

**Agenda**  
**Human Resources Committee**  
**Jefferson County Courthouse**  
**320 S Main St, Room 112**  
**Jefferson, WI 53549**

**December 3, 2012 @ 8:30 a.m.**

Committee Members: James Braughler, Chair; Greg David; Pamela Rogers, Secretary; Jim Schroeder, and Dick Schultz, Vice-Chair

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Citizen comments
6. Approval of November 20, 2012 minutes
7. Communications
  - a. Retirement Notice from Gary Petre, County Administrator
  - b. Quarterly Retirement Recognitions
8. Discussion and possible recommendation of a resolution adopting the proposed 2012 Compensation and Classification Study, including but not limited to implementation process, exempt vs. non-exempt positions, combination or consolidation of positions, job-title changes and a classification review process
9. Discussion of all Personnel Ordinances under HR0300, Compensation, and Personnel Ordinance HR0250, Exempt Service, and consideration of amendments affected by implementation of the Classification and Compensation Study
10. Review of HR0655, Longevity, and possible amendment to clarify treatment of employees who were hired into a position covered by an AFSCME contract between 1/1/05 and 12/31/11
11. Consideration to amend HR0270, Qualifications of Employees, establishing a residency requirement for the County Administrator position.
12. Discussion of delinquent performance evaluations in the Clerk of Courts Office
13. Report from Human Resources Director, including position filled, emergency help requests, new hires starting above minimum, Longevity payments and Hazardous pay contributions.
14. Set next meeting date and agenda
15. Adjournment

**Next scheduled meeting: December 18, 2012 8:30 a.m.**

The Committee may discuss and/or take action on any item specifically listed on the agenda

**Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.**

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
November 20, 2012 @ 8:30am  
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30am by J. Braugler.
2. Present: J. Braugler, G. David, P. Rogers, J. Schroeder, and D. Schulz. All members present. Quorum established. Others Present: G. Petre, T. Palm, J. Molinaro, P. Ristow, L. Zastrow, B. Lamers, B. Frank, S. Hoffman, T. Lindert, J. Parker, P. Milbrath, J. Garity, B. Block, B. Udovich, C. Robinson, K. Spory (Daily Union), C. Carlson (Carlson Dettmann Consulting).
3. Certification of compliance with the Open Meetings Law by G. Petre.
4. Agenda reviewed with no changes.
5. Citizen Comments. None.
6. Motion by D. Schultz, second by P. Rogers, to approve the November 7, 2012, minutes as printed. Motion carried 5:0.
7. Communications:
  - a. Email from Barb Frank, County Clerk, regarding the Jefferson County Classification and Compensation Study
8. A review of the Jefferson County 2012 Compensation and Classification Study Report was reviewed, including the following changes, discussions and recommendations:
  - a. In addition to the job title recommendations outlined in the report, the following position titles were also recommended for change: Family Court Commissioner/Guardian At Litem to Circuit Court Commissioner (Grade 14); Family Court Commissioner to Circuit Court Commissioner (Grade 14); Aging/Disability Resources Manager to Aging and Disability Resources Division Manager (Grade 13); Intake and Juvenile Justice Supervisor to Intake Supervisor (Grade 11); ADRC Coordinator to ADRC Supervisor (Grade 9); Early Intervention Services Coordinator to Birth-to-Three/Preschool Supervisor (Grade 8); Family Court Counselor to Mediator/Custody and Placement Evaluator (Grade 8); Nurse Case Manager to Aging and Disability Resources Specialist II (Grade 8); ADRC Social Worker to Aging and Disability Resources Specialist I (Grade 6); Benefits Specialist to Elder Benefits Specialist (Grade 6); Justice Information Sharing Coordinator to Justice Computer Specialist (Grade 5); and Nutrition Outreach Worker to Home Delivered Meal Assessor (Grade 3).
  - b. Charlie Carlson reiterated that he is not recommending a pay-for-performance plan at this time. The County has a good start on a performance evaluation system by requiring an evaluation be completed prior to a step-increase, but improvements could be made and this can be discussed in the future, including implementing a trial program at Highway.

- c. Charlie Carlson also informed the Committee that he, along with HR and Administration, have been working with the Highway Commissioner discussing pay strategies, including a premium when Equipment Operators are actually operating heavy equipment. However, data has not been provided by the Highway Commissioner to convince Carlson Dettmann to move forward with this.
- d. Another strategy discussed with the Commissioner was to reclassify Highway workers who regularly operate heavy equipment. When reviewing the data, it appeared only one Highway Worker has worked in the capacity of an Equipment Operator over 50% of the time. The Highway Commissioner's response after more consideration was to just move all 30 Highway Workers (Grade 3) to Equipment Operators (Grade 4).
- e. Committee member, Dick Schultz, inquired if a premium was paid for snow plowing, for being on-call 24/7 and operating in dangerous situations. It was pointed out that no premium currently is paid to Highway Worker classifications for snow plowing, however they do receive time-and-one-half if it is outside normal hours, and snow-plowing is part of the job description.
- f. Committee member Jim Schroeder inquired about the status of the legal issues surrounding the pending litigation. Corporation Counsel Phil Ristow pointed out that he believes our former AFSCME unions are decertified, as they took no action to recertify and that the current litigation does not comment that any changes would be retroactive. Ristow commented that it is more probable than not that are units are decertified because both parties were acting under the law at that time. He also stated that he didn't think we would return to the status quo from 2010, as requested by Ed Sadlowski, AFSCME Counsel 40 representative, because we had a contract that was agreed upon in good faith that expired 2011, which essentially had just the wage chart. Counsel's advice was 1) if unions are decertified, the County can move ahead with the pay plan or 2) if we find out later that we have a duty to bargain, what is the remedy? We would bargain at that time, but we are not cutting anyone's wages, and many employees will see an increase.
- g. Committee reviewed the recommended exempt status for each employee who was being changed, and recommend to amend the report by keeping the Communications Supervisor at the Sheriff's department non-exempt under the Fair Labor Standards Act (FLSA).
- h. Motion by P. Rogers, second by D. Schultz, to approve the classification and compensation plan as outlined on pages 2 – 8, with the recommended title and exempt-status changes. Motion carried 4:1 (J. Schroeder).
- i. The Committee reviewed the Implementation Process as outlined in the memo on page 9. Motion by D. Schultz, second by G. David, to recommend the implementation plan to County Board as outlined, with the amendment to add if the implementation plan conflicts with provisions of the Personnel Ordinance, the implementation plan shall control. Motion carried 4:1 (J. Schroeder).
- j. Committee reviewed the Position Allocation Review process as outlined on pages 10 – 13. Discussion included the following amendments: Change "Individual" review to "Classification" review, in #4 and on the Management Review Form, include direction for the department head to provide the estimated fiscal impact of the appeal, strike "unless the cost of any individual review exceeds \$25,000, in which case the final decision will be the

responsibility of the County Board.” From item #9, and also on item #9, indicate that the Human Resources Committee will meet at a date and time to be set by the Committee. Motion by D. Schultz, second by G. David, to recommend the Position Allocation Review Process to County Board, as amended. Motion carried 5:0.

BREAK taken from 10:52am – 11:00am.

- k. Committee reviewed the Resolution adopting the study and discussed amendments to change the implementation date to December 30, 2012 and rescind and abolish prior plans on December 29, 2012, language addressing that the plan will override general provisions of the personnel ordinance through 2013, and a fiscal note, including total available. Motion by P. Rogers, second by D. Schultz, to recommend a resolution to County Board, as amended. Motion carried 4:1 (J. Schroeder).
9. The Committee reviewed Personnel Ordinance sections HR0300, Compensation, and HR0250, Exempt Status, with the following comments: HR0320, Applicable Pay Rates Following Demotion or Transfer, to include in Section B “The 90-day period does not apply to red-circled employees before the adoption of the pay plan effective December 30, 2012.” And include this language also in HR0330, Applicable pay rates upon reclassification of position. In Section HR0340, Section E. change the date to December 30, 2012. In Section HR0360, section 8 (c ), unstrike the first sentence and substitute 5% for “the higher rate”; create Section HR0360 8 (e), “Highway workers at Grade 3 shall receive a 5% premium pay of regular rate of pay when plowing snow. In Section HR0250, Strike “Communications Supervisor” in section 4. A final draft will be presented for review at the December 3 meeting.
10. No action taken to make amendments to Personnel Ordinance HR0450, Leave of Absence without Pay.
11. No action taken to make an amendment to Resolution 2004-50 and 2004-51, providing benefits to employees on active military duty. Will review in a year.
12. Motion by P. Rogers, second by J. Schroeder, to authorize the HR Director to authorize Diversified Benefit Services, Inc. to initiate ACH debit entries for participant 125-FSA reimbursements and to initiate credit entries and adjustments to correct any debit entries from the County’s specified bank account. Motion carried 5:0.
13. Motion by D. Schultz, second by P. Rogers, to amend HR0120, Differences for Sworn, Non-represented Law Enforcement Employees, by striking the last line in para B. Motion carried 5:0.
14. Next meeting dates: December 3, 2012 at 8:30am and December 18, 2012 at 8:30am, to include a final resolution of the Classification and Compensation Study and changes discussed to Personnel Ordinances HR0300, Compensation, and HR0250, Exempt Service.

15. Motion by G. David, second by P. Rogers, to adjourn. Meeting adjourned at 11:45am.

\_\_\_\_\_  
Human Resources Committee Secretary

\_\_\_\_\_  
Date



**JEFFERSON COUNTY**  
**OFFICE OF THE COUNTY**  
**ADMINISTRATOR**

GARY R. PETRE  
County Administrator

TAMMIE J. JAEGER  
Administrative Assistant  
Confidential

320 S. Main Street Room 111  
Jefferson, WI 53549  
Telephone (920) 674-7101  
Website: jeffersoncountywi.gov

**"Jefferson County: Responsible government advancing quality of life."**

TO: Administration and Rules Committee  
FROM: Gary R. Petre, County Administrator  
DATE: November 28, 2012  
SUBJECT: Notice of Retirement

By this letter I am notifying the members of the Administration and Rules Committee, with copy to the other members of the County Board of Supervisors and County Department Heads that I have decided to retire from County service. The final date of my employment with the County will be March 31, 2013, which is the expiration date of my current employment contract with the County.

I am providing notice at this time, which is over 120 days prior to my last day of work, in order to assist the County in having time to recruit a candidate for the County Administrator position. I encourage the County to initiate the recruitment process as quickly as possible. Please let me know if I can be of any assistance to you in this process.

Thank you for your support and friendship during the past seven years. I look forward to working with you on a smooth transition in County administration.

Sincerely,

A handwritten signature in black ink that reads "Gary R. Petre".

Gary R. Petre  
County Administrator

cc: County Board Members  
County Department Heads

**RESOLUTION NO. 2012 - \_\_\_\_\_****Resolution Adopting the Recommendations of the 2012 Employee Classification and Compensation Study**

WHEREAS, the County has retained the services of Carlson Dettmann Consulting LLC, hereinafter "Consultant", to study and analyze the current multiple classification and compensation plans, and to develop recommendations regarding future position classification and compensation for County employees, and

WHEREAS, the Human Resources Committee accepted the recommendations made by the Consultant to replace the existing County employee compensation structures, excepting the employee compensation structure for the Jefferson County Law Enforcement Officers Association and the compensation structure for the County's Elected Officials, with a new employee compensation structure consisting of 22 pay grades, with 11 steps in each grade, and

WHEREAS, the Committee recommends that this new employee compensation structure, as described above, be implemented as of December 30, 2012, and

WHEREAS, there is no recommendation to cut the base pay of any existing employee as part of the implementation of the compensation study, and

WHEREAS, the Committee recommends an implementation strategy as set forth in "Attachment A", and;

WHEREAS, the Committee recommends that the County conduct a formal Position Classification Review Process for employees to request a review of position grading established by the study as set forth in "Attachment B".

NOW, THEREFORE, BE IT RESOLVED, that the County Board hereby authorizes and directs the adoption and implementation of the recommendation made by the Consultant to replace the existing employee classification and compensation structures, excepting the employee compensation structure for the Jefferson County Law Enforcement Officers Association and the compensation structure for the County's Elected Officials, with a new employee Classification and Compensation Plan consisting of 22 pay grades, with 11 steps in each grade effective December 30, 2012, and

BE IT FURTHER RESOLVED, that all prior pay plans for affected employees are hereby rescinded and abolished effective 11:59 p.m. December 29, 2013, and

BE IT FURTHER RESOLVED, that the classification and compensation structure is attached hereto as "Attachment C" for reference purposes only, and is subject to further review and modification by the Human Resources Committee as provided below, and

BE IT FURTHER RESOLVED, the implementation of this Classification and Compensation Plan will be accomplished as outlined in "Attachment A", and

BE IT FURTHER RESOLVED, that the position title changes and/or removal from the wage schedule as identified in "Attachment C" are hereby approved, and

BE IT FURTHER RESOLVED, that any employee whose rate of pay as of December 29, 2012, exceeds the maximum adopted rate for their position's pay grade shall have their wages frozen ("red circled") until such time that the pay structure, through future amendments, meets or exceeds their rate of pay as of December 29, 2012, and

BE IT FURTHER RESOLVED, that the Committee shall conduct a formal Position Classification Review Process as set forth in "Attachment B", which is attached hereto, for employees to request a review of their position classification and grading, and

BE IT FURTHER RESOLVED, that the Human Resources Committee's determinations regarding position classification and grading after the Position Classification Review Process is completed are final, but position classification and grading may be modified in the future for good and substantial reasons.

BE IT FURTHER RESOLVED, if the implementation plan should conflict with provisions of the Personnel Ordinance, the implementation plan shall control.

