

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
October 2018
Involved Committees:
Human Resources
Finance

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

RESOLUTION # 18-12-05

A RESOLUTION TO AMEND SALARY CLASSIFICATION AND COMPENSATION SYSTEM FOR NON-REPRESENTED EMPLOYEES

WHEREAS, the County Board of Supervisors established and implemented a revision to the job classification and pay grade scales for non-represented employees by adopting Resolution 18-02-12; 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 reviewed the salary classification and compensation system and recommends modifying the salary classification and compensation pay grades for implementation on January 1, 2019, a copy of which is attached as Exhibit A and to be incorporated herein and to become a part of this resolution; and,

WHEREAS, POLICY 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM of the employee handbook needs to be updated to reflect changes to the salary administration and salary schedule adjustments as recommended by the Human Resource Committee, a copy of which is attached as Exhibit B and to be incorporated herein and to become a part of this resolution.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves amending POLICY 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM of the Buffalo County Employee Handbook and the Buffalo County Job Classification Pay Grade for implementation on January 1, 2019 as identified in Exhibit A and Exhibit B.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 17th day of December, 2018.


County Clerk


ATTEST:


County Board Chairperson

Respectfully Submitted:


Human Resources Committee


Larry Grisen


Bernard Brunkow

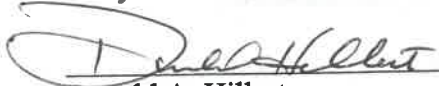
Donald A. Hillert


Nathan Nelson



Michael L. Taylor

Finance Committee


Mary Anne McMillan Urell


Donald A. Hillert


David Danzinger


Larry Grisen


Nettie Rosenow

ANTICIPATED FINANCIAL IMPACT STATEMENT

2019 Wages & Benefits \$ 141,247

Two Step Implementation:

