

Richland County

Finance & Personnel Standing Committee

July 28, 2023

NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Standing Committee will convene on Wednesday, August 2nd, 2023 at 5:00 p.m. in the Richland County Board Room of the Courthouse at 181 West Seminary, Richland Center, WI 53581 and via videoconference and teleconference using the following information:

Via webex with information available at <https://administrator.co.richland.wi.us/minutes/finance-personnel/>

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or barbara.scott@co.richland.wi.us (email).

Agenda

1. Call To Order
2. Proof Of Notification
3. Approval Of Agenda
4. Approval Of July 5th Minutes
5. Public Comment

Reports

6. 2024 Budget Update

Financial

7. Discussion & Possible Action: Interdepartmental Billing
8. Discussion & Possible Action: Approval Of Fund Transfer To The Richland County Fair Fund 68

Personnel

9. Discussion & Possible Action: Approval Of A Public Health Specialist Position
10. Discussion & Possible Action: Approval Of Sheriff's Department Jail/Dispatch Staff Matching Road Patrol Benefit Accrual With The Switch To A 12 Hour Shift
11. Discussion & Possible Action: Approval Of Revised Computer Policy
12. Discussion & Possible Action: Approval Of Resolution Recognizing The Service Of A County Board Supervisor
13. Discussion & Possible Action: Procedure For Employee Reclassifications

Closing

14. Future Agenda Items
15. Adjournment

Meeting materials may be found at <https://administrator.co.richland.wi.us/minutes/finance-personnel/>.

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Finance and Personnel Standing Committee.

CC: Committee Members, County Board, Department Heads, Richland Observer, WRCO, Valley Sentinel, Courthouse Bulletin Board

Richland County

Finance & Personnel Standing Committee

July 5, 2023

The Richland County Finance and Personnel Standing Committee convened on Wednesday, July 5th in person and by WebEx.

Committee members present included County Board Supervisors Marty Brewer, Marc Couey, Gary Manning, Tim Gottschall, David Turk, Steve Williamson, Melissa Luck, and Steve Carrow.

1. **Call to Order:** Committee Chair Brewer called the meeting to order at 5:15 p.m.
2. **Proof of Notification:** County Clerk Kalish verified that the meeting had been properly noticed.
3. **Agenda Approval: Motion** by Manning second by Turk to approve agenda. Chair Brewer advanced agenda item #13 to be addressed after agenda item #6. Motion carried and the agenda declared approved.
5. **Previous Minutes:** Hearing no objections, Chair Brewer moved to approve the minutes as presented.
6. **2023 Investment Income YTD:** County Treasurer Even reviewed the 2023 investment income YTD report.
4. **Public Comment:** No comments made during Public Comment
13. **Discussion & Possible Action: Professional Services Proposal with Becker Professional Services for Economic Development Strategy and Grant Writing:** Hochkammer reviewed professional services proposal received from Becker Professional Services and noted that it would be in the best interest of Richland County to examine the current desire for economic development within the county. Gary and Katrina provided a brief overview of the scope of services offered in the contract and a summary of their professional experience. Motion by Williamson second by Turk to approve professional services proposal from Becker Professional Services. Motion carried and the proposal declared approved.
8. **Discussion & Possible Action: Policy approval (Finance/Bid & Contract/Purchasing):** Interim Administrator Hochkammer recommended policies be further reviewed before any action to approve was taken. No further action taken on any of the three policies at meeting.
9. **Discussion & Possible Action: 2024 Budget Objectives and Guidance:** Hochkammer reviewed the draft 2024 budget guidance document. Discussion relating to the county's compensation plan followed. Motion by Turk second by Carrow to approve items listed under 05 July 2023 date on budget guidance document. Discussion continued. Motion by Carrow second by Williamson to amend budget guidance to include the single step increase in wages for Pine Valley Community Village for the 2024 budget. Roll call vote taken on amendment for inclusion of the single step increase for Pine Valley Community Village 2024 wages – Yes: Brewer, Couey, Manning, Turk, Williamson, Luck, and Carrow; No: Gottschall. Motion carried with 7 ayes and 1 nay and discussion continued. Motion by Williamson second by Manning to amend budget guidance to include official/actual quotes for a review of the county's compensation plan in the 2024 budgeting process. Motion carried and discussion continued. Motion by Gottschall second by Couey to amend budget guidance to include a single step increase in addition to the 5% COLA increase in 2024 wages as budgets allow for all county employees with no impact to tax levy. Motion carried and discussion continued. Motion to approve amended budget guidance carried and amended guidance declared approved.
7. **Interdepartmental Billing:** No action taken. Item delayed to a future agenda.
10. **Discussion & Possible Action: Approve the Office System Technician Job Description:** Motion by Gottschall second by Carrow to approve the revised Office System Technician job description. Motion carried and the job description declared approved.
11. **Discussion & Possible Action: Approve the Job Descriptions for the Fair, Recycling, and Parks Department:** Motion by Manning second by Carrow to approve the Director of Parks, Trail, and Fairgrounds and the Project Coordinator job descriptions. Motion carried and job descriptions declared approve.
12. **Discussion & Possible Action: Professional Services Agreement with Jon Hochkammer for Consulting Services:** Motion by Couey second by Turk to approve professional services agreement between Richland County and Jon Hochkammer for professional consulting services. Motion carried and agreement approved.

Richland County

Finance & Personnel Standing Committee

14. **Future Agenda Items:** Manning: Employee Symons Recreation Facility use; Luck: Interdepartmental billing
Hochkammer: Financial Policies, Williamson: Compensation Study Quotes
15. **Adjournment:** Next meeting to be Wednesday, August 2nd @ 5:15 p.m. in the County Board Room. Motion
by Manning second by Carrow to adjourn. Motion carried and meeting adjourned at 7:00 p.m.

Minutes respectfully submitted by

Derek S. Kalish

Richland County Clerk

Richland County Committee Agenda Item Cover

Agenda Item Name: County Fair Start-up Funds

Department:	Fair	Presented By:	Carla Doudna
Date of Meeting:	7/26/23	Action Needed:	Vote
Disclosure: <small>Open or Closed</small>	Open	Authority:	
Date submitted:	7/27/23	Referred by:	Carla Doudna

Recommendation and/or action language:

Recommend to... Motion by Finance and Personnel to approve a temporary appropriation from the General Fund to the Richland County Fair Revolving Fund 68 in the amount of \$15,000. The appropriation is for a period of 90days.

Background: *(preferred one page or less with focus on options and decision points)*

This money is used by the Fair Office to conduct the 2023 Richland County Fair and is requested each year.

Attachments and References:

Resolution	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	General Fund- money returned within 90days	
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Carla Doudna _____

Department Head

Review:

Administrator, or Elected Office (if applicable)

**Richland County Committee
Agenda Item Cover**

RESOLUTION NO. 23 - XX

A Resolution Making A Fund Transfer To The Richland County Fair Fund 68.

WHEREAS each year it is necessary for the County Board to make a temporary appropriation from the General Fund to the Richland County Fair Revolving Fund 68 for use by the Fair, Recycling and Parks Standing Committee in conducting the current year’s County Fair.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval of \$15,000.00 is hereby temporarily transferred from the General Fund to the Richland County Fair Fund 68 for use by the Fair, Recycling and Parks Committee in conducting the 2023 Richland County Fair, with this appropriation being for a period of 90 days, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE COUNTY
BOARD MEMBERS OF THE FAIR, RECYCLING,
& PARKS STANDING COMMITTEE
(26 JULY 2023)

AYES _____ NOES _____

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

KERRY SEVERSON	X
GARY MANNING	X
TIMOTHY GOTTSCHALL	X
DANIELLE RUDERSDORF	X

DATED: AUGUST 15, 2023

Presented to Finance & Personnel Standing Committee on 02 August 2023

Richland County Committee Agenda Item Cover

Agenda Item Name: Creation of a Public Health Specialist Position

Department:	HHS	Presented By:	Tricia Clements
Date of Meeting:	7/13/2023	Action Needed:	Refer to Finance and Personnel
Disclosure: <small>Open or Closed</small>	Open	Authority:	County Board Rule
Date submitted:	7/7/2023	Referred by:	Tricia Clements

Recommendation and/or action language:

Recommend a motion to present a resolution to the County Board approving the creation of a Public Health Specialist Position.

Background:

Since February of 2023, the Public Health Unit of Health and Human Services has had open nurse position(s). Due to the current wage of the position and the limited workforce in this profession, we have been unable to hire a nurse for the unit. Other counties are also in this predicament and have added to their authorization table a Public Health Specialist position. This position does not require a nursing degree and they are able to complete many of the statutorily required duties of the public health unit. Creating and filling this position will allow the unit to function efficiently and complete the tasks required.

If this position is created, we would fill either the Public Health Nurse position or this position. We are asking that the Public Health Nurse position not be eliminated as we would want staff in the unit to be nurses as they can then complete all the required tasks. Because we have been unable to fill the position(s) for over 4 months we had to look at other options to ensure that we are able to provide the mandatory services to the community. Since we have been unable to hire staff, we have had to contract out with Vernon and Iowa Counties to ensure all requirements are met. There are currently two open Nurse positions in the unit. At any given time, the unit will have a maximum of 3 employees, including the Health Officer/Manager. The other two employees shall be Nurses, Public Health Specialists, or a combination of the two.

This position would be placed at Grade I on the wage scale. A Nurse is placed at Grade K.

