COUNTY COMMISSION

Monday, August 15, 2016

5:00 PM

Ellis County Administrative Center – Commission Room

Order of Business

I. Opening

A. Call to Order
B. Pledge of Allegiance
C. Clerk Calls the Roll
D. Order of Business
Consideration of Amendments

II. Prior Minutes
August 8, 2016

III. Consent Agenda

A. Approval of Employee Status Changes as presented
B. Approval of Refunding Warrants as presented
C. Approval of Tax Roll Adjustments as presented
D. Approval of Escape Tax Orders as presented
E. Approval of Adds and Abates as presented
F. Approval of Accounts Payable and Payroll as presented

IV. Issues from Persons Not on the Order of Business

V. Extension Update (Horticultural Agent Holly Dickman)

VI. Health Department Monthly Report (Health Administrator Butch Schlyer) Enclosure

VII. Vehicle Purchase (Director of Fire and Emergency Management Darin Myers) Enclosure

VIII. Adoption of Personnel Classification and Salary Changes (County Administrator Phillip Smith-Hanes) Enclosure

IX. July Financial Report

X. County Counselor Reports (County Counselor Bill Jeter)

XI. County Administrator Report (County Administrator Phillip Smith-Hanes)

XII. County Commission Reports

XIII. Executive Session(s)

XIV. Adjournment

ELLIS COUNTY
AGENDA ITEM COVER SHEET
COMMISSION AGENDA DATE: August 15, 2016

TOPIC:
Ellis County Health Department Monthly Report for July 2016

ACTION REQUESTED:
No Action

DISCUSSION:
Provide the County Board of Health (County Commission) with an overview of department services, budget progress, and upcoming or new public health events.

FINANCIAL IMPACT:
None

PRESENTED BY:
Butch Schlyer, Ellis County Health Administrator

REVIEWED BY COUNTY ADMINISTRATOR:

X Yes __No ☐N/A

REVIEWED BY COUNTY COUNSELOR:

☐ Yes x No ☐N/A

ATTACHMENTS:
Ellis County Health Department Monthly Report for July 2016

Ellis County Health Department

601 Main Street, Suite B, Hays, Kansas 67601
Phone: (785) 628-9440 Fax (785) 628-0804

Date: August 10, 2016

To: Ellis County Commissioners, 1204 Fort Street, Hays, Ks. 67601
Katrina Hess, MD. 1923 E. 22nd Street, Hays, Ks. 67601

From: Robert "Butch" Schlyer, R.N. Ellis County Health Administrator

Subject: Monthly Health Department Report July-16

Services	Services Month/Yr to date		Revenue Received Month/Year to Date		Prior Year - 2015 Services	Revenue
Allergy Injections	56	441	489.86	4,408.79	805	7,946.00
Basic Health Service Grant			4,939.00	14,878.00		19,907.00
Blood Pressure Screens	10	171			338	
Bob's Boxes	85	542			704	
Client Credit						
County Wellness Profiles		7		175.00	78	334.00
County Wellness PSA's		2		36.00	34	72.00
CYSHCN Grant			608.89	1,861.66		2,255.80
Dental Screenings						
Drug Screens/Spec. Collections	11	56	170.00	865.00	33	847.00
Ear Exam					2	10.00
Epidemiology Cs Mangement		6			7	
Epidemiology Surveillance	3	36			80	
Glucose Screening						
Head Lice Screening					2	20.00
Hearing/Auditory Screening					1	5.00
Hemoglobin Screening	8	24	7.86	26.10	47	144.86
Height/Weight Screen		5			5	
Immunizations - Routine	43	359	6,394.52	29,169.70	822	87,909.87
Immunizations - Hepatitis A	1	48	509.15	3,694.17	98	7,261.26
Immunizations - Hepatitis B	9	78	558.18	4,549.32	177	10,312.12
Immunizations - Meningicoccal	14	30	933.66	1,970.72	60	6,998.78
Injections - Miscellaneous	10	80	125.40	996.00	198	2,488.09
Interest Paid By Insurance Co.						5.33
Jail Attendance						
Labs - Miscellaneous	6	39	81.84	841.42	94	2,046.27
Lead Screening	9	35	42.00	296.00	58	460.63
Nuisance Complaint					1	
Nuisance Follow-up					1	
Nutritional Assessments		80		415.00	22	370.00
Office Visits						
Other Department Revenue			16.00	625.78		1,293.15
Other Reimbursements						
Physicals	2	7	50.00	380.00	30	1,380.00
Physicals XIX (KBH)				50.00	2	

Pregnancy Tests	2	3	20.00	40.00	9	80.00
Pvt Insurance Overpayment				96.22		600.48
Refugee Assessment						
TB Case Management	1	2			3	
TB Follow-up	5	36			167	
TB Medications	1	12			113	
TB Screens/Readings	58	464	480.45	2,967.85	891	5,757.68
Vision Screens						
Vaccinations - Flu				148.50	1467	40,464.22
Vaccinations - Pneumonia		7		778.02	39	3,611.81
Vaccinations - Rabies		4	100.00	1,752.81	34	13,827.38
Vaccinations - Travel	3	55	656.11	5,371.33	117	10,516.52
Voter Registrations						
Weight Loss Program			120.00	465.00		1,094.60
Orientation					2	
Follow-up	4	12			9	
Participants	1					
WIC Program			8,359.09	53,241.73		76,368.81
Certifications	62	542			888	
Check Pick-Up	121	976			1748	
Participants	350					
RD/Nutrition Ed	43	324			635	
Other WIC Tranactions	23	186			350	
Totals:	941	4,669	24,662.01	130,100.12	10,171	304,389

Dept Clients Served	483	3,731	8844

Budget Summary

Budget for year 2016 - $598,255.00

Percentage of year gone - 58.30%

Category	Year-to-Date	% Used
Personnel Services	254,667.00	57.37%
Contractual Services	13,438.00	38.59%
Commodities	46,228.00	38.67%
Capital Outlay		0.00%
2016 Budget YTD Expenditures	314,333.00	52.54%
2016 Budget YTD Revenues	130,100.00	74.34%

ELLIS COUNTY HEALTH DEPARTMENT

Phone: 785-628-9440 Fax: 785-628-0804
E-MAIL: butch@ellisco.net
601 Main Street
Hays, Kansas 67601

Monthly Report Narrative
July 2016

In addition to the various services listed on the Health Department's Report for the month of July, department administration and staff also accommodated the following:

Epidemiology:

Administration and nursing staff investigated 7 cases of reportable diseases as assigned by the Kansas Department of Health and Environment. These cases included:

- Lyme Disease 1 case
- Campylobacter 2 cases
- TB Infection 1 case

KDHE:

July 26: Department administrator attended a KDHE statewide public health conference call regarding current public health events.

July 26: Department administrator attended a KDH webinar on Hepatitis B Surveillance.

July 19: Conducted WIC vendor monitoring for Rich's IGA in Ellis per State WIC policy.

Meetings:

July 5 – Department administer had a meeting with the County Administrator regarding public health and County issues.

July 13 – Meeting with County Administrator, Extension Office, and EMS Director regarding the 601 Main building remodel

July 27 – Department administrator attended a Work Comp review presented by KWORCC and Cornerstone.

July 27 – Meeting with County Administrator, EMS Director, and Dr. Hess regarding the pending health department transition.

Department Head Meeting:

Department administrator attended department head meetings with the county administrator on July 7, 14, and 26.

Clinics:

Community blood pressure clinics for July were cancelled due to personnel medical issues and conflicting clinics:

Other:

Due to medical issues a department nurse was off most of July continuing into the month of August.

Department employees utilized 237 hours of benefit time in July.