*Fiscal Note: The total cost to implement the plan, excluding any cost associated with successful review of positions as outlined in attachment B, is anticipated to be \$405,072.06, with \$386,364.70 allocated in 2013 and \$18,707.36 allocated in 2014. Due to Federal, State and other various reimbursements to the County, the total tax-levy impact is anticipated to be \$328,108.36 (\$312,955.40 in 2013 and \$15,152.96 in 2014). The 2013 County budget contains sufficient funds of \$424,336.80 to implement the new pay plan, with \$174,336.80 allocated for step increases and \$250,000 additional money specifically designated for implementation of the new pay plan. There remains approximately \$19,264.74 available to cover additional costs associated with position reviews.*

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSTAIN \_\_\_\_\_

ABSENT \_\_\_\_\_

Requested by  
Human Resources Committee

12-11-12

Prepared by Phil Ristow, 11-20-12; Terri M Palm-Kostroski, 11-28-12

## ATTACHMENT A

### Implementation of the 2012 Classification and Compensation pay plan

The Classification and Compensation Plan is to be implemented in the following manner:

1. Green-circled employees (employees whose current rate of pay is below the minimum of the recommended pay range) will go to the minimum step on December 30, 2012. If the minimum step is less than a step the employee would have received on their individual step-increase date (anniversary date), then the employee will move to the next step of the new pay plan effective the first day of the pay period following the employee's step-increase date. The employee's step-increase date does not change. This affects approximately 30 employees.
2. If the minimum step is greater than a step the employee would have received on their individual step-increase date, the employee receives no additional movement in steps in 2013, and December 30 becomes the employees' new step-increase date. This affects approximately 30 employees.
3. Red-circled employees (employees whose current rate of pay is above the maximum of the recommended pay range) will remain at the current rate of pay until the new pay plan is adjusted upward to the point the employee now is placed on the top step of the applicable range. This currently affects approximately 50 employees.
4. Employees who are currently in steps, and will continue to be in steps in the new pay plan, will, on their individual step-increase date, receive the next step in the current pay plan/range, and use this rate to be placed into the step that provides an increase in the new pay plan. This will be effective the first day of the pay period following the employee's step-increase date and the employee retains his/her current step-increase date. This affects approximately 170 employees.
5. Employees who are currently at the top step ("maxed out" in steps) will, on their **hire date**, be placed in the new pay plan at the step that provides an increase. This will be effective the first day of the pay period following the employee's step-increase date and the employee's hire date becomes the step-increase date for future step increases. This affects approximately 150 employees.
6. If the implementation plan should conflict with provisions of the Personnel Ordinance, the implementation plan shall control.

Dated: December 11, 2012

**ATTACHMENT B**

**JEFFERSON COUNTY  
CLASSIFICATION AND COMPENSATION STUDY  
POSITION ALLOCATION  
REVIEW PROCESS**

Jefferson County is using the following process for employee reviews of position allocations resulting from the adoption of the Classification and Compensation Study.

The process used by Carlson Dettmann Consulting, LLC (the Consultant) in conducting the classification and compensation study involved substantial employee input and administrative review. Every employee was responsible for submitting either an individual Job Description Questionnaire (JDQ) or a group JDQ. Departments were responsible for reviewing all JDQ's for accuracy and completeness. In addition to analyzing JDQ's, the Consultant interviewed department directors to obtain an overview of their organizations.

If a County staff member feels that the Consultant committed a gross error in applying the Point Factor Job Evaluation System to his/her position, or if the employee's job has changed significantly since the original JDQ response, then the employee may supply additional information and ask for a re-evaluation.

## **GRADE REVIEW GUIDELINES**

### **Basis for Review**

Grade reviews must be focused on the JDQ. If an employee believes their job has been incorrectly graded, the employee must read through their JDQ and focus on areas they feel may have been evaluated incorrectly. Typically, these areas will be the responsibilities of your position that are unique or are not commonly found in similar positions. Any comparisons with other positions must be based on documented evidence submitted by the appellant.

Each employee's supervisor and department head must review, comment, and sign off on requests to review. Human Resources will review all requests to ensure guidelines are met before forwarding them to the Consultant.

***Matters that are not subject to review include the policy decisions made by the County on market comparisons, pay structure, and pay plan implementation and related policies.***

### **How to file a Request to Review:**

1. Obtain a "Request to Review Form" from the employee website or from the Human Resources Department. ***Employees in the same classification may file one review as a group.*** The review form must include a statement of the basis of the review, which is limited to the two appropriate review criteria explained above.
  - a. If the review involves a claim of additional responsibilities or significant changes to the position since the completion of the JDQ, the employee must attach a ***hard***

*copy* of their original JDQ, *with any changes indicated on the JDQ itself*. Changes can either be shown in handwriting, or if the employee uses the electronic form of the JDQ, changes should be made very clear using underlining or some other demarcation.

2. Submit the Request to Review Form and any documentation to your immediate supervisor by 12:00pm, Monday, December 31, 2012.
3. The supervisor will meet with the Department Head to review the information provided by the employee, certify that it is factual and correct, sign the Supervisor and Department Head review portion of the form, include a fiscal note, and, at his/her discretion(s), provide additional comments.
4. Department heads should submit the review requests to the Human Resources Director no later than 12:00pm, Friday, January 11, 2013. Requests received after the deadline date will be considered late and will not be accepted.
5. The Human Resources Director will review the requests to ensure the guidelines are followed and will forward the review requests to the Consultant for analysis and a recommendation by 4:30pm, Tuesday, January 15, 2013.
6. The Consultant will consider the substance and merits of each review and in doing so, may find it necessary to gather further information from the employee and/or supervisor. The Consultant will prepare a brief written response on each request indicating if he feels the review has been upheld, or if not, his reason for recommending denial of the request. A written response will be provided to the Human Resources Director by Tuesday, February 12, 2013.
7. The Human Resources Director will provide a summary of all reviews by sending a copy to all Department Heads to post within the department, as well as post a copy on the employee website. The reviews recommendations will be posted by Thursday, February 14, 2013. In addition, the employee, supervisor and the department head will receive a copy of the individual written response.
8. Employees who are not in agreement with the recommendation from the Consultant may appear before the Human Resources Committee. Employees will be allowed approximately 5 minutes to present to the Committee his/her reason for believing the Consultant misclassified their position. Employees must notify the Human Resources Director, in writing or email, by 4:30pm on Wednesday, February 20, 2013, of his/her desire to meet with the Committee.
9. The Human Resources Committee will meet at a date and time to be set by the Committee to listen to employees' petitions and to discuss and take action on the recommendations of the reviews. The final decision on all reviews will be the responsibility of the Human Resources Committee.
10. Reviews approved by the Human Resources Committee will be retroactive in accordance with the implementation method approved by County Board.

Dated: December 11, 2012

**JEFFERSON COUNTY  
EMPLOYEE COMPENSATION AND CLASSIFICATION PLAN**

**REQUEST FOR REVIEW FORM**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_

***EMPLOYEES SUBMITTING A REVIEW AS A GROUP SHOULD COMPLETE A SEPARATE SHEET TO INCLUDE ALL NAMES AND SIGNATURES***

**I believe my position was incorrectly graded because:**

(If the basis of the review is additional responsibilities or significant changes to the position since the completion of the JDQ, please explain when the duties changed, the reason for the change, and from where the duties originated. If the duties came from another position, the employee must indicate from which position they were removed).

Dated: December 11, 2012

MANAGEMENT REVIEW FORM

**Supervisor Review Section:**

I certify that I have reviewed all factual information concerning this review.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Date

Comments:

**Department Head Review Section:**

I certify that I have reviewed all factual information concerning this review.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Date

Fiscal Impact:

Comments:

**Human Resources Director Review Section:**

I certify that I have reviewed all factual information concerning this review.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Date

Comments:

Dated: December 11, 2012

COLOR KEY	
Contract Position	
Green Circled positions (62)	
Red Circled positions (48)	
Exempt status Changes	
Job Title Changes	

## ATTACHMENT C Jefferson County Classification and Compensation Structure

Effective December 30, 2012

JOB TITLE	DEPARTMENT	Current Plan			Proposed Title	RECOMMENDED 2013 STRUCTURE - HOURLY FORMAT				FLSA Exempt
		Min	Mid	Max		Grade	Min	Mid	Max	
County Administrator	Administration	\$45.31	\$51.79	\$58.27	County Administrator	22	\$48.25	\$55.14	\$62.03	Y (DH)
Corporation Counsel	Corporation Counsel	\$42.27	\$48.30	\$54.34	Corporation Counsel	20	\$44.77	\$51.17	\$57.57	Y (DH)
Director of Human Services (1)	Human Services	\$39.21	\$44.80	\$50.40	Director of Human Services	19	\$43.04	\$49.19	\$55.34	Y (DH)
Director/Health Officer	Health	\$36.13	\$41.29	\$46.45	Director/Health Officer	16	\$37.84	\$43.24	\$48.65	Y (DH)
Highway Commissioner	Highway	\$36.13	\$41.29	\$46.45	Highway Commissioner	16	\$37.84	\$43.24	\$48.65	Y (DH)
Chief Deputy	Sheriff	\$33.07	\$37.80	\$42.52	Chief Deputy	15	\$36.10	\$41.26	\$46.42	Y (DH)
Finance Director	Finance	\$34.61	\$39.55	\$44.49	Finance Director	15	\$36.10	\$41.26	\$46.42	Y (DH)
Human Resources Director	Human Resources	\$34.61	\$39.55	\$44.49	Human Resources Director	15	\$36.10	\$41.26	\$46.42	Y (DH)
Parks Director	Parks Department	\$34.61	\$39.55	\$44.49	Parks Director	15	\$36.10	\$41.26	\$46.42	Y (DH)
Zoning and Planning Director	Zoning & Planning	\$34.61	\$39.55	\$44.49	Zoning and Planning Director	15	\$36.10	\$41.26	\$46.42	Y (DH)
Child Support Director (1)	Child Support	\$31.55	\$36.06	\$40.56	Child Support Director	14	\$34.37	\$39.28	\$44.19	Y (DH)
Family Court Com/Guar At Litem	Clerk of Courts	\$34.61	\$39.55	\$44.49	Circuit Court Commissioner	14	\$34.37	\$39.28	\$44.19	Y (DH)
Family Court Commissioner	Clerk of Courts	\$34.61	\$39.55	\$44.49	Circuit Court Commissioner	14	\$34.37	\$39.28	\$44.19	Y (DH)
Land & Water Conservation Dir.	LWCD	\$33.07	\$37.80	\$42.52	Land & Water Conservation Dir.	14	\$34.37	\$39.28	\$44.19	Y (DH)
Land Information Director	Land Information	\$33.07	\$37.80	\$42.52	Land Information Director	14	\$34.37	\$39.28	\$44.19	Y (DH)
Administrative Services Mngr	Human Services	\$30.01	\$34.30	\$38.59	Administrative Services Mngr	13	\$32.63	\$37.29	\$41.95	Y
Aging/Disability Resource Mngr	Human Services	\$30.01	\$34.30	\$38.59	Aging and Disability Resources Div Mngr	13	\$32.63	\$37.29	\$41.95	Y
Asst Corporation Counsel (1)	Corporation Counsel	\$30.01	\$34.30	\$38.59	Asst Corporation Counsel	13	\$32.63	\$37.29	\$41.95	Y (DH)
Captain-Administrative	Sheriff	\$30.01	\$34.30	\$38.59	Captain-Administrative	13	\$32.63	\$37.29	\$41.95	Y
Captain-Jail	Sheriff	\$30.01	\$34.30	\$38.59	Captain-Jail	13	\$32.63	\$37.29	\$41.95	Y