Attachments and References:

Draft Public Health Specialist Job Description	Carlson Dettmann Classification Review
New Position Request Form	Policy on Personnel Classification, Compensation and Staff Authorization of Richland County

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

There are two nurse positions budgeted for the Public Health Unit. If one of the positions is filled by a Public Health Specialist there would be a cost savings.

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

**Richland County Committee
Agenda Item Cover**

RESOLUTION NO. 23-_____

A Resolution Creating A Public Health Specialist Position in the Department of Health & Human Services.

WHEREAS, the Public Health Unit of the Health and Human Services Department has had open Nurse position(s) since February of 2023 due to the current wage of the position and the limited workforce in this profession, and

WHEREAS, the Health and Human Services & Veterans Standing Committee and the Director of the Health and Human Services Department, Ms. Tricia Clements, have recommended the creation a Public Health Specialist position to allow the unit to function efficiently and complete the statutorily required duties of the Public Health Unit, and

WHEREAS, the creation of this position would not result in the elimination of either of the Public Health Nurse positions and at any given time the unit will have a maximum of 3 employees, including the Health Officer/Manager. The other two employees shall be Nurses, Public Health Specialists, or a combination of the two, and

WHEREAS, the County Administrator and the Finance and Personnel Committee have carefully considered this matter and are now presenting this Resolution to the County Board for its consideration, and

WHEREAS, Carlson Dettmann recommends the Public Health Specialist position be placed in Grade I of the County’s plan.

NOW THEREFORE BE IT RESOLVED, by the Richland County Board of Supervisors that approval is hereby granted for the above listed position, and

BE IT FURTHER RESOLVED, that this resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE COUNTY BOARD
MEMBERS OF THE HEALTH AND HUMAN SERVICES
& VETERANS STANDING COMMITTEE
(02 AUGUST 2023)

AYES _____ NOES _____

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

INGRID GLASBRENNER
DONALD SEEP
KEN RYNES
TIMOTHY GOTTSCHALL
DANIELLE RUDERSDORF
KERRY SEVERSON

DATED: AUGUST 15, 2023

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Approval to change benefit accrual for jail/dispatch to match road patrol staff to reflect 12 hour shifts.

Department	Sheriff	Presented By:	Clay Porter
Date of Meeting:	August 1, 2023	Action Needed:	Approval
Disclosure:	Open Session	Authority:	
Date submitted:	July 25, 2023	Referred by:	LEJC
Action needed by no later than (date)	July 25, 2023	Resolution	

Recommendation and/or action language:

Motion to approve Sheriff’s Office jail/dispatch staff matching road patrol for benefit accrual with the switch to a 12-hour shift.

Background:

As of July 10th 2023, the Richland County jail/dispatch staff have changed to a 12-hour shift rotation of 2-on/2-off, 3-on/2-off, 2-on/3-off with an alternate 3-day weekend off. This schedule was brought to administration by both road and jail/dispatch staff to help with retention, recruitment and overall employee moral for our office. The county board voted to approve the benefit change for our road patrol deputies at the July 18,2023 meeting and would like to keep the benefits the same for all employees working the schedule listed above.

Attachments and References:

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In 2023 proposed budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clay Porter, Sheriff

Department Head

Administrator, Candace Pesch

MEMORANDUM OF UNDERSTANDING BETWEEN RICHLAND COUNTY AND RICHLAND COUNTY
EMPLOYEES OF JAIL/DISPATCH CENTER.

This is a voluntary agreement between Richland County and the Richland County Employees of the Jail/Dispatch Center. The parties have discussed the implementation of a trial 12-hour shift schedule for the Jailer/Dispatcher divisions. In consideration of the mutual covenants found below, the parties hereby agree to the following provisions:

- 1: Effective _____ and ending on _____ the schedule for those employees assigned to jailer/dispatcher classifications will consist of a 12-hour shift rotation of 2-on/2-off, 3-on/2-off, 2-on/3-off with an alternate 3-day weekend off. The trial period may be enacted at an earlier date or extended by mutual agreement of the parties.
- 2: Shifts will operate from 4:00 a.m.-4:00 p.m. and 4:00 p.m.-4:00 a.m. Shift assignments will be awarded based on department seniority. Swing shift hours will be 10:30 a.m. - 10:30 p.m. Employees bid for shift hours; however, management reserves the right to assign employees to stacks that fall within the hours bid. Employees will be allowed to use department seniority when another shift is vacated and reposted.
3. To compensate for additional hours associated with this 12-hour schedule, management will put the additional benefit time towards those hours and 8 hour shifts will be added to the schedule as follows; Employees with 5 weeks of vacation = Zero 8 hour shifts, Employees with 4 weeks of vacation = Two 8 hour shifts, Employees with 3 weeks of vacation = Four 8 hour shifts, Employees with 2 weeks of vacation = Six 8 hour shifts and Employees with 1 week of vacation = Nine 8 hour shifts. These 8-hour day will be flexible for training, special team call outs and other assignments. Management reserves the right to adjust the 8-hour day with a five (5) day notice. Management will assign these short days. In addition, all employees will receive one unpaid day off during the calendar year.
4. Compensation consists of 12-hours of regular pay for each 12-hour shift worked. Any hours worked in excess of 12-hours will be at the overtime rate. Employees may still take overtime pay or convert overtime to compensatory time off.
5. Employees working the 4:00 p.m.-4:00 a.m. shift and the swing shifts shall earn \$60.00 per month in shift differential pay.
6. During the trial period, a vacation work week will be defined as 5 (12-hour) days. Holidays are defined in the Richland County Handbook. Any employee required to work

on a holiday, the employee will receive 24 hours of straight time pay in addition to his/her regular salary, for a total of thirty-six (36) hours straight time pay for the day. Anyone working outside their regular/normal hours on a holiday (called in early, extend beyond their shift or work extra time-whether ordered or voluntary) will be paid on the same basis as the regular holiday pay (triple time) for these extra hours. If a holiday falls on an employee's scheduled day off, the employee will receive twelve (12) hours of straight time pay in addition to the employee's regular salary for a total twenty-four (24) hours straight time pay for the day. To receive holiday pay, the employee must work the hours scheduled for the week during which the holiday falls, unless on paid sick leave or other leave with pay or excused for proper reasons beyond the employee's control.

7. For the purposes of this trial period, one working day of sick leave equals twelve (12) hours. All other verbiage in the County Handbook apply.
8. Excluding exigent circumstances, deputies shall be off work for a minimum of eight (8) continuous hours in each 24-hour period.
9. The accrual and/or use of other benefits not identified herein shall continue as currently provided for in the County Handbook.
10. Unless specifically modified by this agreement, all other provisions of the County Handbook will continue to apply.
11. The parties shall meet every six (6) months to review the progress of the MOU.
12. Termination of this agreement may occur by order of the Sheriff with a thirty (30) day notice, by majority vote of the affected parties (Jailer/dispatcher division) with a thirty (30) day notice or by mutual agreement of the parties during the trial period. Nothing in this agreement changes Management Rights in the current County Handbook.

Clay Porter, Sheriff

Renette Collins, Jail Sergeant

Candace Pesch, Administrator

Susan Barnes, Jail Sergeant

Richland County Public Works

Agenda Item Cover

Agenda Item Name: New Computer Policy

Department	MIS	Presented By:	Barbara Scott
Date of Meeting:	07/13/2023	Action Needed:	Approval
Disclosure:	Open Session	Authority:	
Date submitted:	07/10/2023	Referred by:	

Recommendation and/or action language: Adopt the new policy and distribute to all employees who use county computers for signature.

Background: *(preferred one page or less with focus on options and decision points)*

The current county computer policy is from 2018 and needs to be updated due to continually changing trends and developments in information technology. We have added several new procedures and technologies since 2018 and need to include them in the current policy.

Attachments and References:

Proposed computer policy	
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Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval: *Barbara J Scott*

Review:

Barbara J Scott

Department Head

Administrator, or Elected Office (if applicable)

Richland County
Management Information Systems

221 W Seminary Street · Richland Center WI 53581 · (608) 649-4404

Richland County Network and Computer Use Policy

All Departments

Overview

The purpose of this policy is to define acceptable usage of Richland County's computer devices, mobile devices and network. Management Information Systems (MIS) has developed this policy to protect Richland County's employees, partners and the residents from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, www browsing, and application services are the property of Richland County. Effective security is a team effort involving the participation and support of every Richland County employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly. This policy covers accessing our network, passwords, security, prohibited use, and user responsibility.

Purpose

This policy is in place to protect the employees and Richland County as an organization. Inappropriate use of the computer systems can expose Richland County to risks, including virus attacks, compromise of network systems, services and data, the loss of sensitive or county confidential data, system down time, and disruptions to business services.

Scope

This policy applies to full-time employees, part-time employees, contracted employees, independent contractors, on-call employees, limited term employees (LTEs), consultants, elected officials, and other third parties.

This policy covers all computer devices, hand held devices, and network equipment that are used and operated for conducting Richland County business and the connectivity hardware and media of those devices. Devices

include: workstations, laptops, smartphones, iPads, all tablets, printers, or any other components that connect to the network or computer device.

Usage

Richland County provides computer/laptop/tablet devices and network access as a professional resource for employees to fulfill business needs and is not intended for personal use.

- You may access, use or share Richland County Information and/or Information Systems only to the extent it is authorized and necessary to fulfill your assigned job duties.
- Richland County information stored on electronic and computing devices must be protected through legal or technical means that information is protected.
- You have a responsibility to promptly report the damage, theft, loss or unauthorized disclosure of Richland County information and/or Information Systems.
- For security and network maintenance purposes, authorized individuals within the Richland County MIS Department may monitor equipment, systems and network traffic at any time.
- The Richland County MIS Department reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Access

Any user (remote or internal) accessing Richland County network and/or devices must be authenticated through the use of a unique user ID and Password.

