

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
March 2016
Involved Committees:
Human Resources
Finance

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # 16-03-01

A RESOLUTION TO AMEND THE ESTABLISHED JOB CATEGORY AND PAY GRADE FOR SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES

WHEREAS, the County Board of Supervisors adopted an established job classification and pay grade for non-represented employees in Resolution #15-10-01; and,

WHEREAS, the County Board of Supervisors adopted Resolution #15-09-03 to implement the salary classification and compensation system for non-represented employees which included an appeal process; and,

WHEREAS, the Human Resource Committee has completed the appeal process and recommends the adoption of the attached AMENDED BUFFALO COUNTY JOB CLASSIFICATION/PAY GRADE FOR NON-REPRESENTED EMPLOYEES FOR 2016 effective April 3, 2016, based on the appeals received; and,

WHEREAS, the Human Resource Committee also recommends the deviation from the current initial step placement policy for the following positions based upon the appeal process as follows:

- E-911 Coordinator moved from Clerical Support to renamed classification Skilled Craft Technicians, Step #2 for E911 work up to 36 hours per pay period;
- Materials Recovery Facility Supervisor moved to renamed classification Skilled Craft Technicians, Step #6
- Register in Probate moved from Step #2 to Step #4
- Personnel Advisor moved from Step #2 to Step #4
- DHHS Account Clerk Lead moved from Step #1 to Step #4
- Deputy County Treasurer – Real Property Lister (2 positions) moved from Advanced Clerical Support to newly created classification of Advanced Technical Support, Step #7
- Administration Administrative Assistant (Floater) receive Advanced Clerical Support Step #3 pay for up to 14 hours Scheduled Time Per Week when Serving as Deputy Register in Probate
- GIS/Land Information Technician moved from Step #1 to Step #2 and referral of position description back to Standing Committee for further review and recommendation for any reclassification in December of 2016
- Zoning Technician moved from Step #1 to Step #2
- Zoning Administrator moved from Step #3 to Step #4
- Nelson Senior Dining Manager moved from Step #4 to Step #6
- Highway Office Assistant moved from Step #6 to Step #7
- Remove County Administrative Coordinator from Job Category and Pay Grades

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves the establishment of the attached AMENDED BUFFALO COUNTY JOB CLASSIFICATION/PAY GRADE FOR NON-REPRESENTED EMPLOYEES FOR 2016 effective April 3, 2016 for non-represented employee positions to include the above-indicated step and classification adjustments as recommended by the Buffalo County Human Resources Committee.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 28th day of March, 2016.

Bryan M. Halverson
County Clerk

ATTEST:

Douglas Kane
County Board Chairperson

Respectfully Submitted:

Human Resources Committee

Larry Grisen
Larry Grisen

Don Hillert
Don Hillert

Mary Anne McMillan Urell
Mary Anne McMillan Urell

Allen Carothers
Allen Carothers

Nettie Rosenow
Nettie Rosenow

Finance Committee

Larry Grisen
Larry Grisen

Don Hillert
Don Hillert

Douglas Kane
Douglas Kane

Yes - appeared remotely
David Danzinger

David Eddy
David Eddy

ANTICIPATED FINANCIAL IMPACT STATEMENT

2016 Wages & Benefits \$22,026.93
Additional Increase

AMENDED BUFFALO COUNTY JOB CLASSIFICATION/PAY GRADE FOR NON REPRESENTED EMPLOYEES FOR 2016

RESOLUTION

* Step 4 adjust with CPI .73

OFFICIALS & ADMINSTRATORS		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
DIRECTORS/MANAGERS								
EE	HHSD DIRECTOR	33.83	34.95	36.06	37.18	38.30	39.41	40.53
EE	HIGHWAY COMMISSIONER	28.03	28.95	29.88	30.80	31.72	32.65	33.57
EE	ADRC RESOURCE DIRECTOR	26.05	26.91	27.77	28.63	29.49	30.35	31.21
EE	ZONING ADMINISTRATOR	23.35	24.12	24.89	25.66	26.43	27.20	27.97
EE	LAND CONSERVATIONIST	22.34	23.08	23.81	24.55	25.29	26.02	26.76
EE	EMERGENCY MANAGEMENT/RECYCLING DIRECTOR	21.66	22.37	23.09	23.80	24.51	25.23	25.94
EE	VETERANS SERVICE OFFICER	19.90	20.56	21.21	21.87	22.53	23.18	23.84

SUPERVISORS/ASSISTANT MANAGERS		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
E	HHSD SOCIAL SERVICES MANAGER	26.63	27.50	28.38	29.26	30.14	31.02	31.89
E	PUBLIC HEALTH SUPERVISOR/HEALTH OFFICER	27.82	28.74	29.65	30.57	31.49	32.40	33.32
E	HWY PATROL SUPERINTENDANT	23.53	24.31	25.08	25.86	26.64	27.41	28.19
E	HHSD AGING DIRECTOR	23.34	24.11	24.88	25.65	26.42	27.19	27.96
EP	PUBLIC HEALTH NUTRITIONIST/WIC DIRECTOR	21.67	22.38	23.10	23.81	24.52	25.24	25.95
E	CS COORDINATOR/DHHS ASSIST TO DIRECTOR	20.60	21.28	21.96	22.64	23.32	24.00	24.68
EP	HWY ASSISTANT PATROL SUPERINTENDANT	18.27	18.88	19.48	20.08	20.68	21.28	21.89
E	REGISTER IN PROBATE	18.27	18.88	19.48	20.08	20.68	21.28	21.89
E	BUILDING & GROUNDS MANAGER	15.33	15.84	16.34	16.85	17.36	17.86	18.37