½ Increase on 1/1/2019
½ Remaining Increase on 7/1/2019

OFFICIALS & ADMINISTRATORS									
DIRECTORS/MANAGERS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
HHSD DIRECTOR	36.23	37.08	37.92	38.76	39.60	40.44	41.29	42.13	
HIGHWAY COMMISSIONER	32.36	33.05	33.75	34.45	35.15	35.85	36.54	37.24	
ADRC RESOURCE DIRECTOR	29.68	30.17	30.66	31.14	31.63	32.12	32.60	33.09	
ZONING ADMINISTRATOR	25.58	26.16	26.74	27.33	27.91	28.49	29.07	29.65	
LAND CONSERVATIONIST	24.47	25.03	25.59	26.14	26.70	27.25	27.81	28.37	
EMERGENCY MANAGEMENT/RECYCLING DIRECTOR	23.73	24.27	24.81	25.35	25.89	26.43	26.97	27.51	
COMMUNITY JUSTICE SERVICES COORDINATOR	23.73	24.27	24.81	25.35	25.89	26.43	26.97	27.51	
GIS LAND RECORDS COORD. LAND INFO OFFICER	23.73	24.27	24.81	25.35	25.89	26.43	26.97	27.51	
VETERANS SERVICE OFFICER	21.81	22.30	22.80	23.29	23.79	24.28	24.78	25.28	
SUPERVISORS/ASSISTANT MANAGERS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
HHSD SOCIAL SERVICES MANAGER	29.18	29.84	30.51	31.17	31.83	32.50	33.16	33.82	
PUBLIC HEALTH SUPERVISOR/HEALTH OFFICER	30.47	31.17	31.86	32.55	33.24	33.94	34.63	35.32	
HWY PATROL SUPERINTENDANT	25.78	26.37	26.96	27.54	28.13	28.71	29.30	29.89	
HHSD AGING DIRECTOR	25.57	26.15	26.74	27.32	27.90	28.48	29.06	29.64	
PUBLIC HEALTH NUTRITIONIST/MIC DIRECTOR	23.74	24.28	24.82	25.36	25.90	26.44	26.98	27.52	
CS COORDINATOR/DHHS ASSISTANT TO DIRECTOR	22.57	23.09	23.60	24.11	24.62	25.14	25.65	26.16	
REGISTER IN PROBATE	20.02	20.48	20.93	21.39	21.84	22.30	22.75	23.21	
BUILDING & GROUNDS MANAGER	16.80	17.18	17.56	17.94	18.33	18.71	19.09	19.47	
PROFESSIONALS									
PROFESSIONALS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
SOCIAL WORKER I; PUBLIC HEALTH NURSE I; ADRC I & A SPECIALIST I; ADRC BENEFIT DISABILITY RESOURCE SPECIALIST	21.25	21.74	22.22	22.70	23.18	23.67	24.15	24.63	
SOCIAL WORKER II; PUBLIC HEALTH NURSE II; ADRC I & A SPECIALIST II; HEALTH EDUCATOR I	22.78	23.30	23.82	24.34	24.85	25.37	25.89	26.41	
SOCIAL WORKER III; PUBLIC HEALTH NURSE III; ENVIRONMENTAL HEALTH SPECIALIST; ADRC I & A SPECIALIST III; HEALTH EDUCATOR II	24.45	25.00	25.56	26.11	26.67	27.22	27.78	28.34	
PUBLIC HEALTH NUTRITIONIST/MIC PT	23.14	23.67	24.20	24.72	25.25	25.77	26.30	26.83	
TECHNICIANS									
TECHNICIANS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
ZONING TECHNICIAN; CONSERVATION TECHNICIAN/PLANNER; GIS/LAND INFORMATION TECHNICIAN	20.73	21.20	21.68	22.15	22.62	23.09	23.56	24.03	
PROTECTIVE SERVICE WORKERS									
LAW ENFORCEMENT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
CHIEF DEPUTY SHERIFF	29.08	29.74	30.40	31.06	31.72	32.38	33.04	33.70	
JAIL ADMINISTRATOR	24.54	25.10	25.66	26.22	26.77	27.33	27.89	28.45	
JAIL SERGEANT	22.76	23.27	23.79	24.31	24.83	25.34	25.86	26.38	
PART TIME DEPUTIES			16.21	16.56	16.91	17.26	17.61	17.96	
LAW ENFORCEMENT SUPPORT -	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
COMMUNICATION/CORRECTION OFFICERS	20.82	21.29	21.77	22.24	22.71	23.19	23.66	24.13	
PART TIME-COMMUNICATION/CORRECTION OFFICERS	12.79	13.08	13.37	13.66	13.95	14.24	14.53	14.82	
BAILIFF	13.68	14.00	14.31	14.62	14.93	15.24	15.55	15.86	
PARAPROFESSIONALS									
CLERICAL SUPPORT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
PART TIME CLERICAL	14.21	14.54	14.86	15.18	15.50	15.83	16.15	16.47	
PUBLIC HEALTH/SOCIAL SERVICES SUPPORT STAFF SPECIALIST; ADMINISTRATIVE CONFIDENTIAL	15.04	15.38	15.72	16.06	16.41	16.75	17.09	17.43	
ADVANCED CLERICAL SUPPORT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
CHIEF DEPUTY CLERK OF COURT II; CHIEF DEPUTY COUNTY CLERK I; CHIEF DEPUTY REGISTER OF DEEDS; DEPUTY REGISTER IN PROBATE; LEGAL ASST (DA); SUPPORT STAFF SPECIALIST-CHILD SUPPORT	16.49	16.87	17.24	17.62	17.99	18.37	18.74	19.11	
ADVANCED TECHNICAL SUPPORT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
DEPUTY COUNTY TREASURER-REAL PROPERTY LISTER	17.04	17.42	17.81	18.20	18.59	18.97	19.36	19.75	

