

## **Agenda**

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

**November 20, 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 to establish a quorum
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Citizen comments
6. Approval of November 7, 2012 minutes
7. Communications
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. Discussion of Personnel Ordinance HR0450, Leave of Absence Without Pay, and consideration to increase voluntary unpaid hours available
11. Discussion of Personnel Ordinance HR0120, Differences for Sworn, Non-represented Law Enforcement Employees, and consideration of extending Patrol Sergeants scheduled hours of work
12. Review of Resolutions 2004-50, providing continued insurance coverage for employees on active duty, and Resolution 2004-51, providing accrual of vacation hours for employees on active duty, and possible recommendations for amendments.
13. 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.
14. Set next meeting date and agenda
15. Adjournment

**Next scheduled meeting: December 3, 2012 @ 8:30 am (tentative) and December 18, 2012 @ 8:30 am.**

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 7, 2012 @ 8:30am  
Jefferson County Courthouse, Room 112**

#6

1. Meeting called to order at 8:30am by J. Braughler.
2. Present: J. Braughler, G. David, P. Rogers, J. Schroeder, and D. Schulz. All members present. Quorum established. Others Present: G. Petre, T. Palm, J. Molinaro, P. Ristow, J. Nehmer, B. Lamers, J. Garity, B. Block, C. Robinson, B. Kern.
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 October 16, 2012, minutes as printed. Motion carried 5:0.
7. Communications:
  - a. Memo from Judge Jennifer Weston, dated October 11, 2012, regarding the Jefferson County Classification and Compensation Study
  - b. Email from Ed Sadlowski, AFSCME Council 40, dated November 6, 2012, regarding Demand to Bargain with Jefferson County Courthouse Employees Union Local 3798, AFSCME, AFL-CIO
  - c. Email from Ed Sadlowski, AFSCME Council 40, dated November 6, 2012, regarding Demand to Bargain with Jefferson County Human Service Professional Employees Union Local 723, AFSCME, AFL-CIO
  - d. Email from Ed Sadlowski, AFSCME Council 40, dated November 6, 2012, regarding Demand to Bargain with Jefferson County Highway Employees Union Local 655, AFSCME, AFL-CIO
  - e. Email from Ed Sadlowski, AFSCME Council 40, dated November 6, 2012, regarding Demand to Bargain with Jefferson County Health Department Professional Employees Union Local 723, AFSCME, AFL-CIO
  - f. Letter from National Insurance Services to Ellen Braatz, dates November 1, 2012, regarding Long Term Disability Renewal.
8. The Human Resources Director would arrange a representative from other counties to share their opportunities and challenges from pay-for-performance plans. Committee asked to delay this until the policy issue of Pay for Performance is revisited after the Classification and Compensation Study is adopted.
9. Motion by P. Rogers, second by G. David, to recommend to County Board the adoption of the Classification and Compensation Study proposed by Carlson Dettmann Consulting and to implement the plan in accordance with the October 16, 2012 memo from Human Resources, and to make this policy the County's negotiation position if required. Motion carried 4:1 (J. Schroeder). Committee also discussed the appeal process and asked staff to draft a procedure

providing employees an opportunity to meet face-to-face with the HR Committee and that the Committee's decision is final providing a successful appeal is under \$25,000. The Committee also did not request any point information from Carlson Dettmann.

10. Motion by P. Rogers, second by J. Schroeder, to recommend a resolution to County Board amending the age-limit for a covered dependent under the County's Group dental plan to be uniform with the age limit defined in the State Employee Health Insurance plan. Motion carried 5:0.
11. Motion by G. David, second by D. Schultz, to recommend to County Board the creation of one Full-time Dementia Care Specialist Project Employee at Human Services, 100% grant-funded, and elimination of the position when grant funding is exhausted. Motion carried 5:0.
12. Motion by J. Schroeder, second by P. Rogers, to recommend a budget amendment to County Board to create a category of occasional part-time pool Jail RNs (A.D.Ns) for the Health department but under the Sheriff Jail budget. Motion carried 5:0.
13. Future meeting dates: Tuesday, November 20, 2012 at 8:30am; Monday, December 3, 2012 at 8:30am, to continue discussion on the Classification and Compensation study.
14. Motion by D. Schultz to adjourn, second by G. David. Meeting adjourned at 10:10am.

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Human Resources Committee Secretary

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Date

Jefferson County

#8

2012

Compensation and Classification  
Study

Final Report

Presented to: Human Resources Committee  
November 20, 2012

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## Final Report

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**CARLSON**  
**DETTMANN**  
CONSULTING

November 12, 2012

**MEMORANDUM**

**TO:** Gary Petre, County Administrator  
Terri Palm, Human Resources Director

**FR:** Charles E. Carlson

**RE:** Compensation Study Executive Summary

We have completed our comprehensive review of job classifications and compensation for approximately 400 Jefferson County staff in accordance with the Scope of Work the County retained our firm to complete. The policy direction from the Human Resources Committee has been to develop a single pay plan covering all County employees, except for law enforcement staff covered by traditional collective bargaining legislation.