Captain-Patrol	Sheriff	\$30.01	\$34.30	\$38.59	Captain-Patrol	13	\$32.63	\$37.29	\$41.95	Y
Child and Family Div Manager	Human Services	\$30.01	\$34.30	\$38.59	Child and Family Div Manager	13	\$32.63	\$37.29	\$41.95	Y
Economic Development Director	EDC	\$28.49	\$32.56	\$36.63	Economic Development Director	13	\$32.63	\$37.29	\$41.95	Y (DH)
Fair Park Director (1)	County Fair	\$31.55	\$36.06	\$40.56	Fair Park Director	13	\$32.63	\$37.29	\$41.95	Y (DH)
Highway Operations Manager	Highway	\$30.01	\$34.30	\$38.59	Highway Operations Manager	13	\$32.63	\$37.29	\$41.95	Y
Information Technology Mgr	MIS	\$31.55	\$36.06	\$40.56	Information Technology Mgr	13	\$32.63	\$37.29	\$41.95	Y (DH)
Systems & Applications Manager	MIS	\$30.01	\$34.30	\$38.59	Systems & Applications Manager	13	\$32.63	\$37.29	\$41.95	Y (DH)
Advanced Fund Accountant (1)	Finance	\$25.43	\$29.06	\$32.70	Assistant Finance Director	12	\$30.90	\$35.31	\$39.72	Y
Economic Support Services Mngr	Human Services	\$28.49	\$32.56	\$36.63	Economic Support Division Mngr	12	\$30.90	\$35.31	\$39.72	Y
Highway Fleet Manager	Highway	\$28.49	\$32.56	\$36.63	Highway Fleet Manager	12	\$30.90	\$35.31	\$39.72	Y
Maintenance Manager	Central Services	\$26.95	\$30.81	\$34.66	Director of Maintenance	12	\$30.90	\$35.31	\$39.72	Y (DH)
Public Health Program Manager	Health	\$28.49	\$32.56	\$36.63	Public Health Program Manager	12	\$30.90	\$35.31	\$39.72	Y
Child Protective Services Supr	Human Services	\$28.49	\$32.56	\$36.63	Child Protective Services Supr	11	\$29.16	\$33.33	\$37.50	Y
Community Sup Prog Supervisor	Human Services	\$28.49	\$32.56	\$36.63	Community Sup Prog Supervisor	11	\$29.16	\$33.33	\$37.50	Y
Comprehensive Commun Serv Supr	Human Services	\$28.49	\$32.56	\$36.63	Comprehensive Commun Serv Supr	11	\$29.16	\$33.33	\$37.50	Y
Emergency Management Director (1)	Sheriff	\$25.43	\$29.06	\$32.70	Emergency Management Director	11	\$29.16	\$33.33	\$37.50	Y (DH)
Intake and Juvenile Justice Supervisor (1)	Human Services	\$28.49	\$32.56	\$36.63	Intake Supervisor	11	\$29.16	\$33.33	\$37.50	Y
Maintenance Supervisor	Human Services	\$26.95	\$30.81	\$34.66	Maintenance Supervisor	11	\$29.16	\$33.33	\$37.50	Y
Mental Health/AODA Supervisor	Human Services	\$28.49	\$32.56	\$36.63	Mental Health/AODA Supervisor	11	\$29.16	\$33.33	\$37.50	Y
Accountant	Highway	\$26.95	\$30.81	\$34.66	Senior Accountant	10	\$27.43	\$31.35	\$35.27	Y
Heavy Maint Superintendent	Highway	\$26.95	\$30.81	\$34.66	Heavy Maint Superintendent	10	\$27.43	\$31.35	\$35.27	Y
Operations Superintendent	Highway	\$26.95	\$30.81	\$34.66	Operations Superintendent	10	\$27.43	\$31.35	\$35.27	Y
Parks Supervisor (1)	Parks Department	\$25.43	\$29.06	\$32.70	Parks Supervisor	10	\$27.43	\$31.35	\$35.27	Y
Patrol Superintendent	Highway	\$26.95	\$30.81	\$34.66	Patrol Superintendent	10	\$27.43	\$31.35	\$35.27	Y
Senior Systems Analyst	MIS	\$26.95	\$30.81	\$34.66	Senior Systems Analyst	10	\$27.43	\$31.35	\$35.27	Y
Veterans Service Officer	VSO	\$25.43	\$29.06	\$32.70	Veterans Service Officer	10	\$27.43	\$31.35	\$35.27	Y (DH)
ADRC Coordinator	Human Services	\$25.43	\$29.06	\$32.70	ADRC Supervisor	9	\$25.69	\$29.36	\$33.03	Y
Benefits Administrator	Human Resources	\$23.89	\$27.31	\$30.73	Benefits Administrator	9	\$25.69	\$29.36	\$33.03	Y
Economic Support Spec-Suprv	Human Services	\$22.37	\$25.56	\$28.76	Economic Support Supervisor	9	\$25.69	\$29.36	\$33.03	Y
Fair Park Supervisor	County Fair	\$25.43	\$29.06	\$32.70	Fair Park Supervisor	9	\$25.69	\$29.36	\$33.03	Y
IT Specialist/Compliance Officer(1)	Human Services	\$19.31	\$22.06	\$24.81	IT Specialist/Compliance Officer	9	\$25.69	\$29.36	\$33.03	Y
Juvenile Justice Supervisor	Human Services	\$20.11	\$22.64	\$25.17	Juvenile Justice Supervisor	9	\$25.69	\$29.36	\$33.03	Y
Sergeant - Detective	Sheriff	\$25.43	\$29.06	\$32.70	Sergeant - Detective	9	\$25.69	\$29.36	\$33.03	N
Sergeant - Support Services	Sheriff	\$25.43	\$29.06	\$32.70	Sergeant - Support Services	9	\$25.69	\$29.36	\$33.03	N
Sergeant-Detective	Sheriff	\$25.43	\$29.06	\$32.70	Sergeant-Detective	9	\$25.69	\$29.36	\$33.03	N
Sergeant-Jail	Sheriff	\$25.43	\$29.06	\$32.70	Sergeant-Jail	9	\$25.69	\$29.36	\$33.03	N

Sergeant-Patrol	Sheriff	\$25.43	\$29.06	\$32.70	Sergeant-Patrol	9	\$25.69	\$29.36	\$33.03	N
Sr Micro Computer Specialist (1)	MIS	\$23.89	\$27.31	\$30.73	Sr Micro Computer Specialist	9	\$25.69	\$29.36	\$33.03	N
Wraparound/Yth SrvcS Supervsr (1)	Human Services	\$25.43	\$29.06	\$32.70	Wraparound/Yth SrvcS Supervsr	9	\$25.69	\$29.36	\$33.03	Y
Zoning/On-Site Waste Mng Tech	Zoning & Planning	\$22.37	\$25.56	\$28.76	Zoning/On-Site Waste Mng Tech	9	\$25.69	\$29.36	\$33.03	N
Advanced Accountant	Human Services	\$22.37	\$25.56	\$28.76	Advanced Accountant	8	\$23.96	\$27.38	\$30.80	N
Behavioral Health Specialist (1)	Human Services	\$21.18	\$23.66	\$26.14	Behavioral Health Specialist	8	\$23.96	\$27.38	\$30.80	N
Chld Prot Serv Ongoing Prof I (5)	Human Services	\$20.64	\$23.04	\$25.45	Chld Prot Serv Ongoing Prof I	8	\$23.96	\$27.38	\$30.80	N
Communication Supervisor	Sheriff	\$22.37	\$25.56	\$28.76	Communication Supervisor	8	\$23.96	\$27.38	\$30.80	N
Community Support Prof II (4)	Human Services	\$21.18	\$23.66	\$26.14	Community Support Prof II	8	\$23.96	\$27.38	\$30.80	N
Comprhnsve Comm Srv Facilitatr (4)	Human Services	\$21.18	\$23.66	\$26.14	Comprhnsve Comm Srv Facilitatr	8	\$23.96	\$27.38	\$30.80	N
Early Intervention Serv Coord (NR)	Human Services	\$25.43	\$29.06	\$32.70	Birth-to-three/Preschool Supervisor	8	\$23.96	\$27.38	\$30.80	Y
Family Court Counselor (1)	Clerk of Courts	\$21.18	\$23.66	\$26.14	Mediator/Custody and Placement Evaluator	8	\$23.96	\$27.38	\$30.80	Y
Foster Care Coordinator	Human Services	\$21.18	\$23.66	\$26.14	Foster Care Coordinator	8	\$23.96	\$27.38	\$30.80	N
Human Resources Specialist (1)	Human Resources	\$22.37	\$25.56	\$28.76	Human Resources Specialist	8	\$23.96	\$27.38	\$30.80	Y
Intake/On Call Worker (5)	Human Services	\$21.18	\$23.66	\$26.14	Intake/On Call Worker	8	\$23.96	\$27.38	\$30.80	N
Jail Case Mngr/Beh Hlth Spec	Human Services	\$21.18	\$23.66	\$26.14	Jail Case Mngr/Beh Hlth Spec	8	\$23.96	\$27.38	\$30.80	N
Jail Food Service Supervisor	Sheriff	\$20.85	\$23.82	\$26.80	Jail Food Service Supervisor	8	\$23.96	\$27.38	\$30.80	Y
Lueder Haus Manager	Human Services	\$22.37	\$25.56	\$28.76	Lueder Haus Manager	8	\$23.96	\$27.38	\$30.80	Y
Nurse Case Manager	Human Services	\$23.70	\$26.01	\$28.32	Aging & Disability Resource Specialist II	8	\$23.96	\$27.38	\$30.80	Y
Office Manager	DA Office	\$22.37	\$25.56	\$28.76	Office Manager	8	\$23.96	\$27.38	\$30.80	Y
Office Manager	Human Services	\$22.37	\$25.56	\$28.76	Office Manager	8	\$23.96	\$27.38	\$30.80	Y
Onsite Waste Systems Tech	Zoning & Planning	\$22.37	\$25.56	\$28.76	Onsite Waste Systems Tech	8	\$23.96	\$27.38	\$30.80	N
Public Health Nurse	Health	\$23.70	\$26.01	\$28.32	Public Health Nurse	8	\$23.96	\$27.38	\$30.80	Y
Resource Conservationist	LWCD	\$22.37	\$25.56	\$28.76	Resource Conservationist	8	\$23.96	\$27.38	\$30.80	N
Soil Conservationist	LWCD	\$22.37	\$25.56	\$28.76	Soil Conservationist	8	\$23.96	\$27.38	\$30.80	N
Surveyor	Land Information	\$22.37	\$25.56	\$28.76	Surveyor	8	\$23.96	\$27.38	\$30.80	Y
Water Resource Management Spec	LWCD	\$22.37	\$25.56	\$28.76	Water Resource Management Spec	8	\$23.96	\$27.38	\$30.80	N
WIC Project Director Supervisor	Health	\$22.37	\$25.56	\$28.76	WIC Project Director Supervisor	8	\$23.96	\$27.38	\$30.80	Y
Adult Protective SrvcS Case Mg	Human Services	\$20.11	\$22.64	\$25.17	Adult Protective SrvcS Case Mg	7	\$22.23	\$25.40	\$28.58	N
Alternate Care Coordinator	Human Services	\$21.18	\$23.66	\$26.14	Alternate Care Coordinator	7	\$22.23	\$25.40	\$28.58	N
Community Support Prof I (1)	Human Services	\$19.59	\$21.88	\$24.17	Community Support Prof I	7	\$22.23	\$25.40	\$28.58	N
Dep Reg Prob/Lead Juvenile CI (1)	Clerk of Courts	\$20.85	\$23.82	\$26.80	Dep Reg Prob/Lead Juvenile CI	7	\$22.23	\$25.40	\$28.58	N
Human Service Professional II	Human Services	\$20.64	\$23.04	\$25.45	Human Service Professional II	7	\$22.23	\$25.40	\$28.58	N
Lead Deputy Clerk	Clerk of Courts	\$20.85	\$23.82	\$26.80	Lead Deputy Clerk	7	\$22.23	\$25.40	\$28.58	N
Paralegal (1)	DA Office	\$15.79	\$17.63	\$19.47	Paralegal II	7	\$22.23	\$25.40	\$28.58	N
Paralegal II, Confidential (1)	Corporation Counsel	\$19.31	\$22.06	\$24.81	Paralegal II	7	\$22.23	\$25.40	\$28.58	N

Accountant (1)	Human Services	\$19.31	\$22.06	\$24.81	Accountant	6	\$20.49	\$23.42	\$26.35	N
ADRC Social Worker	Human Services	\$20.11	\$22.64	\$25.17	Aging & Disability Resource Specialist I	6	\$20.49	\$23.42	\$26.35	N
Benefits Specialist (1)	Human Services	\$19.31	\$22.06	\$24.81	Elder Benefits Specialist	6	\$20.49	\$23.42	\$26.35	N
Cartographer	Land Information	\$19.59	\$21.88	\$24.17	Cartographer	6	\$20.49	\$23.42	\$26.35	N
Disability Benefits Specialist	Human Services	\$19.31	\$22.06	\$24.81	Disability Benefits Specialist	6	\$20.49	\$23.42	\$26.35	N
Early Intervention Teacher	Human Services	\$20.11	\$22.64	\$25.17	Early Intervention Teacher	6	\$20.49	\$23.42	\$26.35	N
Equipment Mechanic II	Highway	\$20.92	\$21.67	\$21.67	Equipment Mechanic II	6	\$20.49	\$23.42	\$26.35	N
GIS & Land Use Specialist	LWCD	\$19.59	\$21.88	\$24.17	GIS & Land Use Specialist	6	\$20.49	\$23.42	\$26.35	N
Human Services Professional I (1)	Human Services	\$20.11	\$22.64	\$25.17	Human Services Professional I	6	\$20.49	\$23.42	\$26.35	N
Micro Computer Specialist (1)	MIS	\$19.31	\$22.06	\$24.81	Micro Computer Specialist	6	\$20.49	\$23.42	\$26.35	N
Pers Asst Case Mngr/Fam Coord	Human Services	\$20.64	\$23.04	\$25.45	Pers Asst Case Mngr/Fam Coord	6	\$20.49	\$23.42	\$26.35	N
Welder Fabricator	Highway	\$21.31	\$22.15	\$22.15	Welder Fabricator	6	\$20.49	\$23.42	\$26.35	N
Account Clerk	Human Services	\$16.25	\$18.57	\$20.89	Accounting Specialist II	5	\$18.75	\$21.43	\$24.11	N
Administrative Assistant-Conf. (1)	Administration	\$19.31	\$22.06	\$24.81	Administrative Specialist II	5	\$18.75	\$21.43	\$24.11	N
Clinic LPN (1)	Health	\$17.94	\$20.04	\$22.14	Clinic LPN	5	\$18.75	\$21.43	\$24.11	N
Community Rsrc Coord-Wraparound	Human Services	\$17.79	\$20.32	\$22.86	Community Rsrc Coord-Wraparound	5	\$18.75	\$21.43	\$24.11	N
Confidential Secretary	Sheriff	\$16.25	\$18.57	\$20.89	Administrative Specialist II	5	\$18.75	\$21.43	\$24.11	N
Economic Specialist	Human Services	\$16.25	\$18.57	\$20.89	Economic Support Specialist II	5	\$18.75	\$21.43	\$24.11	N
Economic Support Specialist-MC	Human Services	\$16.25	\$18.57	\$20.89	Economic Support Specialist II	5	\$18.75	\$21.43	\$24.11	N
Enforcement Spec - Paternity	Child Support	\$16.86	\$18.83	\$20.79	Enforcement Spec - Paternity	5	\$18.75	\$21.43	\$24.11	N
Enforcement Specialist (1)	Child Support	\$16.86	\$18.83	\$20.79	Enforcement Specialist	5	\$18.75	\$21.43	\$24.11	N
Family Development Worker (1)	Human Services	\$16.25	\$18.57	\$20.89	Family Development Worker	5	\$18.75	\$21.43	\$24.11	N
Financial Assistance Worker	Human Services	\$16.25	\$18.57	\$20.89	Financial Assistance Worker-CSP	5	\$18.75	\$21.43	\$24.11	N
Financial Intake Worker	Human Services	\$17.79	\$20.32	\$22.86	Financial Intake Worker	5	\$18.75	\$21.43	\$24.11	N
Financial Planner	Human Services	\$17.79	\$20.32	\$22.86	Financial Planner	5	\$18.75	\$21.43	\$24.11	N
Financial Planner Rsrc Spec (1)	Human Services	\$17.79	\$20.32	\$22.86	Financial Planner	5	\$18.75	\$21.43	\$24.11	N
Financial Support Specialist (1)	Child Support	\$16.86	\$18.83	\$20.79	Financial Support Specialist	5	\$18.75	\$21.43	\$24.11	N
First Offender Program Dir	DA Office	\$16.86	\$18.83	\$20.79	First Offender Program Dir	5	\$18.75	\$21.43	\$24.11	N
Fiscal Specialist	Health	\$15.79	\$17.63	\$19.47	Accounting Specialist II	5	\$18.75	\$21.43	\$24.11	N
Highway Lead Worker	Highway	\$21.67	\$22.62	\$22.62	Highway Lead Worker	5	\$18.75	\$21.43	\$24.11	N
Highway Lead Worker	Highway	\$21.67	\$22.62	\$22.62	Bridge Crew Lead	5	\$18.75	\$21.43	\$24.11	N
Highway Lead Worker	Highway	\$21.67	\$22.62	\$22.62	Grade Crew Foreman	5	\$18.75	\$21.43	\$24.11	N
Justice Info Sharing Coord	DA Office	\$17.41	\$19.44	\$21.48	Justice Computer Specialist	5	\$18.75	\$21.43	\$24.11	N
Maintenance Worker II	Central Services	\$16.86	\$18.83	\$20.79	Building Maintenance Worker II	5	\$18.75	\$21.43	\$24.11	N
Mechanic	Sheriff	\$16.33	\$18.24	\$20.15	Mechanic	5	\$18.75	\$21.43	\$24.11	N
Microcomputer Technician (1)	MIS	\$19.31	\$22.06	\$24.81	Microcomputer Technician	5	\$18.75	\$21.43	\$24.11	N
Parks Construction/Maint Lead	Parks Department	\$16.86	\$18.83	\$20.79	Parks Construction/Maint Lead	5	\$18.75	\$21.43	\$24.11	N
Payroll Tech/Accounting Ass't	Finance	\$16.86	\$18.83	\$20.79	Accounting Specialist II	5	\$18.75	\$21.43	\$24.11	N

