

**2022**

Budget Requests Muscogee County

Coroner's Office *Eddie L. "Buddy"*

*Bryan, Coroner*

# COMPARISON WITH SURROUNDING COUNTIES

In the state of GA there are 159 counties: 5 are under the **Medical Examiner** and the others have **elected coroners**. Out of the last 154, only **1 city is comparable to Columbus in population, investigated death rates and salaried coroners**. Please see the chart below to review the discrepancy in salary. Our office is requesting an increase in salary for the Coroner and 2 Dep. Coroners

	COLUMBUS	AUGUSTA
POPULATION	197,000 +	199,000 +
INVESTIGATED DEATHS	1000 +	850 +
CORONER SALARY	\$60,000 +	\$85,000 +
DEPUTY CORONER SALARY	\$36,000 +	\$53,000 +

## Coroner/ Dep. Coroner Salary Increase

**Eddie L. Bryan** has been the coroner for many years; but has over 40 years of experience in the death and funeral home field. With so many years of experience, his pay is not comparable to the salaries of those Coroner's in similar sized cities. Mr. Bryan has implemented several programs that benefit the citizens of Columbus which include: Veteran Disability Amendment programs, death and dying classes, child safety seminars and he is an active participant in the Child Fatality Review Committee.

Although he is an elected official, he works 24 hour shifts like the Deputy Coroners. He also maintains an open dialogue with the media to allow the people of Columbus to know about the deaths in Columbus. Buddy also takes time out of his busy schedule to personally go to the homes of family members who are not being forthcoming in the funeral arrangements to expedite the process; and took over the handling of the pauper's program to aid the families who have no funds to dispose of their relatives. After the Coroner's Office took over the program, we have almost exclusively used cremations-- which will extend the life of Porterdale Cemetery.

# POSITION RECLASSIFICATION REQUEST FORM

*Please contact your Budget Analyst if you have any questions.*

**Instructions:** Please enter all requests for deletion of existing employees, reclassifications, and employee movements between units on this form. **ONE FORM PER UNIT.**

**DEPARTMENT:** 570  
**UNIT:** 1000

*Request Type*

**RECLASSIFICATION**

Employee Name	Position Number	Position Number Description	Existing Title	Existing Grade	Existing Salary
MALIKA HAMPTON	G90571	ADMIN. ASST.	G90574	12A	\$30,874.00
		New Position Number Description	New Title	New Grade	New Salary
		EXECUTIVE ASST.		G14	46,418
Additional duties were allocated to the admin asst. that are similar to the job description for an Executive Asst.. Therefore, we are asking for a salary increase.					
					<b>Salary Variance</b> \$7,911.00

Employee Name	Position Number	Position Number Description	Existing Title	Existing Grade	Existing Salary
		New Position Number Description	New Title	New Grade	New Salary
<b>JUSTIFICATION</b> Due to the increase in deaths and population rates as well as to make the salary of the coroner comparable to the those on the tier similarly (i.e. mayor and police chief) we are requesting a salary increase.					
					<b>Salary Variance</b> \$0.00

Employee Name	Position Number	Position Number Description	Existing Title	Existing Grade	Existing Salary
		New Position Number Description	New Title	New Grade	New Salary
<b>JUSTIFICATION</b>					
					<b>Salary Variance</b> \$0.00

*\*shaded areas are formula driven.*

Department Head Signature: 

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DEPARTMENT: 570  
 UNIT: 1000

*Request Type*

**RECLASSIFICATION**

Employee Name	Position Number	Position Number Description	Existing Title	Existing Grade	Existing Salary
ELIZABETH ALLISON	57010000201	DEP. CORONER	P6662	16A	\$38,786.00
		New Position Number Description	New Title	New Grade	New Salary
		DEP. CORONER	P6662	16E	\$43,882.00

**JUSTIFICATION** Due to the increase in deaths and population rates as well as to make the salary of our Dep. Coroners comparable to the salaries of Dep. Coroners in surrounding counties with similar population and death rates we are requesting a salary increase.

