



To: Dr. Lee Meadows, AAHC Board President
From: Ashley Walicki, Compensation & HRIS Supervisor
CC: Evelyn Algarin-Jackson, Marc Thompson, Margaret Radabaugh
Date: 6/30/2022
Re: Grade Change & Salary Adjustment Recommendation for Jennifer Hall

Jennifer Hall has held the position of Executive Director – Ann Arbor Housing Commission since 11/29/2011 and was originally hired at the City on 1/2/2003. She worked for the City from 1/2/2003-1/25/2008 in a Housing Program Coordinator position.

Jennifer updated her position description and received approval from the AAHC Board to have Mark Nottley, our external Compensation Consultant with Municipal Consulting Services, LLC review her updated position description to see if the updates warranted a grade change.

Mark Nottley completed the reclassification analysis (please see attached documents– Classification Letter for the Executive Director AAHC and JE Ratings- Executive Director -AAHC). His recommendation is to reclassify the position from grade 13 to grade 14.

Jennifer is currently in grade 13 and her current salary is \$125,000. The Board did approve an equity increase for her effective on 9/26/2021, resulting in her current salary of \$125,000. Prior to the 3.00% increase to the non-union/salaried compensation structure effective on 7/1/2022, Jennifer was at 65.50 percent in range within her current grade, grade 13. Effective on 7/1/2022, she is at 53.90 percent in range in grade 13.

We are recommending a grade change from grade 13 to grade 14 and a salary adjustment for Jennifer to \$146,260. This recommendation includes the 3.00% general salary increase/COLA (which other City employees were awarded on 7/1/2022) to \$128,750 and an equity adjustment to take her to \$146,260. This recommendation is based on an internal equity review of other employees in grade 14.

If approved, I will provide Jennifer a letter outlining the grade change, salary adjustment and effective date.

If you have any questions pertaining to the proposed grade change or salary adjustment recommendation, please do not hesitate to contact me at (734) 794-6130 or awalicki@a2gov.org.

Sincerely,

Ashley Walicki
Compensation & HRIS Supervisor
Human Resources Services