The unique user ID assigned to each individual is used for access and control to data and systems. All logging and tracking requirements for privacy, auditing, security and monitoring are recorded based on this unique user ID. Users will be held responsible for all actions taken under their user ID as recorded by our network and systems. It is strictly forbidden that your user ID and password be used by others.

Obtaining User ID and Password

In order to issue a user ID and password, the Richland County MIS Department must receive the following:

- Notification from the Department Head/supervisor and/or Personnel Department indicating needed applications and data access.
- The user must read and sign this policy, acknowledging acceptance thereof.
- Users needing access to data owned by another department will only be granted access upon written approval from his/her Department Head and the data's owner.

Passwords

- Passwords must conform to the following:
 - Must be at least eight (8) characters long.
 - Must contain at least one alphabetic and one non-alphabetic character. Non-alphabetic characters include numbers (0-9) and punctuation.
 - Must contain at least one lower case and one upper case alphabetic character.
 - Must not be similar to passwords that they had previously employed.
 - Must be difficult to guess. Do not use derivatives of user-IDs, and common character sequences such as "123456" must not be employed. Likewise, personal details such as spouse's name, automobile license plate, social security number, and birthday must not be used unless accompanied by additional unrelated characters. User-chosen passwords must also not be any part of speech. For example, proper names, geographical locations, common acronyms, and slang must not be employed.
- Each user of Richland County computer systems will be given only three attempts to enter a correct password. If a user has incorrectly entered a password three consecutive times, the user ID will be locked out until MIS staff authenticates the user's identity and then unlocks the account.
- All users will be automatically forced to change their passwords upon receipt of a MIS issued password and at least once every 180 days.
- Users must never write down or otherwise record their password.
- Users must never reveal their user ID or account password to others or allow the use of their account by others.
- All passwords must be promptly changed if they are suspected of being disclosed, or known to have been disclosed to unauthorized parties.
- Users may request a password reset by e-mail, phone or in person.
- Every work account should have a different, unique password.

Security

Richland County will implement physical and technical safeguards to ensure the integrity of the county hardware, systems and data.

Users will be granted access to information on a "need-to-know" basis. That is, users will only receive access to the minimum applications and privileges required to perform their jobs.

It is the responsibility of the user to practice the following security measures:

- Do not allow others access through your user ID and password. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- Secure workstations (screen lock or logout) prior to leaving area to prevent unauthorized access.
- You must lock the screen or log off when the device is unattended.
- Log out of all applications when not in use.
- Complying with all applicable password policies and procedures.

- Never install unauthorized software on any workstation/laptop/device.
- Know the level of security associated to network drives and system directories when storing data.
- Personal Access – can only be seen by user (currently H:)
- Department Access – can only be accessed by users associated to the Department (G:)
- Do not store sensitive information on workstation/laptops, instead store all sensitive information, including protected health information (PHI) in a network directory.
- Ensure that monitors are positioned away from public view.
- Do not store sensitive data on portable storage devices such as CD, DVD, and USB.
- Never use portable storage devices (CD, DVD etc.) from unknown or suspicious sources.
- Never download files from unknown or suspicious sources.
- Must never disable or interfere with the anti-virus software unless given explicit permission from Richland County MIS.
- Must never disable or interfere with the firewall unless given explicit permission from Richland County MIS
- Ensure proprietary software per your department is up to date.
- Ensure workstations are shut down every night.
- Exit running applications and close open documents at the end of the day or when away from the device for an extended period.
- If a user has any questions or suspicions regarding emails or files they must contact the MIS Department immediately.

Information Technology Security Assessment and Testing

This section addresses the county-wide need and provides guidance for Information Technology Security Assessment and testing.

- Assessment tests will be given to all county employees, contracted employees and volunteers who have access to County equipment.
- High level deficiencies shall initiate mitigation within ten (10) calendar days. Medium level deficiencies shall initiate mitigation within thirty (30) calendar days.
- Upon completion of the remediation of a vulnerability, agencies shall retest for the existence of the remediated vulnerability.
- Failure to complete remediation training could result in limited access to the counties computer access.

Prohibited

The following activities are strictly prohibited:

- To engage in any activity that is illegal under local, state, federal or international law while using Richland County-owned resources.

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Richland County.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music.
- Pornography, Child Pornography, Nudity or other Sexually Explicit Material; not specifically related to your job duties.
- Political Activity.
- Deliberately create, propagate or distribute malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Logging into a device with an account that the user is not expressly authorized to access.
- Disrupt network communications. This includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, port scanning or security scanning and forged routing information.
- Port scanning or security scanning is expressly prohibited.
- Executing any form of network monitoring which will intercept data.
- Circumventing user authentication or security on any network, workstation, device or system.
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's session.
- Export or Copy information about, or lists of, Richland County employees.
- Export or Copy information about, or lists of, Richland County consumer. Copy or Export county-owned software, intellectual property.
- Copy, export and distribute data not specifically related to your job duties.
- Use of USB Storage devices unless specific exception is needed for job duties.
- Connecting any devices not owned by or leased by Richland County without approval from Richland County MIS.
- Keeping food and drink within range of any computer devices in which an accidental spill could contact the device.

All Remote Access

This section covers additional requirements needed for those connecting remotely through an internet connection.

Remote access privileges will only be granted to those who have a need based on work requirements and are allowable under their position's personnel contracts.

To obtain access to Richland County network via a VPN or Remote Access the following procedure will be followed:

- Complete a Richland County Telework Agreement, signed by your Department Head.

- Richland County MIS Department will then install the appropriate software and/or guide the user on how to gain remote access.

Those persons granted remote access privileges to Richland County's network must abide by all the conditions within this policy, including the following:

- Only Richland County-owned devices are allowed to connect, unless approved by the Richland County MIS Department.
- Must use Richland County VPN Client software or Remote Access method. Any other proposed method must obtain approval from the Richland County MIS Department prior to use.

The user is responsible for:

- Selecting an internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees.
- Though strongly discouraged, if not using Richland County-owned equipment, equipment used must be configured to comply with Richland County's standards. This includes maintaining current patch levels, and security patches.
- Exceptions to this will need prior approval from the Richland County MIS Department.

Enforcement and Violations

Any violation of this policy or unlawful use will be reported to and reviewed by Richland County Administrator on a case-by-case basis. Depending upon the severity and impact of the violation any or all of the following may occur:

- Loss of internet privileges
- Disciplinary action up to and including termination
- Report violation to legal authorities

Cloud Based Computing Services

The county has approved using iCloud, Google Documents and Dropbox. These are the only cloud computing options to be used and the following procedures and rules must be followed when using them.

- All accounts where county data is kept must be created using the County's county account or MIS administered accounts. Only addresses ending in @co.richland.wi.us will be used for setting up such accounts.
- Cloud computing may not be used for information that is restricted/confidential, private, personal or sensitive in nature.
- No information that is subject to HIPAA should ever be placed in the cloud.
- All records/data must be retained according to the data retention policies

- MIS department shall be the administrators of all cloud-based services accounts.

Internet

This policy shall apply to anyone utilizing Richland County Government's internet access systems.

Richland County Government's internet access is intended to further the business purposes of Richland County Government; incidental personal use of the internet access is permissible.

Richland County Government reserves the right to monitor, filter, and/or review, at any time, all internet utilization via Richland County Government's internet access. Richland County Government further reserves the right to reveal any internet access related information to any party that it deems appropriate. The use of encryption, the labeling of a communication as private, the deletion of a communication, or any other such process or action, shall not diminish Richland County Government's rights in any manner.

Richland County Government will disclose internet access information to any party that it may be required to by law or regulation. This may include law enforcement search warrants and discovery requests in civil litigation.

Users will not post any comments or statements on any web page or send any messages to internet newsgroups that are not directly relevant to their assigned duties and authorized by the Department Head or designee.

Due to the drain on resources, users will not utilize or subscribe to any services that "broadcast" material via the internet not directly relevant to their assigned duties. This includes listening to music or radio stations via the internet, or streaming TV, sports, or movies via the internet. Due to the potential for security breaches, users will not download software from the internet unless prior approval has been obtained from the MIS Staff. Downloading screen-savers, desktop themes, and/or games from the internet is strictly prohibited.

Richland County Management Information Systems

221 W Seminary Street · Richland Center WI 53581 · (608) 649-4404

Richland County Email Policy

All Departments

Overview

Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of email can post many legal, privacy and security risks, thus it's important for users to understand the appropriate use of electronic communications.

Purpose

The purpose of this email policy is to ensure the proper use of Richland County email system and make users aware of what Richland County deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within Richland County Network.

Scope

This policy covers appropriate use of any email sent from a Richland County email address and applies to all employees, vendors, and agents operating on behalf of Richland County.

Policy

- All use of email must be consistent with Richland County policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- Richland County email accounts should be used for Richland County business-related purposes; non-Richland County related uses are prohibited.
- The Richland County email system shall not be used to harass or make threats, nor be offensive or disruptive in nature; should not include language or images related to race, gender, age, sexual orientation, unless specifically related to your job duties; pornography, religious or political beliefs, national origin, or disability, unless specifically related to your job duties; should not present personal views as the county's own; should not engage in commercial activity unrelated to the county; should not unlawfully distribute copyrighted material; and should not share confidential material, trade secrets, or

proprietary information outside of the county, unless specifically related to your job duties. Employees who receive any emails with this content from any Richland County employee should report the matter to their supervisor/Department Head/Personnel Department immediately.