**Salary Variance** \$5,096.00

Employee Name	Position Number	Position Number Description	Existing Title	Existing Grade	Existing Salary
EDDI EL. BRYAN	57010000001	P6660	CORONER	N/A	\$66,140.00
		New Position Number Description	New Title	New Grade	New Salary
		P6660	CORONER	N/A	\$82,140.00

**JUSTIFICATION** Due to the increase in deaths and population rates as well as to make the salary of the coroner comparable to the those on the tier similarly (i.e. mayor and police chief) we are requesting a salary increase.

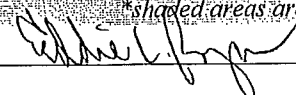
**Salary Variance** \$16,000.00

Employee Name	Position Number	Position Number Description	Existing Title	Existing Grade	Existing Salary
CHARLES NEWTON	57010000201	P6662	DEP. CORONER	16A	\$43,473.00
		New Position Number Description	New Title	New Grade	New Salary
		P6662	DEP. CORONER	16I	\$48,438.00

**JUSTIFICATION** Due to the increase in deaths and population rates as well as to make the salary of our Dep. Coroners comparable to the salaries of Dep. Coroners in surrounding counties with similar population and death rates we are requesting a salary increase.

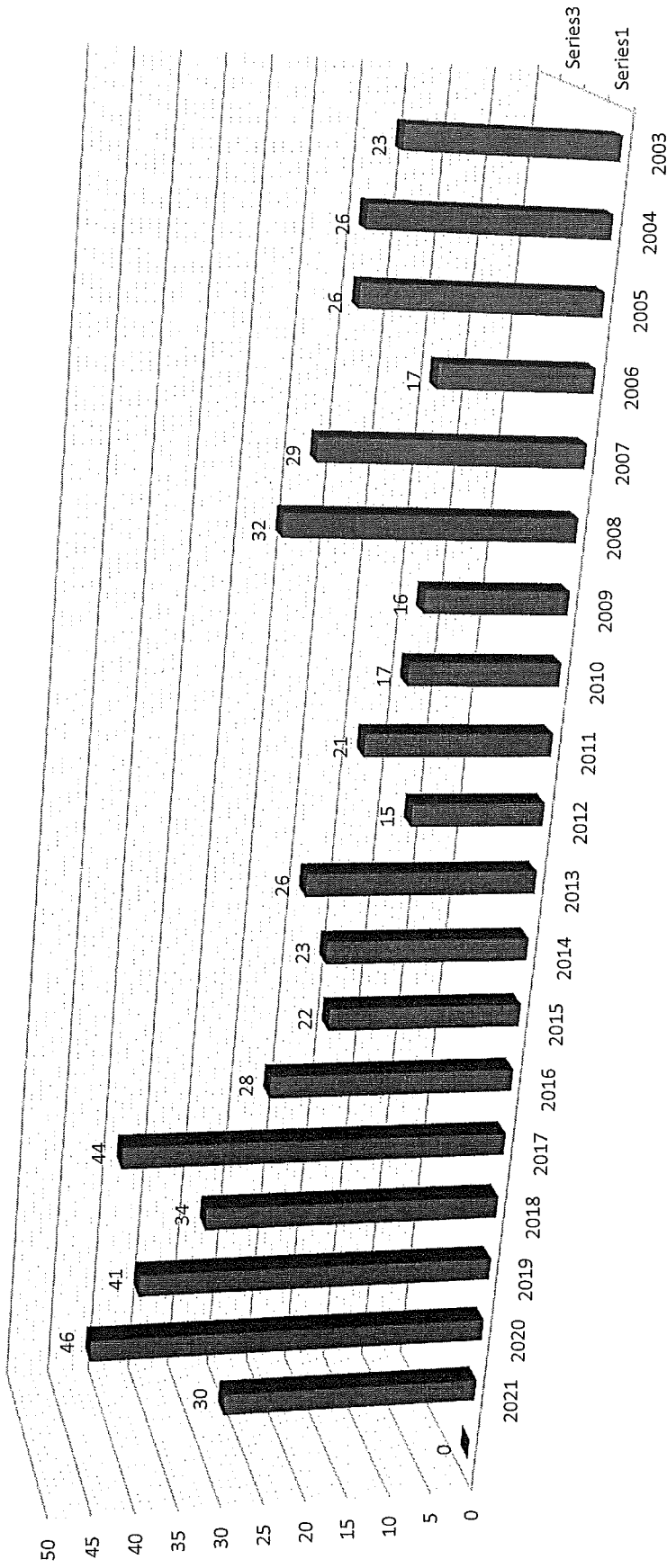
**Salary Variance** \$4,965.00

*\*shaded areas are formula driven*

Department Head Signature: 

