County Connection

INTER OFFICE MEMO

To: A&F Committee Date: May 25, 2021

From: Lisa Rettig, Director of Human Resources Reviewed by: WC.

## SUBJECT: Adjustment to Non-Represented Administrative Employees Compensation

**Summary of Issues:**

The non-represented employees consist of County Connection's administrative employees.

It looks reasonably certain that for FY22 the Authority can prudently afford an increase for these non-represented employees.

The General Manager requests a 3% increase for all satisfactorily performing administrative employees effective July 1, 2021. This is the same percentage increase included in the MOUs for the represented employees.

Last fiscal year, FY21, there was no Merit Pool; however, in prior years the General Manager has requested a Merit Pool. For FY22, the General Manager requests a Merit Pool not to exceed $50,000, to be allocated in the General Manager's discretion, to management employees.

**Financial Implications:**

The cost for the above increases will not exceed $223,963; this amount is included in the FY22 Budget.

**Action Requested:**

Staff respectfully requests the committee forward this memo to the Full Board with a recommendation for adoption of resolution 2021-027.

**Attachments:**

Proposed FY 2022 Payscale

**PROPOSED PAY SCALE FY 2022**

| GRADE | POSITION | STEPS 1 (MIN) | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 (MAX) |
|---|---|---|---|---|---|---|---|---|---|---|
| **GRADE 13** | | | | | | | | | | |
| | ASSISTANT GENERAL MANAGER ADMINISTRATION | 158,446 | | | | | | | | 213,082 |
| | CHIEF OPERATING OFFICER | 158,446 | | | | | | | | 213,082 |
| | CHIEF FINANCIAL OFFICER | 158,446 | | | | | | | | 213,082 |
| **GRADE 12** | | | | | | | | | | |
| | DIRECTOR OF TRANSPORTATION | 102,714 | | | | | | | | 198,697 |
| | DIRECTOR OF HUMAN RESOURCES | 102,714 | | | | | | | | 198,697 |
| | DIRECTOR OF PLANNING & MARKETING | 102,714 | | | | | | | | 198,697 |
| | DIRECTOR OF MAINTENANCE | 102,714 | | | | | | | | 198,697 |
| | DIRECTOR OF IT | 102,714 | | | | | | | | 198,697 |
| | DIRECTOR OF RECRUITMENT & EE DEV/DBE OFFICER | 102,714 | | | | | | | | 198,697 |
| | DIRECTOR OF ADA & SPECIALIZED SERVICES | 102,714 | | | | | | | | 198,697 |
| **GRADE 11** | | | | | | | | | | |
| | MGR. OF ACCOUNTING | 80,503 | | | | | | | | 157,549 |
| | MGR. TRAINING | 80,503 | | | | | | | | 157,549 |
| | MGR. ACC SERVICE | 80,503 | | | | | | | | 157,549 |
| | MGR. TRANSPORTATION | 80,503 | | | | | | | | 157,549 |
| | MGR. PLANNING | 80,503 | | | | | | | | 157,549 |
| | MGR. PURCHASING AND GRANTS | 80,503 | | | | | | | | 157,549 |
| | FACILITY SUPERINTENDENT | 80,503 | | | | | | | | 157,549 |
| | DEVELOPER | 80,503 | | | | | | | | 157,549 |
| | SYSTEMS/NETWORK ADMINISTRATOR | 80,503 | | | | | | | | 157,549 |
| **GRADE 10** | | | | | | | | | | |
| | TRAINING COORDINATOR | 74,094 | | | | | | | | 100,724 |
| | ASST. TO THE GM/CFO & BOARD CLERK | 74,094 | | | | | | | | 100,724 |
| | ASST. MGR. CUST SERVICE | 74,094 | | | | | | | | 100,724 |
| | PLANNER/COMMUNITY LIASON | 74,094 | | | | | | | | 100,724 |
| | CHIEF SCHEDULER | 74,094 | | | | | | | | 100,724 |
| **GRADE 9** | | | | | | | | | | |
| | ASST. FACILITIES SUPER. | 68,183 | 70,934 | 73,714 | 76,699 | 79,713 | 82,961 | 86,239 | 89,750 | |
| | BUYER | 68,183 | 70,934 | 73,714 | 76,699 | 79,713 | 82,961 | 86,239 | 89,750 | |
| | MAINTENANCE ASSISTANT | 68,183 | 70,934 | 73,714 | 76,699 | 79,713 | 82,961 | 86,239 | 89,750 | |
| | PLANNER/ASSISTANT SCHEDULER | 68,183 | 70,934 | 73,714 | 76,699 | 79,713 | 82,961 | 86,239 | 89,750 | |
| | TRANSPORTATION ASSISTANT | 68,183 | 70,934 | 73,714 | 76,699 | 79,713 | 82,961 | 86,239 | 89,750 | |
| **GRADE 8** | | | | | | | | | | |
| | PAYROLL SUPERVISOR | 61,921 | 64,379 | 66,984 | 69,588 | 72,426 | 75,324 | 78,367 | 81,440 | |
| | SERVICE SCHEDULER | 61,921 | 64,379 | 66,984 | 69,588 | 72,426 | 75,324 | 78,367 | 81,440 | |
| | HELP DESK & USER SUPPORT | 61,921 | 64,379 | 66,984 | 69,588 | 72,426 | 75,324 | 78,367 | 81,440 | |
| | HR SPECIALIST | 61,921 | 64,379 | 66,984 | 69,588 | 72,426 | 75,324 | 78,367 | 81,440 | |
| | SR. ACCOUNTING ASSIST. | 61,921 | 64,379 | 66,984 | 69,588 | 72,426 | 75,324 | 78,367 | 81,440 | |
| | FACILITY SPECIALIST | 61,921 | 64,379 | 66,984 | 69,588 | 72,426 | 75,324 | 78,367 | 81,440 | |

**PROPOSED PAY SCALE FY 2022**

| GRADE | POSITION | STEPS 1 (MIN) | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 (MAX) |
|---|---|---|---|---|---|---|---|---|---|---|
| **GRADE 7** | | | | | | | | | | |
| | DATA ANALYST | 56,273 | 58,614 | 60,897 | 63,326 | 65,930 | 68,505 | 71,256 | 74,094 | |
| | ASST. SCHEDULER | 56,273 | 58,614 | 60,897 | 63,326 | 65,930 | 68,505 | 71,256 | 74,094 | |
| | PAYROLL SPECIALIST | 56,273 | 58,614 | 60,897 | 63,326 | 65,930 | 68,505 | 71,256 | 74,094 | |
| | ADMIN ASST. III | 56,273 | 58,614 | 60,897 | 63,326 | 65,930 | 68,505 | 71,256 | 74,094 | |
| | SENIOR CUSTOMER SERVICE REP | 56,273 | 58,614 | 60,897 | 63,326 | 65,930 | 68,505 | 71,256 | 74,094 | |
| **GRADE 6** | | | | | | | | | | |
| | C.S REP. | 51,152 | 53,259 | 55,395 | 57,561 | 59,902 | 62,301 | 64,760 | 67,335 | |
| | ADA SPECIALIST | 51,152 | 53,259 | 55,395 | 57,561 | 59,902 | 62,301 | 64,760 | 67,335 | |
| **GRADE 5** | | | | | | | | | | |
| | LEAD CUSTODIAN | 42,198 | 43,866 | 45,651 | 47,465 | 49,367 | 51,386 | 53,376 | 55,542 | |
| **GRADE 4** | | | | | | | | | | |
| | CUSTODIAN | 38,393 | 39,915 | 41,495 | 43,222 | 44,919 | 46,733 | 48,577 | 50,538 | |