Respectfully Submitted
Butch Schlyer, Health Administrator

ELLIS COUNTY
AGENDA ITEM COVER SHEET
COMMISSION AGENDA DATE: August 15th, 2016

TOPIC:
Purchase a ¾ ton 4x4 crew cab using the State of Kansas contract for new vehicles.

ACTION REQUESTED:
Approval from the commission to purchase the vehicle.

DISCUSSION:
At the June 13th meeting a proposal was put to the commission to replace a 2005 Expedition. Its motor needs repaired, and its cost outweighs the value of the vehicle making it more cost effective to replace the vehicle. Bids were prepared from the state contract for a replacement vehicle.

The commission suggested that the fire chief send out RFP's for a used vehicle with the same specifications. The sealed bids were due on August 8th, however, there were no bids returned. Many attempts were made to contact every vendor in Hays to submit a bid. The RFP was also listed on the county's webpage. All the fleet vehicle vendors stated that they cannot provide used vehicle bids to beat the state pricing on new vehicles. All vehicles they have are not fleet vehicles and have too many options that drive the price up over a new fleet vehicle. There are also no current vehicles from the state and federal surplus programs.

The recommended action requested from the commission is to allow the Fire Chief to purchase a new, yet previous year/model 3/4 ton 4x4 crew cab pick-up using the State of Kansas contract for new vehicles.

FINANCIAL IMPACT:
The price of the new vehicle is approximately $34,500. An approximate $4000 will be needed to customize the vehicle using <u>used</u> equipment. These purchases will be made out of the fire departments special machinery fund.

PRESENTED BY:
Darin Myers, Ellis County Fire Chief

REVIEWED BY COUNTY ADMINISTRATOR:

☐ Yes ☐No ☐N/A

REVIEWED BY COUNTY COUNSELOR:

☐ Yes ☐No ☐N/A

ATTACHMENTS:
None

ELLIS COUNTY
AGENDA ITEM COVER SHEET
COMMISSION AGENDA DATE: 8-15-16

TOPIC:
Adoption of Personnel Classification and Salary Changes

ACTIONS REQUESTED:
Effective as of the pay period beginning September 11, 2016:

1. Adopt the pay plan detailed in Attachment 1 as the pay plan for all classified personnel of Ellis County (other than the County Commissioners) not covered by the bargaining agreement for Emergency Medical Services.
2. Adopt the pay plan detailed in Attachment 2 as the pay plan for personnel of Ellis County covered by the bargaining agreement for Emergency Medical Services.
3. Adopt the positions listed on Attachment 3 as the classification plan for Ellis County.
4. Adopt the job descriptions listed in Attachment 4 as the position descriptions for the classifications in the classification plan.
5. Assign position classifications to grades within the pay plans as detailed on Attachment 5.
6. Assign current County employees to positions as listed on Attachment 6.
7. Adopt the policy in Attachment 7 to govern administration of the classification and pay plans.
8. Direct the County Administrator to transfer funds within the adopted General Fund budgets for 2016 and 2017 as shown on Attachment 8.
9. Direct the County Administrator to return with an amendment to the County Administrator contract to incorporate this salary methodology.

DISCUSSION:
In 2014, Ellis County contracted with Evergreen Solutions, LLC, to conduct a wage and benefits study. That study, which was completed in April of 2015, made a number of recommendations for changes to the County's classification and pay plans. The County Commission did not implement the results of the Evergreen study, but did adopt one of the study's key recommendations – bringing employees up to the minimum pay rate as indicated by market analysis. The action of bringing employees up to the minimum pay rates indicated in the study, independent of the methodology underlying the study, has resulted in a situation wherein employees are paid at rates reflective of neither the prior pay plan nor the pay plan recommended by the Evergreen study.

Since completion of the Evergreen study, the Commission has enacted an across-the-board raise of 1 percent for all employees. This means that the pay plan as detailed in the Evergreen study needs to be adjusted by 1 percent to reflect current Ellis County pay rates. In addition, a new classification has been implemented in the Sheriff's Office (pursuant to section XXI of the collective bargaining agreement for Sheriff's employees) that is not reflected in either the past pay plan or the Evergreen study.

In order to remedy these situations, staff recommends adopting the basic methodology of the Evergreen study but with appropriate modifications. In addition, staff proposes a policy which will govern administration of the classification and pay plans into the future. This will provide direction to the Human Resources staff for how to treat future raises or modifications.

These recommendations have been reviewed by Service Employees International Union (AFL-CIO-CLC), Local 513.

FINANCIAL IMPACT:
Per existing union agreements, adoption of a new pay plan triggers moving employees to a step in the new pay plan that is equivalent to or higher than their current rate of pay. This affects approximately 101 employees, who will receive raises of between $0.01 and $0.89 per hour.

The total cost to the General Fund, including benefits, of these increases is approximately $22,623 for the seven pay periods between September 11 and the end of the current year, and $83,097 for the full year of 2017. For 2016, there is salary savings due to vacant positions in the Appraiser, Emergency Services and Road & Bridge budgets to cover this cost. For 2017, the Budget Stabilization account was increased by $85,000 over current-year levels. This can be reduced to cover the cost.

For the Fire District, the costs are approximately $473 for 2016 and $1,723 for 2017. For the Solid Waste Fund, the costs are approximately $408 this year and $1,501 for next year. It is anticipated that these costs will be covered by savings in other line items.

PRESENTED BY:
County Administrator Phillip Smith-Hanes

REVIEWED BY COUNTY ADMINISTRATOR:

☐ Yes ☐No ■N/A

REVIEWED BY COUNTY COUNSELOR:

■ Yes ☐No ☐N/A

ATTACHMENTS:

1. General Pay Grades
2. EMS Pay Grades
3. List of All Current Positions in Ellis County Classification Plan
4. Job Descriptions for All Positions in Classification Plan
5. Classifications by Pay Grade
6. Positions Allocated to Each Department
7. Policy Governing Administration of Classification and Pay Plans
8. Budget Adjustments

