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06/11/25

To: Hamburg Township Board  
From: Tony Randazzo

Re: DeLancey Grade Change

After further reflection after the last work study meeting, I feel it is more appropriate for Mike DeLancey to be promoted a grade instead of receiving an additional step increase, due to an expansion of duties. I have attached a revised job description for a new position called Network Administrator. I recommend that Mr. DeLancey's title be changed to Network Administrator, which will fall under grade eight on the pay scale.

After we decided not to fill the role of Information Assistant two years ago, Mr. DeLancey has taken a lead role instructing users how to properly update the website as well as training videographers and overseeing the Cable TV/streaming operations. In addition, I have delegated more IT responsibilities to him as he has matured in his role. Finally, our Police Department needs substantially more IT assistance for their CJIS (Criminal Justice Information System) audit which has become increasingly technology oriented. Mr. DeLancey will have to attend LASO training in conjunction with the Deputy Police Chief for this purpose. By going this route, we will be able to efficiently complete this audit using in-house staff in a timely manner.

Mr. DeLancey was scheduled to ascend to grade 7 step 8 (\$80,038) on July 1<sup>st</sup>. With the proposed reclassification, I recommend that he be placed at grade 8 step 5 (\$81,755).