

RICHLAND COUNTY, WI



-DRAFT- Policy on Personnel Classification, Compensation and Staff Authorization

Effective: __ January __
Revised: __ _____

Policy Cover	
Title: Policy on Personnel Classification, Compensation and Staff Authorization	Effective Date: ____ 2021
	Adoption/Revision Date: ____ 2021
Custodian: County Administrator	Approving Body: Richland County Finance and Personnel Committee

1. Authority

- a. Wis. Stat. 59.02 (Powers, how exercised; quorum);
- b. Wis. Stat. 59.03 9 (Home rule);
- c. Wis. Stat. 59.51 (Board Powers);
- d. Wis. Stat. 59.18 (County Administrator); and
- e. Wis. Stat 59.22(2)(c) (Board Powers to establish the number of employees)

2. Reference:

- a. Adopting Resolution/Ordinance/Motion: Resolution No: _____
- b. Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions: Resolution 20-93
- c. Richland County Employee Handbook
- d. Res 18-10 Adopting a New Pay Plan Wage Scale
- e. Res 18-61 Wage Scale amendment
- f. Res 18-97 Wage Grade Increased
- g. Res 19-89 Amending the County's pay plan wage schedule
- h. Res 19-126 Amending Res 19-89
- i. Ordinance 82-3 Sheriff's Department Ordinance
- j. Ordinance 89-7 Sheriff Department Ordinance

3. Purpose:

The Policy on Personnel Classification, Compensation and Authorization:

- a. establishes uniform classification practices throughout the organization;
- b. establishes compensation practices that are competitive with relevant markets;
- c. establishes an authorization table that identifies the allocation of the county workforce; and
- d. delegates authority and defines procedures to committees and administration.

4. Scope

- a. Applies to all Richland County Employees with exceptions of elected, seasonal, limited term, union members under a collective bargaining agreement when in conflict with the agreement, or those positions not otherwise captured in the authorization table.

5. Policy Overview

- a. Authority of this policy is vested in the Richland County Board of Supervisors with specified authorities granted to the Finance and Personnel Committee.
- b. Administrative procedures regarding classification, compensations and the staff authorization are delegated to the County Administrator.

6. Policy Performance Goals:

- a. This policy is established to support the following recruitment and retention goals with quantifiable performance indicators:
 - i. At the organizational level, the average tenure for a regular Richland County, employees should not fall below the national average for public employees as reported annually by the Bureau of Labor Statistics.
 - ii. At the department level, no department should experience more than 25% turn over in a year period, with consideration given to unreasonable circumstances involving smaller departments with limited staff.
 - iii. At the position level, no vacant regular full-time or vacant part-time regular position, should go 60 days without finding a candidate that meets minimum qualifications.
- b. This policy is established to support the following authorization goals with quantifiable performance indicators:
 - i. All employee authorization changes requiring amendments to this policy will be implemented in accordance with this policy, or at the authorization of the County Board.

Table of Contents

SECTION 1: COMPENSATION PHILOSOPHY...	5
SECTION 2: COMPENSATION PRINCIPLES...	5
SECTION 3: POLICY DEFINITIONS...	6
A. PAY GRADE...	6
B. SCHEDULE PLACEMENT AND PROGRESSION ...	6
SECTION 5: SUPPLEMENTAL DEPARTMENT WORK RULES ...	8
SECTION 6: CLASSIFICATION AND POSITION DESCRIPTIONS ...	8
SECTION 7: RECLASSIFICATION PROCESS...	9
SECTION 8: THE AUTHORIZATION TABLE...	11
SECTION 9: EMPLOYEE MOVEMENT...	13
A. PROMOTION...	13
B. LATERAL TRANSFER...	14
C. DEMOTION...	14
SECTION 10: REVIEW AND MAINTENANCE...	14
SECTION 11: REVISION HISTORY...	14
APPENDIX A: PAYROLL STATUS CHANGE FORM...	15
APPENDIX B: RECLASSIFICATION REQUEST...	16
APPENDIX C: NEW POSITION REQUEST FORM ...	17
APPENDIX D: STAFF AUTHORIZATION TABLE...	18
APPENDIX E: WAGE SCHEDULES ...	23
APPENDIX Y: PROPOSED CHANGES TO COMPENSATION POLICY...	27
APPENDIX Z: POLICY REVIEW FORM...	28

SECTION 1: COMPENSATION PHILOSOPHY:

The Richland County Board of Supervisors intends to compensate the employees of Richland County through competitive wages that recognizes required (and acquired) knowledge, skills, and abilities; and awards longevity within the county through paid benefit time off. The compensation structure should give incentive for both professional developments in the given position, and the desire to pursue advancements in grade, authority and responsibility within the county. Compensation should reflect relevant markets in which the County can reasonably compete. Compensation should promote a well-qualified and diverse workforce that represents both the experience of longevity and the innovativeness of influx. It is understood that situations may occur where subordinates, or positions of lower grades, may be compensated at higher rates than supervisor(s), or employees at higher grades; however, these situations should be rare. It is also understood that market demands may fluctuate during recruitment efforts and deviations impacting one employee does not set precedent for other employees. Compensation is provided with an understanding that it is the responsibility of Richland County administration and management to: (1) promote a productive work environment and job satisfaction by fostering a motivational culture of autonomy, mastery and purpose; (2) ensure continuity during employee turnover; and (3) demonstrate fiscal responsibility.

SECTION 2: COMPENSATION PRINCIPLES

- A. Support the performance goals of this policy, the Richland County Mission and strategic initiatives;
- B. Compensation will comply with federal code, state statute and county policy; and
- C. Richland County will utilize consistent practice, procedures, policies, and templates with limited exceptions that may arise from operational needs.
- D. Richland County will not discriminate in classification or compensation based on race, color, gender, religion, creed, age, disability, national origin, sexual orientation, or any other basis prohibited by state or federal law.
- E. Compensation should be transparent and visible upon request of the public and needs of auditing.
- F. This policy does not constitute a contract of employment. This policy can be changed for any reason, at any time, and without warning by the County Board or designated authority thereof. All employees not specifically covered by a collective bargaining agreement, elected, or appointed by statute are considered "at-will."

SECTION 3: POLICY DEFINITIONS

For purposes of this policy the following definitions will apply:

- A. **Emergency** — a serious and unexpected situation requiring immediate action to avoid a dangerous or unreasonable liability to the organization.”
- B. **Wage Modifier**—any additional pay added to an employee’s hourly rate beyond step of the wage schedule. Such as weekend or night differential, etc.
- C. **Step Increase**— a wage grade step increase is a lateral progression, move or adjustment along the assigned wage grade.

SECTION 4: WAGE SCHEDULES

The following section describes the structure, purpose and progression of the Richland County Wage Schedules (Appendix E).

A. PAY GRADE:

- 1. County positions are assigned to pay grades with County Board approval, through the processes defined in this policy.
- 2. Reclassification of a position to a different pay grade is described in Section 7 of this policy.
- 3. Each pay grade has a “step range” approved by the County Board
- 4. Individual pay grade ranges may be adjusted by the County Board at any time, and at their discretion. Reasons that may arise to warrant adjustments include (but are not limited to) market changes, operational needs, recruiting and retention trends, or inability to meet the goals, philosophy or principles of this policy.
- 5. Additional wage modifiers may apply to individuals within the grade based on County Board approval, or approved department work rules.

