont.)

**Grade Amendment** – the pay grade is changed to address expanding responsibilities and/or external/internal compensation issues

**Class Title Amendment** – the current classification (title) no longer reflects the changes in responsibilities

**Position Transfer** – position is moving from one department to another, or the fund is changing (i.e. general fund to aviation fund)

**Position Funding Allocation** – funding for position is split between two or more funds

**Above Entry Hiring Authorizations** – specific position can be filled above the minimum salary of the pay grade

**Above Entry for Classification** – an entire classification can be filled above the minimum salary of the pay grade



# FY2025 PERSONNEL ACTION SUMMARY

|                            |    |                              |     |                       |     |                                 |            |
|----------------------------|----|------------------------------|-----|-----------------------|-----|---------------------------------|------------|
| ABOLISHMENT CLASSIFICATION |    | CERT & LICENSE INCENTIVE PAY |     | EMP SALARY ADJUSTMENT | 15  | RECLASSIFICATION WITH INCUMBENT | 172        |
| ABOLISHMENT POSITION       | 21 | CLASS TITLE AMENDMENT        | 30  | FUNDING ALLOCATION    | 22  | RECLASSIFICATION W/O INCUMBENT  | 159        |
| ABOVE ENTRY CLASSIFICATION |    | CREATION CLASSIFICATION      | 47  | HAZARDOUS DUTY PAY    |     | SALARY GRADE AMENDMENT          | 3          |
| ABOVE ENTRY POSITION       | 1  | CREATION POSITION            | 310 | POSITION TRANSFER     | 162 | <b>TOTAL ACTIONS:</b>           | <b>942</b> |



# SECTION 02

# ATLANTA CITY COUNCIL

|                            |   |                              |   |                       |   |                                 |           |
|----------------------------|---|------------------------------|---|-----------------------|---|---------------------------------|-----------|
| ABOLISHMENT CLASSIFICATION | 3 | CERT & LICENSE INCENTIVE PAY |   | EMP SALARY ADJUSTMENT |   | RECLASSIFICATION WITH INCUMBENT | 5         |
| ABOLISHMENT POSITION       | 1 | CLASS TITLE AMENDMENT        |   | FUNDING ALLOCATION    |   | RECLASSIFICATION W/O INCUMBENT  | 2         |
| ABOVE ENTRY CLASSIFICATION |   | CREATION CLASSIFICATION      | 4 | HAZARDOUS DUTY PAY    |   | SALARY GRADE AMENDMENT          | 1         |
| ABOVE ENTRY POSITION       |   | CREATION POSITION            | 2 | POSITION TRANSFER     | 1 | <b>TOTAL ACTIONS:</b>           | <b>19</b> |

- Position abolishment to eliminate unnecessary positions and align organizational structure.
- Reclassification with incumbent to support actual duties and increased workloads that align with the department's needs.
- Position creations to support the day-to-day operations, expanded responsibilities and align incumbents in the appropriate positions.



# SECTION 03

# ATLANTA DEPARTMENT OF TRANSPORTATION

|                            |  |                              |    |                       |    |                                 |            |
|----------------------------|--|------------------------------|----|-----------------------|----|---------------------------------|------------|
| ABOLISHMENT CLASSIFICATION |  | CERT & LICENSE INCENTIVE PAY |    | EMP SALARY ADJUSTMENT | 3  | RECLASSIFICATION WITH INCUMBENT | 25         |
| ABOLISHMENT POSITION       |  | CLASS TITLE AMENDMENT        | 14 | FUNDING ALLOCATION    |    | RECLASSIFICATION W/O INCUMBENT  | 13         |
| ABOVE ENTRY CLASSIFICATION |  | CREATION CLASSIFICATION      | 3  | HAZARDOUS DUTY PAY    |    | SALARY GRADE AMENDMENT          |            |
| ABOVE ENTRY POSITION       |  | CREATION POSITION            | 62 | POSITION TRANSFER     | 47 | <b>TOTAL ACTIONS:</b>           | <b>167</b> |

- Organizational realignment needed to substantiate department needs (mission critical roles).
- Align salary parity in efforts to retain employees that are overperforming within their positions and to prevent salary compression.
- Reclassification of incumbents that are in authorized FTE positions to better aid in reconstruction of job functions within internal departments.
- Relocate positions in an effort to build out Engineering division.



