

# Buffalo County Resolution



**Drafted By:**  
Sonya J. Hansen  
**Presented Month/Year:**  
September 2021  
**Involved Committees:**  
Human Resources  
Finance

**County Department:**  
All  
**Fiscal Impact:** YES / NO  
**AC Approved:** YES / NO

**RESOLUTION #** 21-09-03

## **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 review and approval of the position of Parts and Inventory Specialist, which requires the establishment of such position on the wage scales; and,


WHEREAS, the Human Resources Committee took action to rescind the resolution to fill the Parts/Safety Training Coordinator position, which requires the deletion of such position on the wage scales; and,

WHEREAS, the Human Resources Committee recommends amending the job title of the HHSD Child Support *Financial* Specialist to HHSD Child Support Specialist, to accurately align with the position description currently on file, which requires the amending such position on the wage scales; and,

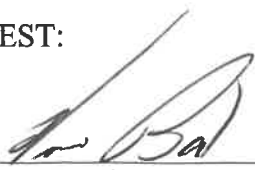
WHEREAS, the County Board of Supervisors adopted Resolution 21-03-08, which resolved that Buffalo County WIC Program to merge with the Trempealeau County WIC program, which requires the deletion of the Public Health Dietician /WIC Director; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves the Buffalo County Job Classification Pay Grade implemented on January 1, 2021, with a revised effective date of September 27, 2021, as identified in Exhibit A to include the Parts and Inventory Specialist, to remove the Parts/Safety Training Coordinator, to update the accurate title of HHSD Child Support Specialist and to remove the Public Health Dietician / WIC Director.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 27<sup>th</sup> day of September, 2021.

  
County Clerk

ATTEST:


  
County Board Chairperson

Respectfully Submitted:  
**Human Resources Committee**

  
Larry Grisen, Chair

  
Donald A. Hillert

  
Mary Anne McMillian Urell

  
Nathan Nelson

  
Michael Taylor

**ANTICIPATED FINANCIAL IMPACT STATEMENT**  
No financial impact.

**2021 WAGE SCALES - EXHIBIT A**  
**VERSION: 9/13/2021, Board Approved Pending 9.27.2021**

**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
EMERGENCY MANAGEMENT/RISK MANAGEMENT /SAFETY 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/DIC 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

**2021 WAGE SCALES - EXHIBIT A**  
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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; Public Health Specialist	19.57	20.00	20.43	20.86	21.29	21.72	22.15	22.58
<b>ADMINISTRATIVE SUPPORT</b>								
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; PARTS AND INVENTORY SPECIALIST	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
<b>SKILLED CRAFT TECHNICIANS</b>								
* 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
<b>SERVICE - MAINTENANCE</b>								
	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							
<b>PART TIME (non-benefits eligible / seasonal )</b>								
<b>The ONE RATE, part time positions, aligned with other non-represented staff</b>								
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				
<b>OTHER ADDITIONAL COMPENSATION</b>								
<b>(Policy guidelines provide further direction on eligibility)</b>								
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				