The features of this pay plan and our policy recommendations are summarized as follows:

1. A single pay plan anchored at the range Control Points to market estimates for 70 benchmark positions representing over 50% of the employee population and job classifications.
2. Twenty active pay grades in the plan; each range has a spread of 28.5%.
3. Allocation to pay grades based upon current job documentation and the objective application of our point factor job evaluation system.
4. Eleven steps per pay grade with each step equaling 2.5% of each range Control Point.
5. Annual step progression provided evaluated individual performance at least meets expectations. We would provide a brief follow-up report to the Committee by June 30, 2013 on the status of the County's performance evaluation system.
6. Placement of employees on steps of the new plan in 2013, as outlined in the implementation process.
7. Employees currently paid at or above pay grade maximums would have their pay frozen, or "red-circled".
8. Accurate classification of positions according to the standards of the Fair Labor Standards Act as "exempt" or "non-exempt" from FLSA requirements.
9. A review process following adoption by the Board to handle any exceptions to classification allocations with final decisions to be made by the County.

The Administration is recommending an implementation strategy, which we are endorsing, in the attached Memorandum. The cost of implementing this plan is estimated to be \$386,000 in 2013 (approximately 2% of base payroll), and the Administration indicates there are sufficient funds in the 2013 operating budget to cover the implementation as recommended.

Charles E. Carlson  
charles.carlson@carlsondettmann.com  
608.239.7991

**COLOR KEY**

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

**RECOMMENDED 2013 STRUCTURE  
- HOURLY FORMAT**

JOB TITLE	DEPARTMENT	Current Plan			Proposed Title	Grade	RECOMMENDED 2013 STRUCTURE - HOURLY FORMAT			FLSA Exempt
		Min	Mid	Max			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	Family Court Com/Guar At Litem	14	\$34.37	\$39.28	\$44.19	Y (DH)
Family Court Commissioner	Clerk of Courts	\$34.61	\$39.55	\$44.49	Family 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/Disability Resource 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)

**RECOMMENDED 2013 STRUCTURE  
- HOURLY FORMAT**

JOB TITLE	DEPARTMENT	Current Plan			Proposed Title	Grade	Min	Mid	Max	FLSA Exempt
		Min	Mid	Max						
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 and Juvenile Justice 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 Coordinator	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 (1)	Human Services	\$19.31	\$22.06	\$24.81	IT Specialist/Compliance	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	Y
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	Early Intervention Serv Coord (NR)	8	\$23.96	\$27.38	\$30.80	Y
Family Court Counselor (1)	Clerk of Courts	\$21.18	\$23.66	\$26.14	Family Court Counselor	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

**RECOMMENDED 2013 STRUCTURE  
- HOURLY FORMAT**

JOB TITLE	DEPARTMENT	Current Plan			Proposed Title	Grade	RECOMMENDED 2013 STRUCTURE - HOURLY FORMAT			FLSA Exempt
		Min	Mid	Max			Min	Mid	Max	
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	Nurse Case Manager	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 Svcs Case Mg	Human Services	\$20.11	\$22.64	\$25.17	Adult Protective Svcs 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 Cl (1)	Clerk of Courts	\$20.85	\$23.82	\$26.80	Dep Reg Prob/Lead Juvenile Cl	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	ADRC Social Worker	6	\$20.49	\$23.42	\$26.35	N
Benefits Specialist (1)	Human Services	\$19.31	\$22.06	\$24.81	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

**RECOMMENDED 2013 STRUCTURE  
- HOURLY FORMAT**

JOB 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
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 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

**RECOMMENDED 2013 STRUCTURE  
- HOURLY FORMAT**

JOB TITLE	DEPARTMENT	Current Plan			Proposed Title	Grade	RECOMMENDED 2013 STRUCTURE - HOURLY FORMAT			FLSA Exempt
		Min	Mid	Max			Min	Mid	Max	
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 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/Recept (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

Current Plan

**RECOMMENDED 2013 STRUCTURE  
- HOURLY FORMAT**

JOB TITLE	DEPARTMENT	Min	Mid	Max	Proposed Title	Grade	Min	Mid	Max	FLSA Exempt
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

**JEFFERSON COUNTY**

**RECOMMENDED 2013 STRUCTURE - HOURLY FORMAT**

Grade	Minimum			Control Point							Maximum	
	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	

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.

## Implementation of the Classification and Compensation Plan

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

1. Green-circled employees will go to the minimum step on January 1 (effective the first pay roll after January 1 in accordance with pay raise practice). 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 on their step-increase date. Their 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 January 1 becomes the employee's new step-increase date. This affects approximately 30 employees.
3. Red-circled employees 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. The employee retains their 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. The employee's hire date becomes the step-increase date for future step increases. This affects approximately 150 employees.

**JEFFERSON COUNTY  
CLASSIFICATION AND COMPENSATION STUDY  
INDIVIDUAL POSITION ALLOCATION  
REVIEW PROCESS  
November 20, 2012**

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 ([www.includelinkhere.com](http://www.includelinkhere.com)) or from the Human Resources Department. 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 (*tentative*).
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 portion of the form 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 (*tentative*). 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 (*tentative*).
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 (*tentative*).
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 (*tentative*). 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, (*tentative*) of his/her desire to meet with the Committee.
9. The Human Resources Committee will meet on *Tuesday, February 26, 2013, at 8:30am, (TENTATIVE...special HR meeting)* 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, unless the cost of any individual review exceeds \$25,000, in which case the final decision will be the responsibility of the County Board.
10. Reviews approved by the Human Resources Committee will be retroactive in accordance with the implementation method approved by County Board.