# SECTION 04

# ATLANTA INFORMATION MANAGEMENT

|                            |                          |                              |                          |                       |                          |                                 |                          |
|----------------------------|--------------------------|------------------------------|--------------------------|-----------------------|--------------------------|---------------------------------|--------------------------|
| ABOLISHMENT CLASSIFICATION | <input type="checkbox"/> | CERT & LICENSE INCENTIVE PAY | <input type="checkbox"/> | EMP SALARY ADJUSTMENT | <input type="checkbox"/> | RECLASSIFICATION WITH INCUMBENT | 3                        |
| ABOLISHMENT POSITION       | <input type="checkbox"/> | CLASS TITLE AMENDMENT        | <input type="checkbox"/> | FUNDING ALLOCATION    | 1                        | RECLASSIFICATION W/O INCUMBENT  | <input type="checkbox"/> |
| ABOVE ENTRY CLASSIFICATION | <input type="checkbox"/> | CREATION CLASSIFICATION      | <input type="checkbox"/> | HAZARDOUS DUTY PAY    | <input type="checkbox"/> | SALARY GRADE AMENDMENT          | <input type="checkbox"/> |
| ABOVE ENTRY POSITION       | <input type="checkbox"/> | CREATION POSITION            | <input type="checkbox"/> | POSITION TRANSFER     | <input type="checkbox"/> | TOTAL ACTIONS:                  | 4                        |

- Change in funding allocation of one position is to align funding more appropriately.
- The reclassification with incumbents are to properly reflect the duties and responsibilities of the incumbents.



# SECTION 05

# AUDIT

|                            |                          |                              |                          |                       |                          |                                 |                          |
|----------------------------|--------------------------|------------------------------|--------------------------|-----------------------|--------------------------|---------------------------------|--------------------------|
| ABOLISHMENT CLASSIFICATION | <input type="checkbox"/> | CERT & LICENSE INCENTIVE PAY | <input type="checkbox"/> | EMP SALARY ADJUSTMENT | <input type="checkbox"/> | RECLASSIFICATION WITH INCUMBENT | <input type="checkbox"/> |
| ABOLISHMENT POSITION       | <input type="checkbox"/> | CLASS TITLE AMENDMENT        | <input type="checkbox"/> | FUNDING ALLOCATION    | <input type="checkbox"/> | RECLASSIFICATION W/O INCUMBENT  | <input type="checkbox"/> |
| ABOVE ENTRY CLASSIFICATION | <input type="checkbox"/> | CREATION CLASSIFICATION      | <input type="checkbox"/> | HAZARDOUS DUTY PAY    | <input type="checkbox"/> | SALARY GRADE AMENDMENT          | <input type="checkbox"/> |
| ABOVE ENTRY POSITION       | <input type="checkbox"/> | CREATION POSITION            | 2                        | POSITION TRANSFER     | <input type="checkbox"/> | <b>TOTAL ACTIONS:</b>           | <b>2</b>                 |

- Adding two (2) new positions to create a rapid response team to better respond to small audit requests; planning to fill these positions mid-year.





|                            |  |                              |   |                       |    |                                 |            |
|----------------------------|--|------------------------------|---|-----------------------|----|---------------------------------|------------|
| ABOLISHMENT CLASSIFICATION |  | CERT & LICENSE INCENTIVE PAY |   | EMP SALARY ADJUSTMENT | 11 | RECLASSIFICATION WITH INCUMBENT | 48         |
| ABOLISHMENT POSITION       |  | CLASS TITLE AMENDMENT        |   | FUNDING ALLOCATION    |    | RECLASSIFICATION W/O INCUMBENT  | 49         |
| ABOVE ENTRY CLASSIFICATION |  | CREATION CLASSIFICATION      | 3 | HAZARDOUS DUTY PAY    |    | SALARY GRADE AMENDMENT          |            |
| ABOVE ENTRY POSITION       |  | CREATION POSITION            |   | POSITION TRANSFER     | 27 | <b>TOTAL ACTIONS:</b>           | <b>138</b> |

- Position transfers to improve organizational realignment and intra-departmental transitions.
- Reclassification of authorized FTE positions (filled and vacant), to address changes in reporting relationships, job function and scope to better align with organizational priorities and required skills.
- Further refinement and alignment of Maintenance positions to differentiate the Apprentice Program from other positions.
- Address salary equity and retention of employees performing to meet standards/expectations.



|                            |                          |                              |                          |                       |                          |                                 |                          |
|----------------------------|--------------------------|------------------------------|--------------------------|-----------------------|--------------------------|---------------------------------|--------------------------|
| ABOLISHMENT CLASSIFICATION | <input type="checkbox"/> | CERT & LICENSE INCENTIVE PAY | <input type="checkbox"/> | EMP SALARY ADJUSTMENT | <input type="checkbox"/> | RECLASSIFICATION WITH INCUMBENT | 1                        |
| ABOLISHMENT POSITION       | <input type="checkbox"/> | CLASS TITLE AMENDMENT        | <input type="checkbox"/> | FUNDING ALLOCATION    | <input type="checkbox"/> | RECLASSIFICATION W/O INCUMBENT  | <input type="checkbox"/> |
| ABOVE ENTRY CLASSIFICATION | <input type="checkbox"/> | CREATION CLASSIFICATION      | <input type="checkbox"/> | HAZARDOUS DUTY PAY    | <input type="checkbox"/> | SALARY GRADE AMENDMENT          | <input type="checkbox"/> |
| ABOVE ENTRY POSITION       | <input type="checkbox"/> | CREATION POSITION            | <input type="checkbox"/> | POSITION TRANSFER     | <input type="checkbox"/> | <b>TOTAL ACTIONS:</b>           | <b>1</b>                 |