B. SCHEDULE PLACEMENT AND PROGRESSION (Res No. 19-89)

General Government:

- 1. Employees with two or more years of employment as of the Effective Date will be placed at step 4 (is currently step 3)
- 2. Employees whose wages were above step 3 prior to the Effective Date will be

placed at the next step that provides an increase; except for those already at the top step

3. Employees with less than two years of continuous employment as of the Effective Date, and new hires will be placed at step 2 (is currently step 1)
4. After an employee passes probation, the employee will be placed at step 3 (is currently step 2)
5. After two years from the date of hire, the employee will be placed at step 4 (is currently step 3)

Pine Valley:

6. Employees with two or more years of employment as of the Effective Date will be placed at step 5 (is currently step 4)
7. Employees whose wages were above step 4 prior to the Effective Date will be placed at the next step that provides an increase; except for those already at the top step
8. Employees with less than two years of continuous employment as of the Effective Date, and new hires will be placed at step 3 (is currently step 2)
9. After an employee passes probation, the employee will be placed at step 4 (is currently step 3)
10. After two years from the date of hire, the employee will be placed at step 5 (is currently step 4)

General Provisions:

11. County department heads, beginning on the Effective Date, may authorize a new hire to start one to two-steps above the new hire step, based on qualifications and experience. The Department must be able to absorb the increased cost in its budget. Such new hires would move up a step upon successful completion of their probationary period – and at other designated intervals, unless they are already at the highest step for that position (step 4 for general government; step 5 for Pine Valley)
12. County department heads may authorize a one-time placement adjustment (not to exceed step 4 for General Government or step 5 for Pine Valley) for current employees who the department head deems their experience and value to the department warrants the increase.
13. The Finance and Personnel Committee is authorized to retain the services of Carlson Dettmann Consulting, LLC, during 2020, to update the county's

composition structures (steps) to reflect current market — update to be completed by April 30, 2020.

14. “The Finance and Personnel Committee is authorized to have the County’s compensation structures (steps) updated annually to reflect current market. The Finance and Personnel Committee is also authorized to permit further step progressions beginning in 2021 up to and including the use of all steps in preparations of annual budgets as the Committee and County administration deem feasible”

SECTION 5: SUPPLEMENTAL DEPARTMENT WORK RULES

Federal Regulations, Wisconsin State Statutes and Finance and Personnel Committee approved departmental work rules may allow for pay modifiers and deviation from the Richland County Compensation Policy. Such modifiers and deviations will be presented to the Finance and Personnel Committee by the departments for periodic review.

Departments with supplemental pay schedules and policies include the following appendices:

- AA. Ambulance Services / Emergency Management (reserved)
- BB. Child Support (reserved)
- CC. Circuit Court (reserved)
- DD. Coroner (reserved)
- EE. District Attorney’s Office (reserved)
- FF. Extension Office (reserved)
- GG. Fair and Recycling (reserved)
- HH. Health and Human Services (reserved)
- II. Highway (reserved)
- JJ. Land Conservation (reserved)
- KK. MIS (reserved)
- LL. Pine Valley Community Services
- MM. Register of Deeds (reserved)
- NN. Register in Probate (reserved)
- OO. Sheriff’s Office (including reference to WPPA Agreement)
- PP. Symon’s Recreation Complex (reserved)
- QQ. Treasurer’s Office (reserved)
- RR. UW Food Services (reserved)
- SS. Veteran’s Services (reserved)
- TT. Zoning and Sanitation (reserved)
- UU. Misc. (reserved)

SECTION 6: CLASSIFICATION AND POSITION DESCRIPTIONS

- A. Classification: A positions classification is defined by the following components:

1. **Position Title** — As defined by state statute and/or the county

organizational tables, should align with comparable, standardized titles by the Bureau of Labor Statistics when applicable

2. **Pay Grade** — Compensation level of a position as found on the Richland County Wage Schedules
 3. **FLSA Status** — Defines position entitlement to salary or time and/or one half premium
 4. **Category** — Defines position as full-time, part-time, reserve/pool, limited term, or seasonal.
 5. **Capacity** — Indicates if the position's intended capacity of average hours per week
- B. **Position Description Content:** The authority and responsibility to manage and direct employees, assign work duties, and schedule employee hours is a function of management. Position description changes that are necessary to reflect assigned duties and requirements, are delegated to the position's department head with review by the County Administrator, or supervisory committee as appropriate. At the discretion of the County Administrator, modifications of department position descriptions significantly impacting department operations must be approved by the County Board.
- C. **Department Heads** are responsible for ensuring their department's employees have a signed copy of their most recent position description submitted to the employees' individual personnel file. The position description is not to serve as a contract of employment, but as an understanding of general work expectations.
- D. *Record Retention:* A master copy of all position descriptions shall be stored with the County Administrator, or designee as assigned.

SECTION 7: RECLASSIFICATION PROCESS

- A. A reclassification is a change to any one of the classification components listed above in section 6A.
- B. Operational needs, essential functions and market demands will change. Positions may require a reclassification of title, wage grade, FLSA status, category or hourly capacity. Reclassifications will be entertained by the County Administrator and the Finance and Personnel Committee on an annual basis in conjunction with the budget process unless an emergency arises or a violation of the policy performance goals is identified. Reclassifications require resolution by the County Board.

C. Reclassification Procedure:

1. Department heads will present a completed reclassification request form with supporting documents to the county administrator or supervisory committee (when the department head is an elected official). [Reference Appendix B: "Reclassification Request"]
 - a. Requests involving the amendment to the pay grade assignment or FLSA classification will be forward to the County's compensation plan consultant for review and recommendation. Fees for the reclassification review will be charged to the requesting department.
2. The county administrator, or supervisory committee (when the department head is an elected official), may take action to recommend the reclassification to the Finance and Personnel Committee.
3. With the recommendation of the Administrator or supervisory committee (when the department head is an elected official), departments will present a completed reclassification request form with supporting documents to the Finance and Personnel Committee.
4. The Finance and Personnel Committee may recommend a resolution to the Richland County Board of Supervisors, or deny the request.
5. Any reclassification changes that are approved will be implemented on the first day of the first full pay period of the new budget year unless otherwise specifically requested by the department and approved by the Finance and Personnel Committee, or County Board.
6. Reclassifications in a pay grade may be warranted by the following criteria:
 - a. Infraction of policy performance goals. Proven recruitment and retention trends indicating a clear need for reclassification.
 - b. The significant addition or deletion of essential job functions, skill requirements, educational requirement, and responsibilities; as added/or deleted from the position description since the last evaluation of the position. An increase/or decrease in volume of previously established functions, or comparable functions, does not warrant a reclassification in wage grade.
 - c. Clear indication of adverse impact related to department hierarchy and/or inconsistency with the Richland County compensation philosophy (section 1) and/or principles (section2).

- d. A significant operational need, with overwhelming justification given by the department head, and supported by the county Administrator or supervisory committee (when the department head is an elected official).

SECTION 8: THE STAFF AUTHORIZATION TABLE

- A. Operational needs within departments may require the adjustment and reauthorization of staff positions. Creations and deletions will be entertained by the County Administrator and Finance and Personnel Committee on an annual basis in conjunction with budget preparations unless an emergency arises or a violation of policy performance goals is proven.
- B. The Richland County Staff Authorization Table is a consolidated schedule of all authorized position classifications and staffing levels for Richland County Departments. The table represents the maximum allowable staffing positions authorized to the department and does not represent the actual head count or funded positions. [Reference Appendix D]
- C. Total authorized staffing levels for department positions, as found in the staff authorization table, shall be approved by the Richland County Board of Supervisors. Authorized staffing levels will be considered the maximum, with discretion to operate at lower levels controlled by department heads based on needs and available funding. **Limited term employment does not need to be authorized by indication on the table.**
- D. **Exception Pine Valley** — The Pine Valley Administrator is granted authority to amend to exceed or modify the authorized count of healthcare and supporting staff positions to meet needs of census and market changes. Changes will be confirmed by the County Administrator and all changes will be reported to the Finance and Personnel Committee.
- E. Amending the authorization count, or removing an existing position, procedure:
 - 1) The department head should present their proposal(s) of amending the authorization count, or deletion of a position, to the county administrator or supervisory committee (when the department head is an elected official). The administrator or supervisory committee may take action to recommend to the Finance and Personnel committee.
 - 2) The department head must present their proposal(s) of position deletion to the Finance and Personnel committee. The Finance and Personnel committee may recommend a resolution to the Richland County Board of Supervisors.