Public Health Tech (clinic)	Health	\$17.94	\$20.04	\$22.14	Public Health Tech (clinic)	5	\$18.75	\$21.43	\$24.11	N
Public Health Tech (jail) (1)	Health	\$17.94	\$20.04	\$22.14	Public Health Tech (jail)	5	\$18.75	\$21.43	\$24.11	N
Sign Worker (Lead)	Highway	\$21.31	\$22.15	\$22.15	Lead Sign Worker	5	\$18.75	\$21.43	\$24.11	N
Victim Witness Coordinator	DA Office	\$16.86	\$18.83	\$20.79	Victim Witness Coordinator	5	\$18.75	\$21.43	\$24.11	N
Zoning Program Assistant	Zoning & Planning	\$16.33	\$18.24	\$20.15	Solid Waste/Clean Sweep Specialist	5	\$18.75	\$21.43	\$24.11	N
Account Clerk	Sheriff	\$15.25	\$17.03	\$18.80	Accounting Specialist I	4	\$17.02	\$19.45	\$21.88	N
Account Clerk/System Support (1)	Finance	\$15.25	\$17.03	\$18.80	Accounting Specialist I	4	\$17.02	\$19.45	\$21.88	N
Administrative Clerk	LWCD	\$15.25	\$17.03	\$18.80	Administrative Specialist I	4	\$17.02	\$19.45	\$21.88	N
Administrative Clerk	Zoning & Planning	\$15.25	\$17.03	\$18.80	Administrative Specialist I	4	\$17.02	\$19.45	\$21.88	N
Administrative Secretary	UW Extension	\$15.79	\$17.63	\$19.47	Administrative Specialist I	4	\$17.02	\$19.45	\$21.88	N
Administrative Secretary	UW Extension	\$15.79	\$17.63	\$19.47	Administrative Specialist I	4	\$17.02	\$19.45	\$21.88	N
Administrative/Elections Clerk	County Clerk	\$15.79	\$17.63	\$19.47	Chief Deputy County Clerk	4	\$17.02	\$19.45	\$21.88	N
Administrative Clerk	Land Information	\$15.25	\$17.03	\$18.80	Real Property Lister	4	\$17.02	\$19.45	\$21.88	N
Administrative Secretary	County Fair	\$15.79	\$17.63	\$19.47	Administrative Specialist I	4	\$17.02	\$19.45	\$21.88	N
Building Maintenance Worker	Human Services	\$17.79	\$20.32	\$22.86	Building Maintenance Worker I	4	\$17.02	\$19.45	\$21.88	N
Chief Deputy Register of Deeds	Register of Deeds	\$16.33	\$18.24	\$20.15	Chief Deputy Register of Deeds	4	\$17.02	\$19.45	\$21.88	N
Child Care Coordinator	Human Services	\$16.25	\$18.57	\$20.89	Economic Support Specialist I	4	\$17.02	\$19.45	\$21.88	N
Communications Operator (1)	Sheriff	\$16.86	\$18.83	\$20.79	Communications Operator	4	\$17.02	\$19.45	\$21.88	N
Community Outreach Worker (2)	Human Services	\$16.25	\$18.57	\$20.89	Community Outreach Worker	4	\$17.02	\$19.45	\$21.88	N
Court Clerk II - General	Clerk of Courts	\$15.25	\$17.03	\$18.80	Deputy Court Clerk III	4	\$17.02	\$19.45	\$21.88	N
Deputy Veteran Service Officer	VSO	\$16.33	\$18.24	\$20.15	Deputy Veteran Service Officer	4	\$17.02	\$19.45	\$21.88	N
Early Intervention Serv Coord	Human Services	\$16.86	\$18.83	\$20.79	Early Intervention Serv Coord	4	\$17.02	\$19.45	\$21.88	N
Equipment Operator II	Highway	\$20.53	\$21.31	\$21.31	Equipment Operator	4	\$17.02	\$19.45	\$21.88	N
Equipment Parts Person	Highway	\$21.31	\$22.15	\$22.15	Equipment Parts Person	4	\$17.02	\$19.45	\$21.88	N
Group Home Worker (3)	Human Services	\$16.25	\$18.57	\$20.89	Group Home Worker	4	\$17.02	\$19.45	\$21.88	N
Land Information Asst./Deputy Treasurer	Land Information	\$14.72	\$16.43	\$18.14	Administrative Specialist I/Dep Treasurer	4	\$17.02	\$19.45	\$21.88	N
Legal Assistant II (1)	Child Support	\$15.79	\$17.63	\$19.47	Legal Assistant	4	\$17.02	\$19.45	\$21.88	N
Legal Secretary	DA Office	\$15.25	\$17.03	\$18.80	Legal Secretary	4	\$17.02	\$19.45	\$21.88	N
Legal Secretary/Receptionist	DA Office	\$14.72	\$16.43	\$18.14	Legal Secretary	4	\$17.02	\$19.45	\$21.88	N
Maintenance Worker I	Central Services	\$15.79	\$17.63	\$19.47	Building Maintenance Worker I	4	\$17.02	\$19.45	\$21.88	N
Medical Office Ass't	Human Services	\$16.25	\$18.57	\$20.89	Medical Office Ass't	4	\$17.02	\$19.45	\$21.88	N
Mental Health Technician (1)	Human Services	\$16.25	\$18.57	\$20.89	Mental Health Technician	4	\$17.02	\$19.45	\$21.88	N
Payroll Account Clerk	Finance	\$15.25	\$17.03	\$18.80	Accounting Specialist I	4	\$17.02	\$19.45	\$21.88	N
Program Assistant	Parks/EM Dept	\$16.33	\$18.24	\$20.15	Program Assistant	4	\$17.02	\$19.45	\$21.88	N
Protective/Representative	Human Services	\$16.25	\$18.57	\$20.89	Protective Payee	4	\$17.02	\$19.45	\$21.88	N
Secretary-Ntr Prg Crd/LTS	Human Services	\$16.25	\$18.57	\$20.89	Nutrition Program Coordinator	4	\$17.02	\$19.45	\$21.88	N
Support Services Planner (3)	Human Services	\$16.25	\$18.57	\$20.89	Economic Support Specialist I	4	\$17.02	\$19.45	\$21.88	N

WIC Registered Dietetic Tech	Health	\$15.25	\$17.03	\$18.80	WIC Registered Dietetic Tech	4	\$17.02	\$19.45	\$21.88	N
Zoning Assistant	Zoning & Planning	\$15.25	\$17.03	\$18.80	Program Assistant	4	\$17.02	\$19.45	\$21.88	N
Account Clerk	Highway	\$17.80	\$19.26	\$19.26	Accounting Assistant II	3	\$15.06	\$17.21	\$19.36	N
Account Clerk	Highway	\$17.80	\$19.26	\$19.26	Accounting Assistant II	3	\$15.06	\$17.21	\$19.36	N
Admin Cl/Customer Service Spec	Child Support	\$15.25	\$17.03	\$18.80	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Administrative Secretary	Parks Department	\$13.63	\$15.21	\$16.80	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Billing Clerk/WIC Clerk	Health	\$13.63	\$15.21	\$16.80	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Buildings/Grounds Maint Wrkr (2)	Parks Department	\$14.72	\$16.43	\$18.14	Buildings/Grounds Maint Wrkr	3	\$15.06	\$17.21	\$19.36	N
Central Duplicating Clerk (1)	MIS	\$13.63	\$15.21	\$16.80	Central Duplicating Clerk	3	\$15.06	\$17.21	\$19.36	N
Community Support Assistant	Human Services	\$14.72	\$16.82	\$18.92	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Court Clerk II - General	Clerk of Courts	\$15.25	\$17.03	\$18.80	Deputy Court Clerk II	3	\$15.06	\$17.21	\$19.36	N
Deputy Reg Prog/Court Clerk Cr	Clerk of Courts	\$15.25	\$17.03	\$18.80	Deputy Reg Prog/Court Clerk Cr	3	\$15.06	\$17.21	\$19.36	N
Deputy Register of Deeds I	Register of Deeds	\$15.25	\$17.03	\$18.80	Deputy Register of Deeds I	3	\$15.06	\$17.21	\$19.36	N
Deputy Treasurer	County Treasury	\$15.25	\$17.03	\$18.80	Deputy Treasurer	3	\$15.06	\$17.21	\$19.36	N
Drug Task Force Program Asst	Sheriff	\$14.20	\$15.81	\$17.47	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Highway Worker (29)	Highway	\$20.17	\$20.92	\$20.92	Highway Worker	3	\$15.06	\$17.21	\$19.36	N
Judicial Assistant (1)	Clerk of Courts	\$15.79	\$17.63	\$19.47	Judicial Assistant	3	\$15.06	\$17.21	\$19.36	N
Legal Secretary	Clerk of Courts	\$15.25	\$17.03	\$18.80	Legal Secretary	3	\$15.06	\$17.21	\$19.36	N
Marketing Assistant (1)	County Fair	\$14.20	\$15.81	\$17.47	Marketing Assistant	3	\$15.06	\$17.21	\$19.36	N
Medical Records/File Clerk	Human Services	\$16.25	\$18.57	\$20.89	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Nutrition Outreach Worker	Human Services	\$16.25	\$18.57	\$20.89	Home Delivered Meal Assessor	3	\$15.06	\$17.21	\$19.36	N
Personal Care Program Asst	Health	\$14.20	\$15.84	\$17.47	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Public Health Program Assist	Health	\$14.20	\$15.84	\$17.47	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Receptionist/Secretary (1)	Sheriff	\$13.63	\$15.21	\$16.80	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Secretary	Sheriff	\$13.63	\$15.21	\$16.80	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Secretary-Drug Task Force	Sheriff	\$13.63	\$15.21	\$16.80	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Secretary-Economic Development	EDC	\$14.72	\$16.82	\$18.92	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Secretary/Staff Support	Human Services	\$14.72	\$16.82	\$18.92	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Support Services Clerical Ass't	Sheriff	\$15.25	\$17.03	\$18.80	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Transportation Coord/Van Drvr (1)	Human Services	\$16.25	\$18.57	\$20.89	Transportation Coord/Van Drvr	3	\$15.06	\$17.21	\$19.36	N
ADRC Paraprofessional	Human Services	\$14.72	\$16.43	\$18.14	ADRC Paraprofessional	2	\$13.33	\$15.23	\$17.13	N
Appointment Secretary	Human Services	\$14.72	\$16.43	\$18.14	Administrative Assistant I	2	\$13.33	\$15.23	\$17.13	N
Appointment Secretary/Receipt (1)	Human Services	\$14.72	\$16.43	\$18.14	Administrative Assistant I	2	\$13.33	\$15.23	\$17.13	N
Clerk Typist	Sheriff	\$13.10	\$14.63	\$16.17	Accounting Assistant I	2	\$13.33	\$15.23	\$17.13	N
Cook (4)	Sheriff	\$14.72	\$16.43	\$18.14	Cook	2	\$13.33	\$15.23	\$17.13	N
Data Entry Clerk (1)	Register of Deeds	\$13.10	\$14.63	\$16.17	Administrative Assistant I	2	\$13.33	\$15.23	\$17.13	N