- Users are prohibited from automatically forwarding Richland County email to a third-party email system. Individual messages which are forwarded by the user must not contain Richland County confidential or above information, unless specifically related to your job duties.
- Use of Richland County resources for personal emails is not acceptable.
- Sending chain letters or joke emails from a Richland County email account is prohibited.
- Richland County may monitor messages without prior notice.
- If a user suspects an email is malicious or a phishing attack they will click on the Phish Alert Button to report it.

Richland County Management Information Systems

221 W Seminary Street · Richland Center WI 53581 · (608) 649-4404

Richland County Software Installation Policy

All Departments

Overview

Allowing employees to install software on Richland County computing devices opens the organization up to unnecessary exposure. Conflicting file versions, the introduction of malware from infected installation software, unlicensed software which could be discovered during audit, and programs which can be used to hack the organization's network are examples of the problems that can be introduced when employees install software on county equipment.

Purpose

The purpose of this policy is to outline the requirements around the installation of software on any Richland County's computing devices. To minimize the risk of loss of program functionality, the exposure of sensitive information contained within Richland County's computing network, the risk of introducing malware, and the legal exposure of running unlicensed software.

Scope

This policy applies to all Richland County employees, contractors, vendors and agents with Richland County-owned devices. This policy covers all computers, servers, smart phones, tablets and other computing devices operating.

Policy

- Employees may not install software on Richland County's computing devices operated within the Richland County network.
- Software requests must first be approved by the Department Head/Supervisor and then be made to the MIS Help Desk via email at help@richlandcountywi.on.spiceworks.com.
- Software must be selected from an approved software list, maintained by the MIS Department, unless no selection on the list meets the requester's need.
- The MIS Department will obtain and track the licenses, test new software for conflict and compatibility, and perform the installation.

I have read the Richland County Computer Policy
rules and guidelines.

Name: (please print) _____

Department: _____

Signature: _____ Date: _____ Employees are

asked to sign this statement and separate it from the Richland County Computer Policy.

All employees should review and sign the new computer policy and the page with the signature should be sent to the County Administrator/HR Office who will place the signature page in the Personnel files.

2023 Computer Policy Crosswalk

This document was redone from the ground up. Technology has changed so rapidly in the past 5 years that the old policy was completely outdated and to simply update it was not possible. Focus has truly changed and we are now putting this policy in place to protect the employees and county as an organization.

- The policy now covers all devices computers, laptops, iPads, tablets, printers, smartphones and all other components that connect to the network or computers.
- Password requirements are more defined and complex passwords are required.
- Workstations are required to shutdown at night
- The policy now allows for Technology assessment and testing with a plan for mitigation.
- Use of USB drives are now prohibited unless specific exception has been made.
- No client, employee, or intellectual property of the county can be exported or copied to anyone outside the county.
- Definition of remote worker is completed with responsibilities for the worker defined
- There is definition for enforcement and violations of the policy
- There is a defined email policy which never existed before.
- There is a software installation policy which was not separated before

RESOLUTION NO. 23 – xx

A Resolution Recognizing The Service Of A County Board Supervisor.

WHEREAS Mr. Shaun Murphy-Lopez was elected on April 17, 2018 and served as County Board Supervisor in District #2 until June 25, 2023, and

WHEREAS the County Board wants to express its sincere appreciation for Mr. Murphy-Lopez’s admirable efforts to transform Richland County into the best version of itself possible, and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the County Board hereby expresses its sincere admiration and appreciation to Mr. Shaun-Murphy Lopez for his years of dedicated service to Richland County as the County Board Supervisor for District #2, and

BE IT FURTHER RESOLVED that the County Board wishes Mr. Murphy-Lopez the best in his future endeavors, and

BE IT FURTHER RESOLVED that the County Clerk shall send a copy of this Resolution to Mr. Murphy-Lopez at his home address, and

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE FINANCE &
PERSONNEL STANDING COMMITTEE
(03 AUGUST 2023)

AYES_____ NOES_____

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

MARTY BREWER
STEVE CARROW
MARC COUEY
GARY MANNING
TIMOTHY GOTTSCHALL
DAVID TURK
STEVE WILLIAMSON
MELISSA LUCK

DATED: AUGUST 2, 2023



Policy on Personnel Classification, Compensation and Staff Authorization Of Richland County

Effective: 20 July 2021
Revised: 16 May 2023

Policy Cover	
Title: Policy on Personnel Classification, Compensation and Staff Authorization	Effective Date: 14 November 2022
	Adoption/Revision Date: 16 May 2023
Custodian: County Administrator	Approving Body: Richland County Finance and Personnel Standing 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: 21-98;
- 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 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.

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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 Finance and Personnel Standing Committee. All employees not specifically covered by a collective bargaining agreement, elected, specified employment agreement 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.

D. Effective Date – date of the Adoption/Revision date of this Policy.

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

General Government:

1. New employees will be placed at step 2.
2. After an employee passes probation, the employee will be placed at step 3.
3. After two years from the date of hire, the employee will be placed at step 4.

Pine Valley:

1. New employees will be placed at step 5.
2. After an employee passes probation, the employee will be placed at step 6.
3. After two years from the date of hire, the employee will be placed at step 7.

Ambulance Emergency Medical Technician:

1. New employees will be placed at Step 3.
2. After an employee passes probation, the employee will be placed at step 4.
3. After two years from the date of hire, the employee will be placed at step 5.

General Provisions:

1. 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 7 for Pine Valley).

2. County department heads may authorize a one-time placement adjustment (not to exceed step 4 for General Government or step 7 for Pine Valley) for current employees who the department head deems their experience and value to the department warrants the increase.
3. The County Administrator is authorized to retain the services of Carlson Dettmann Consulting, LLC, (County's Compensation Plan Consultant) to update the county's composition structures (steps) to reflect current market.
4. The Finance and Personnel Standing Committee is authorized to recommend the County's compensation structures (steps) updated annually to reflect current market.

SECTION 5: SUPPLEMENTAL DEPARTMENT WORK RULES

Federal Regulations, Wisconsin State Statutes and Finance and Personnel Standing 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 Standing Committee by the departments for periodic review.

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

- a. Ambulance Services / Emergency Management (reserved)
- b. Coroner (reserved)
- c. Fair and Recycling (reserved)
- d. Health and Human Services (reserved)
- e. Highway (reserved)
- f. Pine Valley Community Services
- g. Sheriff's Office (including reference to WPPA Agreement)
- h. Symon's Recreation Complex (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, casual reserve, limited term, or seasonal.
 - a. Full-time - a minimum of 30 hours per week.
 - b. Part-time benefited – a minimum of 23.25 hours per week.
 - c. Part-time unbenefited – less than 23.24 hours per week.
 - d. Casual reserve – call-in, not a regular schedule, and only guaranteed work when needed.
 - e. Limited term employment – full time or part time employee contracted to work for a set amount of time.
 - f. Seasonal – temporary employment that recurs around the same time every year.
5. **Capacity** — Indicates 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 and approval by the County Administrator, or supervisory committee as appropriate.

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 Standing 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.

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 Standing 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 Standing 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 Standing 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 (Section 2).
 - 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 Standing 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 Pine Valley and Child Support Standing Committee and Finance and Personnel Standing Committee.
- E. Amending the authorization count, or removing an existing position, procedure:
 - 1. The department head must 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 Standing Committee. 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 a grant and/or funding needs.
 - d. A significant operational need, with overwhelming justification given by the department head, and supported by the Administrator, or supervisory committee if an elected official.
- 2. Department heads will present the request to their supervisory committee with a copy provided to the County Administrator. 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]. Fees for the creation study from the Compensation Plan Consultant will be charged to the requesting department.
- 3. The Administrator, or supervisory committee when an elected official, may take action to recommend the creation to the County Administrator and Finance and Personnel Standing Committee.
- 4. The Department head will present the following to the Finance and Personnel Standing Committee: 1) position description, 2) a job description questionnaire, 3) narrative of reasoning, and 4) a statement of financial impact 5) the supervisory committee recommendation, and 6) the recommendation from the Compensation Plan Consultant.

5. The Finance and Personnel committee may take action to recommend resolution to the Richland County Board of Supervisors.
6. 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.
7. A copy of the newly created and approved positions job description must be filed with the County Administrators office upon approval.
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 Richland 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, according to Section 4.

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 and will continue to progress according to Section 4.

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 according to Section 4, 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 at a minimum of every five years, at the request of the County Administrator, or at the direction of the Finance and Personnel Standing Committee.