Attachment 1

General Pay Plan

Ellis County

General Grade	Evergreen Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
		1% increase						Mid-pt plus 1%							Max +1%		Max +1%		Max +1%		Max +1%
101	$ 11.85	$ 11.97	$ 12.37	$ 12.77	$ 13.17	$ 13.56	$ 13.96	$ 14.36	$ 14.70	$ 15.05	$ 15.39	$ 15.73	$ 16.07	$ 16.41	$ 16.76						
			3.3%	3.2%	3.1%	3.0%	2.9%	2.9%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%	2.1%						
102	$ 12.32	$ 12.44	$ 12.86	$ 13.27	$ 13.69	$ 14.11	$ 14.52	$ 14.94	$ 15.29	$ 15.65	$ 16.00	$ 16.36	$ 16.71	$ 17.07	$ 17.42						
	4.0%		3.3%	3.2%	3.1%	3.0%	2.9%	2.9%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%	2.1%						
103	$ 12.81	$ 12.94	$ 13.37	$ 13.80	$ 14.23	$ 14.66	$ 15.09	$ 15.52	$ 15.89	$ 16.26	$ 16.63	$ 17.00	$ 17.37	$ 17.74	$ 18.11						
	4.0%		3.3%	3.2%	3.1%	3.0%	2.9%	2.9%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%	2.1%						
104	$ 13.32	$ 13.45	$ 13.90	$ 14.35	$ 14.80	$ 15.25	$ 15.70	$ 16.15	$ 16.53	$ 16.92	$ 17.30	$ 17.69	$ 18.07	$ 18.45	$ 18.84						
	4.0%		3.3%	3.2%	3.1%	3.0%	2.9%	2.9%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%	2.1%						
105	$ 13.85	$ 13.99	$ 14.45	$ 14.92	$ 15.39	$ 15.85	$ 16.32	$ 16.79	$ 17.19	$ 17.59	$ 17.99	$ 18.38	$ 18.78	$ 19.18	$ 19.58						
	4.0%		3.3%	3.2%	3.1%	3.0%	2.9%	2.9%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%	2.1%						
106	$ 14.40	$ 14.54	$ 15.03	$ 15.51	$ 16.00	$ 16.48	$ 16.97	$ 17.45	$ 17.87	$ 18.28	$ 18.70	$ 19.11	$ 19.53	$ 19.95	$ 20.36						
	4.0%		3.3%	3.2%	3.1%	3.0%	2.9%	2.9%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%	2.1%						
107	$ 14.98	$ 15.13	$ 15.63	$ 16.14	$ 16.64	$ 17.15	$ 17.65	$ 18.16	$ 18.59	$ 19.02	$ 19.45	$ 19.89	$ 20.32	$ 20.75	$ 21.18						
	4.0%		3.3%	3.2%	3.1%	3.0%	2.9%	2.9%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%	2.1%						
108	$ 15.58	$ 15.74	$ 16.26	$ 16.79	$ 17.31	$ 17.84	$ 18.36	$ 18.89	$ 19.34	$ 19.78	$ 20.23	$ 20.68	$ 21.13	$ 21.58	$ 22.03						
	4.0%		3.3%	3.2%	3.1%	3.0%	2.9%	2.9%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%	2.1%						
109	$ 16.20	$ 16.36	$ 16.91	$ 17.45	$ 18.00	$ 18.54	$ 19.09	$ 19.63	$ 20.10	$ 20.57	$ 21.04	$ 21.50	$ 21.97	$ 22.44	$ 22.91						
	4.0%		3.3%	3.2%	3.1%	3.0%	2.9%	2.9%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%	2.1%						
110	$ 16.85	$ 17.02	$ 17.59	$ 18.15	$ 18.72	$ 19.29	$ 19.85	$ 20.42	$ 20.91	$ 21.39	$ 21.88	$ 22.37	$ 22.85	$ 23.34	$ 23.83						
	4.0%		3.3%	3.2%	3.1%	3.0%	2.9%	2.9%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%	2.1%						
111	$ 17.52	$ 17.70	$ 18.29	$ 18.88	$ 19.47	$ 20.06	$ 20.65	$ 21.24	$ 21.75	$ 22.25	$ 22.76	$ 23.26	$ 23.77	$ 24.27	$ 24.78						
	4.0%		3.3%	3.2%	3.1%	3.0%	2.9%	2.9%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%	2.1%						
								Mid-pt plus 1%													
112	$ 18.22	$ 18.40	$ 19.06	$ 19.72	$ 20.38	$ 21.03	$ 21.69	$ 22.35	$ 23.01	$ 23.58	$ 24.16	$ 24.73	$ 25.31	$ 25.88	$ 26.45	$ 27.03	$ 27.60				
	4.0%		3.6%	3.5%	3.3%	3.2%	3.1%	3.0%	2.9%	2.5%	2.4%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%				
113	$ 18.95	$ 19.14	$ 19.82	$ 20.51	$ 21.19	$ 21.88	$ 22.56	$ 23.24	$ 23.93	$ 24.53	$ 25.12	$ 25.72	$ 26.32	$ 26.92	$ 27.52	$ 28.12	$ 28.71				
	4.0%		3.6%	3.5%	3.3%	3.2%	3.1%	3.0%	2.9%	2.5%	2.4%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%				
114	$ 19.71	$ 19.91	$ 20.62	$ 21.33	$ 22.04	$ 22.75	$ 23.46	$ 24.18	$ 24.89	$ 25.51	$ 26.13	$ 26.75	$ 27.38	$ 28.00	$ 28.62	$ 29.24	$ 29.87				
	4.0%		3.6%	3.4%	3.3%	3.2%	3.1%	3.0%	2.9%	2.5%	2.4%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%				
115	$ 20.50	$ 20.71	$ 21.45	$ 22.19	$ 22.93	$ 23.67	$ 24.41	$ 25.15	$ 25.89	$ 26.53	$ 27.18	$ 27.83	$ 28.47	$ 29.12	$ 29.76	$ 30.41	$ 31.06				
	4.0%		3.6%	3.5%	3.3%	3.2%	3.1%	3.0%	2.9%	2.5%	2.4%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%				
										Mid-pt plus 1%											
116	$ 21.73	$ 21.95	$ 22.77	$ 23.59	$ 24.42	$ 25.24	$ 26.06	$ 26.89	$ 27.71	$ 28.53	$ 29.26	$ 30.00	$ 30.73	$ 31.46	$ 32.19	$ 32.92	$ 33.65	$ 34.39	$ 35.12		
	6.0%		3.8%	3.6%	3.5%	3.4%	3.3%	3.2%	3.1%	3.0%	2.6%	2.5%	2.4%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%		
117	$ 23.03	$ 23.26	$ 24.13	$ 25.01	$ 25.88	$ 26.75	$ 27.62	$ 28.49	$ 29.37	$ 30.24	$ 31.01	$ 31.79	$ 32.57	$ 33.34	$ 34.12	$ 34.89	$ 35.67	$ 36.44	$ 37.22		
	6.0%		3.8%	3.6%	3.5%	3.4%	3.3%	3.2%	3.1%	3.0%	2.6%	2.5%	2.4%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%		
118	$ 24.41	$ 24.65	$ 25.58	$ 26.50	$ 27.43	$ 28.36	$ 29.28	$ 30.21	$ 31.13	$ 32.06	$ 32.88	$ 33.70	$ 34.52	$ 35.34	$ 36.16	$ 36.99	$ 37.81	$ 38.63	$ 39.45		
	6.0%		3.8%	3.6%	3.5%	3.4%	3.3%	3.2%	3.1%	3.0%	2.6%	2.5%	2.4%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%		
119	$ 25.87	$ 26.13	$ 27.11	$ 28.09	$ 29.07	$ 30.05	$ 31.03	$ 32.01	$ 32.99	$ 33.97	$ 34.84	$ 35.71	$ 36.58	$ 37.45	$ 38.32	$ 39.19	$ 40.06	$ 40.93	$ 41.80		
	6.0%		3.7%	3.6%	3.5%	3.4%	3.3%	3.2%	3.1%	3.0%	2.6%	2.5%	2.4%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%		
120	$ 27.42	$ 27.69	$ 28.73	$ 29.77	$ 30.81	$ 31.85	$ 32.89	$ 33.93	$ 34.97	$ 36.01	$ 36.93	$ 37.85	$ 38.77	$ 39.70	$ 40.62	$ 41.54	$ 42.46	$ 43.39	$ 44.31		
	6.0%		3.8%	3.6%	3.5%	3.4%	3.3%	3.2%	3.1%	3.0%	2.6%	2.5%	2.4%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%		
											Mid-pt plus 1%										
121	$ 29.61	$ 29.91	$ 31.07	$ 32.23	$ 33.40	$ 34.56	$ 35.72	$ 36.89	$ 38.05	$ 39.22	$ 40.38	$ 41.43	$ 42.47	$ 43.52	$ 44.57	$ 45.61	$ 46.66	$ 47.70	$ 48.75	$ 49.80	$ 50.84
	8.0%		3.9%	3.7%	3.6%	3.5%	3.4%	3.3%	3.2%	3.1%	3.0%	2.6%	2.5%	2.5%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%	2.1%
122	$ 31.98	$ 32.30	$ 33.56	$ 34.81	$ 36.07	$ 37.33	$ 38.58	$ 39.84	$ 41.10	$ 42.35	$ 43.61	$ 44.74	$ 45.87	$ 47.00	$ 48.13	$ 49.26	$ 50.39	$ 51.52	$ 52.65	$ 53.78	$ 54.91
	8.0%		3.9%	3.7%	3.6%	3.5%	3.4%	3.3%	3.2%	3.1%	3.0%	2.6%	2.5%	2.5%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%	2.1%
123	$ 34.54	$ 34.89	$ 36.24	$ 37.60	$ 38.96	$ 40.31	$ 41.67	$ 43.03	$ 44.38	$ 45.74	$ 47.10	$ 48.32	$ 49.54	$ 50.76	$ 51.98	$ 53.20	$ 54.42	$ 55.64	$ 56.87	$ 58.09	$ 59.31
	8.0%		3.9%	3.7%	3.6%	3.5%	3.4%	3.3%	3.2%	3.1%	3.0%	2.6%	2.5%	2.5%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%	2.1%
124	$ 37.30	$ 37.67	$ 39.14	$ 40.60	$ 42.07	$ 43.54	$ 45.00	$ 46.47	$ 47.93	$ 49.40	$ 50.86	$ 52.18	$ 53.50	$ 54.82	$ 56.14	$ 57.45	$ 58.77	$ 60.09	$ 61.41	$ 62.73	$ 64.04
	8.0%		3.9%	3.7%	3.6%	3.5%	3.4%	3.3%	3.2%	3.1%	3.0%	2.6%	2.5%	2.5%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%	2.1%