Lead Custodian	Human Services	\$14.72	\$16.43	\$18.14	Lead Custodian	2	\$13.33	\$15.23	\$17.13	N
Parks Maintenance Worker (2)	Parks Department	\$14.72	\$16.82	\$18.92	Parks Maintenance Worker	2	\$13.33	\$15.23	\$17.13	N
Secretary - Economic Support (1)	Human Services	\$14.72	\$16.82	\$18.92	Administrative Assistant I	2	\$13.33	\$15.23	\$17.13	N
Secretary HS (1)	Human Services	\$14.72	\$16.82	\$18.92	Administrative Assistant I	2	\$13.33	\$15.23	\$17.13	N
Secretary/Alternate Care Coord (1)	Human Services	\$14.72	\$16.82	\$18.92	Administrative Assistant I	2	\$13.33	\$15.23	\$17.13	N
Central Service Worker	Central Services	\$12.02	\$13.41	\$14.81	Central Service Worker	1	\$11.80	\$13.48	\$15.17	N
Custodian II (1)	Central Services	\$12.58	\$14.04	\$15.49	Custodian	1	\$11.80	\$13.48	\$15.17	N
Custodian II	Sheriff	\$12.58	\$14.04	\$15.49	Custodian	1	\$11.80	\$13.48	\$15.17	N
Custodian I	Central Services	\$12.02	\$13.41	\$14.81	Custodian	1	\$11.80	\$13.48	\$15.17	N
Janitor	Human Services	\$13.19	\$15.07	\$16.95	Custodian	1	\$11.80	\$13.48	\$15.17	N
Nutrition Site Manager (2)	Human Services	\$14.72	\$16.82	\$18.92	Nutrition Site Manager	1	\$11.80	\$13.48	\$15.17	N
Van Driver	Human Services	\$14.72	\$16.82	\$18.92	Van Driver	1	\$11.80	\$13.48	\$15.17	N

DRAFT

JEFFERSON COUNTY

RECOMMENDED 2013 STRUCTURE - HOURLY FORMAT

Grade	Minimum					Control Point	Maximum				
	87.5% Step 1	90.0% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5	100.0% Step 6	102.5% Step 7	105.0% Step 8	107.5% Step 9	110.0% Step 10	112.5% Step 11
22	\$48.25	\$49.63	\$51.00	\$52.38	\$53.76	\$55.14	\$56.52	\$57.90	\$59.28	\$60.65	\$62.03
21	\$46.52	\$47.84	\$49.17	\$50.50	\$51.83	\$53.16	\$54.49	\$55.82	\$57.15	\$58.48	\$59.81
20	\$44.77	\$46.05	\$47.33	\$48.61	\$49.89	\$51.17	\$52.45	\$53.73	\$55.01	\$56.29	\$57.57
19	\$43.04	\$44.27	\$45.50	\$46.73	\$47.96	\$49.19	\$50.42	\$51.65	\$52.88	\$54.11	\$55.34
18	\$41.31	\$42.49	\$43.67	\$44.85	\$46.03	\$47.21	\$48.39	\$49.57	\$50.75	\$51.93	\$53.11
17	\$39.57	\$40.70	\$41.83	\$42.96	\$44.09	\$45.22	\$46.35	\$47.48	\$48.61	\$49.74	\$50.87
16	\$37.84	\$38.92	\$40.00	\$41.08	\$42.16	\$43.24	\$44.32	\$45.40	\$46.48	\$47.56	\$48.65
15	\$36.10	\$37.13	\$38.17	\$39.20	\$40.23	\$41.26	\$42.29	\$43.32	\$44.35	\$45.39	\$46.42
14	\$34.37	\$35.35	\$36.33	\$37.32	\$38.30	\$39.28	\$40.26	\$41.24	\$42.23	\$43.21	\$44.19
13	\$32.63	\$33.56	\$34.49	\$35.43	\$36.36	\$37.29	\$38.22	\$39.15	\$40.09	\$41.02	\$41.95
12	\$30.90	\$31.78	\$32.66	\$33.54	\$34.43	\$35.31	\$36.19	\$37.08	\$37.96	\$38.84	\$39.72
11	\$29.16	\$30.00	\$30.83	\$31.66	\$32.50	\$33.33	\$34.16	\$35.00	\$35.83	\$36.66	\$37.50
10	\$27.43	\$28.22	\$29.00	\$29.78	\$30.57	\$31.35	\$32.13	\$32.92	\$33.70	\$34.49	\$35.27
9	\$25.69	\$26.42	\$27.16	\$27.89	\$28.63	\$29.36	\$30.09	\$30.83	\$31.56	\$32.30	\$33.03
8	\$23.96	\$24.64	\$25.33	\$26.01	\$26.70	\$27.38	\$28.06	\$28.75	\$29.43	\$30.12	\$30.80
7	\$22.23	\$22.86	\$23.50	\$24.13	\$24.77	\$25.40	\$26.04	\$26.67	\$27.31	\$27.94	\$28.58
6	\$20.49	\$21.08	\$21.66	\$22.25	\$22.83	\$23.42	\$24.01	\$24.59	\$25.18	\$25.76	\$26.35
5	\$18.75	\$19.29	\$19.82	\$20.36	\$20.89	\$21.43	\$21.97	\$22.50	\$23.04	\$23.57	\$24.11
4	\$17.02	\$17.51	\$17.99	\$18.48	\$18.96	\$19.45	\$19.94	\$20.42	\$20.91	\$21.40	\$21.88
3	\$15.06	\$15.49	\$15.92	\$16.35	\$16.78	\$17.21	\$17.64	\$18.07	\$18.50	\$18.93	\$19.36
2	\$13.33	\$13.71	\$14.09	\$14.47	\$14.85	\$15.23	\$15.61	\$15.99	\$16.37	\$16.75	\$17.13
1	\$11.80	\$12.13	\$12.47	\$12.81	\$13.14	\$13.48	\$13.82	\$14.15	\$14.49	\$14.83	\$15.17



**ORDINANCE NO. 2012-\_\_\_\_\_**

**Amend Personnel Ordinance to address conflicts with the implementation of the  
Classification and Compensation Study, effective December 30, 2012**

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY  
ORDAIN AS FOLLOWS:

Section 1. Section HR0250, Exempt Service, of the Personnel Ordinance shall be amended as follows:

- HR0250**      **EXEMPT SERVICE.** The following positions shall be in the exempt service: [am & renumbered 02/08/11, ord. 2010-25]
- A. All elected officers and department heads.
- B. In addition to elected officers and department heads:
1. Courthouse: Assistant Corporation Counsel, District Attorney Office Manager, Fair Park Supervisor, Mediator/Custody and Placement Evaluator, Information Technology Manager, Systems and Applications Manager, Advanced Fund Accountant Assistant Finance Director, Park Operations Supervisor, Family Court Commissioner, Family Court Commissioner/Guardian Ad Litem, Circuit Court Commissioner, Benefits Administrator, Human Resources Specialist, Senior Systems Analyst, Management Analyst, Surveyor. [am. 10/10/06, ord. 2006-17; am. 09-11-07, ord. 2007-19; am. 04/15/08, ord. 2008-07; am. 02/10/09, ord. 2008-35; am. 08/11/09, ord. 2009-12; am. 3/13/12, ord. 2011-31]
  2. Highway Department: Superintendents, Assistant Superintendent, Accounting Manager, Senior Accountant, Highway Operations Manager, Highway Fleet Manager [am. ord. 85-10, 7-9-85; am. ord. 2008-24, 11-10-08; am. 3/13/12, ord. 2011-31]
  3. Human Services: ADRC Coordinator, Advanced Fund Account, Aging and Disability Resources Division Manager, Administrative Services Manager, Behavioral Health Division Manager, Child and Family Division Manager, Child Protective Services Supervisor, Community Support Program Supervisor, Comprehensive Community Services Supervisor, Intake and Juvenile Delinquency Supervisor, Early Intervention Program Birth to Three/Preschool Supervisor, IT Specialist/Compliance Officer, Juvenile Justice Supervisor, Lueder Haus Manager, Mental Health/AODA Supervisor, Nurse Case Manager, W-2 Economic Support Division Manager Supervisor, Economic Support Specialist Supervisor, Office Manager, Maintenance Supervisor, Wraparound and Youth Services Supervisor. [am. ord. 2007-19, 09/1/07; am ord. 2008-07, 04/15/08; am. ord. 2008-24, 11-10-08; am. 02/10/09, ord. 2008-35; am. 3/13/12, ord. 2011-31]
  4. Sheriff Department: Chief Deputy, Captains, Jail Food Service Supervisor, Emergency Management Director. [am. 10/10/06, ord. No. 2006-17; am. 02/10/09, ord. 2008-35]
  5. Health Department: Public Health Program Manager, Public Health Nurse, WIC Project Director Supervisor. [am. 10/10/06, ord. 2006-17; am. 02/10/09, ord. 2008-35; am. 08/11/09, ord. 2009-12; am. 02/08/11, ord. 2010-25]

Section 2. Section HR0320(B) and (C), Applicable Pay Rates Following Demotion or Transfer, of the Personnel Ordinance shall be amended as follows to address a conflict with implementation of the pay plan effective December 30, 2012:

**HR0320 APPLICABLE PAY RATES FOLLOWING DEMOTION OR TRANSFER.**

- B. An employee who is demoted or transferred for involuntary reasons not related to performance will retain the present salary if the salary exceeds the new range maximum for 90 days. Thereafter, the employee will be placed in the step in the new grade that provides the least amount of decrease, which includes a step that may be equal to the current rate of pay. If the present salary is below the new range maximum, the employee will be placed in the new range at the step that provides the least amount of decrease. As long as an employee's salary exceeds the new range maximum, the employee will not be eligible for further base-accumulating pay increases until the employee's salary is again within the salary range for the new position. The 90-day grace period does not apply to red-circled employees as the result of the pay plan adopted effective December 30, 2012. These employees shall maintain the present salary until such a time that the new range meets or exceeds the present rate of pay or as otherwise approved by County Board. [am. 3/13/12, ord. 2011-31]
- C. An employee who takes a voluntary demotion will be placed in the step in the new range that provides the least amount of decrease, which includes a step that may be equal to the current rate of pay, if the present salary is above the new range maximum. ~~If the present salary is below the new range maximum, the employee will be placed in the new range at the step that provides the least amount of decrease.~~ [am. 3/13/12, ord. 2011-31]

Section 3. Section HR0330(C), Applicable Pay Rates Upon Reclassification of Position, of the Personnel Ordinance shall be amended as follows to address a conflict with implementation of the pay plan effective December 30, 2012:

**HR0330 APPLICABLE PAY RATES UPON RECLASSIFICATION OF POSITION**

- C. If a position is reclassified to a class in a lower salary range, and the salary of the employee exceeds the maximum of the new range, the employee will retain the employee's present salary if the salary exceeds the new range maximum for 90 days. Thereafter, the employee will be placed in the step in the new grade that provides the least amount of decrease. As long as an employee's salary exceeds the new range maximum, the employee will not be eligible for further base-accumulating pay increases until the employee's salary is again within the salary range for the new position. If the present salary is below the new range maximum, the employee will be placed in the new range at the step that provides the least amount of decrease, which includes a step that may be equal to the current rate of pay. The 90-day grace period does not apply to red-circled employees as the result of the pay plan adopted effective December 30, 2012. These employees shall maintain the present salary until such a time that the new range meets or exceeds the present rate of pay or as otherwise approved by County Board. [renumbered & am. 3/13/12, ord. 2011-31]

Section 4. Section HR0340(E), Application of Pay Plan to Positions Position, of the Personnel Ordinance shall be amended as follows to address a conflict with implementation of the pay plan effective December 30, 2012:

**HR0340 APPLICATION OF PAY PLAN TO POSITIONS**

- E. No advance in the step system and corresponding pay increases shall be automatic upon completion of the periods of service and all step increases shall be made on the basis of merit as established by the employee's work performance and after written recommendation of the department head and approval by the Human Resources Director.

Employees shall be evaluated at least annually. Employees shall sign a copy of the evaluation form. A copy of said evaluation form shall be provided to the employee. Approximately 30 days before an employee becomes eligible for a step increase, the Human Resources Department shall notify the department head. The department head shall submit an evaluation form to the Human Resources Department no later than the employee's anniversary date. Such evaluation form shall be signed by the employee, with a copy given to the employee. Step pay increases shall be earned. No pay increase shall be granted until the department head notifies the Human Resources Department that the employee has satisfactorily completed service by indicating such on the performance evaluation. Whenever an employee requests in writing the reasons for not receiving a pay increase or contingency rate for which the employee is eligible, the Human Resources Director shall advise the employee of the reasons. Due to the implementation of a new Classification and Compensation plan on December 30, 2012, a performance evaluation will not be required prior to implementation of the plan; however, department heads shall be held accountable to ensure each employee receives an evaluation annually. [am. 3/13/12, ord. 2011-31]

Section 5. Section HR0350, Employee Compensation Plan, of the Personnel Ordinance shall be amended as follows:

**HR0350**      **EMPLOYEE COMPENSATION PLAN.** Each employee shall be paid in accordance with the compensation plan set forth in Resolution No. ~~1995-24, July 11, 1995~~ 2012-\_\_\_\_, December 11, 2012, as heretofore amended and as said compensation plan shall be from time to time hereafter amended by resolution of the Board of Supervisors. [res. 2001-117, 3/12/2002]

Section 6. Section HR0360 (A.2) and (B.8.c), Hours of Work, Overtime, and Compensatory Time, of the Personnel Ordinance shall be amended as follows to address a conflict with implementation of the pay plan effective December 30, 2012 and HR0360 (B.8.e) shall be created as follows to address a conflict with implementation of the pay plan effective December 30, 2012:

**HR0360**      **HOURS OF WORK, OVERTIME, AND COMPENSATORY TIME.**

**A. Exempt Employees**

2. In lieu of other compensation for work in excess of 40 hours per week, Emergency Management Director, Family Court Commissioners, Assistant Corporation Counsels, Chief Deputy, Systems and Applications Manager, Information Technology Manager and department heads shall be entitled to 40 random hours off per year. Random hours not used by the end of a calendar year shall be forfeited. Random hours shall be prorated in the first and last year of employment based on actual time worked. Random hours for part time employees for a full year shall also be prorated based on the budgeted annual salary for the full year, converted to an equivalent number of hours. [am. ord. 2008-24, 11/10/2008; am. ord 2008-35, 02/10/09; am. ord 2009-17, 10/27/2009; am. ord. 2011-21, 01/13/2011]

**B. Non-exempt Employees**

8. Shift Differentials and Premium Pay:
  - c. Highway Workers working in any one shift in a higher paid position for four hours or more shall receive the higher-rate five percent (5%) of the employee's regular rate of pay while working in such position. Whenever non-supervisory Highway employees are assigned to work as 'temporary lead or foreman', such employees shall, for the duration of the assignment, receive an additional five percent (5%) of the employee's regular rate, paid non-cumulative if already receiving the five percent

- (5%) for working in a higher paid position, with the final rate not to exceed the maximum rate of the corresponding Lead position in step H24D. All work assignments will be approved by a department supervisor prior to receiving the additional compensation. [cr. 12/13/11, ord. 2011-21]
- d. Highway workers assigned to work on roads where the speed limit is 65MPH shall receive hazardous duty pay equal to five percent (5%) of their regular rate of pay for actual hours worked. [cr. 12/13/11, ord. 2011-21]
- e. Employees designated in the Highway Worker classification shall receive five percent (5%) of the employee's regular rate when assigned to plow snow during a snow storm. This does not include the routine clearing of roads.