- 3) Pending the Finance and Personnel Committees recommendation, the department head must present the proposal(s) of position deletion to the Richland County Board of Supervisors by resolution. The Richland County Board of Supervisors may take action to amend the count or delete the position from the Richland County Authorization Table.

F. Creating a position procedure:

1. Creation of a new position may be warranted by the following of criteria:
 - a. The proposed position contains new essential job functions, or requirements that are not already consolidated under an existing position title on the Richland County wage schedules.
 - b. Significant operational changes in a department that are adding new programs and services.
 - c. Requirements driven by grant and/or funding needs.
 - d. A significant operational need, with overwhelming justification given by the department head, and supported by their advisory committee.
2. Department heads will present the request to their supervisory committee. A New Position Request Form will be submitted with information and supporting documents that include: 1) a position description, 2) a job description questionnaire provided by the compensation plan consultant, 3) narrative of reasoning, and 4) a statement of financial impact. [Reference Appendix C]
3. The supervisory committee may take action to recommend the creation to the County Administrator and Finance and Personnel committee.
4. The New Position request will be submitted to the County Administrator. The County Administrator will forward the "New Position Request" to the County's compensation plan consultant for review and opinion. Fees for the creation study will be charged to the requesting department.
5. The Department head will present the following to the Finance and Personnel Committee 1) position description, 2) a job description questionnaire, 3) narrative of reasoning, and 4) a statement of financial impact 4) the supervisory committee recommendation, and 5) the recommendation from the compensation plan consultant.

6. The Finance and Personnel committee may take action to recommend resolution to the Richland County Board of Supervisors.
7. Pending the Finance and Personnel Committees recommendation, the department head must present the proposal(s) of creation to the Richland County Board of Supervisors. The Richland County Board of Supervisors may take action to create the position and to amend the Richland County Staff Authorization Table and Compensation Table.
8. Any newly created positions that are approved will be implemented on first day of the first full pay period of the new budget year unless otherwise specifically requested and approved by the Richland County Board of Supervisors.

SECTION 9: EMPLOYEE MOVEMENT

With relation to the county wage schedule, employees may transition from one position to another during their tenure with Richland County. transitions will be defined as a promotion, a lateral transfer or a demotion. The receiving department is required to submit a Payroll Status Change (Appendix A) to the Administrator's Office to initiate.

A. PROMOTION

A promotion is the transition of a County employee into a position of a higher pay grade. It is understood that such a transition can be initiated by the employer or employee.

- 1) An employee will not have a wage rate reduction resulting in a promotion.
- 2) When transitioning up to the higher pay grade, the employee will move to the next step that generates an increase, or allowable by policy.
- 3) An employee promoted into a higher wage grade and assuming a higher wage rate may continue to progress according to section 4.
- 4) Changes in an employee's wage rate will be effective on the day the employee assumes the position of promotion. The employee will be eligible for an annual step increase, if available, on the anniversary of that date, pending department head approval.

B. LATERAL TRANSFER

Lateral Transfer is the transition of a County employee into a position found in their current pay grade.

- 1) An employee will not have a wage rate reduction resulting in a lateral transfer.

- 2) An employee transferring into a position of equal wage grade, upon reassignment by the county, will maintain current step and anniversary date may continue to progress according to section 4.
- 3) The employee will be eligible for an annual step increase, if available, on the anniversary of their established date from the previous position, pending department head approval.

C. DEMOTION

A demotion is viewed as the transition of a County employee into a position found in a lower pay grade. It is understood that such a transition can be initiated by the employer or employee.

- 1) An employee is subject to a wage rate reduction.
- 2) An employee transferring into a position of a lower wage grade may continue to progress according to section 4.
- 3) Changes in an employee's wage rate will be effective on the day the employee assumes the new position. The employee will be eligible for an annual step increase, if available, on the anniversary of that new date, pending department head approval.

SECTION 10: REVIEW AND MAINTENANCE

A review of this compensation plan and all job positions will be conducted every five years, at the request of the County Administrator, or at the direction of the Finance and Personnel Committee or Richland County Board.

SECTION 11: REVISION HISTORY

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Committee Action / Resolution
01/19/2020	Original	

APPENDIX A: PAYROLL STATUS CHANGE FORM

EFFECTIVE DATE	PAYROLL STATUS CHANGE		EMP ID #
EMPLOYEE NAME			
CHANGE(S)	FROM	TO	
PAY	GRADE		GRADE
	STEP		STEP
	RANGE		RANGE
	HOURLY RATE		HOURLY RATE
JOB TITLE			
DEPARTMENT			
WEEKLY HOURS			
SHIFT			
<input type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME WITH BENEFITS WORK 17.50+ HRS P/WK		
<input type="checkbox"/> CALL-IN	<input type="checkbox"/> PART-TIME/TEMP CASUAL NO BENEFITS		
REASON(S) FOR THE CHANGE(S)			
<input type="checkbox"/> HIRED		<input type="checkbox"/> REHIRED	
<input type="checkbox"/> PROBATION ENDED		<input type="checkbox"/> TRANSFER	
<input type="checkbox"/> 2 YEAR WAGE INCREASE		<input type="checkbox"/> RETIREMENT	
<input type="checkbox"/> SENIORITY INCREASE		<input type="checkbox"/> TERMED	
<input type="checkbox"/> PROMOTION		<input type="checkbox"/> DISCHARGED	
<input type="checkbox"/> DEMOTION		<input type="checkbox"/> LAYOFF	
<input type="checkbox"/> SUSPENSION			
	<input type="checkbox"/> MEDICAL	<input type="checkbox"/> NON MEDICAL	
LEAVE OF ABSENCE FROM:		TO:	
FMLA FROM:		TO:	
COMMENTS:			
AUTHORIZED BY:		DATE:	
APPROVED BY:		DATE:	

APPENDIX B: RECLASSIFICATION REQUEST

1. Department:	2. Number of employees:	3. Full-time/Part-time
4. Current Position Title:		5. Pay Grade:
6. Proposed Position Title:		7. Proposed Pay Grade:
8. Date materials effectively received by Administrator:		9. Proposed Effective Date:
<p align="center"><u>Required Supporting Documentation:</u></p> <p><input type="checkbox"/> Current job description</p> <p><input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements</p> <p><input type="checkbox"/> Narrative of why there are significant addition of duties, educational needs or experience requirements for the position; or why there are significant reductions in duties, education needs or experience requirements for the position.</p> <p><input type="checkbox"/> Supporting documentation (i.e. study data); including consultant review</p> <p><input type="checkbox"/> Total financial impact to implement reclassification: \$_____ Budget year:_____</p> <p><input type="checkbox"/> Plan of how financial impact will be absorbed</p>		
Department Head Signature:		Date:
Administrator/Supervisory Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:
F+P Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:
Compensation Plan Consultant: <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied		Date:

TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

Approved New Position Title:		Effective Date:
Pay Grade:		Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other
Job Code:		Union Code:
Workmen's Comp Code:		EEOC Job/Salary Category:
New EEOC Function Number:		
Signature of Administrator:	Date:	Approve // Disapprove
Administrator Comments:		

APPENDIX C: NEW POSITION REQUEST FORM

1. Proposed Position Title:		2. Department:	
3. Position reports to:		4. Date all materials received by Personnel:	
5. <input type="checkbox"/> Full-time; <input type="checkbox"/> Part-Time: <input type="checkbox"/> Other: LTE/Seasonal/Reserve/Intern		6. Estimated hours per week:	
7. Benefits Eligibility: <input type="checkbox"/> yes <input type="checkbox"/> no	8. Is this position covered by grant or revenue funding: <input type="checkbox"/> yes % _____ <input type="checkbox"/> no	9. Proposed date to fill position:	
<p align="center"><u>Required Supporting Documentation:</u></p> <p><input type="checkbox"/> Proposed job description and title, indication of addition or deletion of significant duties, skill requirements, responsibilities, and/or education or experience requirements</p> <p><input type="checkbox"/> Proposed pay grade</p> <p><input type="checkbox"/> Supporting documentation (i.e. job study data); including consultant review</p> <p><input type="checkbox"/> Total financial impact to implement new position: \$ _____ Budget year: _____</p> <p><input type="checkbox"/> Plan of how financial impact will be absorbed</p> <p><input type="checkbox"/> Proposed change to department's organizational chart</p>			
Department Head Signature:		Date:	
Administrator / Supervisory Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
F+P Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date:	
Compensation Plan Consultant: <input type="checkbox"/> Endorsement <input type="checkbox"/> Denied		Date:	