**JEFFERSON COUNTY  
EMPLOYEE COMPENSATION AND CLASSIFICATION PLAN**

**REQUEST FOR REVIEW FORM**

Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Signature: \_\_\_\_\_

**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).

**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

Comments:

**Human Resources Director Review Section:**

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

\_\_\_\_\_  
Name

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

\_\_\_\_\_  
Date

Comments:

**HR0310**

**APPLICABLE PAY RATES FOR NEW EMPLOYEES.** Whenever it is appropriate and possible, new employees shall be hired at the minimum step of the pay range. If, because of remarkably higher levels of education, experience, or difficult market conditions (as may be evidenced by difficulty in recruiting), the candidate will require a salary beyond the minimum, the County Administrator or Human Resources Director may authorize an advanced starting salary and additional benefits, (such as immediate health insurance or additional weeks of vacation). A report to the Human Resources Committee will be given summarizing the exceptions. Consideration must be given to the current compensation of other employees in the same classification, if applicable, to maintain internal pay equity. It is not in the County's best interests to promote a practice of hiring employees higher in the range and then adjusting current incumbents' pay thereafter. Department heads are not authorized to make compensation or benefit offers to potential candidates that exceed the entry-level step. [Res. 2001-117, 3/12/02, effective 6/30/02; am. 09/11/07, ord. 2007-19; am. 3/13/21, ord. 2011-31]

**APPLICABLE PAY RATES FOLLOWING DEMOTION OR TRANSFER.** In the case of the demotion of any employee in the County service to a class with a lower maximum salary such employee shall be assigned to a pay step in the lower range which is:

- A. If a disciplinary demotion or transfer, any designated step in the lower salary range which is at least one step less than the dollar amount received in the pay range for the class from which demoted. The pay of an employee may be reduced to a lower step within the established range upon recommendation of the department head and the Human Resources Director, and approval of the County Administrator where the quality and manner of work performance do not justify the pay being received. Pay reductions of this nature shall not be made without notice. [am. 3/13/12, ord. 2011-31]
- 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. [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]
- D. In the case of the transfer of an employee from one position to another in the same class or in a different class to which the same pay range is applicable, the employee shall remain at the same pay step. [am. 3/13/12, ord. 2011-31]
- E. The employee will maintain the employee's current anniversary date for purposes of eligibility for future step increases except as follows: Where the employee was at the maximum step and is now eligible for step increases following the demotion, a new anniversary date, effective the date of the demotion, shall be established for purposes of future step increases. [cr. 3/13/12, ord. 2011-31]

**APPLICABLE PAY RATES FOLLOWING PROMOTION OR ASSIGNMENT TO AN INTERIM POSITION.** [am. 8/09/05, ord. 2005-15; am. 2/10/09, Ord. 2008-35]

- A. In case of the promotion of any employee in the County service to a position in a non-supervisory position in a class with a higher maximum salary, such employee shall receive the rate of compensation in the entrance step of the class to which the employee has been promoted. [lettered & am. 3/13/12, ord. 2011-31]
- B. In the case of the promotion or assignment to an interim supervisory or management position, such employee shall receive the rate of compensation in the entrance step of the class to which the employee has been promoted or designated by interim assignment, or into the next higher step that provides a minimum of a 5% increase. In no case will a reclassification pay adjustment allow an employee's pay to exceed the established range maximum for the position. [cr. 3/13/12, ord. 2011-31]
- C. In cases where the pay range overlaps, a promotion or interim assignment shall be effected at the next higher step in the range of the new class above the rate being paid in the lower class. The employee will maintain the employee's current anniversary date for purposes of eligibility for future step increases except as follows. Where the employee was at the maximum step and will be eligible for steps following the promotion, a new anniversary date shall be established for purposes of future step increases. [lettered 3/13/12, ord. 2011-31]
- D. An "interim" title is used if an employee is assigned for a longer period of time, usually exceeding 30 calendar days but less than one year. If assigned to an interim position by the County Administrator, the assignment will not require confirmation by the Board as it is a temporary placement. An "acting" title is used if the position is being temporarily filled for a short period of time, usually 30 calendar days or less, and the employee will not receive additional compensation. [am. ord. 2005-15, 8/09/05; am. 02/10/09, ord. 2008-35; lettered & am. 3/13/12, ord. 2011-31]

**APPLICABLE PAY RATES UPON RECLASSIFICATION OF POSITION.** A position may be reclassified as the result of changes in the organizational structure of a department or slow and gradual changes in the duties and responsibilities of the position.

- A. Employees whose positions are reclassified to a non-supervisory position in a higher pay grade shall receive the rate of compensation in the entrance step of the class to which the employee has been reclassified. In cases where the pay range overlaps, a reclassification shall be effected at the next higher step in the range of the new class above the rate being paid in the lower class. [am. 08/09/05, ord. 2005-15; am. 3/13/12, ord. 2011-31]
- B. In the case of the reclassification on an interim supervisory or management position, such employee shall receive the rate of compensation in the entrance step of the class to which the employee has been reclassified, or into the next higher step that provides a minimum of a 5% increase. In no case will a reclassification pay adjustment allow an employee's pay to exceed the established range maximum for the position. [cr. 3/13/12, ord. 2011-31]
- 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. [renumbered & am. 3/13/12, ord. 2011-31]
- D. The employee will maintain the employee's current anniversary date for purposes of eligibility for future step increases except as follows. Where the employee was at a maximum step and will be eligible for steps following the reclassification, a new anniversary date shall be established effective the date of the reclassification for purposes of future step increases. [cr. 3/13/12, ord. 2011-31]
- E. When the reclassified position is vacant or the incumbent employee has not performed satisfactorily in the position or does not possess the required licensure, certification, or registration, the position will be filled under County selection processes.

