



## City Council Meeting - Final

March 25, 2024

7:00 PM

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**E. ATH2024-056** Approval to remove the Deputy City Administrator/Chief Financial Officer from the classification and pay system



# City of Smyrna

## Issue Sheet

A Max Bacon  
City Hall  
2800 King Street  
Smyrna, GA 30080

File Number: ATH2024-056

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**Agenda Date:** 3/25/2024

**In Control:** City Council

**File Type:** Authorization

**Agenda Section:**  
Consent Agenda

**Agenda Number:** E

**Department:** Human Resources

**Agenda Title:**

Approval to remove the Deputy City Administrator/Chief Financial Officer from the classification and pay system

***Citywide***

**ISSUE AND BACKGROUND:**

Given the uniqueness and complexity of the Deputy City Administrator / Chief Financial Officer's combined responsibilities, the position no longer fits into our standard management classification and pay structure. Like the City Administrator role, the position should be removed from the classification and pay system as long as the job remains combined with the CFO responsibilities and direct oversight of the finance department.

This change will allow the City to adequately compensate the incumbent for this unique role.

**RECOMMENDATION / REQUESTED ACTION:**

Staff recommends approval to remove the Deputy City Administrator/Chief Financial Officer from the classification and pay system

**City of Smyrna**  
**Postion/Grade by Grade**  
**PROPOSED MARCH 25, 2024**

Grade	Minimum	Mid-Point	Maximum	FLSA	Position Title	EEO
FD - 1	\$49,443	\$63,040	\$76,637	N	Firefighter Uncertified	4a
FD - 2	\$53,337	\$68,005	\$82,673	N	Firefighter I	4a
FD - 3	\$57,505	\$73,319	\$89,133	N	Firefighter II	4a
				N	Firefighter II - Support Services Coordinator	
FD - 4	\$62,187	\$79,289	\$96,390	N	Fire Engineer	4a
FD - 5	\$66,903	\$85,302	\$103,700	N	Fire Lieutenant - Emergency Management Specialist	4a
				N	Fire Lieutenant – Training	4a
				N	Fire Lieutenant – Prevention	4a
				N	Fire Lieutenant	4a
FD - 6	\$76,473	\$97,503	\$118,533	N	Fire Captain - Deputy Fire Marshal	4a
				N	Fire Captain	4a
				N	Fire Captain – EMS Director	4a
FD - 7	\$86,042	\$109,704	\$133,365	E	Fire Division Chief – Training	4a
				E	Fire Battalion Chief	4a
FD - 8	\$98,292	\$125,323	\$152,353	E	Deputy Fire Chief Emergency Services & Deputy Emergency Management Director	4a
				E	Deputy Fire Chief Administrative Services & Fire Marshal	4a
FD - 9	\$112,551	\$143,502	\$174,454	E	Fire Chief & Director of Emergency Management	4a
PD - 1	\$49,443	\$63,040	\$76,637	N	Police Officer (Uncertified)	5a
PD - 2	\$53,337	\$68,005	\$82,673	N	Police Officer	5a
				N	Warrant Officer	5a
PD - 3	\$58,819	\$74,994	\$91,169	N	Senior Park Ranger	5a
				N	Master Patrol Officer	5a
PD - 4	\$65,036	\$82,921	\$100,806	N	Police Sergeant	5a
PD - 5	\$75,682	\$96,495	\$117,307	N	Police Lieutenant	5a
PD - 6	\$90,622	\$115,543	\$140,464	E	Police Major	5a
				E	Police Major	5a
PD - 7	\$100,136	\$127,673	\$155,211	E	Deputy Chief of Police	5a
PD - 8	\$114,388	\$145,845	\$177,302	E	Chief of Police	5a
GOVT - 1	\$ 34,348	\$ 43,793	\$ 53,239	N	Bailiff	3
	\$ 16.51	\$ 21.05	\$ 25.60	N	Community Services Worker	13
				N	Customer Service Receptionist	2
				N	Jail Cook	6
				N	Library Aide	22
				N	Lifeguard	15
				N	Open Gym Attendant	15
				N	Program Assistant (Environmental Services)	13
				N	Recycling Center Attendant	13
				N	Sanitation Worker	13
				N	Streets Maintenance Worker	7
				N	Warehouse Attendant	23
				N	Water & Sewer Maintenance Worker	14
GOVT - 2	\$36,323	\$46,312	\$56,301	N	Administrative Clerk	2
	\$ 17.46	\$ 22.27	\$ 27.07	N	Community Center Attendant	15
				N	Facilities Maintenance Technician I	15
				N	Head Lifeguard - Wolfe Center Therapy Pool	15
				N	Lead Jail Cook	6
				N	Library Clerk	22
				N	Maintenance Technician I	23