- **Reclassification of Community Affairs Assistant to Office Manager to improve management of office operation across the units and to establish consistent point of contact for enterprise contact and board and vendor operations**



# SECTION 08

# CITY PLANNING

|                            |   |                              |    |                       |   |                                 |           |
|----------------------------|---|------------------------------|----|-----------------------|---|---------------------------------|-----------|
| ABOLISHMENT CLASSIFICATION |   | CERT & LICENSE INCENTIVE PAY |    | EMP SALARY ADJUSTMENT |   | RECLASSIFICATION WITH INCUMBENT | 9         |
| ABOLISHMENT POSITION       | 1 | CLASS TITLE AMENDMENT        |    | FUNDING ALLOCATION    | 2 | RECLASSIFICATION W/O INCUMBENT  | 6         |
| ABOVE ENTRY CLASSIFICATION |   | CREATION CLASSIFICATION      | 4  | HAZARDOUS DUTY PAY    |   | SALARY GRADE AMENDMENT          |           |
| ABOVE ENTRY POSITION       |   | CREATION POSITION            | 16 | POSITION TRANSFER     | 2 | <b>TOTAL ACTIONS:</b>           | <b>40</b> |

- Position Creations will replace Extra Help positions which will be closed once permanent positions are created.
- Creation of the Data, Strategy & Innovation team to lead the department's data management and process improvement efforts.
- Reclasses are due to DCP's continued implementation of the Recruitment & Retention plan. The department is committed to retaining current staff who has performed exceptionally well and has taken on additional responsibilities.



# SECTION 09

# CORRECTIONS

|                            |                          |                              |                          |                       |                          |                                 |                          |
|----------------------------|--------------------------|------------------------------|--------------------------|-----------------------|--------------------------|---------------------------------|--------------------------|
| ABOLISHMENT CLASSIFICATION | <input type="checkbox"/> | CERT & LICENSE INCENTIVE PAY | <input type="checkbox"/> | EMP SALARY ADJUSTMENT | <input type="checkbox"/> | RECLASSIFICATION WITH INCUMBENT | <input type="checkbox"/> |
| ABOLISHMENT POSITION       | <input type="checkbox"/> | CLASS TITLE AMENDMENT        | <input type="checkbox"/> | FUNDING ALLOCATION    | <input type="checkbox"/> | RECLASSIFICATION W/O INCUMBENT  | <input type="checkbox"/> |
| ABOVE ENTRY CLASSIFICATION | <input type="checkbox"/> | CREATION CLASSIFICATION      | 2                        | HAZARDOUS DUTY PAY    | <input type="checkbox"/> | SALARY GRADE AMENDMENT          | <input type="checkbox"/> |
| ABOVE ENTRY POSITION       | <input type="checkbox"/> | CREATION POSITION            | 5                        | POSITION TRANSFER     | <input type="checkbox"/> | <b>TOTAL ACTIONS: 7</b>         |                          |

- Management and oversight for Grady, Detention, and Inmate Outside Detail Services.
- Critical Mission Requirements & Support to align/structure appropriately.
- Overtime Management & Reduction.



# SECTION 10

# CUSTOMER SERVICE

|                            |  |                              |    |                       |    |                                 |    |
|----------------------------|--|------------------------------|----|-----------------------|----|---------------------------------|----|
| ABOLISHMENT CLASSIFICATION |  | CERT & LICENSE INCENTIVE PAY |    | EMP SALARY ADJUSTMENT | 10 | RECLASSIFICATION WITH INCUMBENT | 13 |
| ABOLISHMENT POSITION       |  | CLASS TITLE AMENDMENT        |    | FUNDING ALLOCATION    |    | RECLASSIFICATION W/O INCUMBENT  | 4  |
| ABOVE ENTRY CLASSIFICATION |  | CREATION CLASSIFICATION      | 4  | HAZARDOUS DUTY PAY    |    | SALARY GRADE AMENDMENT          |    |
| ABOVE ENTRY POSITION       |  | CREATION POSITION            | 27 | POSITION TRANSFER     |    | <b>TOTAL ACTIONS: 58</b>        |    |

