

Buffalo County Resolution



Drafted By:

Sonya J. Hansen

Presented Month/Year:

April 2021

Involved Committees:

Human Resources

Finance

County Department:

Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # 21-04-02

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

WHEREAS, the County Board of Supervisors adopted Resolution 21-03-02 to establish job categories and pay grades for non-represented employees for 2021; and,

WHEREAS, the Human Resources Committee completed a revision to the position description and the wage appeal for the reclassification of the position of Materials Recovery Facility Supervisor and Truck Driver in the Recycling Department and recommends reclassification in the wage scales for such position effective March 13, 2021; and,

WHEREAS, the Human Resources Committee completed review and approval of the position of County Patrol Superintendent, which requires the establishment of such position on the wage scales effective April 11, 2021; and,

WHEREAS, the Human Resources Committee completed review and approval of the new position of Parts/Safety Training Coordinator, which requires the establishment of such position on the wage scales effective upon filling the position; and,

WHEREAS, the Human Resources Committee makes the following recommended changes / additions to the 2021 Wage Scale for non-represented employees:

Skilled Craft Technicians –

Reclassify Materials Recovery Facility Supervisor and Truck Driver to Class IV of the wage scale.

Add Parts/Safety Training Coordinator position to Class III of the wage scale.

Supervisor/Assistant Managers –

Add County Patrol Superintendent to the wage scale, with the same wage step levels as Hwy Patrol Superintendent.

WHEREAS, the above positions will be filled, and the Human Resource Committee has reviewed the salary classification and compensation system and recommends modifying the salary classification and compensation pay grades implemented on January 1, 2021, to include the changes noted above, a copy of which is attached as Exhibit A 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 the amended Buffalo County Job Classification Pay Grade implemented on January 1, 2021 as identified in Exhibit A to include the reclassification of the Materials Recovery Facility Supervisor and Truck

Driver effective March 13, 2021 and the addition of the County Patrol Superintendent effective April 11, 2021 and the Parts/Safety Training Coordinator position effective upon filling the position; and,

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Buffalo County Board of Supervisors amend the budget to transfer funds from the General Fund to the Highway Fund for the County Patrol Superintendent and the Parts/Safety Training Coordinator and transfer funds from the Recycling Fund to the Recycling Department to cover the adjustment in the reclassification of the Materials Recovery Facility Supervisor and Truck Driver.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 20th day of April, 2021.

Roxann Hawkinson
County Clerk

ATTEST:

[Signature]
County Board Chairperson

Respectfully Submitted,

Human Resource Committee

Larry Grisen
Larry Grisen

Donald A. Hillert
Donald A. Hillert

Mary Anne McMillan Urell
Mary Anne McMillan Urell

Nathan Nelson
Nathan Nelson

Michael Taylor
Michael Taylor

Finance Committee

Dennis Bork
Dennis Bork

Donald A. Hillert
Donald A. Hillert

David Danzinger
David Danzinger

Excused
Brad Schmidtknecht

Max Weiss
Max Weiss

ANTICIPATED FINANCIAL IMPACT STATEMENT:

Recycling - 2021 Budget Salary & Benefits \$ 1,393.60
Highway Department - 2021 Budget Salary & Benefits
County Patrol Superintendent \$ 16,118.11
Parts/Safety Training Coordinator \$ 45,723.93

2021 WAGE SCALES - EXHIBIT A
VERSION: 3/23/2021, effective 3/23/2021

DRAFT. For HR Committee 4/2021

OFFICIALS & ADMINISTRATORS

DIRECTORS/MANAGERS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
HHSD DIRECTOR	37.14	37.98	38.82	39.66	40.50	41.34	42.18	43.02
HIGHWAY COMMISSIONER I (Less than 4 year degree)	33.25	34.00	34.75	35.50	36.25	37.00	37.75	38.50
HIGHWAY COMMISSIONER II (4 year degree +)	37.14	37.89	38.64	39.39	40.14	40.89	41.64	42.39
ZONING ADMINISTRATOR	26.22	26.80	27.38	27.96	28.54	29.12	29.70	30.28
LAND CONSERVATIONIST	25.09	25.70	26.31	26.92	27.53	28.14	28.75	29.36
ECONOMIC DEVELOPMENT COORDINATOR / GRANT WRITER	24.33	24.87	25.41	25.95	26.49	27.03	27.57	28.11
EMERGENCY MANAGEMENT/RECYCLING DIRECTOR	24.33	24.87	25.41	25.95	26.49	27.03	27.57	28.11
COMMUNITY JUSTICE SERVICES COORDINATOR	24.33	24.87	25.41	25.95	26.49	27.03	27.57	28.11
GIS LAND RECORDS COORD. LAND INFO OFFICER	24.33	24.87	25.41	25.95	26.49	27.03	27.57	28.11
VETERANS SERVICE OFFICER	22.34	22.84	23.34	23.84	24.34	24.84	25.34	25.84