SECTION 11: REVISION HISTORY

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Committee Action / Resolution
20/07/2021	Original	Passed
04/10/2022	Section 2, 4, 5, 6, 7, 8 & 10 - Change in authority. Section 3 - Effective date. Section 4 – Wage adjustment added. Section 5 – Update supplemental pay schedule. Section 6 – Define positions. Section 8 - Define procedure. Section 9 – Define transfers.	
11/1/2022	Section 2, 4, 5, 7, 8 & 10 – Define authority. Section 3 & 6 – Add definition & description. Section 4. B. – Update pay plan. Section 5 – Modify supplemental pay schedule Section 9 – Update section reference. Section 8 – Procedure Clarification	
3/21/2023	Appendix D – Staff Authorization Table update Appendix E – Wage Schedules update	Res. 23-22 & 23-23
5/16/2023	Appendix D – Staff Authorization Table update	Res. 23-53

APPENDIX A: PAYROLL STATUS CHANGE FORM

EFFECTIVE DATE

EMPLOYEE ID #
BADGE #

EMPLOYEE NAME _____

CHANGE(S)	FROM	TO
PER RESOLUTION #	GRADE _____	GRADE _____
	STEP _____	STEP _____
	RANGE _____	RANGE _____
	HOURLY/SALARY RATE _____	HOURLY/SALARY RATE _____
JOB TITLE		
PV ONLY <input type="checkbox"/>	ON-CALL EVERY OTHER WEEKEND PREMIUM RATE	
DEPARTMENT		
WEEKLY HOURS		
SHIFT		
<input type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME W/BENEFITS _____ HRS PER WEEK _____% FOR HEALTH INS	
<input type="checkbox"/> CALL- IN	<input type="checkbox"/> PART-TIME/TEMP CASUAL NO BENEFITS	

Account # _____	_____ %	Account # _____	_____ %
Account # _____	_____ %	Account # _____	_____ %
Account # _____	_____ %	Account # _____	_____ %

IF YOUR FUNDING IS SPLIT, IT MUST TOTAL 100%. OTHERWISE LEAVE BLANK

REASON(S) FOR THE CHANGE(S)

- | | | |
|--|--|--|
| <input type="checkbox"/> HIRED
<input type="checkbox"/> APPROVED BY COUNTY BOARD
<input type="checkbox"/> PROBATION ENDED
<input type="checkbox"/> PROBATION EXTENDED UNTIL _____
<input type="checkbox"/> 2 YEAR WAGE INCREASE
<input type="checkbox"/> SENIORITY INCREASE
<input type="checkbox"/> PROMOTION
<input type="checkbox"/> DEMOTION
<input type="checkbox"/> SUSPENSION | DATE OF APPROVAL

<input type="checkbox"/> YES / <input type="checkbox"/> NO | <input type="checkbox"/> REHIRED

<input type="checkbox"/> TRANSFER _____
<input type="checkbox"/> RETIREMENT
<input type="checkbox"/> RESIGNATION
<input type="checkbox"/> 2 WEEK NOTICE GIVEN
<input type="checkbox"/> DISCHARGED
<input type="checkbox"/> LAYOFF
<input type="checkbox"/> DEATH |
|--|--|--|

LEAVE OF ABSENCE: <input type="checkbox"/> MEDICAL <input type="checkbox"/> NON MEDICAL STARTS: _____ ENDS (LAST DAY): _____ FMLA STARTS: _____ ENDS (LAST DAY): _____
COMMENTS:

AUTHORIZED BY: _____ DATE: _____

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:
Required Supporting Documentation:		
<input type="checkbox"/> Current job description		
<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		
<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.		
<input type="checkbox"/> Supporting documentation (i.e. study data); including consultant review		
<input type="checkbox"/> Total financial impact to implement reclassification: \$ _____ Budget year: _____		
<input type="checkbox"/> Plan of how financial impact will be absorbed		
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: <input style="width: 150px;" type="text"/>
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:	
Required Supporting Documentation:			
<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			
<input type="checkbox"/> Proposed pay grade			
<input type="checkbox"/> Supporting documentation (i.e. job study data); including consultant review			
<input type="checkbox"/> Total financial impact to implement new position: \$ _____ Budget year: _____			
<input type="checkbox"/> Plan of how financial impact will be absorbed			
<input type="checkbox"/> Proposed change to department's organizational chart			
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 RANGE	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	
			Accounting Supervisor	85	J	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Assistant to the Administrator	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
							TOTAL:	3.00					
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)	80	E*F	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Advanced Emergency Medical Tech (Training Officer)	55	E*F	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Advanced Emergency Medical Technician	35	B*C	Hourly	40	3.00	8.00	0.00	0.00	0.00	
			Ambulance Crew Member			\$20/call	Hourly	0.00	0.00	0.00	15.00	0.00	
			Ambulance Driver			\$15/call	Hourly	0.00	0.00	0.00	1.00	0.00	
Contracted			All Hazards Planner		Contract		0.00	0.00	0.00	0.00	1.00		
							TOTAL:	6.00	8.00	0.00	16.00	1.00	
5540	Child Support Office		Child Support Director	90	K	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Financial Specialist & Caseworker	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Child Support/Staff Attorney-Assistant Corporation Counsel			By Res	Exempt	40	0.20	1.00	0.00	0.00	0.00
							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	
			Chief Deputy Clerk of Court	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Deputy Clerk of Court	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Bailiff	30	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	
5184	Corporation Counsel		Corporation Counsel		By Res	Exempt		0.00	1.00	0.00	0.00	0.00	
			Child Support Administrator / Assistant Corporation Counsel			By Res	Appointed		0.00	1.00	0.00	0.00	0.00
							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 Clerk	70	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	County Maintenance		Maintenance Manager	90	K	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Custodian	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00	
							TOTAL:	2.00	0.00	0.00	0.00	0.00	
5181	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	0.80	0.00	0.00	0.00
			Victim/Witness Supervisor	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Victim/Witness Coordinator	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Legal Assistant	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
							TOTAL:	4.00	0.80	0.00	0.00	0.00	
5814	Fair & Recycling		Fair & Recycling Coordinator	45	D	Hourly	28	0.00	1.00	0.00	0.00	0.00	
			Clerical	25	A	Hourly		0.00	0.00	1.00	0.00	0.00	
			Fair Groundskeeper	30	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	

STAFF AUTHORIZATION TABLE

DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY					
								REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease	
Health & Human Services													
5501			Director	125	R	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5501			Corporation Counsel		By Res	Exempt		0.00	0.00	0.00	0.00	0.00	
5501	<i>Administration & Building Operations</i>		Conf. Administrative Secretary	70	G	Exempt	40	2.00	0.00	0.00	0.00	0.00	
5504			Clerical Assistant II (LONGTERM VACANCY)	50	E	Hourly	40	0.00	0.00	0.00	0.00	0.00	
5504			Secretary	50	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 (SWMDB Leased Position)		\$16.57/hr	Hourly	28	0.00	0.00	0.00	0.00	1.00	
			Custodian	50	E	Hourly	40	0.00	0.00	0.00	0.00	0.00	
			Fill-In Custodian (SWMDB Leased Position)		\$20.00/hr	Hourly		0.00	0.00	0.00	0.00	0.00	
5501		<i>Business & Financial Services</i>		Business & Financial Services Manager	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
5504				Fiscal Specialist	65	F	Hourly	40	3.00	0.00	0.00	0.00	0.00
5507		<i>Aging & Disability Resource Center</i>		ADRC Manager	95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
5507			Information & Assistance Specialist	75	H	Exempt	40	3.00	0.00	0.00	0.00	0.00	
5507			Clerical Assistant II	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5529			Disability Benefit Specialist	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5403			Elderly Benefit Specialist	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5563			Secretary	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5563			Driver/Escort Driver	25	A	Hourly		0.00	4.00	0.00	0.00	0.00	
5563			Clerical Assistant (SWMDB Leased Position)		\$15.00/hr	Hourly	8	0.00	0.00	0.00	0.00	1.00	
5477	<i>Behavioral Health Services</i>			Behavioral Health Services Manager	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
5472				CCS Supervisor	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00
				Quality Coordinator (LONGTERM VACANCY)			Exempt	40	0.00	0.00	0.00	0.00	0.00
5457				CLTS & BT3 Supervisor	95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
5477				Business Systems Analyst	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
5472				Mental Health Case Manager	75	H	Hourly	40	3.00	0.00	0.00	0.00	0.00
5472				Mental Health Therapist	95	L	Exempt	40	2.00	0.00	0.00	0.00	0.00
5478			Substance Abuse Counselor	80	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5408			Treatment Court Coordinator	80	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5532			Adult Protective Services Worker	75	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5532		APS/Crisis Professional	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00		
5459		CLTS & BT3 Case Manager	75	H	Exempt	40	2.00	0.00	0.00	0.00	0.00		
5472		Psychiatric RN	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00		
		Psychiatric RN (SWMDB Leased Position)		\$25.58/hr	Exempt	20	0.00	0.00	0.00	0.00	1.00		
		Crisis Case Worker (SWMDB Leased Position)		\$26.89/hr	Exempt	40	0.00	0.00	0.00	0.00	1.00		
		CST Coordinator (SWMDB Leased Position)		\$18.00/hr	Exempt	32	0.00	0.00	0.00	0.00	1.00		
		Service Facilitator (SWMDB Leased Position)		\$21.13/hr	Exempt	40	0.00	0.00	0.00	0.00	1.00		
5502	<i>Child & Youth Services</i>		Child & Youth Services Supervisor	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5502			Child and Youth Services Manager	95	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5502			Child & Youth Services Case Manager	75	I	Exempt	40	5.00	0.00	0.00	0.00	0.00	
5502			Youth Aide Worker	70	G	Exempt	40	1.00	0.00	0.00	0.00	0.00	
		Family Preservation Worker (SWMDB Leased Position)		\$17.10/hr	Hourly	28	0.00	0.00	0.00	0.00	1.00		
5503	<i>Economic Support</i>		Economic Support Manager	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5503			Economic Support Lead Worker	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5503			Economic Support Specialist	65	F	Hourly	40	13.00	0.00	0.00	0.00	0.00	
5401	<i>Public Health</i>		Public Health Manager/Local Health Officer	105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5401			Public Health Nurse (1-LONGTERM VACANCY)	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5401			Public Health Clinic Nurse	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Health & Wellness Coordinator (LONGTERM VACANCY)	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5580		Nutrition Program Coordinator	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00		
5583		Nutrition Site Worker	25	A	Hourly		0.00	3.00	0.00	0.00	0.00		
5588		Nutrition Driver	25	A	Hourly		0.00	2.00	0.00	0.00	0.00		
						TOTAL:	61.00	9.00	0.00	4.00	7.00		
Highway													
5321			Commissioner	115	P	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Bookkeeper	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Clerk	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Patrol Superintendent	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Patrol Superintendent	90	K	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Shop Superintendent	85	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Lead Paving Foreman	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Lead Shop Foreman	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Lead Grade Foreman	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Sign Foreman	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Mechanic	70	G	Hourly	40	2.00	0.00	0.00	0.00	0.00	
			Equipment Operator/Patrolman	70	G	Hourly	40	11.00	0.00	0.00	0.00	0.00	
			Equipment Operator/Patrolman	70	G	Hourly	40	7.00	0.00	0.00	0.00	0.00	
			Seasonal	25	A	Hourly		0.00	0.00	2.00	0.00	0.00	
						TOTAL:	30.00	0.00	2.00	0.00	0.00		
Human Resources													
			Human Resources Director	115	P	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Payroll & Benefits Specialist	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
						TOTAL:	2.00	0.00	0.00	0.00	0.00		
Land Conservation													
5741			County Conservationist	95	L	Exempt	35	1.00	0.00	0.00	0.00	0.00	
			Secretary	50	E	Hourly	35	1.00	0.00	0.00	0.00	0.00	
5750			Conservation Technician	75	H	Hourly	35	2.00	0.00	0.00	0.00	0.00	
						TOTAL:	4.00	0.00	0.00	0.00	0.00		
Management Information Systems													
5182			Management Information Systems Director	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			MIS Administrator	95	L	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			MIS Technical Support Specialist	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			MIS Assistant (SWMDB Leased Position)		\$14.00/hr	Exempt	20	0.00	0.00	0.00	0.00	0.50	
						TOTAL:	3.00	0.00	0.00	0.00	0.50		

