

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
July 2020
Involved Committees:
Human Resources
Finance

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

RESOLUTION # 20-08-08

A RESOLUTION TO AMEND THE ESTABLISHED JOB CATEGORY AND PAY GRADE SCHEDULE FOR NON-REPRESENTED EMPLOYEES TO ADD PART-TIME COMMUNICATIONS/CORRECTIONS OFFICER JOB CATEGORY AND PAY GRADE

WHEREAS, the County Board of Supervisors adopted a job classification and pay grade for non-represented employees effective January 1, 2020 in Resolution #19-12-06; and,

WHEREAS, the Law Enforcement Committee recommended and it was approved by the Buffalo County Board of Supervisors to grant authorization for the Buffalo County Sheriff's Department to maintain up to fifteen (15) part-time positions without further Buffalo County Board action, as needed to maintain the quality of life and safety for the residents of Buffalo County in Resolution #07-03-04; and,

WHEREAS, the current wage scales do not have a job category or pay grade for part-time Communications/Corrections Officer; and,

WHEREAS, the Buffalo County Sheriff's Department has determined a need to fill part-time Communications/Corrections Officers with the funding included in their current budget as previously approved.

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 to add the job category for Part-Time Communications/Corrections Officer with a wage scale of \$21.20 as recommended by the Buffalo County Human Resources Committee, which is attached hereto and become a part of this resolution.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 24th day of August, 2020.

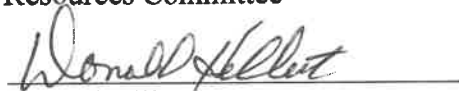

County Clerk

ATTEST:


County Board Chairperson

Human Resources Committee


Larry Grisen



Donald Hillert



Mary Anne McMillan Urell

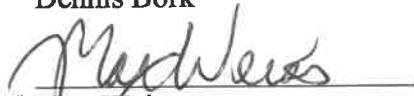

Nathan Nelson

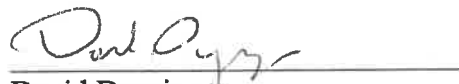

Michael Taylor

Finance Committee


Dennis Bork


Donald Hillert


Max Weiss


David Danzinger


Brad Schmidt

ANTICIPATED FINANCIAL IMPACT STATEMENT

2020 Wages & Benefits: Included in Current Budget

2020 WAGE SCALES - EXHIBIT A
VERSION: 12/11/2019, effective 1/1/2020

CASE MANAGEMENT								
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
CASE WORKER - HHSD BENEFIT SPECIALIST	17.58	17.97	18.36	18.75	19.14	19.53	19.92	20.31
CASE MANAGER I (Less than Associates degree); CJS Case Manager I; FAMILY & COMMUNITY SPECIALIST	18.52	18.93	19.34	19.75	20.16	20.57	20.98	21.39
CASE MANAGER II (Associates degree or higher); CJS Case Manager II; Victim Witness Coordinator	19.45	19.88	20.31	20.74	21.17	21.60	22.03	22.46
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;	17.24	17.63	18.02	18.41	18.80	19.19	19.58	19.97
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)	17.58	17.97	18.36	18.75	19.14	19.53	19.92	20.31
ADMINISTRATION PERSONNEL ADVISOR; HHSD ACCOUNT CLERK SUPERVISOR; HWY OFFICE MANAGER; ADMINISTRATION FINANCIAL ADVISOR	21.94	22.36	22.78	23.20	23.62	24.04	24.46	24.88
SKILLED CRAFT TECHNICIANS								
* Temporary Highway Team Leader receives .50hour increase	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
Class V - General Foreman - shop, construction, general	22.04	22.46	22.88	23.30	23.72	24.14	24.56	24.98
Class IV - Signman; Experienced Mechanic	21.53	21.95	22.37	22.79	23.21	23.63	24.05	24.47
Class III - State Patrolman, Operator of high level equipment (ie: paver, grader, dozer, excavator, steel roller, etc.) Entry Level Mechanic	20.92	21.34	21.76	22.18	22.60	23.02	23.44	23.86
Class II - Patrolman w/5 years experience, and low level equipment operation experience (ie: loader, skid steer, broom, rubber tired roller, etc.)	20.41	20.83	21.25	21.67	22.09	22.51	22.93	23.35
Class I - Entry level Patrolman	19.90	20.32	20.74	21.16	21.58	22.00	22.42	22.84
MATERIALS RECOVERY FACILITY SUPERVISOR/TRUCK DRIVER; E-911 COORDINATOR PT	20.24	20.69	21.14	21.59	22.04	22.49	22.94	23.39
SERVICE - MAINTENANCE								
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
BUILDING & GROUNDS JANITOR	14.97	15.30	15.63	15.96	16.29	16.62	16.95	17.28
SENIOR DINING CENTER MANAGER	10.53	10.76	10.99	11.22	11.45	11.68	11.91	12.14
HHSD VAN DRIVER	10.86	11.10	11.34	11.58	11.82	12.06	12.30	12.54
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, will have COL wage adjustments, aligned with other non-represented staff								
PART TIME DEPUTIES - Certified								21.65
PART TIME DEPUTIES - Non Certified, includes Transport								19.65
PART TIME CLERICAL - Confidential, includes Bailiff								15.31
PART TIME CLERICAL								14.31
HWY-SEASONAL/PART TIME RECYCLING TRUCK DRIVER - WITH CDL								20.00
HWY-SEASONAL - WITHOUT CDL								18.00
PART TIME SERVICE / MAINTENANCE - INCLUDING SEASONAL / INTERNSHIPS (Unless grant funded)								11.00