**City of Smyrna**  
**Postion/Grade by Grade**  
**PROPOSED MARCH 25, 2024**

Grade	Minimum	Mid-Point	Maximum	FLSA	Position Title	EEO
GOVT - 2	\$36,323	\$46,312	\$56,301	N	Municipal Court Clerk	3
cont	\$ 17.46	\$ 22.27	\$ 27.07	N	Parks Maintenance Technician I	15
GOVT - 3	\$ 38,299	\$ 48,832	\$ 59,364	N	Utility Customer Service Representative	1
	\$ 18.41	\$ 23.48	\$ 28.54	N	Utility Services Meter Technician	18
GOVT - 4	\$40,275	\$51,351	\$62,426	N	Administrative Assistant	16
	\$ 19.36	\$ 24.69	\$ 30.01	N	Equipment Operator I	7
				N	Facilities Maintenance Technician II	15
				N	Maintenance Technician II	23
				N	Parks Maintenance Technician II	15
				N	Police Quartermaster	5b
				N	Records Assistant	5b
				N	Sanitation Truck Driver	13
				N	Streets Crew Leader	7
				N	Traffic Signal Technician Trainee	7
				N	Utility Meter Maintenance Technician	18
				N	Water & Sewer Crew Leader	14
				N	Water & Sewer Equipment Operator I	14
GOVT - 5	\$ 42,251	\$ 53,870	\$ 65,489	N	Communications Officer I	5b
	\$ 20.31	\$ 25.90	\$ 31.49	N	Equipment Operator II	7
				N	Fire Hydrant Inspector	23
				N	Utilities Locator	18
GOVT - 6	\$44,227	\$56,389	\$68,551	N	Administrative Coordinator	2
	\$ 21.26	\$ 27.11	\$ 32.96	N	Business License Coordinator	16
				N	Facilities Maintenance Technician III	15
				N	Human Resources & Risk Management Technician	2
				N	Library Associate - Adult Services	22
				N	Library Associate - Technical Services	22
				N	Library Associate - Youth Services	22
				N	Maintenance Technician III	23
				N	Mechanic I	23
				N	Municipal Court Clerk, Sr.	3
				N	Parks Maintenance Technician III	15
				N	Property & Evidence Custodian	5b
				N	Purchasing & Records Technician	1
				N	Sanitation Equipment Operator III	13
				N	Streets Field Operations Foreman (EOIII)	7
				N	Traffic Signal Technician	7
GOVT - 7	\$ 46,698	\$ 59,540	\$ 72,382	N	City Marshal - Code Enforcement Officer	23
	\$ 22.45	\$ 28.63	\$ 34.80	N	Stormwater Inspector	23
				N	Detention Officer I	6
				N	Communications Officer II	5b
				N	Sanitation Truck Driver Foreman	13
				N	Water & Sewer Field Operations Foreman (EOIII)	14
				N	Water & Sewer Jet Truck Operator	14
				N	Mechanic II	23
GOVT - 8	\$49,170	\$62,691	\$76,213	N	Accounts Payable Coordinator	1
	\$ 23.64	\$ 30.14	\$ 36.64	E	Athletics & Aquatics Coordinator	15
				E	Community Center Event Coordinator	15
				N	Community Relations Coordinator	23