- Several new job classifications are being created to foster promotional opportunities within the Call Center. These classifications are designed to bolster operational effectiveness and provide ATL311 employees with pathways for career advancement, reflecting our commitment to workforce development.
- Mission critical position creations to support the Administration’s expansion of service hours and the department's ongoing growth in enhancing customer service experience and technological capabilities. These positions are essential for addressing the increasing demands on ATL311’s services and infrastructure.
- Position reclassifications to ensure their staff's roles and responsibilities accurately reflect their perspective roles and job duties. This action includes Additionally, these reclassifications will help the department transition several of their current extra help positions into funded, permanent roles.
- Salary adjustments to achieve salary parity, recognizing the increased responsibilities taken on by our employees and ensuring fair compensation.



# SECTION 11

# ENTERPRISE ASSET MANAGEMENT

|                            |                          |                              |                          |                       |                          |                                 |                          |
|----------------------------|--------------------------|------------------------------|--------------------------|-----------------------|--------------------------|---------------------------------|--------------------------|
| ABOLISHMENT CLASSIFICATION | <input type="checkbox"/> | CERT & LICENSE INCENTIVE PAY | <input type="checkbox"/> | EMP SALARY ADJUSTMENT | <input type="checkbox"/> | RECLASSIFICATION WITH INCUMBENT | 2                        |
| ABOLISHMENT POSITION       | <input type="checkbox"/> | CLASS TITLE AMENDMENT        | <input type="checkbox"/> | FUNDING ALLOCATION    | <input type="checkbox"/> | RECLASSIFICATION W/O INCUMBENT  | 2                        |
| ABOVE ENTRY CLASSIFICATION | <input type="checkbox"/> | CREATION CLASSIFICATION      | <input type="checkbox"/> | HAZARDOUS DUTY PAY    | <input type="checkbox"/> | SALARY GRADE AMENDMENT          | <input type="checkbox"/> |
| ABOVE ENTRY POSITION       | <input type="checkbox"/> | CREATION POSITION            | <input type="checkbox"/> | POSITION TRANSFER     | 3                        | <b>TOTAL ACTIONS:</b>           | 7                        |

- Provide growth opportunities for current employees and acknowledge their contributions and attitude in helping get things done, having a desire to learn more about departmental task, and utilizing their degrees to identify and solve problems in the department.
- Provide a dedicated maintenance staff to our public safety facilities.
- Provide construction project management support for our growing number of new construction and renovation projects.
- Provide administrative support for projects and operational support to the other divisions within the DEAM department to align our job functions better and improve on our customer service response.



## NO ACTIONS



# SECTION 13

# EXECUTIVE OFFICES

|                            |   |                              |   |                       |    |                                 |           |
|----------------------------|---|------------------------------|---|-----------------------|----|---------------------------------|-----------|
| ABOLISHMENT CLASSIFICATION |   | CERT & LICENSE INCENTIVE PAY |   | EMP SALARY ADJUSTMENT |    | RECLASSIFICATION WITH INCUMBENT | 2         |
| ABOLISHMENT POSITION       | 1 | CLASS TITLE AMENDMENT        |   | FUNDING ALLOCATION    |    | RECLASSIFICATION W/O INCUMBENT  | 5         |
| ABOVE ENTRY CLASSIFICATION |   | CREATION CLASSIFICATION      | 2 | HAZARDOUS DUTY PAY    |    | SALARY GRADE AMENDMENT          |           |
| ABOVE ENTRY POSITION       |   | CREATION POSITION            | 6 | POSITION TRANSFER     | 25 | <b>TOTAL ACTIONS:</b>           | <b>41</b> |

- Position creations are to move staffers from extra-help positions to active positions. No budget impact
- Position transfers are needed to transfer positions in the EXE Office of Innovation Delivery and Performance, and the EXE Office of Contract Compliance to the correct funding string. No budget impact.
- Reclassification with incumbent are to align staff work responsibilities whereby a reclassification of title change is needed. No budget impact.





|                            |   |                              |   |                       |   |                                 |           |
|----------------------------|---|------------------------------|---|-----------------------|---|---------------------------------|-----------|
| ABOLISHMENT CLASSIFICATION |   | CERT & LICENSE INCENTIVE PAY |   | EMP SALARY ADJUSTMENT |   | RECLASSIFICATION WITH INCUMBENT | 4         |
| ABOLISHMENT POSITION       | 1 | CLASS TITLE AMENDMENT        |   | FUNDING ALLOCATION    |   | RECLASSIFICATION W/O INCUMBENT  | 6         |
| ABOVE ENTRY CLASSIFICATION |   | CREATION CLASSIFICATION      |   | HAZARDOUS DUTY PAY    |   | SALARY GRADE AMENDMENT          |           |
| ABOVE ENTRY POSITION       |   | CREATION POSITION            | 2 | POSITION TRANSFER     | 1 | <b>TOTAL ACTIONS:</b>           | <b>14</b> |

- Growth and expansion of staff to support organizational needs.
- The optimization and alignment of staff to job functions.
- Administrative changes to better reflect the structure of the organization.