Attachment 2

EMS Pay Plan

Ellis County

EMS Grade	Evergreen Minimum	Step 1 1% increase	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 Mid-pt plus 1%	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14 Max +1%
201	$ 11.82	**$ 11.94**	**$ 12.34**	**$ 12.74**	**$ 13.14**	**$ 13.53**	**$ 13.93**	**$ 14.33**	**$ 14.67**	**$ 15.01**	**$ 15.35**	**$ 15.69**	**$ 16.03**	**$ 16.37**	**$ 16.72**
			3.3%	3.2%	3.1%	3.0%	2.9%	2.9%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%	2.1%
202	$ 12.85	**$ 12.98**	**$ 13.41**	**$ 13.84**	**$ 14.28**	**$ 14.71**	**$ 15.14**	**$ 15.57**	**$ 15.95**	**$ 16.32**	**$ 16.69**	**$ 17.06**	**$ 17.43**	**$ 17.80**	**$ 18.17**
	8.7%		3.3%	3.2%	3.1%	3.0%	2.9%	2.9%	2.4%	2.3%	2.3%	2.2%	2.2%	2.1%	2.1%
203	$ 14.00	**$ 14.14**	**$ 14.73**	**$ 15.32**	**$ 15.91**	**$ 16.50**	**$ 17.09**	**$ 17.68**	**$ 18.18**	**$ 18.69**	**$ 19.19**	**$ 19.70**	**$ 20.20**	**$ 20.71**	**$ 21.21**
	8.9%		4.2%	4.0%	3.8%	3.7%	3.6%	3.4%	2.9%	2.8%	2.7%	2.6%	2.6%	2.5%	2.4%
204	$ 15.05	**$ 15.20**	**$ 15.84**	**$ 16.47**	**$ 17.10**	**$ 17.74**	**$ 18.37**	**$ 19.01**	**$ 19.55**	**$ 20.09**	**$ 20.64**	**$ 21.18**	**$ 21.72**	**$ 22.26**	**$ 22.81**
	7.5%		4.2%	4.0%	3.9%	3.7%	3.6%	3.5%	2.9%	2.8%	2.7%	2.6%	2.6%	2.5%	2.4%
205	$ 15.78	**$ 15.94**	**$ 16.60**	**$ 17.27**	**$ 17.93**	**$ 18.60**	**$ 19.26**	**$ 19.93**	**$ 20.50**	**$ 21.06**	**$ 21.63**	**$ 22.20**	**$ 22.77**	**$ 23.34**	**$ 23.91**
	4.9%		4.2%	4.0%	3.9%	3.7%	3.6%	3.5%	2.9%	2.8%	2.7%	2.6%	2.6%	2.5%	2.4%

List of All Classifications as of 9/11/16

Classification Code	*Classification Title*
ACMR	Accounting Manager
ADAS	Administrative Assistant
ADCO	Administrative Coordinator
ADMR	Administrative Manager
AEMT	Advanced Emergency Medical Technician
APPA	Appraiser I
APPB	Appraiser II
ACOA	Assistant County Attorney
BRFO	Bridge Foreman
CROD	Clerk-Register of Deeds
CLSO	Clerk-Sheriff's office
COAD	County Administrator
COAP	County Appraiser
COAT	County Attorney
COCL	County Clerk/Election Officer
COCM	County Commissioner
COSH	County Sheriff
COTR	County Treasurer
DEPA	Deputy (Sheriff's Office)
DCAP	Deputy County Appraiser
DCCL	Deputy County Clerk/Deputy Election Officer
DCTR	Deputy County Treasurer
DROD	Deputy Register of Deeds
DSHA	Deputy Sheriff I
DSHB	Deputy Sheriff II
DETE	Detective
DFEM	Director of Fire & Emergency Management
ETRD	Education and Training Director
EMSD	Emergency Medical Services Director
EMMT	Emergency Medical Technician
ENAS	Environmental Associate
ESZA	Environmental Sanitarian/Zoning Administrator
EQOP	Equipment Operator
FAMT	Facilities Maintenance Technician
GISA	Geographic Information Systems Analyst
GIST	Geographic Information Systems Technician
PHAD	Health Administrator
HEEO	Heavy Equipment Operator
HRGE	Human Resources Generalist
ITDR	Information Technology Director
JALU	Jail Lieutenant
JSER	Jail Sergeant
JAIL	Jailer
JASR	Jailer, Senior

List of All Classifications as of 9/11/16

Classification Code	*Classification Title*
KDSH	K-9 Deputy Sheriff
LFMR	Landfill Manager
LFMT	Lead Facilities Maintenance Technician
LEAS	Legal Assistant
LAAC	Legal Assistant/Administrative Coordinator
LIEU	Lieutenant
MECH	Mechanic
MVTA	Motor Vehicle/Tax Collection Administrator
MVTC	Motor Vehicle/Tax Collection Clerk
MTCO	Motor Vehicle/Tax Collection Coordinator
NETE	Network Technician
PARA	Paramedic
PALI	Paramedic/Lieutenant
PASH	Paramedic/Shift Supervisor
PACL	Parts Clerk
PHBC	Public Health Billing Coordinator
PHNU	Public Health Nurse
PWDI	Public Works Director
REDI	Registered Dietician
ROFD	Register of Deeds
RABS	Road and Bridge Supervisor
ROFO	Road Foreman
SEPR	Senior Programmer
SHFO	Shop Foreman
SOWC	Solid Waste Clerk
TAXC	Tax Collector
TRAF	Traffic Sign Technician
TROF	Transport Officer
TRDR	Truck Driver
UNSH	Undersheriff
WCSU	Weed Control Supervisor
WCTE	Weed Control Technician
WEME	Welder/Mechanic

ATTACHMENT 4

JOB DESCRIPTIONS FOR ALL CLASSIFICATIONS

Attachment 4, consisting of 150 pages, is available for review in the County Clerk's office.