**City of Smyrna**  
**Position/Grade by Grade**  
**PROPOSED MARCH 25, 2024**

Grade	Minimum	Mid-Point	Maximum	FLSA	Position Title	EEO
GOVT - 8 cont	\$49,170	\$62,691	\$76,213	N	Deputy City Clerk	2
	\$ 23.64	\$ 30.14	\$ 36.64	N	Detention Officer II	6
				N	Economic Development Coordinator	23
				N	GCIC Coordinator	5b
				E	Historic Parks & Recreation Facilities Event Coordinator	15
				N	Keep Smyrna Beautiful Coordinator	13
				N	Mechanic III	23
				N	Open Records Coordinator	5b
				N	Recreation Program Coordinator	15
				N	Recycling Center Coordinator	13
				N	SPD Administrative Coordinator	2
				N	Utility Billing Coordinator	1
				N	Utility Meter Coordinator	18
GOVT - 9	\$ 51,641	\$ 65,842	\$ 80,043	E	Benefits Specialist	2
	\$ 24.83	\$ 31.65	\$ 38.48	N	Building Inspector	23
				E	Chief Probation Officer	6
				E	Circulation Supervisor	22
				N	City Arborist	16
				N	Communications Supervisor	5b
				N	Criminal Intelligence Analyst	5b
				N	Environmental & Erosion Inspector	7
				E	HRIS & Payroll Specialist	2
				N	Information Systems Specialist	1
				N	Jail Sergeant	6
				N	Parks Maintenance Supervisor	15
				N	Permit Specialist	16
				E	Police Records Supervisor	5b
				N	Sanitation Supervisor	13
				N	Streets Supervisor	7
				E	Tax & Accounts Payable Supervisor	1
			E	Warehouse Supervisor	23	
			E	Young Adult Librarian	22	
GOVT - 10	\$56,751	\$72,358	\$87,964	E	Adult Services Librarian	22
	\$ 27.28	\$ 34.79	\$ 42.29	E	Court Services Coordinator	3
				N	Executive Assistant	2
				N	Fleet Maintenance Supervisor	23
				E	Planner I	16
				E	Utility Services Supervisor	18
				N	Water & Sewer Supervisor	14
				E	Web Administrator	1
				E	Youth Services Librarian	22
GOVT - 11	\$ 61,862	\$ 78,874	\$ 95,886	E	Budget Officer	1
	\$ 29.74	\$ 37.92	\$ 46.10	E	Building & Grounds Manager	23
				N	Certification Manager	5b
				E	E-911 Manager	5b
				E	GIS Manager	1
				E	Museum Manager	23
				E	Planner II	16
				E	Technical Services Librarian	22

**City of Smyrna**  
**Postion/Grade by Grade**  
**PROPOSED MARCH 25, 2024**

Grade	Minimum	Mid-Point	Maximum	FLSA	Position Title	EEO
GOVT - 12	\$66,972	\$85,389	\$103,807	E	Facilities Manager	15
	\$ 32.20	\$ 41.05	\$ 49.91	E	Network and Server Engineer	1
				N	Public Safety Systems Administrator	5b
				E	Purchasing Manager	1
				E	Recreation Services Manager	15
				E	Special Projects Manager	2
				E	System Administrator	1
				E	Parks Maintenance Manager	15
				E	Sanitation Manager	13
				E	Streets Manager	7
			E	Water Sewer Field Operations Manager	14	
GOVT - 13	\$ 70,211	\$ 89,519	\$ 108,827	<del>E</del>	<del>Assistant Finance Director-Controller</del>	<del>1</del>
	\$ 33.76	\$ 43.04	\$ 52.32	E	Chief Building Official	16
				E	Controller	1
				E	Fleet Manager	23
				E	Human Resources Manager	2
				E	Jail Administrator	6
			E	Municipal Court Administrator	3	
GOVT - 14	\$79,110	\$100,865	\$122,620	E	Assistant City Engineer	7
	\$ 38.03	\$ 48.49	\$ 58.95	E	Assistant Director, Community Development	16
				E	Assistant Director, Information Technology	1
				E	Assistant Director, Public Works	7
				E	Assistant Director, Water, Sewer & Utility Services	7
MGMT - 1	\$ 87,771	\$ 111,908	\$ 136,045	E	City Clerk	2
				E	City Engineer	7
				E	Community Relations Director	23
				E	Economic Development Director	23
				E	Environmental Services Director	13
				E	Library Director	22
MGMT - 2	\$ 101,849	\$ 129,858	\$ 157,867	E	Community Development Director	16
				E	Finance Director	1
				E	Human Resources & Risk Management Director	2
				E	Information Technology Director	1
				E	Parks & Recreation Director	15
				E	Public Works Director	7
				E	Water, Sewer, & Utility Services Director	7
MGMT - 3	\$ 112,026	\$ 142,834	\$ 173,641	E	Assistant City Administrator	1
MGMT - 4	\$ 119,948	\$ 152,933	\$ 185,919	<del>E</del>	<del>Deputy City Administrator / Chief Financial Officer</del>	<del>2</del>

Denotes Safety Sensitive

EEO Code	Definition	EEO Code	Definition
1	Financial administration	13	Solid waste management
2	Central administration	14	Sewerage
3	Judicial & legal	15	Parks & Recreation
4	Fire Protection	16	Housing & community development
	4a Firefighers		
	4b other fire protection employees		
5	Police Protection	18	Water supply system
	5a Persons with powers of arrest		
	5b other police protection employees		
6	Corrections	22	Libraries
7	Streets & Highways	23	All others