**HR0335**

**APPLICABLE PAY RATES FOLLOWING SALARY RANGE INCREASES AND DECREASES.**

- A. Where a pay range for a given class is revised upward or downward, the incumbents of positions in classes affected shall have the existing pay adjusted to the same relative step in the new pay range.
- B. In the event that a pay range change becomes effective on an employee's anniversary date, the employee shall first receive any within-range adjustment to which the employee is entitled and then receive the corresponding step adjustment.
- C. In the event that a pay range change becomes effective on the date an employee is promoted or reclassified to a higher class, the employee shall first receive any effective corresponding step adjustment to which the employee is entitled in the lower class and then the next higher step promotional adjustment as provided in pay rates following a promotion or reclassification. [am. 3/13/12, ord. 2011-31]

**APPLICATION OF PAY PLAN TO POSITIONS.** The salary schedule for the respective classes of positions with such amendments as may be adopted by the Board of Supervisors from time to time by ordinance shall have the force and effect and shall be interpreted and applied as follows:

- A. The salaries or rates of compensation prescribed are fixed on the basis of full-time service in full-time positions unless otherwise designated.
- B. The rates of pay prescribed shall be deemed to include pay in every form, except for necessary expenses authorized and incurred incident to employment, except, for allotment for uniforms and/or other clothing allowance, as well as for personal use of a County vehicle, as may be prescribed by the Board of Supervisors. [am. 3/13/12, ord. 2011-31]
- C. Normally, and as a general rule, upon progress and productivity regular full-time employees may be considered eligible for increase in salary according to the current step-system plan. The minimum step shall be paid upon initial employment, except as provided in HR0310. Employees shall advance to the next step upon satisfactory completion of 12 months and 1900 hours of service, until the employee reaches the maximum step.
- D. Normally, and as a general rule, upon progress and productivity regular part-time employees may be considered eligible for increase in salary according to the current step-system plan. The minimum step shall be paid upon initial employment, except as provided in HR0310. Employees shall advance to the next step upon satisfactory completion of 12 months and 2080 hours of service, until the employee reaches the maximum step.
- 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 January 1, 2013, 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]
- F. Step increases shall normally become effective on the first day of the pay period following the employee's calendar anniversary date. An employee's calendar anniversary date may be affected by a job change or by the corresponding days in excess of an unpaid leave of absence greater than 30 calendar days or 173.33 hours in a year. [am. 3/13/12, ord. 2011-31]
- G. If an applicant does not have the required license or certification or equivalent employment experience required of the class specification, the County Administrator and Human Resources Director may employ such person at an appropriate step below the assigned range for the classification until such person obtains the license, certification or employment experience required, but in no event longer than one year. A report shall be provided to the Human Resources committee indicating the details of the exception. [am. 3/13/12, ord. 2011-31]

**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-XX, 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]

**HOURS OF WORK, OVERTIME, AND COMPENSATORY TIME.** [am. 12/13/11, ord. 2011-21]**A. Exempt Employees**

1. State and federal law do not require an employer to make overtime or compensatory time available to exempt employees, as defined by law. Compensatory time for exempt employees is not intended to provide any compensation in addition to established salaries. Rather, it is a means of providing greater flexibility in scheduling work hours for exempt, salaried 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]
  - a. Exempt employees are expected to work whatever hours are necessary beyond the workweek to assure that a complete and adequate job is done. [am. 3/13/12, ord. 2011-31]
  - b. Full-time persons receiving random days shall work eight (8) hours a day, Monday through Friday, primarily during regular business hours. [am. ord. 2007-31, 01/11/08]
  - c. Full-time employees working less than four hours a day, Monday through Friday, shall supplement worked time with paid-leave time such as sick, vacation, random, personal holiday, bringing total hours up to eight per day. Full-time employees working less than eight hours a day, but more than four hours a day, Monday through Friday, may supplement time worked with paid-leave time, or may opt to flex the necessary time during the same Monday through Friday work week at their discretion. [am. ord. 2007-31, 01/11/08; am. ord 2009-17, 10/27/2009]
  - d. Any altered daily work schedule for department heads will be at the discretion of the County Administrator, and may be granted if the needs of the county allow for such alteration.
  - e. All time worked shall be recorded and reported to the Human Resources Department with each payroll. This includes any use of paid-time off to fulfill the County's need to be accountable to the public, using 'exception notices' provided by the County.
3. Other classified exempt employees are eligible to use and accumulate compensatory time in accordance with the provisions of this policy.
  - a. Exempt employees are expected to work whatever hours are necessary beyond the workweek to assure that a complete and adequate job is done. [am. 3/13/12, ord. 2011-31]
  - b. Exempt compensatory time is accrued on an hour-for-hour basis for time worked in excess of 40 hours in a workweek.
  - c. Any altered daily work schedule from the assigned 40 hours per week will be at the discretion of the employee's department head, and may be granted if the needs of the department allow for such alteration. [am. 3/13/12, ord. 2011-31]
  - d. There shall be no cash compensation for accrued exempt compensatory time at the time of termination. Exempt

compensatory time may not be used to extend an employee's termination date.