SUPERVISORS/ASSISTANT MANAGERS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
HHSD SOCIAL SERVICES MANAGER	29.92	30.58	31.24	31.90	32.56	33.22	33.88	34.54
PUBLIC HEALTH SUPERVISOR/HEALTH OFFICER	31.23	31.92	32.61	33.30	33.99	34.68	35.37	36.06
HWY PATROL SUPERINTENDANT	26.42	27.01	27.60	28.19	28.78	29.37	29.96	30.55
COUNTY PATROL SUPERINTENDANT	26.42	27.01	27.60	28.19	28.78	29.37	29.96	30.55
TRANSPORTATION & ADULT PROTECTION MANAGER	25.75	26.33	26.91	27.49	28.07	28.65	29.23	29.81
PUBLIC HEALTH DIETITIAN/WIC DIRECTOR	24.32	24.86	25.40	25.94	26.48	27.02	27.56	28.10
REGISTER IN PROBATE	20.52	21.02	21.52	22.02	22.52	23.02	23.52	24.02
BUILDING & GROUNDS MANAGER	17.22	17.72	18.22	18.72	19.22	19.72	20.22	20.72

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	21.78	22.26	22.74	23.22	23.70	24.18	24.66	25.14
SOCIAL WORKER II; PUBLIC HEALTH NURSE II; HEALTH EDUCATOR I	23.34	23.86	24.38	24.90	25.42	25.94	26.46	26.98
SOCIAL WORKER III; PUBLIC HEALTH NURSE III; ENVIRONMENTAL HEALTH SPECIALIST; HEALTH EDUCATOR II	25.06	25.62	26.18	26.74	27.30	27.86	28.42	28.98

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	21.24	21.71	22.18	22.65	23.12	23.59	24.06	24.53

PROTECTIVE SERVICE WORKERS

LAW ENFORCEMENT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
CHIEF DEPUTY SHERIFF	29.79	30.45	31.11	31.77	32.43	33.09	33.75	34.41
JAIL ADMINISTRATOR	25.15	25.71	26.27	26.83	27.39	27.95	28.51	29.07
JAIL SERGEANT	23.33	23.85	24.37	24.89	25.41	25.93	26.45	26.97

PART TIME DEPUTIES See part time scale below

LAW ENFORCEMENT SUPPORT - COMMUNICATION/CORRECTION OFFICERS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
	21.34	21.81	22.28	22.75	23.22	23.69	24.16	24.63

BAILIFF See part time scale below

PARAPROFESSIONALS

CLERICAL SUPPORT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
PART TIME CLERICAL	See part time scale below							

PUBLIC HEALTH/SOCIAL SERVICES SUPPORT STAFF SPECIALIST; ADMINISTRATIVE CONFIDENTIAL	15.41	15.75	16.09	16.43	16.77	17.11	17.45	17.79
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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	16.90	17.27	17.64	18.01	18.38	18.75	19.12	19.49

ADVANCED TECHNICAL SUPPORT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
REAL PROPERTY LISTER / CHIEF DEPUTY COUNTY TREASURER (less than Associates Degree)	18.65	19.04	19.43	19.82	20.21	20.60	20.99	21.38
REAL PROPERTY LISTER / CHIEF DEPUTY COUNTY TREASURER (Associates degree or higher)	19.58	19.97	20.36	20.75	21.14	21.53	21.92	22.31

DEPUTY COUNTY TREASURER / MAPPING COORDINATOR	17.45	17.84	18.23	18.62	19.01	19.40	19.79	20.18
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2021 WAGE SCALES - EXHIBIT A
VERSION: 3/23/2021, effective 3/23/2021

