

**BUFFALO COUNTY RESOLUTION**

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**Drafted By:** Sonya J. Hansen  
**Month/Year:** December/ 2021  
**Committee:** Human Resources  
Finance Committee

**Department:** Administration  
**Fiscal Impact:** Yes/No

RESOLUTION # 21-12-06

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

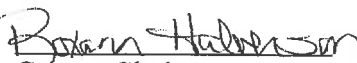
WHEREAS, the Buffalo County Employee handbook under Policy 105 requires the Buffalo County Human Resources Committee to review and recommend upcoming year's salaries for all employees to the Buffalo County Finance Committee for approval by the Buffalo County Board of Supervisors during the annual budget process; and,

WHEREAS, the Buffalo County Human Resources Committee recognized the need to retain and recruit employees to provide quality services to the citizens of the County; and,

WHEREAS, the Human Resources Committee has reviewed the salary classification and compensation system and recommends modifying the salary classification and compensation pay grades for implementation on January 2, 2022, 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 Buffalo County Job Classification/ Pay Grade for implementation on January 2, 2022, as identified in Exhibit A.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 20<sup>th</sup> day of December, 2021.


  
County Clerk

ATTEST:

  
County Board Chairperson

Respectfully Submitted:

Human Resources Committee

  
Larry Grison


  
Mary Anne McMillan Urell

  
Donald A. Hillert

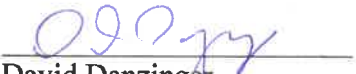
Excused  
Nathan Nelson


  
Michael L. Taylor

Finance Committee

  
Dennis Bork

  
Donald A. Hillert

  
David Danzinger

  
Brad Schmedtknecht

  
Max Weiss

**ANTICIPATED FINANCIAL IMPACT STATEMENT**  
**INCLUDED IN 2022 BUDGET**

Total Wages	\$ 6,392,307.00
Total Social Security	\$ 474,882.00
Total Employer Retirement	\$ 495,240.00
Total	\$ 7,362,429.00

2022 WAGE SCALES - EXHIBIT A  
 VERSION: 10/29/2021, Board Approved 12/21/2021

FINAL

2022 CLASS	JOB TITLE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step Change
A	ADMINISTRATIVE COORDINATOR	\$38.85	\$39.75	\$40.65	\$41.55	\$42.45	\$43.35	\$44.25	\$45.15	\$46.05	\$46.95	0.90
B	DHHS DIRECTOR	\$37.95	\$38.75	\$39.55	\$40.35	\$41.15	\$41.95	\$42.75	\$43.55	\$44.35	\$45.15	0.80
C	CHIEF DEPUTY											
C	HWY COMMISSIONER	\$32.25	\$33.00	\$33.75	\$34.50	\$35.25	\$36.00	\$36.75	\$37.50	\$38.25	\$39.00	0.75
D	JAIL ADM											
D	ZONING DIRECTOR											
D	PUBLIC HEALTH OFFICER											
D	PERSONNEL ADVISOR	\$31.90	\$32.60	\$33.30	\$34.00	\$34.70	\$35.40	\$36.10	\$36.80	\$37.50	\$38.20	0.70
E	COUNTY CONSERVATIONIST											
E	SOCIAL SERVICES MANAGER											
E	PUBLIC HEALTH NURSE	\$30.60	\$31.30	\$32.00	\$32.70	\$33.40	\$34.10	\$34.80	\$35.50	\$36.20	\$36.90	0.70
F	SOCIAL WORKER III											
F	PATROL SUPERINTENDENT (HWY)											
F	COUNTY SUPERINTENDENT (HWY)											
F	TRANSPORTATION & ADULT PROTECT SRV MGR											
F	ENVIRONMENTAL HEALTH SPECIALIST											
F	PUBLIC HEALTH EDUCATOR II											
F	COMMUNITY JUSTICE SERVICES DIRECTOR											
F	VETERANS SERVICE OFFICER											
F	ECON DEV/GRANT WRITER											
F	GIS / LAND INFO OFFICER											
F	JAIL SERGEANT											
F	EMERGENCY MGMT /SAFETY RISK	\$26.30	\$26.95	\$27.60	\$28.25	\$28.90	\$29.55	\$30.20	\$30.85	\$31.50	\$32.15	0.65
G	DHHS ACCOUNT CLERK SUPV											
G	FINANCIAL ADVISOR											
G	SOCIAL WORKER II											
G	PUBLIC HEALTH EDUCATOR I											
G	HWY OFFICE MGR	\$24.50	\$25.10	\$25.70	\$26.30	\$26.90	\$27.50	\$28.10	\$28.70	\$29.30	\$29.90	0.60
H1	HIGHWAY FOREMAN	\$22.65	\$23.15	\$23.65	\$24.15	\$24.65	\$25.15	\$25.65	\$26.15	\$26.65	\$27.15	0.50
H2	SIGNMAN, RECYCLING FACILITY SUPERVISOR, EXPERIENCED MECHANIC											
H2		\$22.10	\$22.60	\$23.10	\$23.60	\$24.10	\$24.60	\$25.10	\$25.60	\$26.10	\$26.60	0.50
H3	HIGHWAY STATE PATROLMAN, HIGH-LEVEL EQUIPMENT OPERATOR, ENTRY LEVEL MECHANIC											
H3		\$21.60	\$22.10	\$22.60	\$23.10	\$23.60	\$24.10	\$24.60	\$25.10	\$25.60	\$26.10	0.50
H3	COUNTY PATROLMAN (5 YEARS), LOW-LEVEL EQUIPMENT OPERATOR											
H4		\$21.10	\$21.60	\$22.10	\$22.60	\$23.10	\$23.60	\$24.10	\$24.60	\$25.10	\$25.60	0.50
H5	COUNTY PATROLMAN, ENTRY LEVEL											
H5		\$20.60	\$21.10	\$21.60	\$22.10	\$22.60	\$23.10	\$23.60	\$24.10	\$24.60	\$25.10	0.50
I	CCO											
I	GIS TECHNICIAN											
I	ZONING TECHNICIAN											
I	COMMUNITY JUSTICE SERVICES DIVERSION											
I	SPECIALIST											
I	CASE MANAGER II (DHHS)											
I	LAND CONSERVATION TECHNICIAN											
I	RESOURCE MANAGEMENT SPECIALIST (LAND CO)											
I	REGISTER IN PROBATE											
I	SOCIAL WORKER I	\$21.75	\$22.25	\$22.75	\$23.25	\$23.75	\$24.25	\$24.75	\$25.25	\$25.75	\$26.25	0.50
J	CASE MANAGER I (DHHS)											
J	PROP LISTER / CHIEF DEPTY TREASURER											
J	VICTIM WITNESS											
J	ECONOMIC SUPPORT SPECIALIST											
J	EC SUPPORT/ACCT											
J	9-11 COORDINATOR											
J	FAMILY & COMMUNITY SPECIALIST											
J	PUBLIC HEALTH SPECIALIST	\$20.00	\$20.45	\$20.90	\$21.35	\$21.80	\$22.25	\$22.70	\$23.15	\$23.60	\$24.05	0.45