Section 7. Section HR0375(A), Pay Plan, Pay Dates, and Pay Records, of the Personnel Ordinance shall be amended as follows:

**HR0375 PAY PLAN, PAY DATES, AND PAY RECORDS. [am. ord. 2006-30, 03-13-07]**  
 A. Job titles and job descriptions adopted by Resolution 1995-24, July 11, 1995, and modified by Resolution 2001-117, 3/12/02, and Resolution 2012- , 12/11/12, and subsequently amended, are hereby made a part of this ordinance.

Section 8. This ordinance shall be effective after passage and publication as provided by law.

*Fiscal note: it is anticipated that the increase cost to pay 5% in a higher grade is \$2116.63 annually. The anticipated annual cost to pay a Highway worker 5% when plowing snow is \$8223.75. It is further anticipated that \$4992.79 will be funded by State and Municipalities, with \$3230.96 funded by tax levy.*

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSTAIN \_\_\_\_\_

ABSENT \_\_\_\_\_

Requested by  
Human Resources Committee

12-11-12

Terri Palm-Kostroski: 11-29-12

## HR0655

**LONGEVITY PAY.**

- A. Full-time employees who have completed more than 5 years of continuous full-time service immediately preceding November 1 of any year shall be paid longevity pay at the rate of \$1.25 per month for each month of service up to a maximum of 300 months of service. Longevity pay will be paid in December.
- B. Continuous service means employment which has not been interrupted by termination. [am. 12/13/11, ord. 2011-21]
- C. "Month of service" shall be defined as 173.33 hours of County Service. Active military service shall be included in the computation of longevity pay only if the employee receives a leave of absence for such military service.
- D. Part-time employees shall be eligible for longevity pay upon completion of 10,400 hours in County service. Employees part-time as of December 31, 2011, and receiving longevity payments based on calendar months shall be grandfathered by continuing to use the calendar-month procedure. [am. 12/13/11, ord. 2011-21]
- E. Any non-represented employee hired after December 31, 2004, will not be eligible for Longevity Pay. Any employee in a position covered under an AFSCME contract as of December 31, 2011, and hired after December 31, 2011, will not be eligible for the longevity rate program. [am. 12/13/11, ord. 2011-21]
- F. Employees who were hired into a position covered by a union contract between January 1, 2005 and December 31, 2011 shall remain eligible for longevity providing they maintain a position that would have been covered under an AFSCME contract that was in effect as of December 31, 2011.

NOTE: Does not change this scenario.

1. Question on employees that were union and went non-union with a hire date between 1/1/05 – 12/31/11. Do they receive longevity?
2. Hired Union 2006
3. Went non-union 4/11
4. Reached 5 years on 6/11

**ORDINANCE NO. 2012-\_\_\_\_\_**

**Amend Personnel Ordinance to establish work hours for Patrol Sergeants and clarify eligibility for longevity**

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Section HR0120, Differences for Sworn, Non-represented Law Enforcement Employees, of the Personnel Ordinance is amended as follows:

**HR0120 DIFFERENCES FOR SWORN, NON-REPRESENTED LAW ENFORCEMENT EMPLOYEES.**

B. Notwithstanding any other provision of this ordinance, effective January 2, 2011, patrol sergeants shall be scheduled for 10.5 hour shifts in a 7 days on, 7 days off pattern. 6.5 hours of accrued vacation and holiday time will be used to supplement hours worked in a 14-day work cycle. ~~Unless extended, this provision expires December 31, 2012.~~

SECTION 2. Section HR0655(F), Longevity, is created to clarify treatment of employees hired between January 1, 2005 and December 31, 2011 and were covered under an AFSCME contract as follows:

**HR0655 LONGEVITY PAY.**

F. Employees who were hired into a position covered by a union contract between January 1, 2005 and December 31, 2011 shall remain eligible for longevity providing they maintain a position that would have been covered under an AFSCME contract that was in effect as of December 31, 2011.

SECTION 3. This ordinance shall be effective after passage and publication as provided by law.

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSTAIN \_\_\_\_\_

ABSENT \_\_\_\_\_

Requested by  
Human Resources Committee

12-11-12

Terri Palm-Kostroski: 11-29-12

**ORDINANCE NO. 2012-\_\_\_\_\_**

**Establishing residency as a qualification for position of County Administrator**

WHEREAS, Jefferson County Administrator Gary Petre has announced his retirement,  
and

WHEREAS, the Jefferson County Board will be engaged in a search for a replacement,  
and

WHEREAS, the County Administrator is the chief administrative position in the county government, and

WHEREAS, it is desirable for the County Administrator to reside in the County,

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES  
HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0270(D) of the Personnel Ordinance shall be created to read:

- (D) Within 6 months of appointment, the County Administrator shall establish and maintain residency within the County.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSTAIN \_\_\_\_\_

ABSENT \_\_\_\_\_

Requested by  
Human Resources Committee

12-11-12

Supervisor Dick Schultz: 11-28-12; Philip C. Ristow: 11-29-12

**Terri Palm**

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**To:** Carla Robinson  
**Subject:** RE: Overdue Evals

working on them today!

## Carla Robinson

Clerk of Circuit Court/Register in Probate  
320 S. Main St. - Rm 115  
Jefferson, WI 53549  
(920)674-7169

>>> Terri Palm <[TerriP@jeffersoncountywi.gov](mailto:TerriP@jeffersoncountywi.gov)> 11/29/2012 9:56 AM >>>

Carla, PLEASE work on these evals and get them to our office by the end of next week. The year end is approaching, and the backpay on some of these are already significant. It will be very complicated if these go into next year...WRS will need to be split, backpay will be split between two years, there will be interest charges on WRS that aren't budgeted, not to mention the time of HR and Finance staff to get it straightened out. When you are looking at carryover funds, don't forget that your wages line is missing approximately \$4500 in back wages.

I truly understand how busy everyone is, but it also is not fair to the employee to withhold their step. Thank you!

Terri

SCHEEL, DIANE M., due 2/16/12

KRULL, MARCIA L. due 4/1/12

HAMRE-INCHA CINDY R. due 4/1/12

HERNANDEZ, LEAH R. due 6/23/12

LENZ, MARY L. due 7/5/12

JOHNSON, DAWN M. due 9/14/12

SCHERER, DANA L. due 10/8/12

*Terri M. Palm*  
*Human Resources Director*  
*Jefferson County*  
*320 S. Main St.*

**Report to Human Resources Committee  
December 3, 2012**

**Positions authorized to fill.** The County Administrator and Human Resources Director have reviewed and approved to fill the following vacant position requests during the fourth quarter of 2012:

**Human Services**

- **Family Development Worker.** Full-time position vacant due to a resignation.
- **Child Protective Services Ongoing Professional I.** Full-time positions filled in the Child Protective Services Unit due to incumbent transferring to the Juvenile Justice Team.
- **Dementia Care Specialist.** LTE Project Employee position is a new position, grant funded.
- **Intake Worker.** Recruitment has begun for a full-time position newly created in the 2013 budget.

**Clerk of Courts**

- **Legal Secretary.** Full-time position vacant due to retirement.
- **Deputy Court Clerk II-General.** Two Full-time positions due to one transfer to the Legal Secretary position and another to a Deputy position.

**Health Department**

- **Licensed Practical Nurse.** Part-time position was filled in the jail due to a resignation.

**Emergency Help Requests.** The following were emergency help requests approved in the fourth quarter of 2012:

- **UW Extension.** Temporary assistance for up to 40 hours was approved to assist in getting a webpage established for Masters Gardening.

**New hires starting above minimum.** The following three recent hires were authorized to start either above the minimum step, with additional benefits, or both:

- **Child Protective Services Ongoing Professional I.** Hired November 19 at step 3 and 1 week of vacation in 2012.

**Hazardous Pay and Longevity payments:** In 2012, the Hazardous Pay out in the Sheriff's Department was \$7120.00. The total Longevity payment will be \$85,542.50.

Respectively submitted,



Terri M Palm  
Human Resources Director

## Current Plan

## - HOURLY FORMAT

JOB TITLE	DEPARTMENT	Min	Mid	Max	Proposed Title	Grade	Min	Mid	Max	FLSA Exempt
Legal Secretary/Receptionist	DA Office	\$14.72	\$16.43	\$18.14	Legal Secretary	4	\$17.02	\$19.45	\$21.88	N
Maintenance Worker I	Central Services	\$15.79	\$17.63	\$19.47	Building Maintenance Worker I	4	\$17.02	\$19.45	\$21.88	N
Medical Office Ass't	Human Services	\$16.25	\$18.57	\$20.89	Medical Office Ass't	4	\$17.02	\$19.45	\$21.88	N
Mental Health Technician (1)	Human Services	\$16.25	\$18.57	\$20.89	Mental Health Technician	4	\$17.02	\$19.45	\$21.88	N
Payroll Account Clerk	Finance	\$15.25	\$17.03	\$18.80	Accounting Specialist I	4	\$17.02	\$19.45	\$21.88	N
Program Assistant	Parks/EM Dept	\$16.33	\$18.24	\$20.15	Program Assistant	4	\$17.02	\$19.45	\$21.88	N
Protective/Representative	Human Services	\$16.25	\$18.57	\$20.89	Protective Payee	4	\$17.02	\$19.45	\$21.88	N
Secretary-Ntr Prg Crd/LTS	Human Services	\$16.25	\$18.57	\$20.89	Nutrition Program Coordinator	4	\$17.02	\$19.45	\$21.88	N
Support Services Planner (3)	Human Services	\$16.25	\$18.57	\$20.89	Economic Support Specialist I	4	\$17.02	\$19.45	\$21.88	N
WIC Registered Dietetic Tech	Health	\$15.25	\$17.03	\$18.80	WIC Registered Dietetic Tech	4	\$17.02	\$19.45	\$21.88	N
Zoning Assistant	Zoning & Planning	\$15.25	\$17.03	\$18.80	Program Assistant	4	\$17.02	\$19.45	\$21.88	N
Account Clerk	Highway	\$17.80	\$19.26	\$19.26	Accounting Assistant II	3	\$15.06	\$17.21	\$19.36	N
Account Clerk	Highway	\$17.80	\$19.26	\$19.26	Accounting Assistant II	3	\$15.06	\$17.21	\$19.36	N
Admin Cl/Customer Service Spec	Child Support	\$15.25	\$17.03	\$18.80	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Administrative Secretary	Parks Department	\$13.63	\$15.21	\$16.80	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Billing Clerk/WIC Clerk	Health	\$13.63	\$15.21	\$16.80	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Buildings/Grounds Maint Wrkr (2)	Parks Department	\$14.72	\$16.43	\$18.14	Buildings/Grounds Maint Wrkr	3	\$15.06	\$17.21	\$19.36	N
Central Duplicating Clerk (1)	MIS	\$13.63	\$15.21	\$16.80	Central Duplicating Clerk	3	\$15.06	\$17.21	\$19.36	N
Community Support Assistant	Human Services	\$14.72	\$16.82	\$18.92	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Court Clerk II - General	Clerk of Courts	\$15.25	\$17.03	\$18.80	Deputy Court Clerk II	3	\$15.06	\$17.21	\$19.36	N
Deputy Reg Prog/Court Clerk Cr	Clerk of Courts	\$15.25	\$17.03	\$18.80	Deputy Reg Prog/Court Clerk Cr	3	\$15.06	\$17.21	\$19.36	N
Deputy Register of Deeds I	Register of Deeds	\$15.25	\$17.03	\$18.80	Deputy Register of Deeds I	3	\$15.06	\$17.21	\$19.36	N
Deputy Treasurer	County Treasury	\$15.25	\$17.03	\$18.80	Deputy Treasurer	3	\$15.06	\$17.21	\$19.36	N
Drug Task Force Program Asst	Sheriff	\$14.20	\$15.81	\$17.47	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Highway Worker (29)	Highway	\$20.17	\$20.92	\$20.92	Highway Worker	3	\$15.06	\$17.21	\$19.36	N
Judicial Assistant (1)	Clerk of Courts	\$15.79	\$17.63	\$19.47	Judicial Assistant	3	\$15.06	\$17.21	\$19.36	N
Legal Secretary	Clerk of Courts	\$15.25	\$17.03	\$18.80	Legal Secretary	3	\$15.06	\$17.21	\$19.36	N
Marketing Assistant (1)	County Fair	\$14.20	\$15.81	\$17.47	Marketing Assistant	3	\$15.06	\$17.21	\$19.36	N
Medical Records/File Clerk	Human Services	\$16.25	\$18.57	\$20.89	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Nutrition Outreach Worker	Human Services	\$16.25	\$18.57	\$20.89	Nutrition Outreach Worker	3	\$15.06	\$17.21	\$19.36	N
Personal Care Program Asst	Health	\$14.20	\$15.84	\$17.47	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Public Health Program Assis	Health	\$14.20	\$15.84	\$17.47	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Receptionist/Secretary (1)	Sheriff	\$13.63	\$15.21	\$16.80	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Secretary	Sheriff	\$13.63	\$15.21	\$16.80	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Secretary-Drug Task Force	Sheriff	\$13.63	\$15.21	\$16.80	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Secretary-Economic Development	EDC	\$14.72	\$16.82	\$18.92	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Secretary/Staff Support	Human Services	\$14.72	\$16.82	\$18.92	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Support Services Clerical Ass't	Sheriff	\$15.25	\$17.03	\$18.80	Administrative Assistant II	3	\$15.06	\$17.21	\$19.36	N
Transportation Coord/Van Drvr (1)	Human Services	\$16.25	\$18.57	\$20.89	Transportation Coord/Van Drvr	3	\$15.06	\$17.21	\$19.36	N
ADRC Paraprofessional	Human Services	\$14.72	\$16.43	\$18.14	ADRC Paraprofessional	2	\$13.33	\$15.23	\$17.13	N
Appointment Secretary	Human Services	\$14.72	\$16.43	\$18.14	Administrative Assistant I	2	\$13.33	\$15.23	\$17.13	N
Appointment Secretary/Recep. (1)	Human Services	\$14.72	\$16.43	\$18.14	Administrative Assistant I	2	\$13.33	\$15.23	\$17.13	N
Clerk Typist	Sheriff	\$13.10	\$14.63	\$16.17	Accounting Assistant I	2	\$13.33	\$15.23	\$17.13	N