- e. Non-represented, exempt employees may accrue up to 120 hours of compensatory time on an hour-for-hour basis for actual hours worked over 40 hours per week. This bank may be replenished, but must be used by November 30 of each year, or is forfeited. An extension may be requested by November 15 of each year, subject to approval of the County Administrator. A request to carry over any compensatory time earned between November 15 and November 30 must be made to the Human Resources Department by December 10 subject to the County Administrator's approval. Compensatory time approved for carryover must be used by March 1 of the succeeding year. The County Administrator shall report compensatory time carryover approvals to the Human Resources Committee. [am. ord. 2006-35, 2/14/06; ord. 2006-30, 3/13/06]
- f. Notwithstanding the foregoing or the amount of hour for hour compensatory time accumulated, a department head may limit use of compensatory time to a specified number of hours annually based on the needs of the department, or deny its use altogether when deemed necessary. [am. ord 2008-24, 11/10/2008]
- g. All time worked shall be recorded and reported to the Human Resources Department with each payroll. This includes any use of paid-time off, as well to fulfill the County's need to be accountable to the public, using 'exception notices' provided by the County.

**B. Non-exempt Employees**

- 1. Hours of Work. [am. 12/13/11, ord. 2011-21]
  - a. Employees' work hours are typically based on a 40-hour work week, with hours to be established by the department head to ensure that staff is available during business hours to assist the general public and clients the County serves. The core business hours at the Courthouse shall be 8:00 a.m. – 4:30 p.m., Monday through Friday, excluding holidays. No employee shall be guaranteed a minimum of 8 hours per day or 40 hours per week, depending on the operational or business needs of the department or County. [cr. 12/13/11, ord. 2011-21]
  - b. Except for Communication Operators and full-time Cooks, employees scheduled to work 6 hours or more are allowed a one-half hour to an hour, unpaid lunch break, whenever feasible. [cr. 12/13/11, ord. 2011-21]
  - c. Employees scheduled to work eight (8) or more hours in a day may be allowed two 15-minute paid rest breaks, one per each half of the shift. Employees scheduled to work less than eight (8) hours in a day may be allowed one 15-minute paid rest break. [cr. 12/13/11, ord. 2011-21]
  - d. Rest breaks and lunch breaks shall not be used for late arrival or early departure purposes, nor shall they be combined in order to take longer break periods.
  - e. If circumstances require, a department head may modify the hours of work for an employee. If a modification greater than one hour before and/or one hour after the core hours is needed in excess of a week, it shall be approved by the County Administrator, not less than on an annual basis. [am. 12/13/11, ord. 2011-21]
  - f. Highway Employees: The core hours for the Highway department will be as follows: 7:00am – 3:30pm, Monday

through Friday, with summer hours from 6:00am to 4:30pm, Monday through Thursday, beginning the week after Memorial Day through the week prior to Labor Day. The department head or designee may flex work hours up to one hour before and/or one hour after the core hours of work. In addition, the department head may adjust the core hours of work based on operational needs by posting the changes for employees, no less than 72 hours in advance. [cr. 12/13/11, ord. 2011-21]

- g. Communication Operators. In lieu of the typical 40-hour work week, Communication Operators shall work a schedule consisting of five (5) days on followed by two (2) days off, followed by five (5) days on followed by three (3) days off. This rotation shall then repeat. [cr. 12/13/11, ord. 2011-21]
2. Classified employees who are subject to the provisions of the Fair Labor Standards Act shall receive overtime compensation at the rate of one and one-half times the employee's regular hourly rate or accrue compensatory time at the rate of one and one-half hours for all hours actually worked over forty (40) hours in a workweek in accordance with the provisions of this policy. Except as follows, no employee may receive overtime compensation or accrue compensatory time during a work week in which compensatory time off, vacation, holiday or sick leave was used, unless actual work time is greater than 40 hours in a workweek. [am. 12/13/11, ord. 2011-21]
- a. Maintenance Workers, including Courthouse, Human Services, Parks and Fair. Maintenance staff required to respond to a public service emergency call-in shall be paid at one and one-half (1 ½) times the hourly rate, unless the call in is immediately preceding or following the employee's scheduled shift. All other hours shall be paid at the regular rate of pay unless required otherwise under provisions of the Fair Labor Standards Act. [cr. 12/13/11, ord. 2011-21]
  - b. Highway Employees. Any time worked outside of the employee's scheduled 8 hours of work (10-hours during the summer schedule), shall be paid at one and one-half (1 ½) times the hourly rate. [cr. 12/13/11, ord. 2011-21]
  - c. Fair Week. Section 13(a)(3) of the Fair Labor Standards Act provides an exemption from FLSA overtime provisions for certain situations for an establishment which is an amusement or recreational establishment. During the week prior to, the week of, and the week following, any employee devoting 100% of work time to the operation of the County Fair is exempt from overtime, and all hours worked are paid at the regular rate of pay. [cr. 12/13/11, ord. 2011-21]
  - d. Communication Operators. Any time worked outside of the employee's scheduled hours of work shall be paid at one and one-half (1 ½) time the hourly rate of pay. In addition, Communication Operators may substitute, or trade shifts, with co-workers. Section 7(p)(3) of the FLSA provides that two individuals employed in any occupation by the same public agency may agree, solely at their option and with the approval of the public agency, to substitute for one another during scheduled work hours in performance of work in the same capacity. The hours worked shall be excluded by the employer in the calculation of the hours for which the substituting employee would otherwise be entitled to overtime compensation under the Act. Where one employee substitutes for another, each employee will be credited as if he or she had worked his or her normal work schedule for that shift. [cr. 12/13/11, ord. 2011-21]

