

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
March 2018
Involved Committees:
Human Resources
Finance

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

RESOLUTION # 18-03-12

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 an established and implemented a job classification and pay grade for non-represented employees in Resolution #17-12-4; and,

WHEREAS, the Human Resource Committee has completed the appeal process and recommends the adoption of the attached AMENDED BUFFALO COUNTY JOB CLASSIFICATION/PAY GRADE FOR NON-REPRESENTED EMPLOYEES FOR 2018 effective April 2, 2018, based on the appeals received; and,

WHEREAS, the Human Resource Committee also recommends the deviation from the current initial step placement policy for the following positions based upon the appeal process as follows:

- Skilled Craft Worker Materials Recovery Facility Supervisor/Truck Driver moved from Step #6 to Step #7
- Highway Skilled Craft Worker II Step #1 moved to Skilled Craft Worker III Step #1 for Employee meeting job position experience requirements.
- Remove Deputy Clerk of Court 1 from Paraprofessionals, Clerical Support and move to Advanced Clerical and rename position to Deputy Clerk of Court.
- Rename Paraprofessional, Advance Clerical Support, Chief Deputy Clerk of Court II to Deputy Clerk of Court with no classification change.
- Remove Support Staff Specialist – Child Support from Paraprofessionals, Clerical Support and move to Advanced Clerical Support.
- Reserve the right to review reclassification of the UW Extension Administrative Assistant, Child Support Specialist, Chief Deputy Register of Deeds and DHHS Account Lead.
- Communication/Corrections Officers Employee #316, 317 & 318 moved from Step #1 to Step #2

WHEREAS, the Human Resource Committee has reviewed and determined that the Highway Office Manager Position and Highway Skilled Craft Worker II are correctly classified at this time.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves the establishment of the attached AMENDED BUFFALO COUNTY JOB CLASSIFICATION/PAY GRADE FOR NON-REPRESENTED EMPLOYEES FOR 2018 effective April 2, 2018 for non-represented employee positions to include the above-indicated step and classification adjustments as recommended by the Buffalo County Human Resources Committee.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 26 day of March, 2018.

Roxann M. Halverson
County Clerk

ATTEST:

Douglas Kane
County Board Chairperson

Respectfully Submitted:

Human Resources Committee

Larry Grisen
Larry Grisen

Excused
Donald Hillert

Mary Anne McMillan Urell
Mary Anne McMillan Urell

Michael Taylor
Michael Taylor

Nettie Rosenow
Nettie Rosenow

Finance Committee

Larry Grisen
Larry Grisen

Donald Hillert
Donald Hillert

Douglas Kane
Douglas Kane

yes, via phone
David Danzinger

Nettie Rosenow
Nettie Rosenow

ANTICIPATED FINANCIAL IMPACT STATEMENT

2018 Wages & Benefits \$4,142.19 (*7,930.68)
Additional Increase

**BUFFALO COUNTY JOB CLASSIFICATION PAY GRADE FOR
NON REPRESENTED EMPLOYEES FOR 2018**

RESOLUTION 18-

| OFFICIALS & ADMINISTRATORS | | *Step 3 is used to adjust other steps | | | | | | |
|---------------------------------------|-------------------------------------------------------|---------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| DIRECTORS/MANAGERS | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
| EE | HHSD DIRECTOR | 35.18 | 36.31 | 37.43 | 38.55 | 39.71 | 40.90 | 42.13 |
| EE | HIGHWAY COMMISSIONER | 29.15 | 30.08 | 31.01 | 31.94 | 32.90 | 33.89 | 34.90 |
| EE | ADRC RESOURCE DIRECTOR | 27.09 | 27.96 | 28.82 | 29.68 | 30.58 | 31.49 | 32.44 |
| EE | ZONING ADMINISTRATOR | 24.28 | 25.06 | 25.83 | 26.60 | 27.40 | 28.23 | 29.07 |
| EE | LAND CONSERVATIONIST | 23.23 | 23.97 | 24.71 | 25.45 | 26.21 | 27.00 | 27.81 |
| EE | EMERGENCY MANAGEMENT/RECYCLING DIRECTOR | 22.52 | 23.24 | 23.96 | 24.68 | 25.42 | 26.18 | 26.97 |
| E | COMMUNITY JUSTICE SERVICES COORDINATOR | 22.52 | 23.24 | 23.96 | 24.68 | 25.42 | 26.18 | 26.97 |
| E | GIS LAND RECORDS COORDINATOR/LAND INFORMATION OFFICER | 22.52 | 23.24 | 23.96 | 24.68 | 25.42 | 26.18 | 26.97 |
| EE | VETERANS SERVICE OFFICER | 20.70 | 21.36 | 22.02 | 22.68 | 23.36 | 24.06 | 24.78 |
| SUPERVISORS/ASSISTANT MANAGERS | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
| E | HHSD SOCIAL SERVICES MANAGER | 27.69 | 28.58 | 29.46 | 30.34 | 31.25 | 32.19 | 33.16 |
| E | PUBLIC HEALTH SUPERVISOR/HEALTH OFFICER | 28.92 | 29.85 | 30.77 | 31.69 | 32.64 | 33.62 | 34.63 |
| E | HWY PATROL SUPERINTENDANT | 24.47 | 25.25 | 26.03 | 26.81 | 27.62 | 28.44 | 29.30 |
| E | HHSD AGING DIRECTOR | 24.27 | 25.05 | 25.82 | 26.59 | 27.39 | 28.21 | 29.06 |
| EP | PUBLIC HEALTH NUTRITIONIST/WIC DIRECTOR | 22.53 | 23.25 | 23.97 | 24.69 | 25.43 | 26.19 | 26.98 |
| E | CS COORDINATOR/DHHS ASSISTANT TO DIRECTOR | 21.42 | 22.11 | 22.79 | 23.47 | 24.18 | 24.90 | 25.65 |
| E | REGISTER IN PROBATE | 19.00 | 19.60 | 20.21 | 20.82 | 21.44 | 22.08 | 22.75 |
| E | BUILDING & GROUNDS MANAGER | 15.94 | 16.45 | 16.96 | 17.47 | 17.99 | 18.53 | 19.09 |