RECOMMENDED 2013 STRUCTURE  
- HOURLY FORMAT

3 TITLE	DEPARTMENT	Current Plan			Proposed Title	Grade	RECOMMENDED 2013 STRUCTURE - HOURLY FORMAT			FLSA Exempt
		Min	Mid	Max			Min	Mid	Max	
Financial Assistance Worker	Human Services	\$16.25	\$18.57	\$20.89	Financial Assistance Worker-CSP	5	\$18.75	\$21.43	\$24.11	N
Financial Intake Worker	Human Services	\$17.79	\$20.32	\$22.86	Financial Intake Worker	5	\$18.75	\$21.43	\$24.11	N
Financial Planner	Human Services	\$17.79	\$20.32	\$22.86	Financial Planner	5	\$18.75	\$21.43	\$24.11	N
Financial Planner Rsrc Spec (1)	Human Services	\$17.79	\$20.32	\$22.86	Financial Planner	5	\$18.75	\$21.43	\$24.11	N
Financial Support Specialist (1)	Child Support	\$16.86	\$18.83	\$20.79	Financial Support Specialist	5	\$18.75	\$21.43	\$24.11	N
First Offender Program Dir	DA Office	\$16.86	\$18.83	\$20.79	First Offender Program Dir	5	\$18.75	\$21.43	\$24.11	N
Accounting Specialist	Health	\$15.79	\$17.63	\$19.47	Accounting Specialist II	5	\$18.75	\$21.43	\$24.11	N
Highway Lead Worker	Highway	\$21.67	\$22.62	\$22.62	Highway Lead Worker	5	\$18.75	\$21.43	\$24.11	N
Highway Lead Worker	Highway	\$21.67	\$22.62	\$22.62	Bridge Crew Lead	5	\$18.75	\$21.43	\$24.11	N
Highway Lead Worker	Highway	\$21.67	\$22.62	\$22.62	Grade Crew Foreman	5	\$18.75	\$21.43	\$24.11	N
Justice Info Sharing Coord	DA Office	\$17.41	\$19.44	\$21.48	Justice Info Sharing Coord	5	\$18.75	\$21.43	\$24.11	N
Maintenance Worker II	Central Services	\$16.86	\$18.83	\$20.79	Building Maintenance Worker II	5	\$18.75	\$21.43	\$24.11	N
Mechanic	Sheriff	\$16.33	\$18.24	\$20.15	Mechanic	5	\$18.75	\$21.43	\$24.11	N
Microcomputer Technician (1)	MIS	\$19.31	\$22.06	\$24.81	Microcomputer Technician	5	\$18.75	\$21.43	\$24.11	N
Parks Construction/Maint Lead	Parks Department	\$16.86	\$18.83	\$20.79	Parks Construction/Maint Lead	5	\$18.75	\$21.43	\$24.11	N
Payroll Tech/Accounting Ass't	Finance	\$16.86	\$18.83	\$20.79	Accounting Specialist II	5	\$18.75	\$21.43	\$24.11	N
Public Health Tech (clinic)	Health	\$17.94	\$20.04	\$22.14	Public Health Tech (clinic)	5	\$18.75	\$21.43	\$24.11	N
Public Health Tech (jail) (1)	Health	\$17.94	\$20.04	\$22.14	Public Health Tech (jail)	5	\$18.75	\$21.43	\$24.11	N
Sign Worker (Lead)	Highway	\$21.31	\$22.15	\$22.15	Lead Sign Worker	5	\$18.75	\$21.43	\$24.11	N
Victim Witness Coordinator	DA Office	\$16.86	\$18.83	\$20.79	Victim Witness Coordinator	5	\$18.75	\$21.43	\$24.11	N
Zoning Program Assistant	Zoning & Planning	\$16.33	\$18.24	\$20.15	Solid Waste/Clean Sweep Specialist	5	\$18.75	\$21.43	\$24.11	N
Account Clerk	Sheriff	\$15.25	\$17.03	\$18.80	Accounting Specialist I	4	\$17.02	\$19.45	\$21.88	N
Account Clerk/System Support (1)	Finance	\$15.25	\$17.03	\$18.80	Accounting Specialist I	4	\$17.02	\$19.45	\$21.88	N
Administrative Clerk	LWCD	\$15.25	\$17.03	\$18.80	Administrative Specialist I	4	\$17.02	\$19.45	\$21.88	N
Administrative Clerk	Zoning & Planning	\$15.25	\$17.03	\$18.80	Administrative Specialist I	4	\$17.02	\$19.45	\$21.88	N
Administrative Secretary	UW Extension	\$15.79	\$17.63	\$19.47	Administrative Specialist I	4	\$17.02	\$19.45	\$21.88	N
Administrative Secretary	UW Extension	\$15.79	\$17.63	\$19.47	Administrative Specialist I	4	\$17.02	\$19.45	\$21.88	N
Administrative/Elections Clerk	County Clerk	\$15.79	\$17.63	\$19.47	Chief Deputy County Clerk	4	\$17.02	\$19.45	\$21.88	N
Administrative Clerk	Land Information	\$15.25	\$17.03	\$18.80	Real Property Lister	4	\$17.02	\$19.45	\$21.88	N
Administrative Secretary	County Fair	\$15.79	\$17.63	\$19.47	Administrative Specialist I	4	\$17.02	\$19.45	\$21.88	N
Building Maintenance Worker	Human Services	\$17.79	\$20.32	\$22.86	Building Maintenance Worker I	4	\$17.02	\$19.45	\$21.88	N
Chief Deputy Register of Deeds	Register of Deeds	\$16.33	\$18.24	\$20.15	Chief Deputy Register of Deeds	4	\$17.02	\$19.45	\$21.88	N
Child Care Coordinator	Human Services	\$16.25	\$18.57	\$20.89	Economic Support Specialist I	4	\$17.02	\$19.45	\$21.88	N
Communications Operator (1)	Sheriff	\$16.86	\$18.83	\$20.79	Communications Operator	4	\$17.02	\$19.45	\$21.88	N
Community Outreach Worker (2)	Human Services	\$16.25	\$18.57	\$20.89	Community Outreach Worker	4	\$17.02	\$19.45	\$21.88	N
Court Clerk II - General	Clerk of Courts	\$15.25	\$17.03	\$18.80	Deputy Court Clerk III	4	\$17.02	\$19.45	\$21.88	N
Deputy Veteran Service Officer	VSO	\$16.33	\$18.24	\$20.15	Deputy Veteran Service Officer	4	\$17.02	\$19.45	\$21.88	N
Early Intervention Serv Coord	Human Services	\$16.86	\$18.83	\$20.79	Early Intervention Serv Coord	4	\$17.02	\$19.45	\$21.88	N
Equipment Operator II	Highway	\$20.53	\$21.31	\$21.31	Equipment Operator	4	\$17.02	\$19.45	\$21.88	N
Equipment Parts Person	Highway	\$21.31	\$22.15	\$22.15	Equipment Parts Person	4	\$17.02	\$19.45	\$21.88	N
Group Home Worker (3)	Human Services	\$16.25	\$18.57	\$20.89	Group Home Worker	4	\$17.02	\$19.45	\$21.88	N
Land Information Asst./Deputy Treasurer	Land Information	\$14.72	\$16.43	\$18.14	Administrative Specialist I/Dep Treasurer	4	\$17.02	\$19.45	\$21.88	N
Legal Assistant II (1)	Child Support	\$15.79	\$17.63	\$19.47	Legal Assistant	4	\$17.02	\$19.45	\$21.88	N
Legal Secretary	DA Office	\$15.25	\$17.03	\$18.80	Legal Secretary	4	\$17.02	\$19.45	\$21.88	N

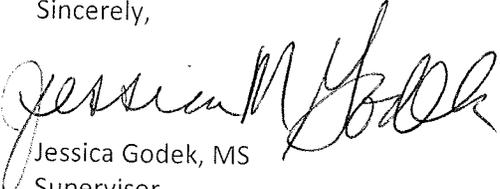
December 2, 2012

Terri Palm  
Director of Human Resources  
Jefferson County  
320 Main St.  
Jefferson, WI 53549

Dear Ms. Palm:

I am writing to offer my support for the implementation of the JDQ. Though lengthy and mentally taxing at times, this process has given the hard working employees of Jefferson County the opportunity to highlight their positive work, education, training and accomplishments. In the case of the Juvenile Justice Integrated Services Team, it has allowed us the means to share just how much we do to provide evidenced based, comprehensive and cost effective services to at risk youth of Jefferson County. It has positive ramifications for many workers, including generous raises for some of the staff in our division, and an extra step for others as well. Though, as with many processes such as this, not all employees are fully satisfied with the proposed outcome. The opportunity to appeal and provide additional information for review is significant and appreciated, and is another reason that I am supporting moving forward with this process. Without implantation, there is no opportunity to appeal for those who feel they were classified incorrectly or unfairly. Thank you for your time and consideration.

Sincerely,

  
Jessica Godek, MS  
Supervisor  
Juvenile Justice Integrated Services Team

Ms. Terri Palm,

Unfortunately, I am unable to attend the HR committee meeting on Monday so I wanted to relay my support for the compensation and classification study and its pending implementation. As the division manager of the child and families division at Human Services, I have found this process to be rewarding and fair. I am appreciative of the opportunity to allow an organization with the experience of Carlson and Dettman consulting to evaluate the job we do from an external perspective, utilizing comparisons across Wisconsin. The process took into account required education, experience, and daily decision making that direct line staff and supervisors in my division answered thoroughly due to the sense of pride that came from this recognition process. I am in full favor of the compensation and classification study and the implementation of such and am appreciative of the process.

Brent Ruehlow, MSW  
Child and Families Division  
Jefferson County Human Services

## Terri Palm

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**From:** Joan Daniel  
**Sent:** Friday, November 30, 2012 3:35 PM  
**To:** Terri Palm  
**Cc:** Kathi Cauley  
**Subject:** Compensation Study

Hi Terri,

I just wanted to let you know I support the Comp Study it addresses for my area pay adjustments for staff that have absorbed increased work due to changes in work requirements from both the state and insurance.

I just wanted to let you know I appreciate the efforts from the Human Resources, Administration, and the County Board. It isn't easy to implement a pay plan in these economic times, but staff here at the Human Services Department have absorbed a lot of additional work over the years. Therefore to be fair to everyone compensations across the county needed to be reviewed.

Again thank you for your efforts.

Sincerely,

Joan Daniel  
Administrative Division Manager  
Phone 920-674-8147  
FAX : 920-674-7603  
e-mail [joand@jeffersoncountywi.gov](mailto:joand@jeffersoncountywi.gov)  
Jefferson County Human Services Dept.  
1541 Annex Road  
Jefferson, WI 53549

## Terri Palm

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**From:** Kathi Cauley  
**Sent:** Friday, November 30, 2012 3:30 PM  
**To:** Terri Palm  
**Subject:** RE: HR Committee Information

Terri,

I would like to thank the HR Committee and yourself for all the work on the compensation study. I think it is very important that we implement, as we have had employees leave employment here for higher paying positions at other counties as well as in the private sector. As the Committee and you are well aware, the need for our services have increased. We have met those needs by having high quality and experienced staff. If are wages and benefits are not competitive we will struggle mightily.

