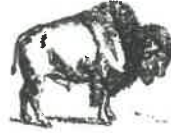


Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
January 2019
Involved Committees:
Human Resources
Finance

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

RESOLUTION # 19-01-03

A RESOLUTION TO AMEND THE ESTABLISHED JOB CATEGORY AND PAY GRADE FOR SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES

WHEREAS, the County Board of Supervisors adopted a job classification and pay grade for non-represented employees effective January 1, 2019 in Resolution #18-12-05 which included an appeal process; and,

WHEREAS, the Human Resource Committee has completed the appeal process on January 14, 2019, and recommends the reclassification of the Administration Personnel Advisor; Health and Human Account Clerk Supervisor; Highway Office Manager and Administration Financial Advisor to the same classification as the Highway Class V – General Foreman effective January 1, 2019; and

WHEREAS, the Human Resource Committee further recommended that a blended rate be established each year for the split position between the Administrative Confidential Clerical Support/Deputy Register in Probate to simplify payroll functions; and,

WHEREAS, the Human Resource Committee recommends that for 2019 that the wage rate for a new hire be implement in a two-step process to be consistent with the wage step increases for other employees.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves the attached AMENDED BUFFALO COUNTY JOB CLASSIFICATION/PAY GRADE FOR NON-REPRESENTED EMPLOYEES effective January 1, 2019 as recommended by the Buffalo County Human Resources Committee, which is to become a part of this resolution amend the budget to transfer funds from the General Fund to the appropriate accounts.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 28 day of January, 2019.

Robert M. Halverson
County Clerk

ATTEST:

Maryanne McNeill Cree
County Board Chairperson

Finance Committee

Larry Grisen
Larry Grisen

Donald Hillert
Donald Hillert

Mary Anne McMillan Urell
Mary Anne McMillan Urell

Yes - via phone
David Danzinger

Nettie Rosenow
Nettie Rosenow

ANTICIPATED FINANCIAL IMPACT STATEMENT

2019 Estimated Wages & Benefits \$ 10,400.00
Additional Increase

EXHIBIT A

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/WIC 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/WIC 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 -								
COMMUNICATION/CORRECTION OFFICERS	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

EXHIBIT A

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 SUPERVISOR; HWY OFFICE MANAGER; ADMINISTRATION FINANCIAL ADVISOR	21.55	21.97	22.39	22.81	23.23	23.65	24.07	24.49

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
	21.55	21.97	22.39	22.81	23.23	23.65	24.07	24.49
* Temporary Highway Team Leader receives .50/hour increase Class IV - Signman	21.05	21.47	21.89	22.31	22.73	23.15	23.57	23.99
Class III - State Patrolman, Operator of high level equipment (ie: paver, grader, dozer, excavator, steel roller, etc.) Experienced Mechanic Class III	20.55	20.97	21.39	21.81	22.23	22.65	23.07	23.49
Class II - Patrolman w/5 years experience, and low level equipment operation experience (ie: loader, skid steer, broom, rubber tired roller, etc.) Class II	20.05	20.47	20.89	21.31	21.73	22.15	22.57	22.99
Class II - Entry level Mechanic	20.05	20.47	20.89	21.31	21.73	22.15	22.57	22.99
Class I - Entry level Patrolman	19.55	19.97	20.39	20.81	21.23	21.65	22.07	22.49
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	AFTER START TRAINING 10.25						