TO BE COMPLETED BY THE COUNTY ADMINISTRATOR OR DESIGNEE

Approved New Position Title:		Effective Date:	
Pay Grade:		Pay Class: <input type="checkbox"/> hourly; <input type="checkbox"/> salary; <input type="checkbox"/> other	
Job Code:		Union Code:	
Workmen's Comp Code:		EEOC Job/Salary Category:	
New EEOC Function Number:			
Signature of Administrator:	Date:	Approve // Disapprove	
Administrator Comments:			

APPENDIX D: STAFF AUTHORIZATION TABLE

STAFF AUTHORIZATION TABLE							PERSONNEL - CATEGORY				
DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
5115	Administration		County Administrator	By Res	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Payroll & Benefits Specialist	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Accounting Supervisor	J	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	3.00	0.00	0.00	0.00	0.00
5245	Ambulance / Emergency Management		Emergency Medical Services / Emergency Management Director	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Advanced Emergency Medical Tech (Admin)	E*F	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Advanced Emergency Medical Tech (Training Officer)	E*F	Hourly	40	1.10	0.00	0.00	0.00	0.00
			Advanced Emergency Medical Technician	B*C	Hourly	40	4.00	4.00	0.00	0.00	0.00
			Ambulance Crew Member	\$20/call	Hourly		0.00	0.00	0.00	23.00	0.00
			Ambulance Driver	\$15/call	Hourly		0.00	0.00	0.00	3.00	0.00
			All Hazards Planner	Contract			0.00	0.00	0.00	0.00	1.00
						TOTAL:	7.10	4.00	0.00	26.00	1.00
5540	Child Support Office		Child Support Director	K	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Child Support Worker	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Child Support/Staff Attorney-Assistant	By Res	Exempt	40	0.20	1.00	0.00	0.00	0.00
			Corporation Counsel								
						TOTAL:	2.20	1.00	0.00	0.00	0.00
5121	Clerk of Court		Clerk of Circuit Court	By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Deputy Clerk of Court	G	Hourly	40	2.00	0.00	0.00	0.00	0.00
			Bailiff	B	Hourly		0.00	0.00	0.00	8.00	0.00
						TOTAL:	3.00	0.00	0.00	8.00	0.00
State	Circuit Court		Judge	By State	Elected	State	1.00	0.00	0.00	0.00	0.00
			Court Reporter	By State	Hourly	State	1.00	0.00	0.00	0.00	0.00
						TOTAL:	2.00	0.00	0.00	0.00	0.00
5127	Coroner		County Coroner	By Res	Elected	40	1.00	0.00	0.00	0.00	0.00
			Deputy Coroner	By Res	Hourly		0.00	0.00	0.00	5.00	0.00
						TOTAL:	1.00	0.00	0.00	5.00	0.00
5164	Corporation Counsel		Corporation Counsel	By Res	Exempt		0.00	1.00	0.00	0.00	0.00
			Child Support Administrator / Assistant	By Res	Appointed		0.00	1.00	0.00	0.00	0.00
			Corporation Counsel								
						TOTAL:	0.00	2.00	0.00	0.00	0.00
5141	County Clerk		County Clerk	By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Accounts Payable Specialist/ Deputy County	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	2.00	0.00	0.00	0.00	0.00
5194	Courthouse Maintenance		Maintenance Supervisor	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Custodian	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	2.00	0.00	0.00	0.00	0.00
5161	District Attorney		District Attorney	By State	Elected		1.00	0.00	0.00	0.00	0.00
			Assistant District Attorney	By State	Appointed	40	0.00	1.00	0.00	0.00	0.00
			Victim/Witness Coordinator	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Legal Assistant	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	3.00	1.00	0.00	0.00	0.00
5762	Economic Development		Economic Development Director	By Res	Exempt	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	1.00	0.00	0.00	0.00	0.00

STAFF AUTHORIZATION TABLE							PERSONNEL - CATEGORY				
DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
5614	Fair & Recycling		Fair & Recycling Coordinator	D	Hourly	28	0.00	1.00	0.00	0.00	0.00
			Clerical	A	Hourly		0.00	0.00	1.00	0.00	0.00
			Fair Groundskeeper	B	Hourly		0.00	0.00	1.00	0.00	0.00
			Fair Judge	see note	Hourly		0.00	0.00	48.00	0.00	0.00
			Fair Cashier	\$7.25/hr	Hourly		0.00	0.00	3.00	0.00	0.00
			Fair Misc Worker	\$7.25/hr	Hourly		0.00	0.00	15.00	0.00	0.00
						TOTAL:	0.00	1.00	68.00	0.00	0.00
5124	Family Court		Family Court Commissioner	By Res	Exempt		0.00	1.00	0.00	0.00	0.00
						TOTAL:	0.00	1.00	0.00	0.00	0.00
	Health & Human Services										
5501			Director	R	Exempt	40	1.00	0.00	0.00	0.00	0.00
5501			Corporation Counsel	By Res	Exempt		0.00	1.00	0.00	0.00	0.00
5501	Administration & Building Operations		Admin & Building Operations Manager	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
5501			Conf Administrative Secretary	G	Exempt	40	2.00	0.00	0.00	0.00	0.00
5504			Secretary (2-LONGTERM VACANCIES)	E	Hourly	40	2.00	0.00	0.00	0.00	0.00
5504			Spanish Translators	\$35/hr	Hourly		0.00	0.00	0.00	4.00	0.00
			Secretary (SWWDB Leased Position)	\$14.79/hr	Hourly	24	0.00	0.00	0.00	0.00	1.00
			Custodian (SWWDB Leased Position)	\$15.61/hr	Hourly	35	0.00	0.00	0.00	0.00	1.00
			Fill-In Custodian (SWWDB Leased Position)	\$15.00/hr	Hourly		0.00	0.00	0.00	0.00	1.00
5501	Business & Financial Services		Business & Financial Services Manager	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
5504			Fiscal Specialist	F	Hourly	40	3.00	0.00	0.00	0.00	0.00
5507	Aging & Disability Resource Center		ADRC Manager	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
5507			Information & Assistance Specialist	H	Exempt	40	3.00	0.00	0.00	0.00	0.00
5507			Clerical Assistant II	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
5529			Disability Benefit Specialist	G	Exempt	40	1.00	0.00	0.00	0.00	0.00
5403			Elderly Benefit Specialist	G	Exempt	40	1.00	0.00	0.00	0.00	0.00
5563			Secretary	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
5563			Driver/Escort Driver	A	Hourly		0.00	3.00	0.00	0.00	0.00
5477	Behavioral Health Services		Behavioral Health Services Manager	N	Exempt	40	1.00	0.00	0.00	0.00	0.00
5472			CCS Supervisor	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Quality Coordinator (LONGTERM VACANCY)		Exempt	40	1.00	0.00	0.00	0.00	0.00
5457			CLTS & BT3 Supervisor	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Early Intervention Special Educator (LONGTERM VACANCY)		Exempt	40	1.00	0.00	0.00	0.00	0.00
			Speech & Language Pathologist (LONGTERM VACANCY)		Exempt	28	0.00	1.00	0.00	0.00	0.00
			Occupational Therapist (LONGTERM VACANCY)		Exempt	28	0.00	1.00	0.00	0.00	0.00
5477			Business Systems Analyst	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
5472			Mental Health Therapist	K	Exempt	40	5.00	0.00	0.00	0.00	0.00
5478			Substance Abuse Counselor	I	Exempt	40	1.00	0.00	0.00	0.00	0.00
5408			Treatment Court Coordinator	I	Exempt	40	1.00	0.00	0.00	0.00	0.00
5532			Adult Protective Services Worker	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
5532			APS/Crisis Professional	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
5459			CLTS & BT3 Case Manager	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
5401			Psychiatric RN	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
5472			Psychiatric RN	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Psychiatric RN (SWWDB Leased Position)	\$23.93/hr	Exempt	20	0.00	0.00	0.00	0.00	1.00
			Crisis Case Worker (SWWDB Leased Position)	\$24.97/hr	Exempt	40	0.00	0.00	0.00	0.00	1.00
			Service Facilitator (SWWDB Leased Position)	\$19.77/hr	Exempt	40	0.00	0.00	0.00	0.00	3.00
			Rehabilitation Worker (SWWDB Leased Position)	\$20.05/hr	Hourly	10	0.00	0.00	0.00	0.00	1.00
5502	Child & Youth Services		Child & Youth Services Supervisor	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
5502			Child and Youth Services Manager	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
5502			Child & Youth Services Case Manager	H	Exempt	40	5.00	0.00	0.00	0.00	0.00
5502			Youth Aide Worker	G	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Family Preservation Worker (Vacant SWWDB Leased Position)		Hourly	28	0.00	0.00	0.00	0.00	1.00
5503	Economic Support		Economic Support Manager	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
5503			Economic Support Lead Worker	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
5503			Economic Support Specialist	F	Hourly	40	13.00	0.00	0.00	0.00	0.00
5401	Public Health		Public Health Manager/Local Health Officer	N	Exempt	40	1.00	0.00	0.00	0.00	0.00
5401			Public Health Nurse (1-LONGTERM VACANCY)	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
5401			Public Health Clinic Nurse	K	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Health & Wellness Coordinator (LONGTERM VACANCY)	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
5580			Nutrition Program Coordinator	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
5583			Nutrition Site Worker	A	Hourly		0.00	5.00	0.00	0.00	0.00
5588			Nutrition Driver	A	Hourly		0.00	2.00	0.00	0.00	0.00
						TOTAL:	64.00	13.00	0.00	4.00	10.00