I thank you for your work and consideration of these comments.  
Kathi

Kathi Cauley  
Director  
Jefferson County Human Services  
1541 Annex Rd.  
Jefferson WI 53549  
920-674-8111 direct  
920-674-7603 fax

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**From:** Terri Palm  
**Sent:** Friday, November 30, 2012 9:48 AM  
**To:** Everyone; Deb Hacht; Jaymie McCoy; Jean Camacho; Jean Gess; Kathy Hembrook; Laurie Anderson; Melanie Flint; Myrna Muhasky; Rhonda Rohloff; Sandra Davidson; Sue Happ; Tammy Lambert; Amanda Bowman; carla robinson; Cindy.Hamre; Dana Scherer; Dawn Johnson; diane scheel; Jerry Gavinski; Jim Klug; Jodi Sherry; Julie Schmidt; Kasey Strike; Kim Carmichael; Kim Vegter; Kris Schneider; Leah Hernandez; Lori.Zastrow; Marcia.Krull; Mary Lenz; Michael Onheiber; Michelle Rue; Sarah Hernandez; Stacy Feggestad; Susan.McCulloch; Tina Gleisner Hotter  
**Cc:** James Braughler  
**Subject:** FW: HR Committee Information

Good Morning, On Monday, December 3, the HR Committee is meeting to potentially finalize their recommendations to County Board regarding the Classification and Compensation study. Below is the link to the entire packet which has the "cleaned up" version of what was discussed at the HR Committee's last meeting.

There is always an item for "Citizen Comments" which the public, including employees, can provide the Committee feedback, both positive and otherwise. If you do have feedback for the Committee but are unable to attend, if you send me an email, I would be happy to share your comments during the "Communication" item on the agenda.

Thank you, and have a warm weekend!

Terri



## JEFFERSON COUNTY HEALTH DEPARTMENT

1541 Annex Road ♦ Jefferson, WI 53549 ♦ 920-674-7275 (Phone) ♦ 920-674-7477 (FAX)

[www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov)

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November 30, 2012

Members of the Jefferson County Human Resources Committee  
From: Gail M. Scott, RN, BSN, Director/Health Officer  
Regarding: Classification and Compensation Study

Jefferson County has recently undergone an extensive job classification and compensation study to determine how County employees rank in comparison to each other and like jobs in the public and private sector.

Management and staff all dedicated a fair amount of time to completing the questionnaires that were then submitted to Human Resources and finally to Carlson Dettmann Consulting for review. This was a time consuming and thoughtful process.

I understand that there were positions that were recommended for a salary increase while others were red circled. In my experience this is what happened the last time this review was completed. While not everyone agrees with the results, I feel it is a valid study and should be supported and implemented by the County.

I would encourage that the study be accepted. There is an appeal process that can be used for those who feel their position was ranked too low. I would encourage the use of the appeal process

rather than holding up the implementation of the classification and pay plan which will benefit the majority of County employees.

Thank you for your time and thoughtful consideration of my recommendations.

Labor Summary 11/1/2011 Thru 11/30/2012

ALL LABOR TYPES (\*\*NO MATCH DETAIL\*\*)

ID/Name	Class	Rate	Hours	RegTot	OvtRate	OvtHrs	OvtTot	Total
1068 BARNES, TYSON L.	H20E	20.9190	135.00	2,824.07	31.3785	67.75	2,125.89	4,949.96
BARNES, TYSON L.			135.00	2,824.07		67.75	2,125.89	4,949.96
(28) JEFFERSON			135.00	2,824.07		67.75	2,125.89	4,949.96

Rows Processed 38

Show all data where the DOT\_RGN\_CD matches one of the values in this list 1  
 and the DOT\_CNTY\_CD matches one of the values in this list 28  
 and the CHEMS\_EMP\_ID matches one of the values in this list 1068  
 and the CHEMS\_JOB\_ID matches one of the values in this list 313.12  
 and the LBR\_DATE is between 11/1/2011, 11/30/2012

5%  
 $20.92 \times 5\% = 21.97 \times 1.5OT = 32.96$

$135 \times 21.97 = 2965.95$

$67.75 \times 32.96 = 2233.04$   
5198.99

VS

Grade 4: Step 10

$21.40 \times 1.5OT = 32.10$

$135 \times 21.40 = 2889.00$

$67.75 \times 32.10 = 2174.78$   
5063.78

135.21 Difference

2080 Hrs - 135 paid @ 5% = 1945 Hrs left e  
 red circled rate #20.92

$1945 \times 20.92 = 40689.40$   
 + 5198.99 5% OT Above  
45888.39

VS

2080 Hrs @ Grade 4 Step 10

$2080 \times 21.40 = 44512.00$   
 OT 2174.78  
46686.78

798.39 Difference

Labor Summary 11/1/2011 Thru 11/30/2012

ALL LABOR TYPES (\*\*NO MATCH DETAIL\*\*)

ID/Name	Class	Rate	Hours	RegTot	OvtRate	OvtHrs	OvtTot	Total
1037 ZASTROW, DANIEL	H20E	20.9190	206.00	4,309.31	31.3785	96.75	3,035.87	7,345.18
ZASTROW, DANIEL			206.00	4,309.31		96.75	3,035.87	7,345.18
(28) JEFFERSON			206.00	4,309.31		96.75	3,035.87	7,345.18

Rows Processed 59

Show all data where the DOT\_RGN\_CD matches one of the values in this list 1  
 and the DOT\_CNTY\_CD matches one of the values in this list 28  
 and the CHEMS\_EMP\_ID matches one of the values in this list 1037  
 and the CHEMS\_JOB\_ID matches one of the values in this list 321.01.11  
 and the LBR\_DATE is between 11/1/2011, 11/30/2012

5%

$$20.92 * 5\% = 21.97 * 1.50T = 32.96$$

Grade 4 Step 10

$$21.40 * 1.50T = 32.10$$

$$206 * 21.97 = 4525.82$$

VS

$$206 * 21.40 = 4408.40$$

$$96.75 * 32.96 = 3188.88$$

$$96.75 * 32.10 = 3105.68$$

$$7714.70$$

$$7514.08$$

200.62 Difference

2080 Hrs - 206 paid @ 5% = 1874 left @

red circled rate @ 20.92

2080 Hrs @ Grade 4 Step 10

VS

$$1874 * 20.92 = 39204.08$$

$$2080 * 21.40 = 44512.00$$

+ 7714.70 5% + OT Above

OT 3105.68

$$46918.78$$

$$47617.68$$

698.90 Difference

APPENDIX A

JEFFERSON COUNTY HIGHWAY DEPARTMENT  
 JOB CLASSIFICATION LIST - GRADE ORDER  
 2008 - 2010

JOB TITLE	Effective Date	(Steps)				
		C 1st step	D 2nd step	E 3rd step		
H20 Custodian Highway Worker	1/6/2008 - 2.5%	\$ 18.912	\$ 19.245	\$ 19.614		
	1/4/2009 - 2.0%	\$ 19.290	\$ 19.630	\$ 20.006		
	7/5/2009 - 1.0%	\$ 19.483	\$ 19.826	\$ 20.206		
	1/3/2010 - 2.0%	\$ 19.873	\$ 20.223	\$ 20.610		
	7/4/2010 - 1.5%	\$ 20.171	\$ 20.526	\$ 20.919		
H21 Equipment Hauler/Mech Equip. Maint. Person Equipment Mechanic I Equipment Operator II	1/6/2008 - 2.5%	\$ 19.245	\$ 19.614	\$ 19.980		
	1/4/2009 - 2.0%	\$ 19.630	\$ 20.006	\$ 20.380		
	7/5/2009 - 1.0%	\$ 19.826	\$ 20.206	\$ 20.584		
	1/3/2010 - 2.0%	\$ 20.223	\$ 20.610	\$ 20.996		
	7/4/2010 - 1.5%	\$ 20.526	\$ 20.919	\$ 21.311		
H22 Equipment Mechanic II Welder Fab. Ass't/ Equip. Mech	1/6/2008 - 2.5%	\$ 19.614	\$ 19.980	\$ 20.316		
	1/4/2009 - 2.0%	\$ 20.006	\$ 20.380	\$ 20.722		
	7/5/2009 - 1.0%	\$ 20.206	\$ 20.584	\$ 20.929		
	1/3/2010 - 2.0%	\$ 20.610	\$ 20.996	\$ 21.348		
	7/4/2010 - 1.5%	\$ 20.919	\$ 21.311	\$ 21.668		
H23 Engineering Aide Equipment Parts Person Sign Worker Welder Fabricator	1/6/2008 - 2.5%	\$ 19.980	\$ 20.316	\$ 20.768		
	1/4/2009 - 2.0%	\$ 20.380	\$ 20.722	\$ 21.183		
	7/5/2009 - 1.0%	\$ 20.584	\$ 20.929	\$ 21.395		
	1/3/2010 - 2.0%	\$ 20.996	\$ 21.348	\$ 21.823		
	7/4/2010 - 1.5%	\$ 21.311	\$ 21.668	\$ 22.150		
H24 Engineering Asst Highway Lead Worker Shop Lead worker	1/6/2008 - 2.5%	\$ 20.316	\$ 20.768	\$ 21.207		
	1/4/2009 - 2.0%	\$ 20.722	\$ 21.183	\$ 21.631		
	7/5/2009 - 1.0%	\$ 20.929	\$ 21.395	\$ 21.847		
	1/3/2010 - 2.0%	\$ 21.348	\$ 21.823	\$ 22.284		
	7/4/2010 - 1.5%	\$ 21.668	\$ 22.150	\$ 22.618		
H16 Highway Account Clerk	1/6/2008 - 2.5%	\$ 16.689	\$ 17.009	\$ 17.356	\$ 17.736	\$ 18.055
	1/4/2009 - 2.0%	\$ 17.023	\$ 17.349	\$ 17.703	\$ 18.091	\$ 18.416
	7/5/2009 - 1.0%	\$ 17.193	\$ 17.522	\$ 17.880	\$ 18.272	\$ 18.600
	1/3/2010 - 2.0%	\$ 17.537	\$ 17.872	\$ 18.238	\$ 18.637	\$ 18.972
	7/4/2010 - 1.5%	\$ 17.800	\$ 18.140	\$ 18.512	\$ 18.917	\$ 19.257

39¢ Difference

JEFFERSON COUNTY  
RECOMMENDED 2013 STRUCTURE - HOURLY FORMAT

Grade	Control Point											Maximum		
	Minimum		Control Point										Step 10	Step 11
	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%			
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11				
22	\$48.25	\$49.63	\$51.00	\$52.38	\$53.76	\$55.14	\$56.52	\$57.90	\$59.28	\$60.65	\$62.03			
21	\$46.52	\$47.84	\$49.17	\$50.50	\$51.83	\$53.16	\$54.49	\$55.82	\$57.15	\$58.48	\$59.81			
20	\$44.77	\$46.05	\$47.33	\$48.61	\$49.89	\$51.17	\$52.45	\$53.73	\$55.01	\$56.29	\$57.57			
19	\$43.04	\$44.27	\$45.50	\$46.73	\$47.96	\$49.19	\$50.42	\$51.65	\$52.88	\$54.11	\$55.34			
18	\$41.31	\$42.49	\$43.67	\$44.85	\$46.03	\$47.21	\$48.39	\$49.57	\$50.75	\$51.93	\$53.11			
17	\$39.57	\$40.70	\$41.83	\$42.96	\$44.09	\$45.22	\$46.35	\$47.48	\$48.61	\$49.74	\$50.87			
16	\$37.84	\$38.92	\$40.00	\$41.08	\$42.16	\$43.24	\$44.32	\$45.40	\$46.48	\$47.56	\$48.65			
15	\$36.10	\$37.13	\$38.17	\$39.20	\$40.23	\$41.26	\$42.29	\$43.32	\$44.35	\$45.39	\$46.42			
14	\$34.37	\$35.35	\$36.33	\$37.32	\$38.30	\$39.28	\$40.26	\$41.24	\$42.23	\$43.21	\$44.19			
13	\$32.63	\$33.56	\$34.49	\$35.43	\$36.36	\$37.29	\$38.22	\$39.15	\$40.09	\$41.02	\$41.95			
12	\$30.90	\$31.78	\$32.66	\$33.54	\$34.43	\$35.31	\$36.19	\$37.08	\$37.96	\$38.84	\$39.72			
11	\$29.16	\$30.00	\$30.83	\$31.66	\$32.50	\$33.33	\$34.16	\$35.00	\$35.83	\$36.66	\$37.50			
10	\$27.43	\$28.22	\$29.00	\$29.78	\$30.57	\$31.35	\$32.13	\$32.92	\$33.70	\$34.49	\$35.27			
9	\$25.69	\$26.42	\$27.16	\$27.89	\$28.63	\$29.36	\$30.09	\$30.83	\$31.56	\$32.30	\$33.03			
8	\$23.96	\$24.64	\$25.33	\$26.01	\$26.70	\$27.38	\$28.06	\$28.75	\$29.43	\$30.12	\$30.80			
7	\$22.23	\$22.86	\$23.50	\$24.13	\$24.77	\$25.40	\$26.04	\$26.67	\$27.31	\$27.94	\$28.58			
6	\$20.49	\$21.08	\$21.66	\$22.25	\$22.83	\$23.42	\$24.01	\$24.59	\$25.18	\$25.76	\$26.35			
5	\$18.75	\$19.29	\$19.82	\$20.36	\$20.89	\$21.43	\$21.97	\$22.50	\$23.04	\$23.57	\$24.11			
4	\$17.02	\$17.51	\$17.99	\$18.48	\$18.96	\$19.45	\$19.94	\$20.42	\$20.91	\$21.40	\$21.88			
3	\$15.06	\$15.49	\$15.92	\$16.35	\$16.78	\$17.21	\$17.64	\$18.07	\$18.50	\$18.93	\$19.36			
2	\$13.33	\$13.71	\$14.09	\$14.47	\$14.85	\$15.23	\$15.61	\$15.99	\$16.37	\$16.75	\$17.13			
1	\$11.80	\$12.13	\$12.47	\$12.81	\$13.14	\$13.48	\$13.82	\$14.15	\$14.49	\$14.83	\$15.17			

480 D. Moore

Control Points (Step 6s) for Grades 4 through 22 have been derived from the median market regression line of best fit, and trended forward 1%, to be effective January 2013.

The Control Points (Step 6s) for Grade 1, 2, and 3 have been created by maintaining consistent midpoint progressions between grades.

All step amounts have been rounded to the nearest penny.