



August 30, 2021

MEMORANDUM

TO: Clinton Langreck, County Administrator
FR: Patrick Glynn, Director of Total Rewards
RE: Job Classification Reviews: EBS/DBS

The County requested we evaluate job documentation provided for the classifications of Elderly Benefits Specialist and Disability Benefits Specialist (EBS/DBS), which duties are similar in nature despite having differing clientele. We were requested to give special attention to the relative placement with the County Information and Assistance Specialists (I&A Specialists) in the ADRC. This request brings about some logistical matters which I hope are sufficiently addressed herein.

The Regional ADRC Director indicated that there is a “trend” of these jobs being classified similarly and, while we would hesitate to call it a trend, there is a bit of relevant nuance to the Director’s assertion. To the extent that I&A Specialists are placed in an organization’s wage structure differently than other field-based Social Workers (CPS, APS, etc.), there is a case to be made for the EBS/DBS to be aligned with the I&A Specialists. However, in situations where such a separation is not made, we believe there to be sufficient difference in the social work function to resist such movement for internal equity purposes.

Following a lengthy dialogue with the County, our recommendation is to adjust the rating factor for “Decision-Making”, which would result in a shift to Grade H for both the Elderly Benefits Specialist and Disability Benefits Specialist. However, we further recommend that the classification of Social Worker be reclassified to Grade I. (*This would be based on a recommended—and justifiable—adjustment to the ratings for “Interactions & Communications” and “Education & Experience”.*)

We also understand that there is continued pressure on the County’s wage structure, due to a number of factors including, but not limited to: limited annual structure adjustments, a “condensed” pay structure that limits market-competitiveness, etc. We are in an incredibly competitive marketplace, and even organizations with highly-competitive wage structures are being challenged to find and retain the talent necessary to carry out their missions. In these times, organizations whose structures do not keep pace will face even greater challenges. While there is so much more to the employer/employee relationship than money, the County will be faced with continued challenges without some attention given to its wage structure. The County would be well-advised to review the key elements of its pay structure or it will be faced with continued talent challenges as well as more regular request for review of individual rates of pay.

Please let me know if you any questions.