# SECTION 15

# FIRE

|                            |  |                              |    |                       |  |                                 |            |
|----------------------------|--|------------------------------|----|-----------------------|--|---------------------------------|------------|
| ABOLISHMENT CLASSIFICATION |  | CERT & LICENSE INCENTIVE PAY |    | EMP SALARY ADJUSTMENT |  | RECLASSIFICATION WITH INCUMBENT | 15         |
| ABOLISHMENT POSITION       |  | CLASS TITLE AMENDMENT        | 2  | FUNDING ALLOCATION    |  | RECLASSIFICATION W/O INCUMBENT  | 7          |
| ABOVE ENTRY CLASSIFICATION |  | CREATION CLASSIFICATION      |    | HAZARDOUS DUTY PAY    |  | SALARY GRADE AMENDMENT          |            |
| ABOVE ENTRY POSITION       |  | CREATION POSITION            | 77 | POSITION TRANSFER     |  | <b>TOTAL ACTIONS:</b>           | <b>101</b> |

- Adding additional Paramedic & AEMT civilian medical responders for the expansion of the Rapid Response Medics.
- Creation of the Office of Governance to manage SOPS outside a mutual aid agreement and overall accreditation process.
- Aligning resources within the department to enhance and streamline the Community Risk Reduction (CRR), Communication Team, 5th Ambulance Staffing, F.A.S.T. & Aviation Special Ops./Drone.



# SECTION 16

# GRANTS & COMMUNITY DEVELOPMENT

|                            |    |                              |   |                       |    |                                 |           |
|----------------------------|----|------------------------------|---|-----------------------|----|---------------------------------|-----------|
| ABOLISHMENT CLASSIFICATION |    | CERT & LICENSE INCENTIVE PAY |   | EMP SALARY ADJUSTMENT |    | RECLASSIFICATION WITH INCUMBENT |           |
| ABOLISHMENT POSITION       | 13 | CLASS TITLE AMENDMENT        |   | FUNDING ALLOCATION    | 12 | RECLASSIFICATION W/O INCUMBENT  |           |
| ABOVE ENTRY CLASSIFICATION |    | CREATION CLASSIFICATION      | 1 | HAZARDOUS DUTY PAY    |    | SALARY GRADE AMENDMENT          |           |
| ABOVE ENTRY POSITION       |    | CREATION POSITION            | 2 | POSITION TRANSFER     | 5  | <b>TOTAL ACTIONS:</b>           | <b>33</b> |

- Eliminating 13 unneeded positions.
- Position creations to meet the needs of the department.
- Permanently transitioning positions that were established when the department was initially established to DGCD.



# SECTION 17

# HUMAN RESOURCES

|                            |  |                              |   |                       |  |                                 |   |
|----------------------------|--|------------------------------|---|-----------------------|--|---------------------------------|---|
| ABOLISHMENT CLASSIFICATION |  | CERT & LICENSE INCENTIVE PAY |   | EMP SALARY ADJUSTMENT |  | RECLASSIFICATION WITH INCUMBENT | 2 |
| ABOLISHMENT POSITION       |  | CLASS TITLE AMENDMENT        |   | FUNDING ALLOCATION    |  | RECLASSIFICATION W/O INCUMBENT  | 9 |
| ABOVE ENTRY CLASSIFICATION |  | CREATION CLASSIFICATION      |   | HAZARDOUS DUTY PAY    |  | SALARY GRADE AMENDMENT          | 1 |
| ABOVE ENTRY POSITION       |  | CREATION POSITION            | 5 | POSITION TRANSFER     |  | TOTAL ACTIONS: 17               |   |

- Position creations to transition extra help staff into permanent positions, ensuring stability and long-term resource allocation. Creating a Social Media Manager position dedicated to enhancing the department’s recruitment efforts through targeted social media strategies and campaigns.
- Reclassifying certain positions to align resources more appropriately within the department, ensuring roles and responsibilities match organizational needs.
- Adjusting the paygrade for the HR Policy Analyst position to reflect appropriate compensation and adherence to updated salary guidelines.