| PROFESSIONALS | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| EP | SOCIAL WORKER I; PUBLIC HEALTH NURSE I; ADRC I & A SPECIALIST; ADRC BENEFIT DISABILITY RESOURCE SPECIALIST | 20.17 | 20.82 | 21.46 | 22.10 | 22.77 | 23.45 | 24.15 |
| EP | SOCIAL WORKER II; PUBLIC HEALTH NURSE II, ADRC I & A SPECIALIST II; HEALTH EDUCATOR I; | 21.62 | 22.31 | 23.00 | 23.69 | 24.40 | 25.13 | 25.89 |
| EP | SOCIAL WORKER III; PUBLIC HEALTH NURSE III; ENVIRONMENTAL HEALTH SPECIALIST; ADRC I & A SPECIALIST III; HEALTH EDUCATOR II; | 23.20 | 23.94 | 24.68 | 25.42 | 26.18 | 26.97 | 27.78 |
| EP | PUBLIC HEALTH NUTRITIONIST/WIC PT | 21.97 | 22.67 | 23.37 | 24.07 | 24.79 | 25.54 | 26.30 |

| TECHNICIANS | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
|--------------------|-----------------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| EP | ZONING TECHNICIAN; CONSERVATION TECHNICIAN/PLANNER; | 19.67 | 20.30 | 20.93 | 21.56 | 22.20 | 22.87 | 23.56 |

| PROTECTIVE SERVICE WORKERS | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
|-----------------------------------|-----------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| LAW ENFORCEMENT | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
| E | CHIEF DEPUTY SHERIFF | 27.60 | 28.48 | 29.36 | 30.24 | 31.15 | 32.08 | 33.04 |
| E | JAIL ADMINISTRATOR | 23.29 | 24.04 | 24.78 | 25.52 | 26.29 | 27.08 | 27.89 |
| N | JAIL SERGEANT | 21.60 | 22.29 | 22.98 | 23.67 | 24.38 | 25.11 | 25.86 |
| N | PART TIME DEPUTIES | - | - | 15.65 | 16.12 | 16.60 | 17.10 | 17.61 |
| LAW ENFORCEMENT SUPPORT - | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
| N | COMMUNICATION/CORRECTION OFFICERS | 19.76 | 20.39 | 21.02 | 21.65 | 22.30 | 22.97 | 23.66 |
| N | PART TIME - COMMUNICATION/CORRECTION OFFICERS | 12.14 | 12.52 | 12.91 | 13.30 | 13.70 | 14.11 | 14.53 |
| N | BAILIFF | 12.99 | 13.41 | 13.82 | 14.23 | 14.66 | 15.10 | 15.55 |

| PARAPROFESSIONALS | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| CLERICAL SUPPORT | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
| N | PART TIME CLERICAL; | 13.49 | 13.92 | 14.35 | 14.78 | 15.22 | 15.68 | 16.15 |
| N | WIC TECHNICIAN; ADMINISTRATIVE CONFIDENTIAL; SUPPORT STAFF SPECIALIST - SOCIAL SERVICES | 14.27 | 14.72 | 15.18 | 15.64 | 16.10 | 16.59 | 17.09 |
| ADVANCED CLERICAL SUPPORT | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
| N | UW ADMINISTRATIVE ASSISTANT; DEPUTY CLERK OF COURT; CHIEF DEPUTY COUNTY CLERK I; CHIEF DEPUTY REGISTER OF DEEDS; DEPUTY REGISTER IN PROBATE; SUPPORT STAFF SPECIALIST - CHILD SUPPORT | 15.65 | 16.15 | 16.65 | 17.15 | 17.66 | 18.19 | 18.74 |