Part-time Communications/ Corrections officer

21.20

2020 WAGE SCALES - EXHIBIT A
VERSION: 12/11/2019, effective 1/1/2020 *Revised 7/1/2020*

OFFICIALS & ADMINISTRATORS

DIRECTORS/MANAGERS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
HHSO DIRECTOR	36.89	37.73	38.57	39.41	40.25	41.09	41.93	42.77
HIGHWAY COMMISSIONER	33.00	33.75	34.50	35.25	36.00	36.75	37.50	38.25
ZONING ADMINISTRATOR	26.04	26.62	27.20	27.78	28.36	28.94	29.52	30.10
LAND CONSERVATIONIST	24.91	25.52	26.13	26.74	27.35	27.96	28.57	29.18
EMERGENCY MANAGEMENT/RECYCLING DIRECTOR	24.16	24.70	25.24	25.78	26.32	26.86	27.40	27.94
COMMUNITY JUSTICE SERVICES COORDINATOR	24.16	24.70	25.24	25.78	26.32	26.86	27.40	27.94
GIS LAND RECORDS COORD. LAND INFO OFFICER	24.16	24.70	25.24	25.78	26.32	26.86	27.40	27.94
VETERANS SERVICE OFFICER	22.20	22.70	23.20	23.70	24.20	24.70	25.20	25.70

SUPERVISORS/ASSISTANT MANAGERS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
HHSO SOCIAL SERVICES MANAGER	29.71	30.37	31.03	31.69	32.35	33.01	33.67	34.33
PUBLIC HEALTH SUPERVISOR/HEALTH OFFICER	31.02	31.71	32.40	33.09	33.78	34.47	35.16	35.85
HWY PATROL SUPERINTENDANT	26.25	26.84	27.43	28.02	28.61	29.20	29.79	30.38
TRANSPORTATION & ADULT PROTECTION MANAGER	25.57	26.15	26.73	27.31	27.89	28.47	29.05	29.63
PUBLIC HEALTH NUTRITIONIST/MC DIRECTOR	24.17	24.71	25.25	25.79	26.33	26.87	27.41	27.95
REGISTER IN PROBATE	20.38	20.88	21.38	21.88	22.38	22.88	23.38	23.88
BUILDING & GROUNDS MANAGER	17.10	17.60	18.10	18.60	19.10	19.60	20.10	20.60

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	21.63	22.11	22.59	23.07	23.55	24.03	24.51	24.99
SOCIAL WORKER II; PUBLIC HEALTH NURSE II; HEALTH EDUCATOR I	23.19	23.71	24.23	24.75	25.27	25.79	26.31	26.83
SOCIAL WORKER III; PUBLIC HEALTH NURSE III; ENVIRONMENTAL HEALTH SPECIALIST; HEALTH EDUCATOR II	24.89	25.45	26.01	26.57	27.13	27.69	28.25	28.81
PUBLIC HEALTH NUTRITIONIST/MC PT	23.56	24.09	24.62	25.15	25.68	26.21	26.74	27.27

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	21.11	21.58	22.05	22.52	22.99	23.46	23.93	24.40

PROTECTIVE SERVICE WORKERS

LAW ENFORCEMENT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
CHIEF DEPUTY SHERIFF	29.60	30.26	30.92	31.58	32.24	32.90	33.56	34.22
JAIL ADMINISTRATOR	24.98	25.54	26.10	26.66	27.22	27.78	28.34	28.90
JAIL SERGEANT	23.17	23.69	24.21	24.73	25.25	25.77	26.29	26.81

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
	21.20	21.67	22.14	22.61	23.08	23.55	24.02	24.49

BALIFF 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	15.31	15.65	15.99	16.33	16.67	17.01	17.35	17.69
---	-------	-------	-------	-------	-------	-------	-------	-------

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 (PA); SUPPORT STAFF SPECIALIST-CHILD SUPPORT	16.79	17.16	17.53	17.90	18.27	18.64	19.01	19.38

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)	18.52	18.91	19.30	19.69	20.08	20.47	20.86	21.25
REAL PROPERTY LISTER / CHIEF DEPUTY COUNTY TREASURER (Associates degree or higher)	19.45	19.84	20.23	20.62	21.01	21.40	21.79	22.18
DEPUTY COUNTY TREASURER / MAPPING COORDINATOR	17.34	17.73	18.12	18.51	18.90	19.29	19.68	20.07