DRAFT. For HR Committee 4/2021

CASE MANAGEMENT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
CASE WORKER - HHSD BENEFIT SPECIALIST	17.70	18.09	18.48	18.87	19.26	19.65	20.04	20.43
CASE MANAGER I (less than Associates degree); CJS Case Manager I; FAMILY & COMMUNITY SPECIALIST	18.63	19.04	19.45	19.86	20.27	20.68	21.09	21.50
CASE MANAGER II (Associates degree or higher); CJS Case Manager II; Victim Witness Coordinator	19.57	20.00	20.43	20.86	21.29	21.72	22.15	22.58
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;	17.36	17.75	18.14	18.53	18.92	19.31	19.70	20.09
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)	17.70	18.09	18.48	18.87	19.26	19.65	20.04	20.43
ADMINISTRATION PERSONNEL ADVISOR; HHSD ACCOUNT CLERK SUPERVISOR; HWY OFFICE MANAGER; ADMINISTRATION FINANCIAL ADVISOR	22.09	22.51	22.93	23.35	23.77	24.19	24.61	25.03
SKILLED CRAFT TECHNICIANS								
* Temporary Highway Team Leader receives .50/hour increase	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
Class V - General Foreman - shop, construction, general	22.19	22.61	23.03	23.45	23.87	24.29	24.71	25.13
Class IV - Signman; Experienced Mechanic; Materials Recovery Facility Supervisor / Truck Driver	21.68	22.10	22.52	22.94	23.36	23.78	24.20	24.62
Class III - State Patrolman, Operator of high level equipment (ie: paver, grader, dozer, excavator, steel roller, etc.) Entry Level Mechanic, Parts/Safety Training Coordinator	21.06	21.48	21.90	22.32	22.74	23.16	23.58	24.00
Class II - Patrolman w/5 years experience, and low level equipment operation experience (ie: loader, skid steer, broom, rubber tired roller, etc.)	20.54	20.96	21.38	21.80	22.22	22.64	23.06	23.48
Class I - Entry level Patrolman	20.02	20.44	20.86	21.28	21.70	22.12	22.54	22.96
E-911 Coordinator (Part Time)	20.38	20.83	21.28	21.73	22.18	22.63	23.08	23.53
SERVICE - MAINTENANCE								
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
BUILDING & GROUNDS JANITOR	15.07	15.40	15.73	16.06	16.39	16.72	17.05	17.38
SENIOR DINING CENTER MANAGER	10.60	10.83	11.06	11.29	11.52	11.75	11.98	12.21
HHSD VAN DRIVER	10.93	11.17	11.41	11.65	11.89	12.13	12.37	12.61
HWY-SEASONAL - WITHOUT CDL	See part time scale below							
HWY-SEASONAL/PART TIME RECYCLING TRUCK DRIVER - WITH CDL	See part time scale below							
PART TIME SERVICE / MAINTENANCE	See part time scale below							
PART TIME (non-benefits eligible / seasonal)								
The ONE RATE, part time positions, aligned with other non-represented staff								
PART TIME DEPUTIES - Certified				22.30				
PART TIME DEPUTIES - Non Certified, includes Transport				20.30				
PART TIME COMMUNICATION/CORRECTION OFFICER - Certified				21.34				
PART TIME CLERICAL -- Confidential, includes Bailiff				15.41				
PART TIME CLERICAL				14.41				
HWY-SEASONAL/PART TIME RECYCLING TRUCK DRIVER - WITH CDL				20.25				
HWY-SEASONAL - WITHOUT CDL				18.25				
PART TIME SERVICE / MAINTENANCE - INCLUDING SEASONAL / INTERNSHIPS (Unless grant funded)				11.25				
OTHER ADDITIONAL COMPENSATION								
(Policy guidelines provide further direction on eligibility)								
Corrections / Communication Officers (Law Enforcement) - Shift Differential			0.50	per hour				
Social Services / Crisis Response On Call			2.50	per hour				
Public Health (COVID) On Call			1.75	per hour				
Mileage Reimbursement (Business Travel - Please check with Administration for Buffalo County Fleet)			0.53	per mile with current personal insurance on file				
Mileage Reimbursement			0.26	per mile with expired personal insurance on file				