STAFF AUTHORIZATION TABLE							PERSONNEL - CATEGORY				
DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
5321	Highway		Commissioner	P	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Bookkeeper	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Clerk	F	Hourly	35	1.00	0.00	0.00	0.00	0.00
			Patrol Superintendent	K	Exempt	40	2.00	0.00	0.00	0.00	0.00
			Parts Manager/Shop Clerk	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Lead Paving Foreman	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Lead Shop Foreman	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Lead Grade Foreman	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Sign Foreman	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Assistant Shop Foreman	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Mechanic	G	Hourly	40	2.00	0.00	0.00	0.00	0.00
			Equipment Operator/Patrolman	G	Hourly	40	18.00	0.00	0.00	4.00	0.00
			Seasonal	A	Hourly		0.00	0.00	2.00	0.00	0.00
						TOTAL:	31.00	0.00	2.00	4.00	0.00
5741	Land Conservation		County Conservationist	L	Exempt	35	1.00	0.00	0.00	0.00	0.00
			Secretary	E	Hourly	35	1.00	0.00	0.00	0.00	0.00
5750			Conservation Technician	H	Hourly	35	2.00	0.00	0.00	0.00	0.00
						TOTAL:	4.00	0.00	0.00	0.00	0.00
5182	Management Information Systems		Management Information Systems Director	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
			MIS Administrator	J	Hourly	40	1.00	0.00	0.00	0.00	0.00
			MIS Assistant	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	3.00	0.00	0.00	0.00	0.00
	Pine Valley Community Village										
5434		Administration	Nursing Home Administrator	P	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Human Resources Director	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Nursing Admin Assistant	E	Hourly	36	1.00	0.00	0.00	0.00	0.00
5433			Manager of Informational Services	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
5432			Administrative Assistant	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Payroll and Accounts Payable Clerk	F	Hourly	36	1.00	0.00	0.00	0.00	0.00
			Billing Specialist	F	Hourly	36	1.00	0.00	0.00	0.00	0.00
5420		Nursing	Director of Nursing	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
5421			RN Manager	L	Hourly	40	2.00	0.00	0.00	0.00	0.00
			RN Supervisor	K	Hourly	40	3.00	0.00	0.00	0.00	0.00
			Registered Nurse	J	Hourly	38.75	5.00	0.00	0.00	0.00	0.00
			Registered Nurse	J	Hourly	27	0.00	1.00	0.00	0.00	0.00
			Registered Nurse	By Res	Hourly		0.00	0.00	0.00	12.00	0.00
5422			LPN	G	Hourly	38.75	3.00	0.00	0.00	0.00	0.00
			LPN	G	Hourly	27	0.00	1.00	0.00	0.00	0.00
			LPN	By Res	Hourly		0.00	0.00	0.00	6.00	0.00
5423			CNA Nursing Assistant	D	Hourly	38.75	34.00	0.00	0.00	0.00	0.00
			CNA Nursing Assistant	D	Hourly	27	0.00	2.00	0.00	0.00	0.00
			CNA Nursing Assistant	D	Hourly	23.25	0.00	1.00	0.00	0.00	0.00
			CNA Nursing Assistant	By Res	Hourly		0.00	0.00	0.00	28.00	0.00
			Unit Clerk	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00
			Resident Assistant	B	Hourly		0.00	0.00	0.00	5.00	0.00
		Activities	Activity Director	Contract			0.00	0.00	0.00	0.00	1.00
5424			Activity Aide	C	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Activity Aide	C	Hourly	36	1.00	0.00	0.00	0.00	0.00
			Activity Aide	C	Hourly	27	0.00	1.00	0.00	0.00	0.00
			Activity Aide	C	Hourly		0.00	0.00	0.00	1.00	0.00
5425		Social Work	Social Services Supervisor	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Social Worker	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
5427		Dietary	Food Service Supervisor	G	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Lead Cook	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
			Cook I	B	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
			Food Service Worker II	B	Hourly	38.75	7.00	0.00	0.00	0.00	0.00
			Food Service Worker II	B	Hourly	23.25	0.00	1.00	0.00	0.00	0.00
			Food Service Worker II	B	Hourly		0.00	0.00	0.00	6.00	0.00
5428		Maintenance	Maintenance Supervisor	I	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Maintenance Worker	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00
5429		CBRF	Unit Clerk	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
			Personal Care Worker	B	Hourly	38.75	2.00	0.00	0.00	0.00	0.00
			Personal Care Worker	B	Hourly	31	0.00	2.00	0.00	0.00	0.00
			Personal Care Worker	B	Hourly	27	0.00	3.00	0.00	0.00	0.00
			Personal Care Worker	B	Hourly	23.25	0.00	2.00	0.00	0.00	0.00
5430		Housekeeping	Housekeeper	A	Hourly	38.75	6.00	0.00	0.00	0.00	0.00
			Housekeeper	A	Hourly	27	0.00	1.00	0.00	0.00	0.00
			Housekeeper	A	Hourly		0.00	0.00	0.00	2.00	0.00
5431			Laundry Worker	A	Hourly	38.75	1.00	0.00	0.00	0.00	0.00
						TOTAL:	84.00	15.00	0.00	60.00	1.00