PROFESSIONALS		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
EP	SOCIAL WORKER I	19.40	20.04	20.68	21.32	21.96	22.60	23.24
EP	SOCIAL WORKER II	20.79	21.48	22.16	22.85	23.54	24.22	24.91
EP	SOCIAL WORKER III; PUBLIC HEALTH NURSE III; ENVIRONMENTAL HEALTH SPECIALIST; ADRC I & A SPECIALIST	22.31	23.05	23.78	24.52	25.26	25.99	26.73
EP	PUBLIC HEALTH NUTRITIONIST/WIC PT	21.12	21.82	22.51	23.21	23.91	24.60	25.30

TECHNICIANS		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
EP	ZONING TECHNICIAN/INSPECTOR; CONSERVATION TECHNICIAN/PLANNER; GIS/LAND INFORMATION TECHNICIAN	18.92	19.54	20.17	20.79	21.41	22.04	22.66

PROTECTIVE SERVICE WORKERS		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
LAW ENFORCEMENT								
E	CHIEF DEPUTY	26.54	27.41	28.29	29.16	30.03	30.91	31.78
E	JAIL ADMINISTRATOR	22.40	23.14	23.88	24.62	25.36	26.10	26.84
N	JAIL SERGEANT	20.78	21.46	22.15	22.83	23.51	24.20	24.88
N	PART TIME DEPUTIES	-	-	-	15.55	16.02	16.48	16.95
LAW ENFORCEMENT SUPPORT -		START	6 mo	12 mo	18 mo	24 mo	30 mo	
N	COMMUNICATION/CORRECTION OFFICERS	18.69	19.21	19.57	19.91	20.29	20.81	
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
N	PART TIME - COMMUNICATION/CORRECTION OFFICERS	11.67	12.05	12.44	12.82	13.20	13.59	13.97
N	BAILIFF (3)	12.49	12.91	13.32	13.73	14.14	14.55	14.97

PARAPROFESSIONALS

CLERICAL SUPPORT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
N	PART TIME CLERICAL;	12.97	13.39	13.82	14.25	14.68	15.11	15.53
N	WIC TECHNICIAN; SUPPORT STAFF SPECIALIST; ADMINISTRATIVE CONFIDENTIAL; DEPUTY CLERK OF COURT I;	13.72	14.18	14.63	15.08	15.53	15.98	16.44

ADVANCED CLERICAL SUPPORT

N	UW ADMINISTRATIVE ASSISTANT; HWY OFFICE ASSISTANT; CHIEF DEPUTY CLERK OF COURT II; CHIEF DEPUTY COUNTY CLERK I; CHIEF DEPUTY REGISTER OF DEEDS;	15.05	15.55	16.04	16.54	17.04	17.53	18.03
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ADVANCED TECHNICAL SUPPORT

N	DEPUTY COUNTY TREASURER-REAL PROPERTY LISTER	15.55	16.06	16.57	17.09	17.61	18.12	18.63
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ADMINISTRATIVE SUPPORT

ACCOUNTING SUPPORT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
N	HHSD BENEFIT SPECIALIST; ADRC DISABILITY BENEFIT SPECIALIST; VETERANS SERVICE BENEFIT SPECIALIST; HHSD CHILD SUPPORT FINANCIAL ASSISTANT; HHSD ECONOMIC SUPPORT SPECIALIST; HHSD ACCOUNT CLERK/ECONOMIC SUPPORT SPECIALIST; HHSD ECONOMIC SUPPORT SPECIALIST LEAD; HHSD ACCOUNT CLERK;	15.46	15.97	16.48	16.99	17.50	18.01	18.52

ADMINISTRATION - FINANCIAL

E	ADMINISTRATION ADMINISTRATIVE ASSISTANT; LAW ENFORCEMENT ADMINISTRATIVE ASSISTANT; ZONING ADMINISTRATIVE ASSISTANT;	15.75	16.27	16.79	17.31	17.83	18.35	18.87
E	ADMINISTRATION PERSONNEL ADVISOR; HHSD ACCOUNT CLERK LEAD; HWY OFFICE MANAGER; ADMINISTRATION FINANCIAL ADVISOR	17.93	18.52	19.11	19.70	20.29	20.88	21.47

SKILLED CRAFT TECHNICIANS

		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
N	MATERIALS RECOVERY FACILITY SUPERVISOR; E-911 COORDINATOR PT	18.21	18.77	19.35	19.94	20.53	21.15	21.78

SERVICE - MAINTENANCE

		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
N	BUILDING & GROUNDS JANITOR	13.42	13.86	14.31	14.75	15.19	15.64	16.08
N	SENIOR DINING CENTER MANAGER	9.44	9.75	10.06	10.37	10.68	10.99	11.30
N	HHSD VAN DRIVER	9.74	10.06	10.38	10.70	11.02	11.34	11.66
N	PART TIME RECYCLING TRUCK DRIVERS	11.23	11.60	11.97	12.34	12.71	13.08	13.45

		YR 1	YR 2
N	HWY - SEASONAL PATROLMAN	14.70	15.55
N	HWY - SEASONAL MOWING	10.84	11.47

		START	AFTER TRAINING
N	PART TIME	9.07	10.29

EE EXEMPT EXECUTIVE EMPLOYEE

EA EXEMPT ADMINISTRATIVE EMPLOYEE

EP EXEMPT PROFESSIONAL EMPLOYEE

E EXEMPT

N NON-EXEMPT EMPLOYEE