3. It is the policy of the County to avoid overtime work. Daily work schedules may be modified within the work week to accommodate workload fluctuations without accrual of compensatory time or payment of overtime. An employee shall work the hours prescribed by the employee's department head and shall work additional hours or overtime when directed to do so by the department head, manager or supervisor. Overtime shall be assigned within departments reasonably equally among the employees who normally do the work during their regular work day, whenever feasible. [am. 12/13/11, ord. 2011-21]
4. Employees must receive permission from the employee's immediate supervisor to work unscheduled additional hours, overtime or accrue compensatory time. Advance written approval may be required by the department head or authorized supervisor to use accumulated compensatory time. If compensatory time will be accrued for overtime hours worked in lieu of payment at the overtime rate, an understanding to that effect must be reached between the employee and the supervisor prior to the authorization to work overtime hours. [am. 12/13/11, ord. 2011-21]
5. When accrual of compensatory time is authorized, the following provisions shall apply:
  - a. Department heads shall have full responsibility and discretion for limiting the amount of compensatory time earned, providing it is equal to or less than the maximum established below. [cr. 12/13/11, ord. 2011-21]
  - b. An employee must have the appropriate department head's prior approval to use accumulated compensatory time. The dates when compensatory time off shall be granted shall be determined by agreement between the employee and the employee's department head.
  - c. Whenever possible, compensatory time is to be taken within thirty (30) days of the date it is earned, and taken with the prior approval of the department head. The use of compensatory time must not conflict with the needs of the department. Under normal circumstances, it is expected that compensatory time be used on an on-going basis as the workload permits, and not as a vacation supplement or addition.
  - d. The maximum amount of compensatory time which may be accumulated is 160 hours of overtime worked or 240 hours of compensatory time. Any compensatory time not used by November 30 shall be paid on the next regular pay check in December. An employee who has accrued the maximum number of hours of compensatory time may reduce the hours below the maximum by the use of time off and resume accrual of compensatory time. [am. ord. 2006-30, 3/13/06; am. 12/13/11, ord. 2011-21].
  - e. If employment is terminated, any unused compensatory time will be paid to the employee at the regular rate of pay at the time of termination, or the average of the rate of pay over the last three years, whichever is greater. [am. 12/13/11, ord. 2011-21]
  - f. The department head or designee is responsible for completing permanent time records for all non-exempt staff and ensuring that appropriate records for paid time off are provided to Human Resources for both non-exempt and exempt staff.
6. On-Call Duty: An employee shall be on-call when given a cell phone or pager and being told they are on-call. An employee who is on-call will receive an additional one hundred twenty five dollars (\$125.00) for a week (7 consecutive days) or fifteen dollars (\$15.00) for after hours Monday – Friday and twenty-five dollars (\$25.00) for Saturday or

Sunday or a designated holiday. As an alternative, if mutually agreeable, an employee who is on-call may elect 5 hours of compensatory time for a week (7 consecutive days), or .6 hours Monday – Friday and one (1) hour for Saturday or Sunday or a designated holiday. [cr. 12/13/11, ord. 2011-21; am. 3/13/12, ord. 2011-31]

7. Call-out: Any employee called into work at a time other than his/her regular schedule of hours, except where such hours are consecutively prior to or subsequent to the employee's regular schedule of hours, shall receive a minimum of two (2) hours pay at the regular rate of pay, unless otherwise required by law or ordinance, including HR0360 B.2.a. above. [cr. 12/13/11, ord. 2011-21; am. 3/13/12, ord. 2011-31]
8. Shift Differentials and Premium Pay: [cr. 12/13/11, ord. 2011-21]
  - a. Communications Operators working the second shift shall receive ten cents (\$.10) per hour in addition to their regular rate of pay; employees working the third shift shall receive twenty (\$.20) cents per hour in addition to their regular rate of pay; employees working a swing shift shall receive twenty-five (\$.25) cents per hour in addition to their regular rate of pay. Dispatchers working in a Field Training Officer (FTO) capacity for four (4) hours or more will receive a thirty-five (\$.35) cents per hour shift differential for those hours. [cr. 12/13/11, ord. 2011-21]
  - b. Public Health. Full-time Public Health Technicians working in the jail receive seventy-five cents (\$.75) per hour in addition to their regular rate of pay. Public Health Nurses or WIC Project Director assigned to work as Clinical Instructors for nursing students shall receive a one-dollar (\$1.00) per hour premium, for all hours spent by the employee with the student nurse. [cr. 12/13/11, ord. 2011-21; am. 3/13/12, ord. 2011-31]
  - c. ~~Highway Workers working in any one shift in a higher paid position for four hours or more shall receive the higher 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, 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]

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-XX, 12/11/12, and subsequently amended, are hereby made a part of this ordinance.
- B. The most recent pay plan adopted by the Board of Supervisors is incorporated herein by reference as part of this ordinance, and shall be available in the Human Resources Department.
- C. All classifications, excluding unclassified or contract employees, shall be assigned to a salary range. [am. ord. 85-19, 7/9/85; am. 3/13/12, ord. 2011-31)
- D. Pay Dates. Pay periods are fourteen (14) days commencing on a Sunday and ending on a Saturday, with paydays being the second Thursday following the end of each pay period. If a payday falls on a County, State or Bank holiday, The County shall pay on the day prior to the normal payday.
- E. Pay Method. The County will pay by electronic direct deposit to the account designated by the employee, subject to such rules as established by the Finance Committee. Employees will be charged \$25.00 if the Finance Department must reissue a payment due to the employee's failure to notify the Finance Department of changes to the account designated for deposit. Employees with a county email address will receive an email check remittance notice. Other employees may receive a check remittance notice by email, if requested, or a paper copy. (res. 2003-125; Finance Committee 8/12/2004; am. ord. 2006-30, 03/13/07; am. 3/13/12, ord. 2011-31)
- F. Each employee will be provided an original W-2 annually. There will be charge of \$10.00 for each additional W-2 form requested. [am. ord. 2006-30, 03/13/07]