STAFF AUTHORIZATION TABLE

DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY					
								REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease	
Pine Valley Community Village													
5434		Administration	Nursing Home Administrator	375	P	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			HR Generalist-RN	345	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Nursing Admin Assistant	320	E	Hourly	36	1.00	0.00	0.00	0.00	0.00	
5433			Manager of Informational Services	330	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5432			Administrative Assistant	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Payroll and Accounts Payable Clerk	325	F	Hourly	36	1.00	0.00	0.00	0.00	0.00	
			Billing Specialist	325	F	Hourly	36	1.00	0.00	0.00	0.00	0.00	
5420		Nursing	Director of Nursing	365	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	
5421			Clinical Reimbursement Coordinator	360	M	Hourly	40	0.00	0.00	0.00	0.00	0.00	
			RN Manager	355	L	Hourly	40	2.00	0.00	0.00	0.00	0.00	
			RN Supervisor	350	K	Hourly	40	2.00	0.00	0.00	0.00	0.00	
			Registered Nurse	345	J	Hourly	38.75	3.00	0.00	0.00	0.00	0.00	
			Registered Nurse	345	J	Hourly	27	0.00	1.00	0.00	0.00	0.00	
			Registered Nurse	345				0.00	0.00	0.00	0.00	1.00	
			Registered Nurse		By Res	Hourly		0.00	0.00	0.00	11.00	0.00	
5422			LPN	330	G	Hourly	38.75	1.00	0.00	0.00	0.00	0.00	
			LPN	330	G	Hourly	27	0.00	1.00	0.00	0.00	0.00	
			LPN		By Res	Hourly		0.00	0.00	0.00	14.00	0.00	
			LPN	330				0.00	0.00	0.00	0.00	1.00	
			Medication Aides		By Res	Hourly		0.00	0.00	0.00	3.00	0.00	
5423			CNA Nursing Assistant	315	D	Hourly	38.75	26.00	0.00	0.00	0.00	0.00	
			CNA Nursing Assistant	315	D	Hourly	27	0.00	2.00	0.00	0.00	0.00	
			CNA Nursing Assistant	315	D	Hourly	23.25	0.00	0.00	0.00	38.00	0.00	
			CNA Nursing Assistant		By Res	Hourly		0.00	0.00	0.00	0.00	5.00	
			Unit Clerk	320	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00	
			Resident Assistant	300	A	Hourly		0.00	0.00	0.00	8.00	0.00	
5424		Activities	Activity Director	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Activity Aide	310	C	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Activity Aide	310	C	Hourly	36	1.00	0.00	0.00	0.00	0.00	
			Activity Aide	310	C	Hourly	27	0.00	1.00	0.00	0.00	0.00	
			Activity Aide	310	C	Hourly		0.00	0.00	0.00	1.00	0.00	
5425		Social Work	Social Services Supervisor	345	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Social Worker	335	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
5427		Dietary	Food Service Supervisor	330	G	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Lead Cook	315	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00	
			Cook I	305	B	Hourly	38.75	1.00	0.00	0.00	0.00	0.00	
			Food Service Worker II	305	B	Hourly	38.75	5.00	0.00	0.00	0.00	0.00	
			Food Service Worker II	305	B	Hourly	23.25	0.00	1.00	0.00	0.00	0.00	
			Food Service Worker II	305	B	Hourly		0.00	0.00	0.00	5.00	0.00	
5428		Maintenance	Maintenance Supervisor	340	I	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Maintenance Worker	320	E	Hourly	38.75	2.00	0.00	0.00	0.00	0.00	
5429		CBRF	Unit Clerk	315	D	Hourly	38.75	1.00	0.00	0.00	0.00	0.00	
			Personal Care Worker	305	B	Hourly	38.75	3.00	0.00	0.00	0.00	0.00	
			Personal Care Worker	305	B	Hourly	31	0.00	4.00	0.00	0.00	0.00	
			Personal Care Worker	305	B	Hourly	27	0.00	0.00	0.00	3.00	0.00	
			Personal Care Worker	305	B	Hourly	23.25	0.00	2.00	0.00	0.00	0.00	
5430		Housekeeping	Housekeeper	300	A	Hourly	38.75	5.00	0.00	0.00	0.00	0.00	
			Housekeeper	300	A	Hourly	27	0.00	1.00	0.00	0.00	0.00	
			Housekeeper	300	A	Hourly		0.00	0.00	0.00	4.00	0.00	
5431			Laundry Worker	300	A	Hourly	38.75	0.00	0.00	0.00	0.00	0.00	
							TOTAL	69.00	13.00	0.00	87.00	7.00	
5171	Register of Deeds		Register of Deeds		By Res	Elected		1.00	0.00	0.00	0.00	0.00	
			Deputy Register of Deeds	65	F	Hourly	35	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	80	I	Hourly	35	1.00	0.00	0.00	0.00	0.00	
			Deputy Clerk of Circuit Court / Register in Probate Assistant	70	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	105	N	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Road Patrol Lieutenant	100	M	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Office Manager/Conf Secretary	75	H	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Administrative Assistant	70	G	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)	70	G	Hourly		0.00	0.00	0.00	7.00	0.00	
			Translator		\$35/hr	Hourly		0.00	0.00	0.00	5.00	0.00	
5251		Jail/Dispatch	Dispatch/Jailer Sergeant			Hourly	6/3	2.00	0.00	0.00	0.00	0.00	
			Dispatch/Jailer			Hourly	6/3	12.00	0.00	0.00	0.00	0.00	
			Dispatch/Jailer (Reserve)			Hourly		0.00	0.00	0.00	4.00	0.00	
							TOTAL	33.00	0.00	0.00	16.00	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	85	J	Exempt	40	1.00	0.00	0.00	0.00	0.00	
			Assistant Director	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Maintenance	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00	
			Custodian	25	A	Hourly		0.00	0.00	1.00	0.00	0.00	
			Receptionist	25	A	Hourly		0.00	0.00	11.00	0.00	0.00	
			Weight Training Instructor	20	aa	Hourly		0.00	0.00	1.00	0.00	0.00	
			Land Aerobics Instructor	50	E	Hourly		0.00	0.00	10.00	0.00	0.00	
			Lifeguard Instructor	50	E	Hourly		0.00	0.00	1.00	0.00	0.00	
			Water Safety Instructor	10	aa	Hourly		0.00	0.00	8.00	0.00	0.00	
			Racquetball Instructor	20	aa	Hourly		0.00	0.00	0.00	0.00	0.00	
			Lifeguard	15	ab	Hourly		0.00	0.00	25.00	0.00	0.00	
							TOTAL	3.00	0.00	67.00	0.00	0.00	