|                            |                          |                              |                          |                       |                          |                                 |   |
|----------------------------|--------------------------|------------------------------|--------------------------|-----------------------|--------------------------|---------------------------------|---|
| ABOLISHMENT CLASSIFICATION | <input type="checkbox"/> | CERT & LICENSE INCENTIVE PAY | <input type="checkbox"/> | EMP SALARY ADJUSTMENT | <input type="checkbox"/> | RECLASSIFICATION WITH INCUMBENT | 1 |
| ABOLISHMENT POSITION       | <input type="checkbox"/> | CLASS TITLE AMENDMENT        | <input type="checkbox"/> | FUNDING ALLOCATION    | <input type="checkbox"/> | RECLASSIFICATION W/O INCUMBENT  |   |
| ABOVE ENTRY CLASSIFICATION | <input type="checkbox"/> | CREATION CLASSIFICATION      | <input type="checkbox"/> | HAZARDOUS DUTY PAY    | <input type="checkbox"/> | SALARY GRADE AMENDMENT          | 1 |
| ABOVE ENTRY POSITION       | <input type="checkbox"/> | CREATION POSITION            | <input type="checkbox"/> | POSITION TRANSFER     | <input type="checkbox"/> | TOTAL ACTIONS:                  | 2 |

- **Reclassification of the business manager for OIG is the sole provider of administrative support for the office, executing all purchasing, formulating administrative policies, preparing budget, overseeing external correspondence, tracking subpoenas, etc.**
- **Grade amendments are for (2) two IG Director of Information and Outreach that performs dual functions serving as the sole communications professional in the office and overseeing the office’s education and outreach efforts for this new City function. A review of communications and outreach positions across City departments revealed that the position is functioning below grade level.**



**NO ACTIONS**



# SECTION 20

# LABOR

|                            |  |                              |   |                       |   |                                 |           |
|----------------------------|--|------------------------------|---|-----------------------|---|---------------------------------|-----------|
| ABOLISHMENT CLASSIFICATION |  | CERT & LICENSE INCENTIVE PAY |   | EMP SALARY ADJUSTMENT |   | RECLASSIFICATION WITH INCUMBENT | 3         |
| ABOLISHMENT POSITION       |  | CLASS TITLE AMENDMENT        | 1 | FUNDING ALLOCATION    |   | RECLASSIFICATION W/O INCUMBENT  | 4         |
| ABOVE ENTRY CLASSIFICATION |  | CREATION CLASSIFICATION      |   | HAZARDOUS DUTY PAY    |   | SALARY GRADE AMENDMENT          |           |
| ABOVE ENTRY POSITION       |  | CREATION POSITION            | 3 | POSITION TRANSFER     | 7 | <b>TOTAL ACTIONS:</b>           | <b>18</b> |

- Onboarded mid-level managers to increase the department’s ability to provide career and employment services to targeted participants in-house.
- Transitioned classifications (to include existing staff as well as vacant positions) from the previous AWDA staffing department to the new ADOLES hierarchy and reporting structure.
- Reclassified positions to increase the efficient and measured use of funding and to better position staff to be utilized across multiple points of engagement for participants.



|                            |   |                              |   |                       |   |                                 |          |
|----------------------------|---|------------------------------|---|-----------------------|---|---------------------------------|----------|
| ABOLISHMENT CLASSIFICATION |   | CERT & LICENSE INCENTIVE PAY |   | EMP SALARY ADJUSTMENT |   | RECLASSIFICATION WITH INCUMBENT | 1        |
| ABOLISHMENT POSITION       | 3 | CLASS TITLE AMENDMENT        |   | FUNDING ALLOCATION    | 3 | RECLASSIFICATION W/O INCUMBENT  |          |
| ABOVE ENTRY CLASSIFICATION |   | CREATION CLASSIFICATION      |   | HAZARDOUS DUTY PAY    |   | SALARY GRADE AMENDMENT          |          |
| ABOVE ENTRY POSITION       |   | CREATION POSITION            | 1 | POSITION TRANSFER     |   | <b>TOTAL ACTIONS:</b>           | <b>8</b> |

- Law is recommending personnel actions to align resources and meet the business needs of the department. These requests are intended to allocate resources in the most effective way to increase productivity and efficiency.
- The Department of Law seeks to abolish three (3) attorney positions in order to use salary savings towards retention of valuable staff members and recruitment of top talent for existing vacancies.
- Creation of one (1) Claims Investigator position to assist the Claims Group with investigation of a high volume of claims filed against the City of Atlanta.