Attachment 5

CLASSIFICATIONS ASSIGNED TO EACH PAY GRADE

Pay Grade 102
- Solid Waste Clerk

Pay Grade 103
- Equipment Operator

Pay Grade 104
- Legal Assistant
- Truck Driver
- Weed Control Technician

Pay Grade 105
- Clerk – Register of Deeds
- Clerk – Sheriff's Office
- Customer Service Representative
- Facilities Maintenance Technician
- Motor Vehicle/Tax Collection Clerk
- Transport Officer

Pay Grade 106
- Appraiser I

Pay Grade 107
- Administrative Assistant
- Heavy Equipment Operator
- Jailer
- Legal Assistant/Administrative Coordinator

Pay Grade 108
- Appraiser II
- Deputy (Sheriff's Office)
- Deputy Register of Deeds
- Geographic Information Systems Technician
- Jailer, Senior
- Traffic Sign Technician

Pay Grade 109
- Environmental Associate
- Mechanic
- Public Health Billing Coordinator
- Tax Collector
- Welder/Mechanic

Attachment 5

Pay Grade 110

Administrative Coordinator
Motor Vehicle/Tax Collection Coordinator
Parts Clerk

Pay Grade 111

Lead Facilities Maintenance Technician

Pay Grade 112

Administrative Manager
Bridge Foreman
Deputy Sheriff I
Human Resources Generalist

Pay Grade 113

Deputy County Clerk/Deputy Election Officer
Geographic Information Systems Analyst
Jail Sergeant
Public Health Nurse
Road Foreman
Shop Foreman

Pay Grade 114

Accounting Manager
Deputy County Appraiser
Register of Deeds
Registered Dietician
Weed Control Supervisor

Pay Grade 115

Deputy Sheriff II
Jail Lieutenant
K9 Deputy Sheriff
Landfill Manager
Motor Vehicle/Tax Collection Administrator
Network Technician

Pay Grade 116

Environmental Sanitarian/Zoning Administrator
Deputy County Treasurer
Detective
Lieutenant
Road and Bridge Supervisor

Pay Grade 117

Assistant County Attorney
Education and Training Director

Attachment 5

Pay Grade 118

County Clerk/Election Officer
Health Administrator

Pay Grade 119

Director of Fire & Emergency Management
Senior Programmer
Undersheriff

Pay Grade 120

County Appraiser
County Treasurer
Emergency Medical Services Director
Information Technology Director

Pay Grade 121

County Attorney
Sheriff

Pay Grade 122

Public Works Director

Pay Grade 124

County Administrator

Pay Grade 201

Emergency Medical Technician

Pay Grade 202

Advanced Emergency Medical Technician

Pay Grade 203

Paramedic

Pay Grade 204

Paramedic/Lieutenant

Pay Grade 205

Paramedic/Shift Supervisor

Position ID	Current Employee	New Position Title	Grade	FTE
01 - APPRAISER				
01ADAS01	BEILMAN, C	Administrative Assistant	107	1
01APPA01	GRAF, R	Appraiser I	106	1
01APPA02	HUTCHISON, L	Appraiser I	106	0.75
01APPA03	TIDWELL, A	Appraiser I	106	1
01APPA04	vacant position	Appraiser I	106	1 *
01APPB01	WEBER, M	Appraiser II	108	1
01COAP01	REE, L	County Appraiser	120	1
01DCAP01	RUPP, E	Deputy County Appraiser	114	1
01GIST01	BAALMANN, M	Geographic Information Systems Technician	108	0.5
				8.25

* Position reclassified to 0.5 FTE as of 1/1/17

02 - ATTORNEY				
02ACOA01	BASGALL, B	Assistant County Attorney	117	1
02ACOA02	HOLZMEISTER, C	Assistant County Attorney	117	1
02ACOA03	OSWALD, C	Assistant County Attorney	117	1
02ACOA04	LYON, C	Assistant County Attorney	117	1
02COAT01	DREES, T	County Attorney	121	1
02LEAS01	ZAMECNIK, S	Legal Assistant	104	1
02LEAS02	SCHUMACHER, B	Legal Assistant	104	1
02LEAS03	STOECKLEIN, K	Legal Assistant	104	1
02LEAS04	GABEL, K	Legal Assistant	104	1
02LEAS05	HILEMAN, J	Legal Assistant	104	1
02LAAC01	KEENER, R	Legal Assistant/Administrative Coordinator	107	1
				11
04 - COUNTY COMMISSION				
04COCM01	MCCLELLAND, M	County Commissioner	n/a	0.05
04COCM02	WASINGER, B	County Commissioner	n/a	0.05
04COCM03	HASELHORST, D	County Commissioner	n/a	0.05
				0.15
07 - CLERK				
07ADAS01	WERTH, J	Administrative Assistant	107	1
07ADAS02	MERMIS, R	Administrative Assistant	107	1
07ADAS03	DREILING, S	Administrative Assistant	107	0.75
07COCL01	MASKUS, D	County Clerk/Election Officer	118	1
07DCCL01	DREILING, B	Deputy County Clerk/Deputy Election Officer	113	0.9
				4.65
13 - INFORMATION TECHNOLOGY				
13GISA01	DREILING, L	Geographic Information Systems Analyst	113	1
13ITDR01	LEIKER, M	Information Technology Director	120	1
13NETE01	ROHLEDER, D	Network Technician	115	1
13SEPR01	DEBES, K	Senior Programmer	119	1
				4
15 - EMERGENCY MANAGEMENT				
15ADAS01	CARVER, M	Administrative Assistant	107	0.5
29DFEM01	MYERS, D	Director of Fire & Emergency Management	119	0.3
				0.8
17 - HEALTH				
17ADAS01	LEIKER, L	Administrative Assistant	107	1
17ADAS02	BALZER, L	Administrative Assistant	107	0.75 *
17ADMR01	ARNHOLD, L	Administrative Manager	112	1 **
17PHAD01	SCHLYER, R	Health Administrator	118	1 **

Position ID	Current Employee	New Position Title	Grade	FTE
17PHBC01	DILLINGER, E	Public Health Billing Coordinator	109	1
17PHNU01	HEARLD, C	Public Health Nurse	113	1
17PHNU02	STREIT, M	Public Health Nurse	113	1
17REDI01	RIEDEL, K	Registered Dietician	114	0.1
				6.85

*Position reclassified to 1.0 FTE as of 1/1/17
**Position eliminated as of 1/1/17

18 - ADMINISTRATOR

18COAD01	SMITH-HANES, P	County Administrator	124	1
18HRGE01	SCHMIDT, J	HR Generalist	112	1
				2

19 - ROAD & BRIDGE

19ADAS01	PFEIFER, D	Administrative Assistant	107	1
25ADAS01	DREILING, M	Administrative Assistant	107	0.5
19ADMR01	RUPP, R	Administrative Manager	112	1
19BRFO01	RUPP, D	Bridge Foreman	112	1
19EQOP01	STECKLEIN, R	Equipment Operator	103	1
19EQOP02	WERTH, T	Equipment Operator	103	1
19HEEO01	VONLINTEL, C	Heavy Equipment Operator	107	1
19HEEO02	BRUNGARDT, C	Heavy Equipment Operator	107	1
19HEEO03	JOHNSON, R	Heavy Equipment Operator	107	1
19HEEO04	KINDERKNECHT, M	Heavy Equipment Operator	107	1
19HEEO05	SCHUSTER, D	Heavy Equipment Operator	107	1
19HEEO06	HAZEN, S	Heavy Equipment Operator	107	1
19HEEO07	SEITZ, S	Heavy Equipment Operator	107	1
19HEEO08	WILKERSON, J	Heavy Equipment Operator	107	1
19HEEO09	WILKERSON, D	Heavy Equipment Operator	107	1
19HEEO10	ASCHENBRENNER, R	Heavy Equipment Operator	107	1
19HEEO11	PREWO, T	Heavy Equipment Operator	107	1
19HEEO12	YOUNKER, D	Heavy Equipment Operator	107	1
19HEEO13	DREHER, D	Heavy Equipment Operator	107	1
19HEEO14	SCHMIDT, B	Heavy Equipment Operator	107	1
19HEEO15	KRAUSE, K	Heavy Equipment Operator	107	1
19HEEO16	VONLINTEL, E	Heavy Equipment Operator	107	1
19HEEO17	EPPERSON, T	Heavy Equipment Operator	107	1
19HEEO18	MCGINNES, C	Heavy Equipment Operator	107	1
19HEEO19	WALTERS, T	Heavy Equipment Operator	107	1
19MECH01	GEHRKE,T	Mechanic	109	1
19MECH02	GARNER, C	Mechanic	109	1
19MECH03	HAWKINSON, C	Mechanic	109	1
19PACL01	RANDA, D	Parts Clerk	110	1
19PWDI01	RING, W	Public Works Director	122	1
19RABS01	HOFFMAN, C	Road & Bridge Supervisor	116	1
19ROFO01	HOFFMAN, D	Road Foreman	113	1
19SHFO01	POLIFKA, M	Shop Foreman	113	1
19TRAF01	UNREIN, B	Traffic Sign Technician	108	1
19TRDR01	SARVER, M	Truck Driver	104	1
19TRDR02	DICK, M	Truck Driver	104	1
19TRDR03	ROHR, L	Truck Driver	104	1
19TRDR04	JOHNSON, D	Truck Driver	104	1
19TRDR05	CARTER, J	Truck Driver	104	1
19TRDR06	vacant position	Truck Driver	104	1