CASE MANAGEMENT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
CASE WORKER - HHSD BENEFIT SPECIALIST	17.27	17.66	18.05	18.44	18.84	19.23	19.62	20.01
CASE MANAGER I (less than Associates degree); CJS Case Manager I; FAMILY & COMMUNITY SPECIALIST	18.19	18.60	19.01	19.42	19.83	20.25	20.66	21.07
CASE MANAGER II (Associates degree or higher); CJS Case Manager II; Victim Witness Coordinator	19.10	19.54	19.97	20.41	20.84	21.28	21.71	22.14
ADMINISTRATIVE SUPPORT								
ACCOUNTING SUPPORT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
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; HWY OFFICE ASSISTANT;	16.94	17.33	17.71	18.10	18.48	18.87	19.25	19.64
ADMINISTRATION - FINANCIAL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
ADMINISTRATION ADMINISTRATIVE ASSISTANT; LAW ENFORCEMENT ADMINISTRATIVE ASSISTANT; ZONING ADMINISTRATIVE ASSISTANT; UW ADMIN ASST (RECLASSIFIED)	17.27	17.66	18.05	18.44	18.84	19.23	19.62	20.01
ADMINISTRATION PERSONNEL ADVISOR; HHSD ACCOUNT CLERK LEAD; HWY OFFICE MANAGER; ADMINISTRATION FINANCIAL ADVISOR	20.09	20.53	20.98	21.43	21.87	22.32	22.77	23.21
SKILLED CRAFT TECHNICIANS								
* Temporary Highway Team Leader receives .50/hour increase Class V (*New/2019) - General Foreman - shop, construction, general	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
	21.00	21.47	21.94	22.40	22.87	23.33	23.80	24.27
* Temporary Highway Team Leader receives .50/hour increase Class IV - Signman	20.50	20.97	21.44	21.90	22.37	22.83	23.30	23.77
Class III - State Patrolman, Operator of high level equipment (ie: paver, grader, dozer, excavator, steel roller, etc.) Experienced Mechanic Class III	20.38	20.83	21.29	21.74	22.19	22.64	23.10	23.55
Class II - Patrolman w/5 years experience, and low level equipment operation experience (ie: loader, skid steer, broom, rubber tired roller, etc.) Class II	19.86	20.30	20.74	21.18	21.62	22.06	22.50	22.94
Class II - Entry level Mechanic Class I - Entry level Patrolman	19.39	19.82	20.25	20.68	21.11	21.54	21.97	22.40
MATERIALS RECOVERY FACILITY SUPERVISOR/TRUCK DRIVER; E-911 COORDINATOR PT	19.88	20.33	20.78	21.23	21.69	22.14	22.59	23.04
SERVICE - MAINTENANCE								
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
BUILDING & GROUNDS JANITOR	14.70	15.04	15.37	15.71	16.04	16.38	16.71	17.04
SENIOR DINING CENTER MANAGER	10.34	10.58	10.81	11.05	11.28	11.52	11.75	11.99
HHSD VAN DRIVER	10.67	10.91	11.15	11.39	11.64	11.88	12.12	12.36
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5			
HWY-SEASONAL - WITHOUT CDL	13.00	13.25	13.50	13.75	14.00			
HWY-SEASONAL/PART TIME RECYCLING TRUCK DRIVER - WITH CDL	15.00	15.25	15.50	15.75	16.00			
PART TIME	9.50	10.25						

POLICY 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM

1. Purpose: It is the policy of the Employer to administer a uniform employee compensation system.

1.1 The salary and benefits provided by the County to its employees are for the purpose of obtaining and retaining competent individuals to perform services which the County is either required to or discretionally provides to its residents.

1.2 The County will provide salaries and benefits on the basis of external competitiveness and internal equity whenever possible and within the financial limits established.

2. Goals:

2.1 Recognize the value each position and employee brings to Buffalo County.

2.2 Pay salaries that are competitive for the work being performed.

2.3 Attract and retain fully qualified employees.

2.4 Increase an employee's understanding of pay administration.

2.5 Increase department manager accountability for administration of pay.

3. Format:

3.1 Non-Represented Position Placement on Salary Schedule:

3.1.1 All positions within the Buffalo County Salary Classification & Compensation Schedule (Appendix E) shall be placed in a job classification ("pay grade") based upon factors set forth below.

3.2 Non-Represented Position Titles and Categories:

3.2.1 All positions within the Buffalo County Salary Schedule are assigned an official title and assigned to a pay grade.

3.2.2 All position requests are expected to conform to the identified titles.

Policy 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM

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3.2.3 New or modified titles shall be approved by the Buffalo County Human Resources Committee as recommended by the Department Manager, Standing Committee and County Administrative Coordinator and reflected on the Buffalo County Salary Schedule.

3.2.4 No position shall be moved between pay grades merely because an employee in the position has greater knowledge, skill or ability than the position requires.

3.3 Ranges:

3.3.1 Each pay grade shall have a step range for each position assigned to the pay grade using the highest and lowest wage for that pay grade.

4. Salary Administration:

4.1 Current Non-Represented Employee Placement:

4.1.1 All current employees in positions identified on the Buffalo County Salary Schedule shall be placed at least at Step 1 or Start of their assigned pay scale.

4.1.2 The Buffalo County Human Resources Committee with recommendation from the County Administrative Coordinator and Department Managers may provide placement above the minimum step based on available financial resources to place employees closest to the employee's current salary without a decrease in rate of pay. If the employee's current salary exceeds the maximum rate in their pay grade, the employee as wage shall be "frozen".

4.1.3 Placement in pay grades shall be determined by factors that may include, but are not limited to, education and experience required, scope of supervisory responsibility, knowledge and discretion, customer and client service orientation, occupational skills, exposure and risks, hazards and physical efforts, similar positions in similar counties and internal equity where possible.

4.2 New Hires:

4.2.1 Placement of new hires with the minimum skills and qualifications will normally be hired at Step 1 or Start range.

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- 4.2.2 A new hire may be hired up to Step 3 subject to the following conditions:
 - 4.2.2.1 The new hire has a level of experience or skill set which enables the employee to perform the job with little or no training immediately upon hire.
 - 4.2.2.2 The market conditions demand a higher starting step.
 - 4.2.2.3 Approval of the County Administrative Coordinator as recommended by the Department Manager with identified funding source within the department's budget to cover expenses.
- 4.2.3 A new hire may be hired above Step 3 subject to approval of the Buffalo County Human Resources Committee as recommended by the County Administrative Coordinator and Department Manager.
- 4.2.4 The placement of other current employees within the pay and grade must be considered before approving a new hire at Step 7..
- 4.2.5 The Department Manager must identify a funding source within the department's budget to fill new position to start at Step 3 and obtain approval as necessary from the Buffalo County Human Resources Committee and the Buffalo County Finance Committee.