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, Communications Supervisor, 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]

## HR0450

## LEAVE OF ABSENCE WITHOUT PAY.

- A. Unless otherwise required by law, and as described below, unpaid leave shall only be granted after all applicable accrued time has been used, including applicable holidays, vacation, sick, random and compensatory time. [cr. 3/13/12, ord. 2011-31]
- B. Department heads may grant voluntary unpaid time in increments of 4 or 8-hours (or 5 or 10-hours if working four 10-hour days) which shall be limited to five (5) days or 40 hours in a calendar year, which shall not be considered leave under HR0450(C). Additional unpaid leave may be granted in smaller increments only after all applicable accrued time has been used, unless otherwise provided under State or Federal Regulations. Approval of any voluntary unpaid leave of absence shall be at the sole discretion of the department head subject to the provisions of this policy. Department heads shall ensure that an approved voluntary unpaid leave of absence will not result in overtime work for the employee upon return from leave or overtime work for remaining staff during leave. When considering departmental staffing requirements, department heads shall give preference to employee vacation requests before considering employee requests for voluntary unpaid leave of absence. If a holiday occurs during a voluntary leave without pay, the employee will receive holiday pay if eligible. Once the employee has requested the time off and it has been approved by the Department Head, the leave cannot be rescinded by the employee unless required by law. The department head may rescind the approved time off if necessitated by business need. Once the leave has been taken, there can be no rescission or retroactive substitution of accrued time. Department heads shall file the appropriate form with the Human Resources Department indicating the beginning date and ending date of such leave. [am. 07/10/07, ord. 2007-15; am. 06/09/09, ord. 2009-08; am. 02/08/11, ord. 2010-25; am. 3/13/12, ord. 2011-31]
- C. Department heads may grant leave of absence to an employee for a period not to exceed 4 calendar months, inclusive of State and Federal FMLA. [cr. 3/13/12, ord. 2011-31]
- D. The Human Resources Committee may grant a leave of absence of up to 1 year to an employee, inclusive of any approved time authorized by the department head and State and Federal FMLA. Such 1-year leave may be extended by the Human Resources Committee in its sole discretion. [cr. 3/13/12, ord. 2011-31]
- E. Only the first 30 calendar days, or 173.33 intermittent hours, of unpaid leave taken during the calendar year shall be allowed without affecting the employee's anniversary date when used in computing the length of time between salary step increases and in computing other fringe benefits. These 30 calendar days or 173.33 intermittent hours run concurrently with State and Federal FMLA. [cr. 3/13/12, ord. 2011-31]
- F. The employee's position may or may not be protected during a leave, unless otherwise required by law. [re-lettered 3/13/12, ord. 2011-31]
- G. Salaries for exempt employees electing unpaid leave, or placed on a furlough, shall be reduced in accordance with the provision of 29CFR541.710, Employees of Public Agencies. [cr. 06/09/09, ord. 2009-08; re-lettered 3/13/12, ord. 2011-31]
- H. In the event an employee is on leave of absence covered by State or Federal Family Medical Leave Act and was eligible for group health and/or dental insurance, or flexible spending accounts at the commencement of such leave of absence, the employee shall be entitled to continue coverage and will continue to be responsible for making the specified premium contribution, if any. [section renamed 06/09/09, ord. 2009-08; re-lettered 3/13/12, ord. 2011-31]
- I. In the event an employee is on leave of absence not covered by State or Federal Family Medical Leave Act and was eligible for group health, insurance at the commencement of such leave of absence the employee shall be entitled to COBRA coverage according to Federal COBRA regulations. The employee is eligible to continue group dental insurance and flexible spending coverage under federal COBRA regulations. [am. 02/10/09, ord. 2008-35; section renamed 06/09/09, ord. 2009-08; re-lettered and am. 3/13/12, ord. 2011-31]

HR0120

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

- A. All sworn, non-represented law enforcement employees will be subject to the policies in the Personnel Ordinance, except as it relates to employee contribution to WRS, health insurance premium contributions in the State Health plan, and accruals for vacation, sick, holiday, shift differentials and hazardous pay, to which the current LAW contract language shall apply. In addition, longevity pay and sick leave payout shall be converted into a Health Insurance benefit for retirees and shall be paid by the County to the Administrator of the Health Insurance Benefit Trust, with longevity being paid on the first business day after December 1<sup>st</sup> of each year and the sick leave payout being paid on the first pay period following the employees retirement date. Sergeants shall be granted compensatory time and receive uniform allowance as set forth in the current LAW union contract. [am. ord. 2006-35, 2/14/06; am. ord. 2008-24, 11/10/08; am. ord. 2008-33, 01/13/09; 3/13/12, ord. 2011-31]
- 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. [am. ord. 2010-22, 12/14/10; 3/13/12, ord. 2011-31]

#12

**RESOLUTION NO. 2004-50**

WHEREAS, Resolution No. 2003-94 adopted December 9, 2003, provided for continued health, dental and life insurance coverage for twelve months for county employees on active duty, subject to the employee paying the applicable contribution to premiums, and

WHEREAS, Resolution No. 2003-94 was to be reviewed within a year, and

WHEREAS, the Human Resources Committee has reviewed said resolution and proposes to extend the County's provision of health, dental and life insurance benefits from twelve months to eighteen months for employees on active duty,

NOW, THEREFORE, BE IT RESOLVED that Resolution No. 2003-94 is hereby amended to provide that the County will pay the premium for the family health, dental and life insurance coverage for any county employee called up for active duty for eighteen months following notice of commencement of active service, subject to the employee paying the applicable contribution for each coverage.