Position ID	Current Employee	New Position Title	Grade	FTE
19TRDR07	vacant position	Truck Driver	104	1 *
19WEME01	HICKEY, D	Welder/Mechanic	109	1
				41.5

*Position eliminated as of 1/1/17

20 - REGISTER OF DEEDS

20CROD01	LEGLEITER-RUFFUS, T	Clerk-Register of Deeds	105	1
20CROD02	MILLER, M	Clerk-Register of Deeds	105	0.1
20DROD01	PFANNENSTIEL, P	Deputy Register of Deeds	108	1
20ROFD01	HERZOG, R	Register of Deeds	114	1
				3.1

22 - SHERIFF

22ADCO01	TAYLOR, S	Administrative Coordinator	110	1
22CLSO01	OBORNY, R	Clerk-Sheriff's Office	105	1
22CLSO02	GIPSON, W	Clerk-Sheriff's Office	105	1
22COSH01	HARBIN, C	County Sheriff	121	1
22DEPA01	DEINES, Ta	Deputy (Sheriff's Office)	108	1
22DEPA02	WALZ, J	Deputy (Sheriff's Office)	108	1
22DEPA03	SHUPE, S	Deputy (Sheriff's Office)	108	0.2
22DSHA01	BRENING, G	Deputy Sheriff I	112	1
22DSHA02	WALKER, B	Deputy Sheriff I	112	1
22DSHA03	FISHER, L	Deputy Sheriff I	112	1
22DSHA04	JURGENSEN, K	Deputy Sheriff I	112	1
22DSHB01	ALSTATT, W	Deputy Sheriff II	115	1
22DSHB02	DEINES, Ti	Deputy Sheriff II	115	1
22DSHB03	GARNER, T	Deputy Sheriff II	115	1
22DSHB04	GIBSON, J	Deputy Sheriff II	115	1
22DETE01	WHITE, A	Detective	116	1
22DETE02	BRAUN, S	Detective	116	1
22DETE03	RICKE, B	Detective	116	1
22KDSH01	SHANNON, B	K9 Deputy Sheriff	115	1
22LIEU01	KOERNER, K	Lieutenant	116	1
22UNSH01	HERTEL, B	Undersheriff	119	1
				20.2

24 - TREASURER

24ACMR01	MOEDER, W	Accounting Manager	114	1
24COTR01	PFEIFER, A	County Treasurer	120	1
24DCTR01	HECKER, K	Deputy County Treasurer	116	1
24MVTC01	THOLEN, G	Motor Vehicle/Tax Collection Clerk	105	1
24MVTC02	BOUCHER, M	Motor Vehicle/Tax Collection Clerk	105	1
24MVTC03	BRAUN, Y	Motor Vehicle/Tax Collection Clerk	105	1
24MVTC04	vacant position	Motor Vehicle/Tax Collection Clerk	105	1 *
24MTCO01	THOLEN, M	Motor Vehicle/Tax Collection Coordinator	110	1
24TAXC01	SHANNON, A	Tax Collector	109	1
				9

*Position eliminated as of 1/1/17

25 - NOXIOUS WEED

25ADAS01	DREILING, M	Administrative Assistant	107	0.5
25WCSU01	HAAS, G	Weed Control Supervisor	114	1
25WCTE01	SELENSKY, M	Weed Control Technician	104	1
				2.5

32 - ENVIRONMENTAL/PLANNING & ZONING

32ADAS01	STRAMEL, L	Administrative Assistant	107	1

Position ID	Current Employee	New Position Title	Grade	FTE
32ENAS01	MEIER, C	Environmental Associate	109	1
32ESZA01	PURVIS, K	Environmental Sanitarian/Zoning Administrator	116	1
				3
33 - EMERGENCY MEDICAL SERVICES				
33ADCO01	RICHMEIER, C	Administrative Coordinator	110	1
33AEMT01	DORZWEILER, C	Advanced Emergency Medical Technician	202	1
33AEMT02	NIBLOCK, K	Advanced Emergency Medical Technician	202	1
33AEMT03	DEWITT, K	Advanced Emergency Medical Technician	202	1
33ETRD01	SLATER, L	Education and Training Director	117	1
33EMSD01	MCCUE, K	Emergency Medical Services Director	120	1
33EMMT01	SELLS, C	Emergency Medical Technician	201	0.2
33EMMT02	WEESE, R	Emergency Medical Technician	201	0.2
33EMMT03	MOORE, E	Emergency Medical Technician	201	1
33EMMT04	POST, S	Emergency Medical Technician	201	1
33EMMT05	LOONEY, A	Emergency Medical Technician	201	0.2
33EMMT06	MORRIS, M	Emergency Medical Technician	201	0.2
33EMMT07	MULROONEY, E	Emergency Medical Technician	201	1
33EMMT08	KRAUSE, D	Emergency Medical Technician	201	0.2
33EMMT09	vacant position	Emergency Medical Technician	201	0.2
33EMMT10	vacant position	Emergency Medical Technician	201	0.2
33EMMT11	vacant position	Emergency Medical Technician	201	0.2
33PARA01	VON FELDT, K	Paramedic	203	0.2
33PARA02	BRULL, S	Paramedic	203	0.2
33PARA03	VOORHEES, S	Paramedic	203	0.2
33PARA04	LABARGE, D	Paramedic	203	1
33PARA05	SHUBERT, R	Paramedic	203	1
33PARA06	MEYERS, R	Paramedic	203	1
33PARA07	MURRAY, P	Paramedic	203	1
33PARA08	SCHROEDER, D	Paramedic	203	1
33PARA09	WEHLING, S	Paramedic	203	1
33PARA10	DURR, E	Paramedic	203	1
33PARA11	COMEAU, A	Paramedic	203	1
33PARA12	FITZHUGH, D	Paramedic	203	0.2
33PARA13	WOLFE, J	Paramedic	203	0.2
33PARA14	EMERSON, B	Paramedic	203	0.2
33PARA15	DINICOLA, Z	Paramedic	203	1
33PARA16	MEAGHER, M	Paramedic	203	1
33PARA17	PEAK, C	Paramedic	203	1
33PARA18	REESE, S	Paramedic	203	0.2
33PARA19	HAYNES, K	Paramedic	203	1
33PARA20	vacant position	Paramedic	203	1
33PARA21	vacant position	Paramedic	203	1
33PARA22	FRALEY, C	Paramedic	203	0.2
33PARA23	vacant position	Paramedic	203	0.2
33PALI01	SHUBERT, D	Paramedic/Lieutenant	204	1
33PALI02	SUMMERS, J	Paramedic/Lieutenant	204	1
33PALI03	THALHEIM, A	Paramedic/Lieutenant	204	1
33PASH01	WOLFE, K	Paramedic/Shift Supervisor	205	1
33PASH02	LABARGE, C	Paramedic/Shift Supervisor	205	1
33PASH03	BITTEL, D	Paramedic/Shift Supervisor	205	1
				32.4

