

# Buffalo County Resolution



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

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

**RESOLUTION #** 20-12-01

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

WHEREAS, the County Board of Supervisors established and implemented a revision to the job classification and pay grade scales for non-represented employees by adopting Resolution 19-01-02; and,

WHEREAS, the Buffalo County Employee handbook requires the County Board of Supervisors to approve by resolution under Policy 105 of any base wage salary schedule adjustments; and,


WHEREAS, the Human Resource Committee has reviewed the salary classification and compensation system and recommends modifying the salary classification and compensation pay grades for implementation on January 1, 2021, a copy of which is attached as Exhibit A and to be incorporated herein and to become a part of this resolution; and,

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 1, 2021 as identified in Exhibit A.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 14<sup>th</sup> day of December, 2019. 2020


  
County Clerk

ATTEST:

  
County Board Chairperson

Respectfully Submitted:

Human Resources Committee

  
Larry Grisen

  
Mary Anne McMillan Urell

  
Donald A. Hillert

  
Nathan Nelson


  
Michael L. Taylor

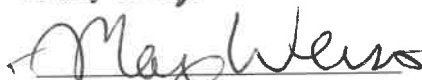
Finance Committee

  
Dennis Bork

  
Donald A. Hillert

David Danzinger

  
Larry Grisen

  
Max Weiss

**ANTICIPATED FINANCIAL IMPACT STATEMENT**  
**INCLUDED IN 2021 BUDGET**

2021	Total Wages	\$ 6,311,305.56
	Total Social Security	\$ 447,641.32
	Total Employer Retirement	\$ 487,975.68
	Total	\$ 7,246,923.56
	Decrease from 2020	\$ ( 81,843.44)

**2021 WAGE SCALES - EXHIBIT A**  
**VERSION: 12/1/2020, effective 1/1/2021**

**OFFICIALS & ADMINISTRATORS**

<b>DIRECTORS/MANAGERS</b>	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
EMERGENCY MANAGEMENT/RECYCLING 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

<b>SUPERVISORS/ASSISTANT MANAGERS</b>	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
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**

<b>PROFESSIONALS</b>	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**

<b>TECHNICIANS</b>	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**

<b>LAW ENFORCEMENT</b>	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							

<b>LAW ENFORCEMENT SUPPORT -</b>	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							
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**PARAPROFESSIONALS**

<b>CLERICAL SUPPORT</b>	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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<b>ADVANCED CLERICAL SUPPORT</b>	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

<b>ADVANCED TECHNICAL SUPPORT</b>	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
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**2021 WAGE SCALES - EXHIBIT A**  
**VERSION: 12/1/2020, effective 1/1/2021**

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	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 (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
<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	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	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
MATERIALS RECOVERY FACILITY SUPERVISOR/TRUCK DRIVER; E-911 COORDINATOR PT	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			