# SECTION 22

# PARKS & RECREATION

|                            |   |                              |    |                       |   |                                 |           |
|----------------------------|---|------------------------------|----|-----------------------|---|---------------------------------|-----------|
| ABOLISHMENT CLASSIFICATION |   | CERT & LICENSE INCENTIVE PAY |    | EMP SALARY ADJUSTMENT |   | RECLASSIFICATION WITH INCUMBENT | 1         |
| ABOLISHMENT POSITION       |   | CLASS TITLE AMENDMENT        |    | FUNDING ALLOCATION    |   | RECLASSIFICATION W/O INCUMBENT  | 7         |
| ABOVE ENTRY CLASSIFICATION |   | CREATION CLASSIFICATION      | 1  | HAZARDOUS DUTY PAY    |   | SALARY GRADE AMENDMENT          |           |
| ABOVE ENTRY POSITION       | 1 | CREATION POSITION            | 46 | POSITION TRANSFER     | 1 | <b>TOTAL ACTIONS:</b>           | <b>57</b> |

- Improving service delivery pertaining to departmental maintenance areas is a priority as the City continues the expansion of greenspaces, facilities and amenities. Position creations of various maintenance related positions to support these efforts. These positions will serve to promote improved service delivery in parks maintenance areas including but not limited to litter pick-up, natural areas, special events, trail maintenance and graffiti removal.
- The department continues to expand youth and teen programming to ensure equitable access to high-quality, diverse programming at all recreation centers.
- Other actions are intended to align resources more appropriately with departmental needs through position transfers or reclassifications.



# SECTION 23

# POLICE

|                            |  |                              |    |                       |   |                                 |           |
|----------------------------|--|------------------------------|----|-----------------------|---|---------------------------------|-----------|
| ABOLISHMENT CLASSIFICATION |  | CERT & LICENSE INCENTIVE PAY |    | EMP SALARY ADJUSTMENT |   | RECLASSIFICATION WITH INCUMBENT | 10        |
| ABOLISHMENT POSITION       |  | CLASS TITLE AMENDMENT        |    | FUNDING ALLOCATION    | 2 | RECLASSIFICATION W/O INCUMBENT  | 24        |
| ABOVE ENTRY CLASSIFICATION |  | CREATION CLASSIFICATION      | 7  | HAZARDOUS DUTY PAY    |   | SALARY GRADE AMENDMENT          |           |
| ABOVE ENTRY POSITION       |  | CREATION POSITION            | 32 | POSITION TRANSFER     |   | <b>TOTAL ACTIONS:</b>           | <b>75</b> |

- Creation of Dispatcher positions for E911 due to switching to 10-hour shifts.
- Creation of Code Enforcement Officer Positions.
- Transition of certain roles from Sworn to Civilian personnel.



# SECTION 24

# PROCUREMENT

|                            |                          |                              |                          |                       |                          |                                 |                          |
|----------------------------|--------------------------|------------------------------|--------------------------|-----------------------|--------------------------|---------------------------------|--------------------------|
| ABOLISHMENT CLASSIFICATION | <input type="checkbox"/> | CERT & LICENSE INCENTIVE PAY | <input type="checkbox"/> | EMP SALARY ADJUSTMENT | <input type="checkbox"/> | RECLASSIFICATION WITH INCUMBENT | <input type="checkbox"/> |
| ABOLISHMENT POSITION       | <input type="checkbox"/> | CLASS TITLE AMENDMENT        | <input type="checkbox"/> | FUNDING ALLOCATION    | <input type="checkbox"/> | RECLASSIFICATION W/O INCUMBENT  | <input type="checkbox"/> |
| ABOVE ENTRY CLASSIFICATION | <input type="checkbox"/> | CREATION CLASSIFICATION      | 1                        | HAZARDOUS DUTY PAY    | <input type="checkbox"/> | SALARY GRADE AMENDMENT          | 1                        |
| ABOVE ENTRY POSITION       | <input type="checkbox"/> | CREATION POSITION            | <input type="checkbox"/> | POSITION TRANSFER     | <input type="checkbox"/> | <b>TOTAL ACTIONS:</b>           | 2                        |

- **Classification and Pay Grade Adjustments are proposed to existing classifications and pay grades, reflecting changes in departmental management hierarchy. These adjustments are crucial for aligning the responsibilities appropriately, thereby ensuring competitive and equitable structures within the department.**



# SECTION 25

# PUBLIC DEFENDER

|                            |  |                              |   |                       |  |                                 |           |
|----------------------------|--|------------------------------|---|-----------------------|--|---------------------------------|-----------|
| ABOLISHMENT CLASSIFICATION |  | CERT & LICENSE INCENTIVE PAY |   | EMP SALARY ADJUSTMENT |  | RECLASSIFICATION WITH INCUMBENT | 14        |
| ABOLISHMENT POSITION       |  | CLASS TITLE AMENDMENT        |   | FUNDING ALLOCATION    |  | RECLASSIFICATION W/O INCUMBENT  |           |
| ABOVE ENTRY CLASSIFICATION |  | CREATION CLASSIFICATION      |   | HAZARDOUS DUTY PAY    |  | SALARY GRADE AMENDMENT          |           |
| ABOVE ENTRY POSITION       |  | CREATION POSITION            | 5 | POSITION TRANSFER     |  | <b>TOTAL ACTIONS:</b>           | <b>19</b> |

- The creation of five lawyer support positions will assist the department in meeting national indigent defense guidelines and provide support for Data Initiative and Client Case Management.
- Reclassifications with incumbents will support desires to align individuals with specialized duties being performed in the areas related to DUI, Language Access, Incustody, and Appeals. In addition to the development of attorney staff in program management positions.