STAFF AUTHORIZATION TABLE

DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY				
							REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE/ CALL-IN/ SEASONAL	CONTRACT / Lease
5171	Register of Deeds		Register of Deeds	By Res	Elected	35	1.00	0.00	0.00	0.00	0.00
			Deputy Register of Deeds	F	Hourly		1.00	0.00	0.00	0.00	0.00
						TOTAL:	2.00	0.00	0.00	0.00	0.00
5120	Register in Probate		Register in Probate/Judicial Assistant/Juvenile Clerk	I	Hourly	35	1.00	0.00	0.00	0.00	0.00
			Deputy Clerk of Circuit Court / Register in Probate Assistant	G	Hourly	35	1.00	0.00	0.00	0.00	0.00
						TOTAL:	2.00	0.00	0.00	0.00	0.00
5210	Sheriff	Administration	Sheriff	By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Chief Deputy	N	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Road Patrol Lieutenant	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Office Manager/Conf Secretary	H	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Clerical Assistant II	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
5211		Road Patrol	Investigator	CBA	Hourly	6/3	1.00	0.00	0.00	0.00	0.00
			Patrol Sergeant	CBA	Hourly	6/3	3.00	0.00	0.00	0.00	0.00
			Deputy	CBA	Hourly	6/3	10.00	0.00	0.00	0.00	0.00
			Deputy (Reserve)	G	Hourly		0.00	0.00	0.00	8.00	0.00
			Translator	\$35/hr	Hourly		0.00	0.00	0.00	5.00	0.00
5251		Jail/Dispatch	Dispatch/Jailer Sergeant	I	Hourly	6/3	2.00	0.00	0.00	0.00	0.00
			Dispatch/Jailer	H	Hourly	6/3	12.00	0.00	0.00	0.00	0.00
			Dispatch/Jailer (Reserve)	G	Hourly		0.00	0.00	0.00	8.00	0.00
						TOTAL:	33.00	0.00	0.00	21.00	0.00
5172	Surveyor		County Surveyor	By Res	Contract		0.00	0.00	0.00	0.00	0.10
						TOTAL:	0.00	0.00	0.00	0.00	0.10
5682	Symons Rec Complex		Director	J	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Assistant Director	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Maintenance	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Custodian	A	Hourly		0.00	1.00	0.00	0.00	0.00
			Receptionist	A	Hourly		0.00	11.00	0.00	0.00	0.00
			Weight Training Instructor	aa	Hourly		0.00	1.00	0.00	0.00	0.00
			Land Aerobics Instructor	E	Hourly		0.00	10.00	0.00	0.00	0.00
			Lifeguard Instructor	E	Hourly		0.00	1.00	0.00	0.00	0.00
			Water Safety Instructor	E	Hourly		0.00	4.00	0.00	0.00	0.00
			Racquetball Instructor	aa	Hourly		0.00	1.00	0.00	0.00	0.00
			Lifeguard	ab	Hourly		0.00	0.00	25.00	0.00	0.00
						TOTAL:	3.00	29.00	25.00	0.00	0.00
5156	Treasurer		County Treasurer	By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Deputy Treasurer	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
5154	Property Lister		Property Tax Lister	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	3.00	0.00	0.00	0.00	0.00
5670	UW-Extension		Area Director	State	Exempt		0.00	0.00	0.00	0.00	0.20
			Clerical Assistant II	E	Hourly	35	1.00	0.00	0.00	0.00	0.00
			Administrative Secretary	E	Hourly	28	0.00	1.00	0.00	0.00	0.00
			4-H Coordinator	State	Hourly		0.00	0.00	0.00	0.00	1.00
			Human Development and Relationships	State	Hourly		0.00	0.00	0.00	0.00	0.80
			Agriculture Educator	State	Hourly		0.00	0.00	0.00	0.00	0.50
			FoodWise Coordinator	State	Hourly		0.00	0.00	0.00	0.00	0.27
			FoodWise Educator	State	Hourly		0.00	0.00	0.00	0.00	0.73
						TOTAL:	1.00	1.00	0.00	0.00	3.50
5678	UW Food Service		UW Food Service Supervisor	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
			UW Food Services (Supervisor Assistant)	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Cafeteria Worker	aa	Hourly		0.00	0.00	0.00	1.00	0.00
			Food Service Workers	\$7.25	Hourly		0.00	0.00	0.00	7.00	0.00
						TOTAL:	2.00	0.00	0.00	8.00	0.00
5550	Veterans Service		Veterans Service Officer	I	Exempt	35	1.00	0.00	0.00	0.00	0.00
			Veterans Benefits Specialist	G	Hourly	20.5	0.00	1.00	0.00	0.00	0.00
						TOTAL:	1.00	1.00	0.00	0.00	0.00
5183	Zoning & Sanitation		Zoning Administrator	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
	Land Information		Zoning GIS Tech/Assistant	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Zoning Office System Tech	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
						TOTAL:	3.00	0.00	0.00	0.00	0.00

APPENDIX E: WAGE SCHEDULES

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
125	R	HHS DIRECTOR	HEALTH & HUMAN SERVICES	36.67	37.52	38.38	39.23	40.08	40.93	41.79	42.64
120	Q			35.03	35.84	36.66	37.47	38.29	39.1	39.92	40.73
115	P	HWY COMMISSIONER	HIGHWAY	33.38	34.15	34.93	35.71	36.48	37.26	38.03	38.81
110	O			31.73	32.47	33.21	33.95	34.69	35.42	36.16	36.90
105	N	HHS BEHAVIORAL HEALTH SERVICES MGR 19-80 HHS PUBLIC HEALTH MGR CHIEF DEPUTY SHERIFF	HEALTH & HUMAN SERVICES SHERIFF	30.08	30.78	31.48	32.18	32.88	33.58	34.28	34.98
100	M	MGMNT INFO SYSTM DIRCTR ECONOMIC DEVELOPMENT DIRECTOR HHS COMPREHENSIVE COMMUNITY SERV SPRVSR 19-101 HHS BUSINESS & FINANCIAL SERVICES MANAGER 20-97 HHS MANAGER OF OPERATIONS 19-80 20-97 SHERIFF RD PATROL LIEUT	CH IT DEPT CH ECONOMIC DEVELOPMENT HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES SHERIFF	28.44	29.10	29.76	30.42	31.09	31.75	32.41	33.07
95	L	COUNTY CONSERVATIONIST ZONING ADMINISTRATOR HHS ARDC MANAGER HHS CHILD & YOUTH SRVCS MGR 19-80 HHS LONG TERM SUPPORT & BIRTH TO 3 SUPERVISOR 19-80	CH LAND CONSERVATION CH ZONING HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES	26.80	27.42	28.04	28.67	29.29	29.91	30.54	31.16
90	K	CH CHILD SUPPORT DIRECTOR RES 21-37 EM MED SER/EM MGMT DIR HHS CHILD AND YOUTH SERVICES SUPERVISOR RES 21-29 HHS ECON SUPPORT MANAGER 19-18 HHS MENTL HLTH THER LIC HWY PATROL SUPERINTENDENT HHS PSYCHIATRIC NURSE Res 20-27 HHS PUBLIC HLTH NURSE Res 20-27	CH CHILD SUPPORT CH AMBULANCE HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HIGHWAY HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES	25.15	25.73	26.32	26.90	27.49	28.07	28.66	29.24
85	J	COUNTY CLERK DEP/ACCT SUPERVISR HHS ADMINISTRATION & BUILDING OPERATIONS MANAGER 20-97 HHS ADMINISTRATIVE SUPERVISOR 18-18 20-97 HHS MENTL HLTH THER N/L RES 19-80 MGMNT INFO SYSTM ADMNST Res 18-97 SYMONS DIRECTOR	CH COUNTY CLERK HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES CH IT DEPT SYMONS	23.50	24.05	24.60	25.14	25.69	26.24	26.78	27.33
80	I	CH MAINTENANCE SUPERVISOR HHS TREATMNT COURT COOR HHS SUBSTANCE ABUSE COUN RES 19-80 HWY LEAD GRADE FOREMAN HWY LEAD PAVING FOREMAN HWY LEAD SHOP FOREMAN REG PROBATE/REGISTRAR Res 18-97 SHERIFF DISP/JAILR SGT Res 18-97 SYMONS INTERIM DIRECTOR Res 20-83 VETERAN SERVICE OFFICER	CH MAINTENANCE HEALTH & HUMAN SERVICES HHS HIGHWAY HIGHWAY HIGHWAY CH PROBATE SHERIFF SYMONS CH VETERANS SERVICE	21.85	22.36	22.87	23.38	23.89	24.39	24.90	25.41
75	H	LEAD CHILD SPRT WORKER RES 21-37 CONSERVATION TECHNICIAN HHS ADULT PROTECTIVE SERVICES/CRISIS PROFESSIONAL RES 21-30 HHS BUSINSS SYSTM SUPRV HHS CHILDREN LONG TERM & BIRTH TO 3 CASE MGR 19-80 HHS EARLY INTERVENTION SPCL EDUCATOR RES 19-80 HHS ECON SPRT LEAD WRK HHS HEALTH & WELLNESS COOR Res 18-97 HHS SW ADULT PROT SRVCS HHS SW CHILD & YOUTH CASE MGR 19-80 HHS INFORMATION & SYSTEM SPECIALIST 19-101 HWY ASSTNT SHOP FOREMAN HWY BOOKKEEPER HWY PARTS MNGR/SHOP CLK PAYROLL & BENEFITS SPCL SHERIFF DISP/JAILER Res 18-97 SHERIFF OFFICE MGR/CONF UW FOOD SER SUPERVISOR	CH CHILD SUPPORT CH LAND CONSERVATION HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HIGHWAY HIGHWAY HIGHWAY CH COUNTY CLERK SHERIFF SHERIFF CH UW FOOD SERVICE	20.21	20.68	21.15	21.62	22.09	22.56	23.03	23.50

