



TOWN OF KILL DEVIL HILLS  
Land Where Flight Began

MEMORANDUM

April 30, 2025

TO: KDH Board of Commissioners

FROM: Debora P. Díaz, Town Manager

REF: Introductions and Presentations

**2. Workforce Manpower Study and Comprehensive Pay & Classification Study Presentation (Attached IP-2)**

At its May 22, 2024, meeting, the Board of Commissioners approved a combined Workforce Manpower Study and Comprehensive Pay & Classification Study to be conducted by the Piedmont Triad Regional Council (PTRC). The Administration Department's meeting memorandum provides an overview of the process, noting that PTRC representative David Hill will present the result of the combined studies.

Staff requests Board approval for the implementation of recommendations from both the Workforce Manpower Study and Comprehensive Pay & Classification Study, with funding to be included in the Town Manager's Recommended Budget for Fiscal Year 2025/2026.

A motion will be in order.



**THE TOWN OF KILL DEVIL HILLS**  
**NORTH CAROLINA**  
**ADMINISTRATION**

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Assistant Town Manager  
**CHARLENE ALLEN**

Town Clerk  
**JAMES MICHAEL O'DELL**

Deputy Town Clerk/  
Administrative Assistant  
**JENNIFER STECHER**

Public Information Officer  
**RACHEL TACKETT**

Deputy Town Clerk/  
Administrative Specialist  
**PARKER MIDGETT**

**MEMORANDUM**

**TO:** Debbie Díaz, Town Manager  
**FROM:** Charlene Allen, Assistant Town Manager  
**DATE:** April 30, 2025  
**RE:** Presentation from Piedmont Triad Regional Council (David Hill)  
Market Comparative and Position Classification Study Report  
Workforce and Staffing Analysis Report

The Board of Commissioners approved for the above-mentioned studies to be conducted to ensure that the Town's compensation levels are competitive to continue to attract and retain highly qualified individuals as well as ensure the staffing levels are sufficient to maintain the current level of service provided by the Town. Piedmont Triad Regional Council (PTRC) has prepared and presented the Market Comparative and Position Classification Study report and Workforce and Staffing Analysis report to management.

David Hill, Project Manager from PTRC, will provide a presentation regarding the studies and associated recommendations at the April 30, 2025, Board of Commissioners meeting. To ensure a full understanding of the organizational structure of each department, as well as the unique role of each position, the following elements were conducted by PTRC:

- Met with Manager and Assistant Manager to discuss general and specific aspects of the analysis and receive specific feedback.
- Assistant Manager provided for review organizational charts for each department as well as job descriptions for each classification.
- As part of the concurrent pay and classification study, employees provided PTRC with specific detailed information regarding their unique duties, responsibilities, authorities, and every other element expected of their position.
- Met individually with Department Directors to discuss and review their department structure, as well as solicit their thoughts, opinions, and expectations regarding current staffing needs, as well as during the next three to five years, to strategically position the Town to proactively plan for and meet the needs of the growing population and organizational goals and initiatives under the current level of service.

Staff requests approval of implementation of the (1) PTRC recommended Market Comparative and Position Classification Study Report and (2) Workforce and Staffing Analysis Report and funding to be included in the Town Manager's Recommended FY 2025-2026 Budget for implementation of the recommendations.