STAFF AUTHORIZATION TABLE

DEPT CODE	DEPARTMENT	DIVISION OR UNIT	POSITION TITLE	PAY RANGE	PAY GRADE	FLSA STATUS	WEEKLY CAPACITY	PERSONNEL - CATEGORY				
								REGULAR FULL-TIME	REGULAR PART-TIME	LIMITED TERM	RESERVE / CALL-IN / SEASONAL	CONTRACT / Lease
5156	Treasurer		County Treasurer		By Res	Elected		1.00	0.00	0.00	0.00	0.00
			Deputy Treasurer	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
5154	Property Lister		Property Tax Lister	70	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	50	E	Hourly	35	1.00	0.00	0.00	0.00	0.00
			Administrative Secretary	50	E	Hourly	28	0.00	1.00	0.00	0.00	0.00
			4-H Coordinator		State	Contracted		0.00	0.00	0.00	0.00	1.00
			Human Development and Relationships		State	Contracted		0.00	0.00	0.00	0.00	0.80
			Agriculture Educator		State	Contracted		0.00	0.00	0.00	0.00	0.50
			Food/Mse Coordinator		State	Contracted		0.00	0.00	0.00	0.00	0.27
			Food/Mse Educator		State	Contracted		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	75	H	Exempt	40	1.00	0.00	0.00	0.00	0.00
			UW Food Service Assistant	50	E	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Cafeteria Worker	30	aa	Hourly		0.00	0.00	0.00	0.00	0.00
			Food Service Workers		\$7.25	Hourly		0.00	0.00	0.00	0.00	0.00
							TOTAL:	2.00	0.00	0.00	0.00	0.00
5550	Veterans Service		Veterans Service Officer	80	I	Exempt	35	1.00	0.00	0.00	0.00	0.00
			Veterans Benefits Specialist	70	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 Land Information		Zoning Administrator	95	L	Exempt	40	1.00	0.00	0.00	0.00	0.00
			Zoning GIS Tech/Assistant	70	G	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Assistant Zoning Administrator/Sanitarian	80	I	Hourly	40	1.00	0.00	0.00	0.00	0.00
			Zoning Office System Tech	65	F	Hourly	40	1.00	0.00	0.00	0.00	0.00
							TOTAL:	4.00	0.00	0.00	0.00	0.00

RICHLAND COUNTY 2021 AUTHORIZED POSITION COUNT

Total Regular Authorized Full-time (FT) Positions	243	36	127	136	19
Total Regular Authorized Part-time (PT) Positions	36				
Total Limited Term Authorized Employee (LTE) Positions	127				
Total Reserve/Call-in Authorized Positions	136				
Total Contracted Authorized Positions	19				
TOTAL RICHLAND COUNTY Authorized Positions	561				

APPENDIX E: WAGE SCHEDULES

Effective the first pay period of 2023										
RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
125	R	HHS DIRECTOR	HEALTH & HUMAN SERVICES	\$ 42.18	\$ 43.14	\$ 44.10	\$ 45.06	\$ 46.01	\$ 46.98	\$ 47.93
120	Q			\$ 40.29	\$ 41.20	\$ 42.12	\$ 43.04	\$ 43.95	\$ 44.87	\$ 45.78
115	P	HUMAN RESOURCES DIRECTOR HWY COMMISSIONER	HUMAN RESOURCES HIGHWAY	\$ 38.39	\$ 39.26	\$ 40.14	\$ 41.00	\$ 41.88	\$ 42.75	\$ 43.63
110	O	INTERIM COMMISSIONER	HIGHWAY	\$ 36.50	\$ 37.33	\$ 38.16	\$ 39.00	\$ 39.82	\$ 40.65	\$ 41.48
105	N	HHS PUBLIC HEALTH MGR CHIEF DEPUTY SHERIFF	SHERIFF SHERIFF	\$ 34.60	\$ 35.39	\$ 36.17	\$ 36.96	\$ 37.75	\$ 38.54	\$ 39.32
100	M	MGMINT INFO SYSTM DIRCTR ECONOMIC DEVELOPMENT DIRECTOR HHS BEHAVIORAL HEALTH SERVICES MGR HHS COMPREHENSIVE COMMUNITY SERV SPRVSR HHS BUSINESS & FINANCIAL SERVICES MANAGER SHERIFF RD PATROL LIEUT	CH IT DEPT CH ECONOMIC DEVELOPMENT HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES SHERIFF	\$ 32.71	\$ 33.45	\$ 34.19	\$ 34.94	\$ 35.69	\$ 36.42	\$ 37.17
95	L	COUNTY CONSERVATIONIST ZONING ADMINISTRATOR HHS ARDC MANAGER HHS CHILD & YOUTH SRVCS MGR HHS LONG TERM SUPPORT & BIRTH TO 3 SUPERVISOR	CH LAND CONSERVATION CH ZONING HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES	\$ 30.82	\$ 31.52	\$ 32.22	\$ 32.92	\$ 33.62	\$ 34.32	\$ 35.03
90	K	CH CHILD SUPPORT DIRECTOR EM MED SER/EM MGMNT DIR MAINTENANCE MANAGER HHS CHILD AND YOUTH SERVICES SUPERVISOR HHS ECON SUPPORT MANAGER HHS MENTL HLTH THER LIC HHS PSYCHIATRIC NURSE HHS PUBC HLTH NURSE HHS PUBC HLTH CLINIC NURSE	CH CHILD SUPPORT CH AMBULANCE COUNTY MAINTENANCE DEPT HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES	\$ 28.92	\$ 29.59	\$ 30.24	\$ 30.90	\$ 31.55	\$ 32.21	\$ 32.87
85	J	ACCOUNTING SUPERVISOR HHS ADMINISTRATION & BUILDING OPERATIONS MANAGER HHS MENTL HLTH THER NYL HWY PATROL SUPERINTENDENT MGMINT INFO SYSTM ADMINST SYMONS DIRECTOR	CH COUNTY ADMINISTRATOR HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES HIGHWAY CH IT DEPT SYMONS	\$ 27.04	\$ 27.65	\$ 28.26	\$ 28.88	\$ 29.49	\$ 30.10	\$ 30.72
80	I	ASSISTANT ZONING ADMINISTRATOR/SANITARIAN HHS TREATMNT COURT COOR HHS SUBSTANCE ABUSE COUN HWY LEAD GRADE FOREMAN HWY LEAD PAVING FOREMAN HWY LEAD SHOP FOREMAN REG PROBATE/REGISTRAR SHERIFF DISP/JAILR SGT SYMONS INTERIM DIRECTOR VETERAN SERVICE OFFICER VICTIM WITNESS SUPERVISOR	ZONING HEALTH & HUMAN SERVICES HHS HIGHWAY HIGHWAY HIGHWAY CH PROBATE SHERIFF SYMONS CH VETERANS SERVICE CH DISTRICT ATTORNEY	\$ 25.14	\$ 25.70	\$ 26.28	\$ 26.85	\$ 27.42	\$ 27.99	\$ 28.56
75	H	CONSERVATION TECHNICIAN CLERK OF COURTS CHIEF DEPUTY HHS ADULT PROTECTIVE SERVICES/CRISIS PROFESSIONAL HHS BUSINESS SYSTM ANALYST HHS CHILDREN LONG TERM & BIRTH TO 3 CASE MGR HHS DISABILITY BEN SPE SW HHS ECON SPRT LEAD WRK HHS ELDERLY BENF SPCL HHS HEALTH & WELLNESS COOR HHS SW ADULT PROT SRVCS HHS SW CHILD & YOUTH CASE MGR HHS INFORMATION & SYSTEMS SPECIALIST HWY BOOKKEEPER HWY PARTS MNGR/SHOP CLK ASSISTANT TO COUNTY ADMINISTRATOR PAYROLL & BENEFITS SPCL MIS TECHNICAL SUPPORT SPECIALIST SHERIFF DISP/JAILER SHERIFF OFFICE MGR/CONF UW FOOD SER SUPERVISOR	CH LAND CONSERVATION CLERK OF COURTS HEALTH & HUMAN SERVICES HEALTH & HUMAN SERVICES 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 CH COUNTY ADMINISTRATOR HUMAN RESOURCES CH MIS SHERIFF SHERIFF CH UW FOOD SERVICE	\$ 23.25	\$ 23.77	\$ 24.30	\$ 24.83	\$ 25.36	\$ 25.88	\$ 26.42

