

# Richland County Finance and Personnel Committee

## Agenda Item Cover

**Agenda Item Name:** Pine Valley – reclassification of wage grades and titles for Fiscal Clerk (A), and Fiscal Clerk (B)

<b>Department</b>	Pine Valley	<b>Presented By:</b>	Tom Rislow
<b>Date of Meeting:</b>	May 4, 2021	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	April 26, 2021	<b>Referred by:</b>	Pine Valley Trustees

**Recommendation and/or action language:** Recommend a motion, "to present a resolution to the County Board for reclassification of Fiscal Clerk (A) – from Pine Valley Wage Grade E (step 5 - \$17.56) to Pine Valley Wage Grade F (step 5 - \$19.85) – and a title change for Fiscal Clerk (A) to Payroll & Accounts Payable Clerk – **AND** – for reclassification of Fiscal Clerk (B) – from Pine Valley Wage Grade E (step 5 - \$17.56) to Pine Valley Wage Grade F (step 5 - \$19.85) – and a title change for Fiscal Clerk (B) to Billing Specialist"

**Background:** The Finance & Personnel Committee voted in December of 2019 to recommend to the County board BOTH Fiscal positions be moved from step 5 to step 8 on Pine Valley's Wage Grade E, solely due to the market disparity in wages. However due to an amendment made to Resolution 19-135, that recommendation did not happen. Since that time both positions have gotten more complex with additional expectations, and now warrant a change in pay grade based solely on that, besides the fact there still exists a significant market disparity in wages.

### Attachments and References:

Reclassification request timeline recap	
	Review & comments from Patrick Glynn

### Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	Financial impact for remainder of 2021 = \$4,404
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	To be funded through operations and/or reserves
<input type="checkbox"/>	No financial impact		

Draft of Resolution for the County Board is done; awaiting outcome of committee's decision, and review by Corporate Counsel.

**Approval:**

**Review:**



Department Head

Administrator, or Elected Office (if applicable)

To: Richland County Finance & Personnel Committee  
From: Tom Rislow, Administrator, Pine Valley  
Date: May 4, 2021  
Subject: 'Request for wage reclassification for Fiscal Clerks (FC)' **timeline recap**

**Spring 2018** – Pine Valley (PV) had opportunity to appeal (FC) disappointing wage grade placement – However, PV did not appeal.

**Spring 2018 to Fall 2019** - one (FC) position turned over twice.

**December 2019** – Carlson Dettmann analysis showed a \$2.29/hour market disparity between PV FC wage and market wage.

**December 2019** – County Finance & Personnel Committee (F&PC) approved PV's wage increase request for both (FC) positions.

**December 2019** – County board amended resolution; pulling (FC) positions from PV's request.

**January to December 2020** - Pandemic – PV didn't re-approach the subject.

**January 2021** – PV Trustees approved re-introducing the request through Carlson Dettmann and (F&PC)

**February 2021** – PV pulled request from (F&PC) agenda, to more thoroughly prepare its supporting documents.

**March 2021** – The extra preparation paid dividends in that Carlson Dettmann analysis concluded both (FC) positions' job evaluation ratings had increased in areas of thinking, challenges, interactions and communication. However, Carlson Dettmann recommended reclassifying only one of the (FC) positions up a grade; not both.

PV wage reclassification timeline recap continued...

**March 2021** – PV made Request to the County's (F & PC) for both (FC) positions' to be reclassified, emphasizing that Carlson Dettmann's analysis agreed with PV analysis that both positions had changed in their complexity. Additionally, PV argued that even though Carlson Dettmann recommended one position not be reclassified up a grade based on their points system, that PV believed it still warranted moving up, when considering Carlson Dettmann's own analysis showed the position being \$2.29 per hour behind market. PV argued that this fact, in addition to the complexity having changed, warranted approving the increase. However, as discussion continued it was clear the committee had not received all the necessary documents in advance. Additionally, they had questions beyond what the documents could have answered. Therefore, the committee voted to 'table' action on this agenda item.

**March 2021** – County (F & PC) chair, Shaun Lopez-Murphy, and County Administrator, Clint Langreck met privately with the administrator at PV. The result of that meeting was a request from the committee chair, that PV administrator present to the committee on PV's use of excess funds since 2018.

**May 2021** – Report being made to County's (F & PC) on PV's use of excess funds.

**May 2021** – FC reclassification request submitted again to the County's (F & PC)

**CARLSON  
DETTMANN**  
CONSULTING  
*A Cottingham & Butler Company*

March 2, 2021

**MEMORANDUM**

**TO:** Clinton Langreck, County Administrator  
**FR:** Patrick Glynn, Director of Total Rewards  
**RE:** Job Classification Review: Payroll & AP Clerk and Billing Specialist

The County requested we evaluate job documentation provided for two classifications at the nursing home: Payroll & AP Clerk and Billing Specialist.

- **Payroll & AP Clerk:** This request comes largely due to a number of changes in pay rules as well as additional expectations relating to accounts payable. We agree that there is greater complexity and, after reviewing the documentation provided by the County, we recommend revising the job evaluation ratings for thinking challenges, decision-making, and interactions and communications. However, the additional points are not sufficient to move to the next grade. Our recommendation is to maintain placement at Grade E of the wage structure.
- **Billing Specialist:** In addition to the billing responsibilities, this classification now has a more active role in the admissions process. After reviewing the documentation provided by the County, we recommend revising the job evaluation ratings for thinking challenges, decision-making, interactions and communications, and formal preparation and experience. Our recommended placement is Grade F of the wage structure.

Please let me know if you any questions.

Patrick Glynn  
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