

# Buffalo County Resolution



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

**County Department:**  
Highway & Adm  
**Fiscal Impact:** YES / NO  
**AC Approved:** YES / NO

RESOLUTION # 16-10-02

## A RESOLUTION TO AMEND SALARY CLASSIFICATION AND COMPENSATION SYSTEM FOR NON-REPRESENTED EMPLOYEES TO INCLUDE BUFFALO COUNTY HIGHWAY EMPLOYEES

WHEREAS, the County Board of Supervisors adopted Resolution 15-10-01 to establish job categories and pay grades for non-represented employees; and,

WHEREAS, the County Board of Supervisors also adopted Resolution 15-09-03 to implement salary classification and compensation system for non-represented employees; and,

WHEREAS, the Buffalo County Highway employee wages and classifications were previously represented in a bargaining unit; and,

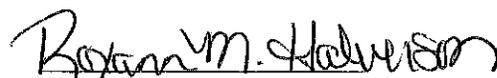
WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended effective January 1, 2017, the creation of a salary classification and compensation system for Highway employees previously represented under a bargaining unit to be incorporated into the existing salary classification and pay grades as a Skilled Craft Technician, a copy of which is attached as Exhibit A and to be incorporated herein and to become a part of this resolution; and,

WHEREAS the Human Resource Committee recommends the amendment to Policy 111 of the Employee Handbook to include Highway employees not currently addressed in the handbook;

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves amending POLICY 111. SALARY CLASSIFICATION & COMPENSTATION SYSTEM of the Buffalo County Employee Handbook to include salary classification and pay grades to include Highway employees previously represented by a bargaining unit for implementation on January 1, 2017.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 24<sup>th</sup> day of October, 2016.

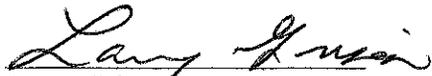
  
County Clerk

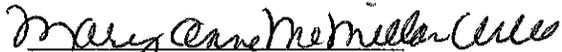
ATTEST:

  
County Board Chairperson

Respectfully Submitted:

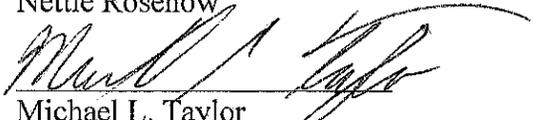
Human Resources Committee

  
Larry Grisen

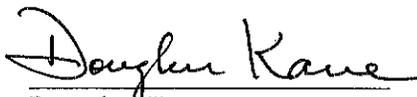
  
Mary Anne McMillan Urell

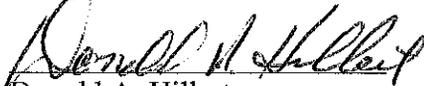
  
Donald A. Hillert

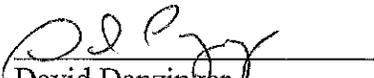
  
Nettie Rosenow

  
Michael L. Taylor

Finance Committee

  
Douglas Kane

  
Donald A. Hillert

  
David Danzinger

  
Larry Grisen

  
Nettie Rosenow

**ANTICIPATED FINANCIAL IMPACT STATEMENT**

2017 Wages & Benefits \$8,548.80

**BUFFALO COUNTY JOB CLASSIFICATION/PAY GRADE FOR  
NON REPRESENTED EMPLOYEES FOR 2017**

**OFFICIALS & ADMINSTRATORS**

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes department heads, directors, deputy directors, superintendents, sheriffs and coroners and kindred workers

		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
<b>DIRECTORS/MANAGERS</b>								
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**

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 ASSISTANT 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**

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, registered nurses, dietitians, accountants and kindred workers

<b>PROFESSIONALS</b>		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
EP	SOCIAL WORKER I; PUBLIC HEALTH NURSE I	19.40	20.04	20.68	21.32	21.96	22.60	23.24
EP	SOCIAL WORKER II; PUBLIC HEALTH NURSE 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**

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes drafters, survey and mapping technicians, licensed practical nurses, medical technicians, radio operators, highway technicians and kindred workers.

<b>TECHNICIANS</b>		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
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EP	ZONING TECHNICIAN; CONSERVATION TECHNICIAN/PLANNER; GIS/LAND INFORMATION TECHNICIAN	18.92	19.54	20.17	20.79	21.41	22.04	22.66
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### PROTECTIVE SERVICE WORKERS

Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes deputy sheriffs, bailiffs, correctinal officers, detectives and kindred workers.

LAW ENFORCEMENT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
E	CHIEF DEPUTY SHERIFF	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	12.49	12.91	13.32	13.73	14.14	14.55	14.97

### PARAPROFESSIONALS

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Includes child support workers, clerks and kindred workers.

CLERICAL SUPPORT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
N	PART TIMECLERICAL	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; DEPUTY REGISTER IN PROBATE	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

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes bookkeepers, clerk-typist, statistical clerks, dispatchers, payroll clerks, office machine and computer operators, legal assistants and kindred workers.

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 SPECIALIST; 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		15.75	16.27	16.79	17.31	17.83	18.35	18.87
E	ADMINISTRATION ADMINISTRATIVE ASSISTANT; LAW ENFORCEMENT ADMINISTRATIVE ASSISTANT; ZONING ADMINISTRATIVE ASSISTANT;							
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

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes mechanics, heavy equipment operators, skilled machining occupations and kindred workers.

		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
N	Class IV - Foreman - shop, construction, general; Signman	20.50	20.86	21.23	21.60	21.98	22.36	22.75
N	Class III - State Patrolman, Operator of high level equipment (ie: paver, grader, dozer, excavator, steel roller, etc.) Experienced Mechanic	19.91	20.26	20.61	20.97	21.34	21.71	22.09
N	Class II - Patrolman w/5 years experience, and low level equipment operation experience (ie: loader, skid steer, broom, rubber tired roller, etc.)	19.42	19.76	20.11	20.46	20.82	21.18	21.55
N	Class II - Entry level Mechanic							
N	Class I - Entry level Patrolman	18.95	19.28	19.62	19.96	20.31	20.66	21.03
N	MATERIALS RECOVERY FACILITY SUPERVISOR/TRUCK DRIVER; E-911 CORRINATOR PT	18.21	18.77	19.35	19.94	20.53	21.15	21.78

### SERVICE - MAINTENANCE

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes truck drivers, bus drivers, custodial employees, groundkeepers and kindred workers.

		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	RECYCLING TRUCK DRIVERS PART TIME	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