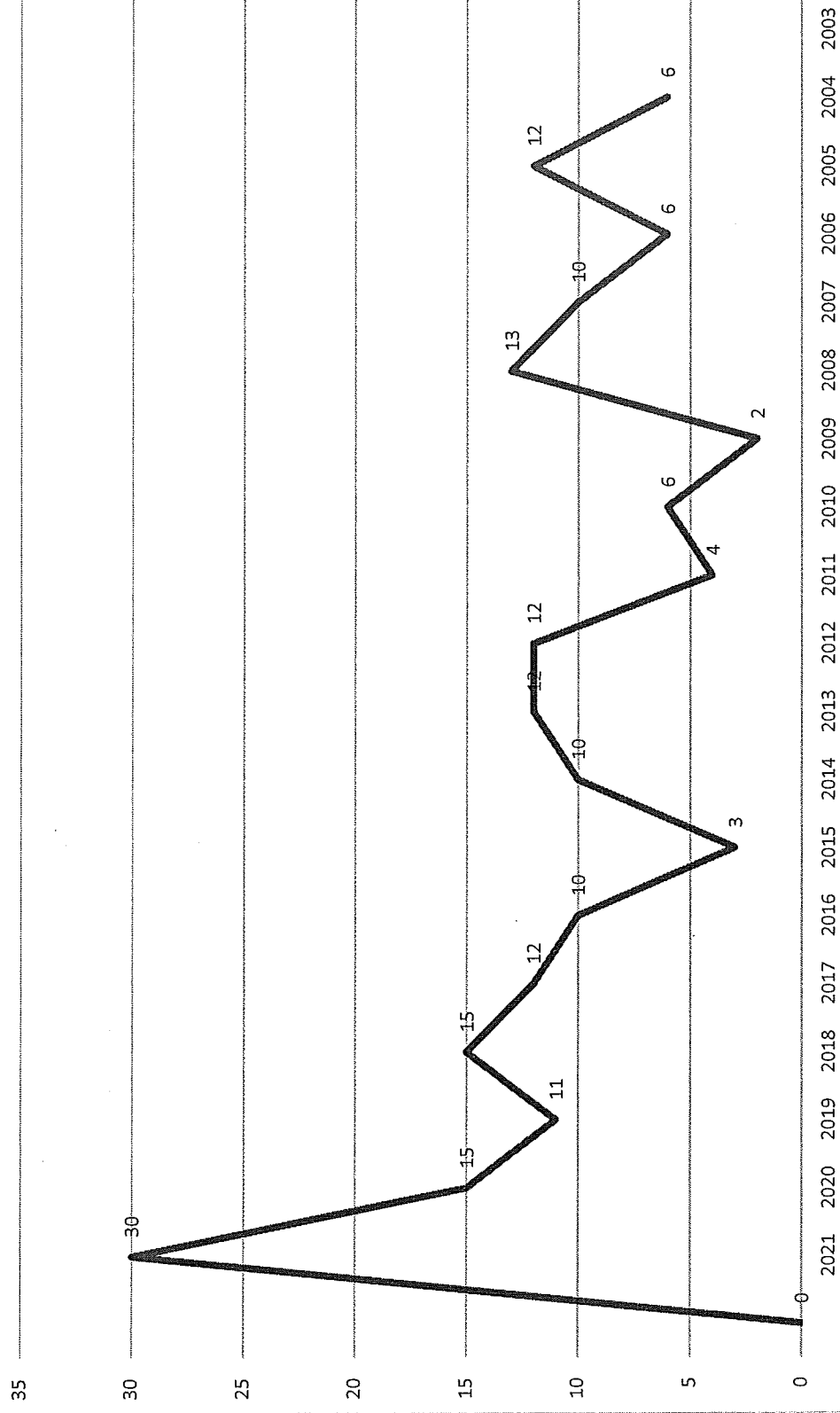
# Homicides

Series1 Series2 Series3 Series4



# Homicides (May of Each Year)

Series1 Series2 Series3 Series4





Ms. Tanika McClain  
Human Resources Analyst  
Columbus Consolidated Government  
Post Office Box 1340  
Columbus, Georgia 31902

Dear Ms. McClain,

After reviewing the job description, salary survey data, and other relevant information for the request to retitle and regrade the position of **Administrative Assistant (G12)** to **Executive Assistant (G14)** in the **Coroner's Office**, the title should be changed to **Administrative Coordinator** and the position should be reassigned to a **G14**.

Below are the results of the review of the submitted information. To contribute to the above decision, compensable factors of the job, and both external equity and internal equity considerations were taken into account.

The external analysis consulted O\*Net for the positions of **Administrative Services Managers and General Office Clerks**, the closest matches to the description of **Executive Assistant** in the information provided by the Columbus Consolidated Government (the City). This information is listed below:

Mean Annual State Wages			Median Annual State Wages		
Min	Mid	Max	Min	Mid	Max
\$46,418	\$86,020	\$165,480	\$51,720	\$85,570	\$169,740
\$18,581	\$29,308	\$45,850	\$18,330	\$29,260	\$45,220

The internal analysis utilized a modified FES reviewing the ten compensable factors recognized by the City. These ten factors being: Knowledge Required by the Position, Supervisory Controls, Guidelines, Complexity, Scope and Effect, Personal Contacts, Purpose of Contacts, Physical Demands, Work Environment, and Supervisory Responsibility. Finally, pay grades of other positions within the **Coroner's Office**, as well as similar positions across the City were compared and analyzed to ensure internal equity.

In conclusion, the job evaluation results and compensation data analysis support the recommendation to retitle the **Administrative Assistant** position to **Administrative Coordinator** and assign it to a paygrade of **G14**. Please contact the Butler Center for Business and Economic Research if we can provide any other human resource management technical assistance or if questions occur related to this issue.

Sincerely,

Dr. Phil Bryant

### Admin. Asst. Salary Increase

**Malika Hampton**-- as an Administrative Asst.—has almost 20 years of experience in the administrative field to include: Customer Service, accounts payable and receivable, budget, reports and other office duties. Many of her duties encompass Executive Asst. duties as well, to include:

- Providing administrative assistance, such as writing and editing emails, drafting memos and preparing communications on the elective official's behalf
- Maintaining comprehensive and accurate records, documents, statistics and reports
- Performing accounts payable and receivables
- Manages a \$300,000 annual budget
- Organizing meetings, including scheduling, sending reminders and organizing catering when necessary
- Answering incoming phone calls in a polite and professional manner and accurately taking messages
- Managing the elected official's day-to-day calendar, including making appointments and prioritizing the most sensitive matters
- Coordinating travel arrangements and create trip itineraries
- Using various software, including word processing, Lotus Notes, spreadsheets, and presentation software to prepare reports and/or special projects