70	G	ACCOUNTS PAYABLE SPECIALIST Res 18-97	CH COUNTY CLERK	18.56	18.99	19.42	19.85	20.29	20.72	21.15	21.58
		CLERICAL ASSISTANT II (DEPUTY) Res 18-97	CH CLERK OF COURT								
		CLERK OF COURT DEPUTY Res 18-97	CH CLERK OF COURT								
		LEGAL ASSISTANT	CH DISTRICT ATTORNEY								
		HHS CONFID ADMIN SCRTRY	HEALTH & HUMAN SERVICES								
		HHS ELDERLY BENF SPCL	HEALTH & HUMAN SERVICES								
		HHS NUTRITION PROG COOR	HEALTH & HUMAN SERVICES								
		HHS SW DISABLT BEN SPE	HEALTH & HUMAN SERVICES								
		HHS TEMP CERT SOC WORKR	HEALTH & HUMAN SERVICES								
		HHS YOUTH AIDE WORKER	HEALTH & HUMAN SERVICES								
		HWY EQUIP OPER/PATROLMN	HIGHWAY								
		HWY SEASONAL PATROLMAN RES 21-20	HIGHWAY								
		HWY MECHANIC	HIGHWAY								
		HWY SIGN FOREMAN	HIGHWAY								
		PROPERTY TAX LISTER	CH PROPERTY LISTER								
		SHERIFF DEPUTY - TEMP CASUAL	SHERIFF								
		SHERIFF DISP/JAILER - TEMP CASUAL	SHERIFF								
		SYMONS MAINTENANCE	SYMONS								
		VETERANS BENEFIT SPCLST	CH VETERANS SERVICE								
		VICTM WTNS COOR/LEGAL S	CH DISTRICT ATTORNEY								
		ZONING GIS TECH/ASSTNT	CH ZONING								
65	F	CHILD SUPPORT WORKER	CH CHILD SUPPORT	16.92	17.31	17.70	18.10	18.49	18.88	19.28	19.67
		CLERICAL ASSISTANT	CH PROBATE								
		COUNTY TREASURER DEPUTY	CH TREASURER								
		FISCAL SPECIALIST	HEALTH & HUMAN SERVICES								
		HHS ECONOMIC SUPP SPECL	HEALTH & HUMAN SERVICES								
		HWY CLERK	HIGHWAY								
		MNGMNT INFO SYSTM ASST Res 18-97	CH IT DEPT								
		REGISTER OF DEEDS DEPUTY	CH REGISTER OF DEEDS								
		SECRTRY/CERL ASST II	SHERIFF								
		SYMONS ASSISTANT DIRECTR	SYMONS								
		ZONING OFFICE SYS TECH	CH ZONING								
60	*	AMB EMERGENCY MED TECH (ADMIN)	CH AMBULANCE	15.82	16.19	16.55	16.93	17.29	17.66	18.06	18.40
55	*	AME EMERGENCY MED TECH (TRAINING)	CH AMBULANCE	14.10	14.43	14.75	15.08	15.41	15.73	16.07	16.39
50	E	CLERICAL ASSISTANT II	CH CHILD SUPPORT	15.27	15.63	15.98	16.34	16.69	17.05	17.40	17.76
		ADMINISTRATIVE SECRTRY	CH UW EXTENSION								
		ADMINISTRATIVE SECRTRY	HEALTH & HUMAN SERVICES								
		CLERICAL ASSISTANT II	CH UW EXTENSION								
		CLERICAL ASSISTANT II	HEALTH & HUMAN SERVICES								
		CUSTODIAN	CH MAINTENANCE								
		LAND AEROBICS INSTRUCTOR	SYMONS								
		LIFEGUARD INSTRUCTOR	SYMONS								
		SECRETARY	CH LAND CONSERVATION								
		SECRETARY	HEALTH & HUMAN SERVICES								
		UW FOOD SERVICE WORKER	CH UW FOOD SERVICE								
		WATER EXERCISE INSTRUCTOR	SYMONS								
		WATER SAFETY INSTRUCTOR/TRAINER	SYMONS								
45	D	FAIR & RECYCLING COORDINATOR	FAIR	14.04	14.36	14.69	15.01	15.34	15.67	15.99	16.32
		REAL PROPERTY LISTER ASSISTANT	REAL PROPERTY LISTER								
40	C	PRIVATE LESSONS	SYMONS	12.99	13.30	13.60	13.90	14.20	14.51	14.81	15.11
35	*	AMB EMERGENCY MED TECH	CH AMBULANCE	12.73	13.03	13.32	13.62	13.91	14.21	14.50	14.80
30	B	GROUNDKEEPER	FAIR	12.03	12.31	12.59	12.87	13.15	13.43	13.71	13.99
		BAILIFF	CLERK OF COURT								
		STORAGE COORDINATOR	FAIR								
25	A	CLERICAL TEMPORARY	FAIR	11.14	11.40	11.66	11.91	12.17	12.43	12.69	12.95
		CLERICAL TEMPORARY	SHERIFF								
		CUSTODIAN WEEKEND MAINTENANCE	SYMONS								
		HHS DRIVER/ESCORT DRIVER	HHS								
		HHS NUTRITION DRIVER	HHS								
		HHS NUTRITION SITE WORKER	HHS								
		HIGHWAY SEASONAL	HIGHWAY								
		RECEPTIONIST	SYMONS								
20	aa	CAFETERIA WORKER	UW FOOD SERVICE	10.31	10.56	10.80	11.03	11.27	11.51	11.75	11.99
		CPR INSTRUCTOR	SYMONS								
		FIRST AID INSTRUCTOR	SYMONS								
		RAQUETBALL INSTRUCTOR	SYMONS								
		WATER SAFETY INSTRUCTOR	SYMONS								
		WEIGHT TRAINING INSTRUCTOR	SYMONS								