Position ID	Current Employee	New Position Title	Grade	FTE
47 - ELECTION				
07DCCL01	DREILING, B	Deputy County Clerk/Deputy Election Officer	113	0.1
				0.1
53 - BUILDINGS & GROUNDS				
53LFMT01	ERBERT, G	Lead Facilities Maintenance Technician	111	1
53FAMT01	SCHUMACHER, R	Facilities Maintenance Technician	105	1
53FAMT02	MICKELSON, R	Facilities Maintenance Technician	105	1
				3
54 - JAIL	*			
54JALU01	DRYDEN, B	Jail Lieutenant	115	1
54JSER01	NEWTON, R	Jail Sergeant	113	1
54JAIL01	APPLEBEE, R	Jailer	107	1
54JAIL02	JONES, P	Jailer	107	1
54JAIL03	GIPSON, C	Jailer	107	1
54JAIL04	STRANTHAN, C	Jailer	107	1
54JAIL05	HOSS, S	Jailer	107	0.25
54JAIL06	RODGIGUEZ-PEREZ, R	Jailer	107	1
54JAIL07	VANDYKE, W	Jailer	107	1
54JAIL08	WARD, D	Jailer	107	1
54JAIL09	LOVEWELL, B	Jailer	107	1
54JAIL10	BECKER, C	Jailer	107	1
54JAIL11	McCULLOCH, T	Jailer	107	1
54JASR01	DINKEL, W	Jailer, Senior	108	1
54JASR02	POWERS, A	Jailer, Senior	108	1
54TROF01	BRAUN, J	Transport Officer	105	0.65
54TROF02	COLLINS, K	Transport Officer	105	0.5
54TROF03	HAYES, W	Transport Officer	105	0.5
54TROF04	KOERNER, D	Transport Officer	105	0.1
54TROF05	PFANNENSTIEL, D	Transport Officer	105	0.7
				16.7
*Will be merged into dept 22 as of 1/1/17; 3 additional Jailer positions allocated as of 1/1/17				
23 - SOLID WASTE				
23HEEO01	YUNKER, J	Heavy Equipment Operator	107	1
23HEEO02	WINDHOLZ, M	Heavy Equipment Operator	107	1
23LFMR01	GRIZZLE, R	Landfill Manager	115	1
23SOWC01	ROHR, K	Solid Waste Clerk	102	1
23SOWC02	LANG, A	Solid Waste Clerk	102	1
				5
29 - FIRE				
29DFEM01	MYERS, D	Director of Fire & Emergency Management	119	0.7
15ADAS01	CARVER, M	Administrative Assistant	107	0.5
				1.2
03 - SPECIAL MOTOR VEHICLE				
03MVTA01	AUGUSTINE, S	Motor Vehicle/Tax Collection Administrator	115	1
03MVTC01	HONEYMAN, S	Motor Vehicle/Tax Collection Clerk	105	0.75
03MTCO01	HAMMOND, C	Motor Vehicle/Tax Collection Coordinator	110	1
				2.75
Total Allocated Positions - All Departments				**178.15**

Policy on Administration of Pay & Classification Plans

Policy Owner:	Ellis County, KS
Policy Approver(s):	County Commission
Related Policies:	
Related Procedures:	
Storage Location:	
Initial Approval Date:	
Effective Date:	
Next Review Date:	

I. Purpose

Ellis County establishes this policy to provide direction for Human Resources staff and predictability for employees as well as for budget planning purposes with regard to future adjustments to the pay and classification plans.

II. Background

Ellis County has a single classification plan that defines the classifications into which the positions occupied by all full-time and regular part-time non-elected employees are placed. The County may from time to time hire temporary employees who are unclassified; this policy shall not apply to unclassified positions. The classification plan shall be so developed and maintained that all positions which are substantially similar in duties, responsibilities, and authority are included within the same classification and that the same pay grade may be made to apply with equity, under like working conditions, to all positions within the same classification.

Ellis County has two pay plans, one for personnel covered by the Emergency Medical Services bargaining unit (EMS Pay Plan) and another for all remaining personnel except County Commissioners (General Pay Plan). As of the date of policy adoption, significant changes are being made to the classification and pay plans based upon the recommendations of a study conducted by Evergreen Solutions LLC.

III. Basis of Classification Plan

The classification plan is based upon assumptions that:

A. Work that is similar in nature should be classified into the same position description.

B. Each classification is distinct from other classifications in terms of knowledge, skills and abilities required to perform the work appropriate to that classification.

C. The work performed by an individual employee should be reflective of the position description for the classification to which he/she is assigned.

IV. Basis of Pay Plans

The pay plans are based upon assumptions that:

A. Classifications should be assigned to predictable pay grades, with classifications having similar educational/experience requirements, skill levels and scopes of responsibility assigned to the same pay grade.

B. Individual employees should advance within the pay grade assigned to their classification based on their experience working in that classification in Ellis County.

C. Each pay grade is controlled at the minimum, mid-point and maximum pay rates for the grade.

V. Pay Grades

The General Pay Plan consists of pay grades 101 through 124. Grades 101 through 115 are separated from each other by 4 percent. Grades 116 through 120 are separated from each other (and from grade 115) by 6 percent. Grades 121 through 124 are separated from each other (and from grade 120) by 8 percent.

Grades 101 through 111 have a 40 percent differential between minimum and maximum pay rates. These grades will be separated into 14 steps at intervals of at least 2 percent but no more than 4 percent. Grades 112 through 115 have a 50 percent differential between minimum and maximum pay rates. These grades will be separated into 16 steps at intervals of at least 2 percent but no more than 4 percent. Grades 116 through 120 have a 60 percent differential between minimum and maximum pay rates. These grades will be separated into 18 steps at intervals of at least 2 percent but no more than 4 percent. Grades 121 through 124 have a 70 percent differential between minimum and maximum pay rates. These grades will be separated into 20 steps at intervals of at least 2 percent but no more than 4 percent.

The EMS Pay Plan consists of pay grades 201 through 205. These grades are separated from each other by varying percentages. Grades 201 and 202 have a 40 percent differential between minimum and maximum pay rates. Grades 203 through 205 have a 50 percent differential between minimum and maximum pay rates. All EMS grades will be separated into 14 steps at intervals of between 2.1 and 4.2 percent.

VI. Creation of New Pay Grades

It should not be necessary to create new pay grades between grades 101 and 124 or between grades 201 and 205. However, it may be necessary at some future date to create new grades above grade 124 (or 205). In the event that this is determined to be warranted, the new grade(s) shall be created by multiplying the minimum pay rate, mid-point and maximum pay rate of the immediately lower grade by 1.08 and then creating interval steps as described under section IX below.

VII. Appointment of Individuals within Pay Grades

Generally, an employee new to Ellis County will begin employment at the minimum pay rate within the pay grade to which his/her classification is assigned. When an individual possesses training or experience beyond what would be expected of a typical new employee in that classification, he/she may be appointed at an advanced step within the pay grade. An initial appointment up to the mid-point may be approved by the County Administrator. Any initial appointment to a step above mid-point must be approved by the County Commission.

When a current Ellis County employee is promoted to a position in a classification assigned to a higher pay grade than his/her former position, the individual's pay rate in the new position shall be set at the lowest step in the higher pay grade which provides the individual with a raise of at least five percent over his/her old pay rate.

No individual employee may be paid at a pay rate below the minimum pay rate or above the maximum pay rate for the pay grade to which his/her classification is assigned.