Effective the first pay period of 2023											
RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
70	G	DEPUTY CTY CLERK/ACCOUNTS PAYABLE SPECIALIST	CH.COUNTY CLERK	\$ 21.35	\$ 21.83	\$ 22.31	\$ 22.81	\$ 23.29	\$ 23.77	\$ 24.26	
		CLERICAL ASSISTANT II (DEPUTY)	CH CLERK OF COURT								
		CLERK OF COURT DEPUTY	CH CLERK OF COURT								
		FINANCIAL SPECIALIST AND CASEWORKER	CH CHILD SUPPORT								
		LEGAL ASSISTANT	CH DISTRICT ATTORNEY								
		HHS CONFID ADMIN SCRTRY	HEALTH & HUMAN SERVICES								
		HHS NUTRITION PRDG COOR	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 CDL	HIGHWAY								
		HWY MECHANIC	HIGHWAY								
		HWY SIGN FOREMAN	HIGHWAY								
		PROPERTY TAX LISTER	CH PROPERTY LISTER								
		REGISTER IN PROBATE/PROBATE REGISTRAR/JUVENILE CLERK/JUDICIAL A	PROBATE								
		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	CLERICAL ASSISTANT	CH PROBATE	\$ 19.46	\$ 19.90	\$ 20.35	\$ 20.78	\$ 21.22	\$ 21.67	\$ 22.11	
		COUNTY TREASURER DEPUTY	CH TREASURER								
		FISCAL SPECIALIST	HEALTH & HUMAN SERVICES								
		HHS ECONOMIC SUPP SPECCL + for interpreter .75 cent p/hr modifier	HEALTH & HUMAN SERVICES								
		HWY CLERK	HIGHWAY								
		REGISTER OF DEEDS DEPUTY	CH REGISTER OF DEEDS								
		ADMINISTRATIVE ASSISTANT	SHERIFF								
		SYMONS ASSISTANT DIRECTR	SYMONS								
		ZONING OFFICE SYS TECH	CH ZONING								
60	*	AMB EMERGENCY MED TECH (ADMIN)	CH AMBULANCE	\$ 18.20	\$ 18.61	\$ 19.03	\$ 19.44	\$ 19.86	\$ 20.30	\$ 20.69	
55	*	AME EMERGENCY MED TECH (TRAINING)	CH AMBULANCE	\$ 16.22	\$ 16.58	\$ 16.95	\$ 17.33	\$ 17.68	\$ 18.06	\$ 18.43	
50	E	CLERICAL ASSISTANT II	CH CHILD SUPPORT	\$ 17.57	\$ 17.97	\$ 18.36	\$ 18.76	\$ 19.16	\$ 19.56	\$ 19.96	
		ADMINISTRATIVE SECRTY	CH UW EXTENSION								
		ADMINISTRATIVE SECRTY	HEALTH & HUMAN SERVICES								
		CLERICAL ASSISTANT II	CH UW EXTENSION								
		CLERICAL ASSISTANT II	HEALTH & HUMAN SERVICES								
		CUSTODIAN	CH MAINTENANCE								
		CUSTODIAN	HEALTH & HUMAN SERVICES								
		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 SAFTEY INSTRUCTOR/TRAINER	SYMONS								
45	D	FAIR & RECYCLUNG COORDINATOR	FAIR	\$ 16.14	\$ 16.52	\$ 16.87	\$ 17.24	\$ 17.61	\$ 17.98	\$ 18.34	
		REAL PROPERTY LISTER ASSISTANT	REAL PROPERTY LISTER								
40	C	PRIVATE LESSONS	SYMONS	\$ 14.95	\$ 15.29	\$ 15.62	\$ 15.96	\$ 16.31	\$ 16.64	\$ 16.99	
	*	AMB EMERGENCY MED TECH	CH AMBULANCE	\$ 14.95	\$ 15.29	\$ 15.62	\$ 15.96	\$ 16.31	\$ 16.64	\$ 16.99	
30	B	GROUNDKEEPER	FAIR	\$ 13.84	\$ 14.15	\$ 14.47	\$ 14.78	\$ 15.10	\$ 15.41	\$ 15.73	
		BAUUFF	CLERK OF COURT								
		STORAGE COORDINATOR	FAIR								
25	A	CLERICAL TEMPORARY	FAIR	\$ 12.81	\$ 13.10	\$ 13.39	\$ 13.68	\$ 13.98	\$ 14.26	\$ 14.55	
		CLERICAL TEMPORARY	SHERIFF								
		CUSTODIAN WEEKEND MAINTENANCE	SYMONS								
		HHS DRIVER/ESCORT DRIVER	HHS								
		HHS NUTRITION DRIVER	HHS								
		HHS NUTRITION SITE WORKER	HHS								
		HIGHWAY SEASONAL NON CDL	HIGHWAY								
		RECEPTIONIST	SYMONS								
20	aa	CAFETERIA WORKER	UW FOOD SERVICE	\$ 11.87	\$ 12.14	\$ 12.40	\$ 12.66	\$ 12.94	\$ 13.21	\$ 13.48	
		CPR INSTRUCTOR	SYMONS								
		FIRST AID INSTRUCTOR	SYMONS								
		RAQUETBALL INSTRUCTOR	SYMONS								
		WATER SAFETY INSTRUCTOR	SYMONS								
		WEIGHT TRAINING INSTRUCTOR	SYMONS								
15	ab	LIFEGUARD	SYMONS	\$ 10.99	\$ 11.25	\$ 11.48	\$ 11.74	\$ 11.98	\$ 12.23	\$ 12.47	
10	ac	DAY CARE AIDE	SYMONS	\$ 10.19	\$ 10.41	\$ 10.63	\$ 10.87	\$ 11.10	\$ 11.32	\$ 11.55	
5	ad			\$ 9.43	\$ 9.63	\$ 9.84	\$ 10.06	\$ 10.27	\$ 10.48	\$ 10.70	

Effective the first pay period of 2023										
RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
		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					
		Translator	HHS, Sheriff	\$35/hour						
		Coroner	Coroner	\$95/call, \$25 for cremation only, \$120 for call plus cremation						
		Coroner Deputy	Coroner	\$95/call, \$25 for cremation only, \$120 for call plus cremation						
		Ambulance Crew Member - volunteer	Ambulance	\$20/call						
		Ambulance Driver - volunteer	Ambulance	\$15/call						
		Ambulance Backup crew weekdays	Ambulance	\$1.25/hr						
		Ambulance Primary crew weekends & holidays	Ambulance	\$3/hr						
		Corporation Counsel	Courthouse	per hour						
		Corporation Counsel	HHS	per hour						
		County Administrator	CH	annual	\$ 98,850.00					
					2023	2024	2025	2026		
		County Clerk	County Clerk	annual	\$ 82,126.44	\$ 83,326.44				
		County Treasurer	Treasurer	annual	\$ 66,682.95	\$ 67,682.95				
		Register of Deeds	Register of Deeds	annual	\$ 66,682.95	\$ 67,682.95				
		Sheriff	Sheriff	annual	\$ 84,998.00	\$ 90,947.86	\$ 94,585.77	\$ 97,423.34		
		Clerk of Court	Clerk of Court	annual	\$ 69,258.00	\$ 74,106.06	\$ 77,070.30	\$ 79,382.41		
		Coroner	Coroner	annual	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00		
		Family Court Commissioner	Family Court Commissioner	annual	\$ 26,221.41					
		Child Support Administrator/Assistant	D.A/Child Support	annual	\$ 21,991.16					

Effective the first pay period of 2023

RANGE	GRADE	JOB TITLE	DEPARTMENT	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
375	P	PVH NURSING HOME & ASST LIVING ADMIN	ADMINISTRATION	46.07	47.09	48.12	49.14	50.17	51.19
370	O			43.60	44.57	45.54	46.52	47.48	48.45
365	N	PVH DIRECTOR OF NURSING	DIRECTOR	41.13	42.04	42.95	43.86	44.78	45.70
360	M	CLINICAL REIMBURSEMENT COORDINATOR	REGISTERED NURSES	38.65	39.51	40.37	41.23	42.09	42.95
355	L	PVH RN MANAGER	REGISTERED NURSES	36.18	36.99	37.79	38.60	39.40	40.20
350	K	PVH RN SUPERVISOR	REGISTERED NURSES	33.73	34.46	35.22	35.97	36.71	37.46
345	J	PVH HUMAN RESOURCES DIR PVH SOCIAL SERVICE SUPR PVH REGISTERED NURSE	ADMINISTRATION SOCIAL SERVICES REGISTERED NURSES	31.25	31.94	32.64	33.33	34.02	34.72
340	I	PVH MAINTENANCE SUPERVISOR	MAINTENANCE	28.79	29.41	30.06	30.70	31.34	31.98
335	H	PVH ADMINISTRATIVE ASST PVH ACTIVITY DIRECTOR PVH SOCIAL WORKER	ACCOUNTING OCCUPATIONAL THERAPY SOCIAL SERVICES	26.31	26.90	27.48	28.07	28.65	29.23
330	G	PVH FOOD SERVICE SUPERVISOR PVH MANAGER OF INFO SYSTEMS PVH LPN	DIETARY MEDICAL RECORDS LICENSED PRAC NURSES	23.82	24.37	24.90	25.42	25.96	26.48
325	F	PVH BILLING SPECIALIST PVH PAYROLL & ACCOUNTS PAYABLE CLERK	ACCOUNTING ACCOUNTING	21.37	21.84	22.31	22.80	23.27	23.74
320	E	PVH MAINTENANCE WORKER PVH MEDICATION AIDE PVH UNIT CLERK PVH NURSING ADMIN ASST	MAINTENANCE LICENSED PRAC NURSES NURSING ASSISTANTS NURSING ASSISTANTS	18.90	19.32	19.74	20.15	20.58	21.00
315	D	PVH CNA NURSING ASSISTANT PVH CLERICAL ASSISTANT I PVH HOUSEKEEPER LEAD PVH LEAD COOK PVH UNIT CLERK	NURSING ASSISTANTS ADMINISTRATION HOUSEKEEPING DIETARY CBRF	16.43	16.79	17.17	17.52	17.89	18.25
310	C	PVH ACTIVITY AIDE	OCCUPATIONAL THERAPY	15.21	15.56	15.90	16.23	16.57	16.91
305	B	PVH COOK I PVH FOOD SERVICE WORKER II PVH PERSONAL CARE WORKER	DIETARY DIETARY CBRF	14.09	14.41	14.71	15.03	15.34	15.66
300	A	PVH FOOD SERVICE WORKER I PVH HOUSEKEEPER PVH LAUNDRY WORKER RESIDENT ASSISTANT	DIETARY HOUSEKEEPING LAUNDRY PINE VALLEY	13.05	13.35	13.64	13.91	14.21	14.50
				CALL-IN					
RESOLUTIONS FOR CALL-INS				RATE					
		PVH NURSING ASSISTANT CALL-IN	NURSING ASSISTANTS	20.89					
		PVH LPN CALL-IN	LICENSED PRAC NURSES	29.96					
		PVH RN CALL-IN	REGISTERED NURSES	39.02					
21-127		PVH MEDICATION AIDE	LICENSED PRAC NURSES	\$2 TO BASE PAY					
21-127		PVH ACTIVITY AIDE	OCCUPATIONAL THERAPY	\$2 TO BASE PAY					
21-127		PVH FOOD SERVICE WORKER II	DIETARY	\$2 TO BASE PAY					
21-127		PVH PERSONAL CARE WORKER	CBRF	\$2 TO BASE PAY					
21-127		PVH HOUSEKEEPER	HOUSEKEEPING	\$2 TO BASE PAY					
21-127		PVH LAUNDRY	LAUNDRY	\$2 TO BASE PAY					

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	