**2022 WAGE SCALES - EXHIBIT A**  
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**FINAL**

2022 CLASS	JOB TITLE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step Change
K	PARTS AND INVENTORY SPECIALIST											
K	DA ASSISTANT											
K	MAP COORD / DEPUTY TREASURER											
K	SUPPORT STAFF											
K	DEPUTY REG OF DEEDS											
K	BUILDINGS & GROUNDS MGR											
K	HWY ACCOUNT CLERK											
K	ADM ASST LE											
K	ADM ASST ZONING											
K	ADM ASST EXTENSION											
K	ADM ASST ADMIN											
K	DEPUTY CLERK											
K	CHILD SUPPORT SPECIALIST (DHHS)											
K	ACCOUNT CLERK	\$19.00	\$19.45	\$19.90	\$20.35	\$20.80	\$21.25	\$21.70	\$22.15	\$22.60	\$23.05	0.45
L	SUPPORT STAFF SPECIALIST (DHHS)											
L	JANITOR	\$17.00	\$17.40	\$17.80	\$18.20	\$18.60	\$19.00	\$19.40	\$19.80	\$20.20	\$20.60	0.40
M	MEAL SITE MGR	\$15.00	\$15.25	\$15.50	\$15.75	\$16.00	\$16.25	\$16.50	\$16.75	\$17.00	\$17.25	0.25

**PART TIME (non-benefits eligible / seasonal )**  
**The ONE RATE, part time positions, aligned with other non-represented staff**

PART TIME DEPUTIES - Certified					24.55							
PART TIME DEPUTIES - Non Certified, includes Transport					22.55							
PART TIME COMMUNICATION/CORRECTION OFFICER - Certified					21.80							
PART TIME CLERICAL – Confidential, includes Bailiff					17.00							
PART TIME CLERICAL					16.00							
HWY-SEASONAL/PART TIME RECYCLING TRUCK DRIVER - WITH CDL					20.60							
HWY-SEASONAL - WITHOUT CDL					18.60							
PART TIME SERVICE / MAINTENANCE - INCLUDING SEASONAL / INTERNSHIPS (Unless grant funded)					12.00							

**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)		IRS RATE	per mile with current personal insurance on file									
Mileage Reimbursement		0.26	per mile with expired personal insurance on file									