

# Buffalo County Resolution



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

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

**RESOLUTION #** 19-12-06

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

WHEREAS, the County Board of Supervisors adopted Resolution 19-10-05 to establish job categories and pay grades for non-represented employees for 2020; and,

WHEREAS, the Human Resources Committee has reviewed the pay grades for Directors/Managers, Supervisors/Assistant Managers classifications and recommended changes in the wage scales for the Highway Commissioner, Register in Probate, Land Conservationist and Buildings and Grounds Manager; and,

WHEREAS, the Human Resource Committee has reviewed the part-time positions in the wage scales and recommend the consolidation of those positions into a new classification of Part-Time (non-benefits/seasonal); and,

WHEREAS, the Human Resources Committee makes the following recommended changes to the following classifications:

Directors/Managers - Delete ADRC Resource Director and HHSD Aging Director positions

Supervisors/Assistant Managers - Delete CS Coordinator/DHHS Assistant to Director position  
Supervisors/Assistant Managers – Add Transportation & Adult Protection Manager position

Professional – Delete ADRC I & A Specialists I, II, and III positions

Professional – Delete ADRC Benefit Resource Specialist position

Protected Service Workers – Delete Part-Time Communications/Corrections Officers class

Paraprofessionals – Advanced Technical Support - Retitle Deputy Treasurer/Real Property Lister into two (2) categories of Deputy Treasurer/Mapping Coordinator and Real Property Lister/Chief Deputy Treasurer positions

Skilled Craft Technicians - Reclassify Highway Department Entry Level Mechanic from Class II Entry Level Mechanic to Class III– State Patrolman, Entry Level Mechanic position

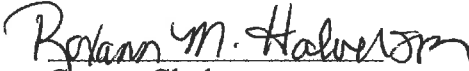
Skilled Craft Technicians – Reclassify Highway Department Experienced Mechanic from Class III State Patrolman, Experienced Mechanic to Class IV – Signman, Experienced Mechanic position

WHEREAS, the Human Resources Committee recognizes the need to retain and recruit employees to serve the residents of the County and recommends amending Resolution 19-10-05 and to adopt Exhibit A which is attached and to become a part of this resolution to be effective January 1, 2020.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves amending Resolution 19-10-05 and to adopt Exhibit A which is attached and to become a part of this resolution effective January 1, 2020; and,

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Buffalo County Board of Supervisors amend the budget to transfer funds from the General Fund to the appropriate funds and departments to cover the adjustments.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 16<sup>th</sup> day of December, 2019.

  
County Clerk

ATTEST:


  
County Board Chairperson

Human Resources Committee

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Larry Grisen

\_\_\_\_\_  
Donald Hillert

\_\_\_\_\_  
Dwight Ruff

  
Michael Taylor

Excused  
\_\_\_\_\_  
Nathan Nelson

Finance Committee

\_\_\_\_\_  
Larry Grisen

\_\_\_\_\_  
Donald Hillert

\_\_\_\_\_  
Mary Anne McMillan Urell

\_\_\_\_\_  
Nettie Rosenow

yes - via phone  
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David Danzinger

**ANTICIPATED FINANCIAL IMPACT STATEMENT:**

2020 Budget Salary & Benefits \$     \$815.26

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

**OFFICIALS & ADMINSTRATORS**

<b>DIRECTORS/MANAGERS</b>	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
HHSD 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

<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	29.71	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/WIC 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**

<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	21.63	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/WIC PT	23.56	24.09	24.62	25.15	25.68	26.21	26.74	27.27

**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	21.11	21.58	22.05	22.52	22.99	23.46	23.93	24.40

**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	29.60	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

<b>LAW ENFORCEMENT SUPPORT -</b>	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
COMMUNICATION/CORRECTION OFFICERS	21.20	21.67	22.14	22.61	23.08	23.55	24.02	24.49

BAILIFF See part time scale below

**PARAPROFESSIONALS**

<b>CLERICAL SUPPORT</b>	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
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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
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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
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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	16.79	17.16	17.53	17.90	18.27	18.64	19.01	19.38
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<b>ADVANCED TECHNICAL SUPPORT</b>	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
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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
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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
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DEPUTY COUNTY TREASURER / MAPPING COORDINATOR	17.34	17.73	18.12	18.51	18.90	19.29	19.68	20.07
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**2020 WAGE SCALES - EXHIBIT A**  
**VERSION: 12/11/2019, effective 1/1/2020**

<b>CASE MANAGEMENT</b>	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
<b>ADMINISTRATIVE SUPPORT</b>								
<b>ACCOUNTING SUPPORT</b>	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
<b>ADMINISTRATION - FINANCIAL</b>	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
<b>SKILLED CRAFT TECHNICIANS</b>								
* Temporary Highway Team Leader receives .50/hour increase 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
<b>SERVICE - MAINTENANCE</b>								
	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							

<b>PART TIME (non-benefits eligible / seasonal)</b>								
<b>The ONE RATE, part time positions, will have COL wage adjustments, aligned with other non-represented staff</b>								
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			