

Buffalo County Resolution



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

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

RESOLUTION # 21-06-02

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

WHEREAS, the County Board of Supervisors adopted Resolution 21-04-03 to establish job categories and pay grades for non-represented employees for 2021; and,

WHEREAS, the Law and Emergency Response Committee received the retirement notice from the Emergency Management Director, which is a half-time position, and approved filling the half-time position at their May 17, 2021 meeting; and,

WHEREAS, the County Board of Supervisors in Resolution 21-04-01 approved the creation and filling of a Parts/Safety and Training Coordinator Position for the Highway Department funding the position from the General Fund; and,

WHEREAS, the Buffalo County Highway Committee recommended to place on hold the hiring of a Safety/Parts Coordinator to allow time to explore alternative organizational restructure changes based on the retirement of the Emergency Management Director; and,

WHEREAS, the County Board of Supervisors recognize the need to increase attention to safety training and programs to reduce risk exposure to the County; and,

WHEREAS, the essential duties and responsibilities and minimum training and experience of a Safety/Risk Manager align with the minimum training and experience of the Emergency Management Director position; and,

WHEREAS, assigning the duties of a Safety/Risk Manager with the Emergency Management Director duties creates a full-time position for the County; and,

WHEREAS, the Human Resources Committee completed review and approval of the position of Emergency Management Director and Safety/Risk Manager, which requires the establishment of such position on the wage scales effective upon filling the position; and,

WHEREAS, the Human Resources Committee completed review and approval of the Public Health Specialist position description, 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:

Directors/Managers -

Add Emergency Management Director and Safety/ Risk Manager to Directors/Managers Wage Classification

Case Management-


Add Public Health Specialist position to Case Manager II of Wage Classification

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 additions of the Emergency Management Director and Safety/ Risk Manager and the Public Health Specialist position effective upon filling the position; and,

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Buffalo County Board of Supervisors amend the budget to include a transfer from the General Fund to the Emergency Management Department to cover the costs of the Safety/Risk Manager part-time position.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 28 day of June, 2021.


County Clerk

ATTEST:


County Board Chairperson


Respectfully Submitted,

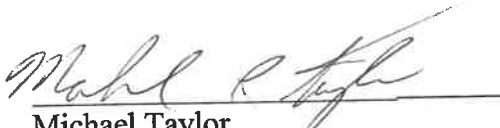
Human Resource Committee



Larry Grisen

Excused
Donald A. Hillert


Mary Anne McMillan Urell


Nathan Nelson

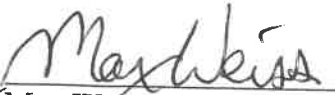

Michael Taylor



Dennis Bork



David Danzinger



Max Weiss

Finance Committee



Donald A. Hillert



Brad Schmidtkecht

ANTICIPATED FINANCIAL IMPACT STATEMENT:

Safety/Risk Manager	\$ 25,400.52 – Wages
	\$ 12,590.61 – Benefits
	\$ 37,991.13 TOTAL

2021 WAGE SCALES - EXHIBIT A
VERSION: 6/7/2021, Board Approved (tbd)

DRAFT. For HR Committee 6/2021

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 SAFETY MANAGER	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								
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 DIETICIAN/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 -	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
COMMUNICATION/CORRECTION OFFICERS	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
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
VERSION: 6/7/2021, Board Approved (td)

DRAFT. For HR Committee 6/2021

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; Public Health Specialist	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				