*Fiscal Note: This extension in 2004 is expected to cost approximately \$4,300. For 2005, the cost is approximately \$19,200. Funds are contained in the Sheriff's and Highway Department's 2004 and 2005 budgets.*

AYES \_\_27\_\_

NOES \_\_1\_\_ (Hoeft)

ABSENT \_\_2\_\_

**RESOLUTION NO. 2004-51**

WHEREAS, employees of Jefferson County earn vacation in one year to be used in the next year, and

WHEREAS, employees called up to active duty are not present to earn vacation for the year they return from active duty, and

WHEREAS, employees returning from active duty have no vacation available for as much as a year after their return, and

WHEREAS, the Human Resources Committee has considered this situation as it affects employees who are or recently were on active duty, and recommends that vacation be granted to those employees on military leave as of January 1, 2003, or thereafter, as if the active duty military leave was treated as hours worked for vacation accrual purposes,

NOW, THEREFORE, BE IT RESOLVED that retroactive to January 1, 2003, employees who were or are on military leave shall be given credit in the subsequent year for vacation they would have earned had they been working their regular work schedule.

BE IT FURTHER RESOLVED that vacation accrued pursuant to this resolution will not be paid out in cash if unused.

BE IT FURTHER RESOLVED that this policy shall remain in place until rescinded.

*Fiscal Note: Approximately \$5,800 worth of vacation will be granted for 2004 and about \$5,100 worth of vacation for 2005 as the amounts that would have been earned in 2003 and 2004 respectively. Funds are contained in the Sheriff's and Highway Department's 2004 and 2005 budgets.*

AYES   25  

NOES   3   (Buchanan, Hoefft, Weiss)

ABSENT   2  

Requested by  
Human Resources Committee

10-12-04

**Terri Palm**

**From:** Kay Held [KHeld@dbsbenefits.com]  
**Sent:** Tuesday, October 16, 2012 2:59 PM  
**To:** Anne Donnahue (adonahue@columbuswi.us); Barb Michalski; Bonnie Gauger; Brad Saron; Brenda Buckley; Brenda Perry; Carol Stasila; Cathi Hulman; Cathy Vogel; Cheryl Stempniewski; Chris Miller; Christine Kilm; Christy Hanson; Claude Lewis; Colleen Korklewski; Conrad Szyszka; Cory Mortensen; Craig Jacobson; Deb Long; Debby Slater; Denise Howe; Diana Pietruszynski; Diane Yurasovich; Donna Tooley; Eileen Wernsman; Elizabeth Gilbert (elizqam@yahoo.com); Ellen Braatz; Ernest (Ernie) Fraser; Glenda Daul; Jacquie Kowalski; Jana Yorton; Jenny Herman; Jerome F. Reller; Jodi Prater; Jody Moore; John Glaser; John Janke; Jonathan Mitchell; Joyce Murphy; Judy Klumb; Judy Schuster; Kari Rikkola; Kay Herman; Kellyn Wilson; Lanny Nye; Larry Grosskopf; Laurie Fapso; Laurie Hodgson; Lesa Crawford; Leslie Patterson; Linda Bendix; Linda Lamp; Linda Pohlod; Linda Schroedl; Lisa Akgulian; Lyn Englehardt; Marc Christianson; Marge Moullette; Marie Linse; Mary Chadwick; Mary Lieblang; Maureen Myers; Melanie Stuessi; Michelle Eilbes; Michelle Griffin; Michelle Repischak; Pat Goebel (pgoebel@columbuswi.us); Patty Paschke; Patty Shervey; Paul Babcock; Peg Burns; Phyllis Goertz; Rachel Ronsman; Rebecca Dobbe; Richard Pinell; Rodney Reineke; Sallie Szohr; Sarah Smith; Sheila Mayhorn; Sheree Larson; Steve Safford; Sue Walter (sue@jiffyonice.com); Tammy Ensor (ensor@chaney.net); Teresa Charewicz; Terri Palm; Tina Kellicut; Tom Meyer; Tonar, Gaye; Tony Phillips; Tonya Tougas; Tricia Lechner  
**Subject:** FSA Direct Deposit  
**Attachments:** 125 BANKING FORM 2012.pdf



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If you would like to start taking advantage of this free and convenient service, please forward the completed ACH Authorization Form to my attention. I will then email you a Direct Deposit Form for participants to complete.

Please contact me with any questions you may have.

**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 January 1, 2013; 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 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 January 1, 2013; and,

**BE IT FURTHER RESOLVED**, that all prior pay plans for affected employees are hereby rescinded and abolished effective 11:59 p.m. December 31, 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 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 31, 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 31, 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 FINALLY RESOLVED**, that the Human Resources Committee's determinations regarding position classification and grading after the Position Classification Review Process are final, but position classification and grading may be modified in the future for good and substantial reasons.