# SECTION 26

# PUBLIC WORKS

|                            |   |                              |    |                       |   |                                 |           |
|----------------------------|---|------------------------------|----|-----------------------|---|---------------------------------|-----------|
| ABOLISHMENT CLASSIFICATION |   | CERT & LICENSE INCENTIVE PAY |    | EMP SALARY ADJUSTMENT |   | RECLASSIFICATION WITH INCUMBENT | 10        |
| ABOLISHMENT POSITION       | 1 | CLASS TITLE AMENDMENT        | 13 | FUNDING ALLOCATION    | 2 | RECLASSIFICATION W/O INCUMBENT  | 2         |
| ABOVE ENTRY CLASSIFICATION |   | CREATION CLASSIFICATION      | 2  | HAZARDOUS DUTY PAY    |   | SALARY GRADE AMENDMENT          |           |
| ABOVE ENTRY POSITION       |   | CREATION POSITION            | 48 | POSITION TRANSFER     | 1 | <b>TOTAL ACTIONS:</b>           | <b>79</b> |

- Proactive organizational realignment needed to substantiate department needs.
- Align salary parity in efforts to retain employees that are overperforming within their positions.
- Reclassification of incumbents that are in authorized FTE positions to better aid in reconstruction of job functions within internal departments.



|                            |                          |                              |                          |                       |                          |                                 |                          |
|----------------------------|--------------------------|------------------------------|--------------------------|-----------------------|--------------------------|---------------------------------|--------------------------|
| ABOLISHMENT CLASSIFICATION | <input type="checkbox"/> | CERT & LICENSE INCENTIVE PAY | <input type="checkbox"/> | EMP SALARY ADJUSTMENT | <input type="checkbox"/> | RECLASSIFICATION WITH INCUMBENT | 8                        |
| ABOLISHMENT POSITION       | <input type="checkbox"/> | CLASS TITLE AMENDMENT        | <input type="checkbox"/> | FUNDING ALLOCATION    | <input type="checkbox"/> | RECLASSIFICATION W/O INCUMBENT  | 2                        |
| ABOVE ENTRY CLASSIFICATION | <input type="checkbox"/> | CREATION CLASSIFICATION      | <input type="checkbox"/> | HAZARDOUS DUTY PAY    | <input type="checkbox"/> | SALARY GRADE AMENDMENT          | <input type="checkbox"/> |
| ABOVE ENTRY POSITION       | <input type="checkbox"/> | CREATION POSITION            | <input type="checkbox"/> | POSITION TRANSFER     | <input type="checkbox"/> | <b>TOTAL ACTIONS:</b>           | <b>10</b>                |

- Personnel associated with the Mayor's Safe and Secure Housing Initiative and robust nuisance cases.
- Retaining employees with institutional knowledge and attracting skilled personnel.



|                            |   |                              |    |                       |    |                                 |            |
|----------------------------|---|------------------------------|----|-----------------------|----|---------------------------------|------------|
| ABOLISHMENT CLASSIFICATION |   | CERT & LICENSE INCENTIVE PAY |    | EMP SALARY ADJUSTMENT | 1  | RECLASSIFICATION WITH INCUMBENT | 13         |
| ABOLISHMENT POSITION       | 1 | CLASS TITLE AMENDMENT        |    | FUNDING ALLOCATION    |    | RECLASSIFICATION W/O INCUMBENT  | 23         |
| ABOVE ENTRY CLASSIFICATION |   | CREATION CLASSIFICATION      | 21 | HAZARDOUS DUTY PAY    |    | SALARY GRADE AMENDMENT          |            |
| ABOVE ENTRY POSITION       |   | CREATION POSITION            |    | POSITION TRANSFER     | 43 | <b>TOTAL ACTIONS:</b>           | <b>102</b> |

- Class creations and position transfers to establish needed positions titles in the department to support pay differential.
- Reclassification with incumbent to acknowledge an increase in skill and contributions across the department. The action will aid in aligning the scope of work with the title and closing the pay disparity.
- Reclassification without incumbent will allow resource gaps to be filled with existing vacancies and to assist with extra-help positions .