5. Salary Schedule Adjustments:

- 5.1 The Salary Schedule may be adjusted at the County's discretion.
- 5.2 Base Wage salary schedule adjustments may be made to the Salary Schedule upon approval of the County Board of Supervisors as recommended by the Buffalo County Human Resources and Buffalo County Finance Committee by resolution under Policy 105 of the Employee Handbook.
 - 5.2.1. Following Board approval in 5.2 current non-represented employees will receive direct communication from Administration of placement in adjusted Salary Schedule.

Policy 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM
Effective Date: January 1, 2016 **Buffalo County**
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6. Step Increases:

6.1 Current Employees

6.1.2 Eligible step increases may occur effective each calendar year commencing on January 1, 2016, and then on January 1st of each subsequent year.

6.1.2.1 – The County Board of Supervisors as recommended by the Buffalo County Human Resources and Buffalo County Finance Committee may adjust the implementation date to minimize the financial impact to the County.

6.1.3 Employees must have a satisfactory performance evaluation for their position as identified by the Department Manager or designee in order to qualify for any step increase. Department Managers must approve the step increase.

6.1.4 Department Managers shall file the original approved performance evaluation with the County Administration Office on December 1st of each year prior to any employee receiving a step increase.

6.1.5 Occasionally employees in a classification may exceed upon initial placement when this system was implemented or reach the maximum rate of pay in their current pay grade. This employee's rate of pay will remain constant until the maximum rate of pay in the classification is raised above the employee's current wage rate and the employee has met the criteria to merit a step increase. Otherwise, the employee is considered "frozen" and no step or other increase will occur.

6.2 New Employees

6.2.1 New employees hired in the last quarter of the calendar year will not be eligible for a step increase until the following calendar year..

7. Demotion:

7.1 Demotion is the movement of an employee from one pay grade to a lower pay grade resulting from disciplinary measures, as a request for a voluntary demotion, or in response to position/department change(s).

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7.2 Salary Schedule placements for demotions shall be as follows:

- 7.2.1 For demotions that occur because of position changes and/or position consolidations (not based on the performance of an employee), the salary shall be “red circled” and frozen at that level until the salary range of the new pay grade catches up to the employee’s salary.
- 7.2.2 For demotions that occur because the employee voluntarily applied for and accepted a position in a lower pay grade, the salary will be reduced to within the new pay grade applicable to the placement as a step to be determined by the Buffalo County Human Resources Committee as recommended by the County Administrative Coordinator or Department Manager.
- 7.2.3 For demotions that result because of the employee’s performance or discipline, the employee’s salary will be decreased to within the salary range of the new pay grade and step as determined by the Buffalo County Human Resources Committee as recommended by the County Administrative Coordinator or Department Manager.

8. Appeal Process:

- 8.1 Employees in positions included within the Buffalo County Job Classification/Pay Grade system may appeal their initial grade and step placement to the Buffalo County Human Resource Committee within fifteen (15) days of placement. This includes employees who have been placed in a new classification.
- 8.2 If changes occur in an employee’s position which may impact the placement on the pay grade, the employee’s Department Manager may request a review by the Buffalo County Human Resource Committee. An employee may not initiate a position review, only a Department Manager may do so.
- 8.3 If changes occur in an employee’s position which places them in a different classification,
- 8.4 Any employee who disagrees with their direct supervisor or Department Manager’s employee evaluation because it results in no step increase may file a request for review to the Buffalo County Human Resource Committee within fifteen (15) days of receiving a written copy of the employee evaluation form.

Policy 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM

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8.5 The Buffalo County Human Resource Committee will review the request and make a determination on each appeal if possible within six (6) weeks of the appeal being filed. The Buffalo County Human Resource Committee's decision shall be final.

9. Exceptions to Policy:

9.1 The following job titles for non-represented employees have been given exception to the Buffalo County Job Classification/Pay Grade scales:

- Highway Seasonal Patrolman (with and without CDL),
- Highway Seasonal Mowing,
- Part-time Employees identified under the Service-Maintenance Job Classification
- Part-Time Sheriff Deputy
- Internship appointments

Policy 111. SALARY CLASSIFICATION & COMPENSATION SYSTEM

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