15	ab	LIFEGUARD	SYMONS	9.55	9.78	10.00	10.21	10.44	10.66	10.88	11.10
10	ac	DAY CARE AIDE	SYMONS	8.84	9.06	9.26	9.45	9.67	9.87	10.07	10.28
5	ad			8.19	8.39	8.57	8.75	8.95	9.14	9.32	9.52
		MINIMUM WAGE									
		BATHROOM CLEANER	FAIR	\$ 7.25							
		CASHIER	FAIR	\$ 7.25							
		FOOD SERVICE WORKER	UW FOOD SERVICE	\$ 7.25							
		GRANDSTAND ORGANIZER	FAIR	\$ 7.25							
		MISCELLANEOUS WORKER	FAIR	\$ 7.25							
		TICKET TAKER	FAIR	\$ 7.25							
		SPECIAL NOTES									
		County Board Members	County Board	\$ 40.00	per County Board meeting						
		Committee Members	County Board	\$ 30.00	per Committee meeting						
		Fair Judge - General	Fair	\$50	for the first 4 hours worked then \$9 p/hr						
		Fair Judge - Beef	Fair	\$100	for the first 4 hours worked then \$9 p/hr						
		Fair Species Group Work	Fair	\$100	for the first 4 hours worked then \$9 p/hr						
		Fair Carcass Show Work	Fair	\$100	for the first 4 hours worked before noon then \$9 p/hr						
		Translator	HHS, Sheriff	\$ 35.00	per hour						
		Coroner	Coroner	\$95 p/call,	\$25 for cremation only, \$115 for call plus cremation						
		Coroner Deputy	Coroner	\$95 p/call,	\$25 for cremation only, \$115 for call plus cremation						
		Ambulance Crew Member - volunteer	Ambulance	\$ 20.00	per call						
		Ambulance Driver - volunteer	Ambulance	\$ 15.00	per call						
		Ambulance Backup crew weekdays	Ambulance	\$ 1.25	per hour						
		Ambulance Primary crew weekends & holidays	Ambulance	\$ 3.00	per hour						
		Corporation Counsel	Courthouse	\$ 75.00	per hour						
		Corporation Counsel	HHS	\$ 75.00	per hour						
		County Administrator	CH	\$ 95,000.00	annual						
		Sheriff	Sheriff	\$ 77,037.21	annual						
		County Clerk	County Clerk	\$ 77,026.95	annual						
		County Treasurer	Treasurer	\$ 62,327.61	annual						
		Register of Deeds	Register of Deeds	\$ 62,327.61	annual						
		Clerk of Court	Clerk of Court	\$ 62,327.07	annual						
		Family Court Commissioner	Family Court Commissioner	\$ 25,457.68	annual						
		Child Support Administrator/Assistant	D.A/Child Support	\$ 21,991.16	annual						
		BEYOND STEP 8 OF THE WAGE SCALE									
		Victim Witness Coordinator/Legal Secretary	District Attorney	\$ 21.73	Andrea Fields						
		HHS Business System Analyst 20-97 Supervisor	HHS	\$ 24.03	Sharon Pasold						
		HHS Social Worker Disability Benefit Specialist	HHS	\$ 23.27	Jodi Hines						
		HWY Clerk	HWY	\$ 20.24	Cerresa Rose						

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
375	P	PVH NURSING HOME & ASST LIVING ADMIN 18-36	ADMINISTRATION	39.16	40.08	40.99	41.90	42.81	43.72	44.63	45.54
370	O			37.07	37.93	38.79	39.65	40.51	41.38	42.24	43.10
365	N	PVH DIRECTOR OF NURSING Res 19-135	DIRECTOR	34.96	35.77	36.59	37.40	38.21	39.02	39.84	40.65
360	M			32.86	33.62	34.39	35.15	35.92	36.68	37.45	38.21
355	L	PVH RN MANAGER PVH RN MANAGER	CBRF REGISTERED NURSES	30.76	31.48	32.19	32.91	33.62	34.34	35.05	35.77
350	K	PVH RN SUPERVISOR Res 19-135	REGISTERED NURSES	28.66	29.33	30.00	30.66	31.33	32.00	32.66	33.33
345	J	PVH HUMAN RESOURCES DIR PVH SOCIAL SERVICE SUPR PVH REGISTERED NURSE Res 19-135	ADMINISTRATION SOCIAL SERVICES REGISTERED NURSES	26.57	27.18	27.80	28.42	29.04	29.65	30.27	30.89
340	I	PVH MAINTENANCE SUPERVISOR (7-17-18)	MAINTENANCE	24.47	25.04	25.61	26.17	26.74	27.31	27.88	28.45
335	H	PVH ADMINISTRATIVE ASST PVH ACTIVITY DIRECTOR PVH SOCIAL WORKER	ACCOUNTING OCCUPATIONAL THERAPY SOCIAL SERVICES	22.37	22.89	23.41	23.93	24.45	24.97	25.49	26.01
330	G	PVH FOOD SERVICE SUPERVISOR PVH MANAGER OF INFO SYSTEMS (Res 19-82) PVH LPN Res 19-135	DIETARY MEDICAL RECORDS LICENSED PRAC NURSES	20.26	20.73	21.20	21.68	22.15	22.62	23.09	23.56
325	F			18.16	18.59	19.01	19.43	19.85	20.28	20.70	21.12
320	E	FISCAL CLERK PVH MAINTENANCE WORKER PVH MEDICATION AIDE (Res. No. 18-69) PVH UNIT CLERK (7-17-18) PVH NURSING ADMIN ASST Res 19-135	ACCOUNTING MAINTENANCE LICENSED PRAC NURSES NURSING ASSISTANTS NURSING ASSISTANTS	16.06	16.44	16.81	17.19	17.56	17.93	18.31	18.68
315	D	PVH CNA NURSING ASSISTANT PVH CLERICAL ASSISTANT I (7-17-18) PVH HOUSEKEEPER LEAD PVH LEAD COOK (Res. No. 18-68) PVH UNIT CLERK	NURSING ASSISTANTS ADMINISTRATION HOUSEKEEPING DIETARY CBRF	13.97	14.29	14.62	14.94	15.27	15.59	15.92	16.24
310	C	PVH ACTIVITY AIDE	OCCUPATIONAL THERAPY	12.93	13.24	13.54	13.84	14.14	14.44	14.74	15.04
305	B	PVH COOK I PVH FOOD SERVICE WORKER II PVH PERSONAL CARE WORKER RESIDENT ASSISTANT	DIETARY DIETARY CBRF PINE VALLEY	11.98	12.26	12.54	12.82	13.09	13.37	13.65	13.93
300	A	PVH FOOD SERVICE WORKER I PVH HOUSEKEEPER PVH LAUNDRY WORKER	DIETARY HOUSEKEEPING LAUNDRY	11.09	11.35	11.61	11.87	12.13	12.38	12.64	12.90
				BASE RATE STEP 5		CALL-IN RATE					
		RESOLUTIONS FOR CALL-INS									
		17-89 PVH CNA NURSING ASSISTANT CALL IN	NURSING ASSISTANTS			17.50					
		18-70 PVH MEDICATION AIDE - RES 18-69	LICENSED PRAC NURSES	17.19	PLUS \$3	20.19					
		18-70 PVH LPN	LICENSED PRAC NURSES	20.28	PLUS \$4	24.28					
		18-70 PVH REGISTERED NURSE	REGISTERED NURSES	26.17	PLUS \$5	31.17					
		20-13 PVH CNA NURSING ASSISTANT CALL IN	NURSING ASSISTANTS			18.50					
		20-12 PVH LPN	LICENSED PRAC NURSES			26.15					
		20-12 PVH REGISTERED NURSE	REGISTERED NURSES			34.04					
		Adopted Res. No. 18-97 (7-17-18) Amended Res No. 19-89									

APPENDIX Y: PROPOSED CHANGES TO COMPENSATION POLICY

This form is intended to be used for submission of proposed changes of the Employee Handbook in accordance with Section 1.

Section	Applicable Language	Issue or Concern Noted	Resolution Proposed

APPENDIX Z: POLICY REVIEW FORM

This form is intended to be used in compliance with the Richland County Policy Establishment Policy in ensuring that administration is reviewing policy prior to adoption.

Completed by Policy Custodian

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	

Completed by Administrator

Policy Received On	
Policy Reviewed	
Policy Approved/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

Completed by Corporation Counsel

Policy Received On	
Policy Reviewed:	
Policy Approved/Denied By	
Policy Forwarded to Administrator	