| ADVANCED TECHNICAL SUPPORT | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
|-----------------------------------|--------------------------------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| N | DEPUTY COUNTY TREASURER-REAL PROB LISTER | 16.17 | 16.68 | 17.20 | 17.72 | 18.25 | 18.79 | 19.36 |
| CASE MANAGEMENT | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
| N | CASE WORKER - HHSD BENEFIT SPECIALIST | 16.39 | 16.91 | 17.43 | 17.95 | 18.49 | 19.05 | 19.62 |
| N | CASE MANAGER I (less than Associates degree); CJS Case Manager I | 17.26 | 17.81 | 18.36 | 18.91 | 19.48 | 20.06 | 20.66 |
| N | CASE MANAGER II (Associates degree or higher); CJS Case Manager II | 18.13 | 18.71 | 19.29 | 19.87 | 20.46 | 21.08 | 21.71 |
| N | CASE MANAGER II | 18.13 | 18.71 | 19.29 | 19.87 | 20.46 | 21.08 | 21.71 |

| ADMINISTRATIVE SUPPORT | | | | | | | | |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| ACCOUNTING SUPPORT | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
| N | 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 | 16.07 | 16.59 | 17.10 | 17.61 | 18.14 | 18.69 | 19.25 |
| ADMINISTRATION - FINANCIAL | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
| E | ADMINISTRATION ADMINISTRATIVE ASSISTANT; LAW ENFORCEMENT ADMINISTRATIVE ASSISTANT; ZONING ADMINISTRATIVE ASSISTANT; | 16.38 | 16.91 | 17.43 | 17.95 | 18.49 | 19.05 | 19.62 |
| E | ADMINISTRATION PERSONNEL ADVISOR; HHSD ACCOUNT CLERK LEAD; HIGHWAY OFFICE MANAGER; ADMINISTRATION FINANCIAL ADVISOR | 18.64 | 19.24 | 19.83 | 20.42 | 21.04 | 21.67 | 22.32 |

| SKILLED CRAFT WORKERS | | | | | | | | |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| STEP 1 IS USED TO ADJUST OTHER STEPS | | | | | | | | |
| | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
| N | Class IV - Foreman - shop, construction, general; Signman | 21.00 | 21.37 | 21.74 | 22.12 | 22.51 | 22.90 | 23.30 |
| N | Class III - State Patrolman, Operator of high level equipment (ie: paver, grader, dozer, excavator, steel roller, etc.) Experienced Mechanic | 20.40 | 20.76 | 21.12 | 21.49 | 21.87 | 22.25 | 22.64 |
| N | Class II - Patrolman w/5 years experience, and low level equipment operation experience (ie: loader, skid steer, broom, rubber tired roller, etc.) | 19.89 | 20.24 | 20.59 | 20.95 | 21.32 | 21.69 | 22.07 |
| N | Class II - Entry level Mechanic | | | | | | | |
| N | Class I - Entry level Patrolman | 19.41 | 19.75 | 20.10 | 20.45 | 20.80 | 21.17 | 21.54 |

| | | | | | | | | |
|----------------------------------------------------------|---------------------------------------------------------------------------------|-------|-------|-------|-------|-------|-------|-------|
| TEMPORARY HIGHWAY TEAM LEADER RECEIVES .50/HOUR INCREASE | | | | | | | | |
| N | MATERIALS RECOVERY FACILITY SUPERVISOR/TRUCK DRIVER; E911 COORDINATOR PART TIME | 18.90 | 19.48 | 20.07 | 20.67 | 21.29 | 21.93 | 22.59 |

| SERVICE - MAINTENANCE | | | | | | | | |
|------------------------------|-------------------------------------------------------------------|---------------|-----------------------|---------------|---------------|---------------|---------------|---------------|
| | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
| N | BUILDING & GROUNDS JANITOR | 13.96 | 14.40 | 14.85 | 15.30 | 15.75 | 16.23 | 16.71 |
| N | SENIOR DINING CENTER MANAGER | 9.81 | 10.13 | 10.44 | 10.75 | 11.08 | 11.41 | 11.75 |
| N | HHSD VAN DRIVER | 10.12 | 10.45 | 10.77 | 11.09 | 11.43 | 11.77 | 12.12 |
| | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | | |
| N | HWY - SEASONAL PATROLMAN without CDL | 13.00 | 13.25 | 13.50 | 13.75 | 14.00 | | |
| N | HWY - SEASONAL MOWING with CDL & PART TIME RECYCLING TRUCK DRIVER | 15.00 | 15.25 | 15.50 | 15.75 | 16.00 | | |
| | | START | AFTER TRAINING | | | | | |
| N | PART TIME | 9.40 | 10.67 | | | | | |

EE EXEMPT EXECUTIVE EMPLOYEE
EA EXEMPT ADMINISTRATIVE EMPLOYEE
EP EXEMPT PROFESSIONAL EMPLOYEE
E EXEMPT
N NON-EXEMPT EMPLOYEE