VIII. Movement of Individuals within Pay Grades

- The goal of the County is to create a system that recognizes and values employee longevity within particular classifications. Therefore, employees should have a reasonable expectation of moving to higher steps within the pay grade associated with their classification as they contribute service and experience to the County.
- In addition to or in lieu of granting any generally applicable pay increases, the County shall (upon availability of funding) implement the pay plan through separating employees within pay grades as follows:
    - Any employee who has worked in his/her current classification for at least 15 years, and is still paid at the first through seventh step of the pay grade for that classification, shall be advanced to the eighth step of the pay grade.
    - Any employee who has worked in his/her current classification for at least 12 years, and is still paid at the first through sixth step of the pay grade for that classification, shall be advanced to the seventh step of the pay grade.
    - Any employee who has worked in his/her current classification for at least nine years, and is still paid at the first through fifth step of the pay grade for that classification, shall be advanced to the sixth step of the pay grade.

- Any employee who has worked in his/her current classification for at least seven years, and is still paid at the first through fourth step of the pay grade for that classification, shall be advanced to the fifth step of the pay grade.
- Any employee who has worked in his/her current classification for at least five years, and is still paid at the first through third step of the pay grade for that classification, shall be advanced to the fourth step of the pay grade.
- Any employee who has worked in his/her current classification for at least three years, and is still paid at the first or second step of the pay grade for that classification, shall be advanced to the third step of the pay grade.
- Any employee who has worked in his/her current classification for at least one year, and is still paid at the minimum pay rate for that classification, shall be advanced to the second step of the pay grade.

- After the above separation is achieved, the County shall (upon availability of funding) endeavor to allow all employees to advance to the next higher step within their respective pay grades annually. In addition, any employee who is appointed at the minimum pay rate within a pay grade shall, upon completion of probation, be advanced to the second step of that pay grade.
- When, in the opinion of a department head, an individual employee has displayed extraordinary and exceptional performance such that he/she is deserving of advancement of more than a single step, the department head shall forward documentation justifying a multiple-step advancement to the County Administrator. Upon the County Administrator's concurrence, the recommendation for multiple-step advancement shall be presented to the County Commission for approval. Such action shall be taken rarely and only upon substantial justification; the assumption shall be that above-average performance warrants only a single step advancement.

IX. Generally Applicable Pay Increases

Whenever the County Commission determines that market forces, cost of living, County revenues or other factors warrant a pay increase that is generally applicable to all County employees, the following procedure shall be applied:

- The applicable percentage increase shall be applied to the minimum pay rate, mid-point and maximum pay rate of each pay grade as shown on the then-current pay plans.
- The steps within each pay grade shall be calculated as follows:
  - Step 1: shall be the minimum pay rate for the pay grade
  - Step 2: subtract the pay rate of step 1 from the pay rate of the mid-point, divide by one less than the number of the mid-point step and add the resulting dollar amount to the pay rate of step 1.
  - Step 3: subtract the pay rate of step 2 from the pay rate of the mid-point, divide by two less than the number of the mid-point step and add the resulting dollar amount to the pay rate of step 2.

- Step 4: subtract the pay rate of step 3 from the pay rate of the mid-point, divide by three less than the number of the mid-point step and add the resulting dollar amount to the pay rate of step 3.
- Step 5: subtract the pay rate of step 4 from the pay rate of the mid-point, divide by four less than the number of the mid-point step and add the resulting dollar amount to the pay rate of step 4.
- Step 6: subtract the pay rate of step 5 from the pay rate of the mid-point, divide by five less than the number of the mid-point step and add the resulting dollar amount to the pay rate of step 5.
- Step 7: For grades 101-111 and 201-205, this shall be the mid-point; for all other grades, subtract the pay rate of step 6 from the pay rate of the mid-point, divide by six less than the number of the mid-point step and add the resulting dollar amount to the pay rate of step 6.
- Step 8: For grades 101-111 and 201-205, subtract the pay rate of step 7 from the pay rate of the maximum, divide by 7 and add the resulting dollar amount to the pay rate of step 7; for grades 112-115, this shall be the mid-point; for grades 116-124, subtract the pay rate of step 7 from the pay rate of the mid-point, divide by seven less than the number of the mid-point step and add the resulting dollar amount to the pay rate of step 7.
- Step 9: For grades 101-111 and 201-205, subtract the pay rate of step 8 from the pay rate of the maximum, divide by 6 and add the resulting dollar amount to the pay rate of step 7; for grades 112-115, subtract the pay rate of step 8 from the pay rate of the maximum, divide by 8 and add the resulting dollar amount to the pay rate of step 8; for grades 116-120, this shall be the mid-point; for grades 121-124, subtract the pay rate of step 8 from the pay rate of the mid-point, divide by eight less than the number of the mid-point step and add the resulting dollar amount to the pay rate of step 8.
- Step 10: For grades 101-111 and 201-205, subtract the pay rate of step 9 from the pay rate of the maximum, divide by 5 and add the resulting dollar amount to the pay rate of step 9; for grades 112-115, subtract the pay rate of step 9 from the pay rate of the maximum, divide by 7 and add the resulting dollar amount to the pay rate of step 9; for grades 116-120, subtract the pay rate of step 9 from the pay rate of the maximum, divide by 9 and add the resulting dollar amount to the pay rate of step 9; for grades 121-124, this shall be the mid-point.
- Step 11: For grades 101-111 and 201-205, subtract the pay rate of step 10 from the pay rate of the maximum, divide by 4 and add the resulting dollar amount to the pay rate of step 10; for grades 112-115, subtract the pay rate of step 10 from the pay rate of the maximum, divide by 6 and add the resulting dollar amount to the pay rate of step 10; for grades 116-120, subtract the pay rate of step 10 from the pay rate of the maximum, divide

by 8 and add the resulting dollar amount to the pay rate of step 10; for grades 121-124, subtract the pay rate of step 10 from the pay rate of the maximum, divide by 10 and add the resulting dollar amount to the pay rate of step 10.

- Step 12: For grades 101-111 and 201-205, subtract the pay rate of step 11 from the pay rate of the maximum, divide by 3 and add the resulting dollar amount to the pay rate of step 11; for grades 112-115, subtract the pay rate of step 11 from the pay rate of the maximum, divide by 5 and add the resulting dollar amount to the pay rate of step 11; for grades 116-120, subtract the pay rate of step 11 from the pay rate of the maximum, divide by 7 and add the resulting dollar amount to the pay rate of step 11; for grades 121-124, subtract the pay rate of step 11 from the pay rate of the maximum, divide by 9 and add the resulting dollar amount to the pay rate of step 11.
- Step 13: For grades 101-111 and 201-205, subtract the pay rate of step 12 from the pay rate of the maximum, divide by 2 and add the resulting dollar amount to the pay rate of step 12; for grades 112-115, subtract the pay rate of step 12 from the pay rate of the maximum, divide by 4 and add the resulting dollar amount to the pay rate of step 12; for grades 116-120, subtract the pay rate of step 12 from the pay rate of the maximum, divide by 6 and add the resulting dollar amount to the pay rate of step 12; for grades 121-124, subtract the pay rate of step 12 from the pay rate of the maximum, divide by 8 and add the resulting dollar amount to the pay rate of step 12.
- Step 14: For grades 101-111 and 201-205, this shall be the maximum; for grades 112-115, subtract the pay rate of step 13 from the pay rate of the maximum, divide by 3 and add the resulting dollar amount to the pay rate of step 13; for grades 116-120, subtract the pay rate of step 13 from the pay rate of the maximum, divide by 5 and add the resulting dollar amount to the pay rate of step 13; for grades 121-124, subtract the pay rate of step 13 from the pay rate of the maximum, divide by 7 and add the resulting dollar amount to the pay rate of step 13.
- Step 15: For grades 112-115, subtract the pay rate of step 14 from the pay rate of the maximum, divide by 2 and add the resulting dollar amount to the pay rate of step 14; for grades 116-120, subtract the pay rate of step 14 from the pay rate of the maximum, divide by 4 and add the resulting dollar amount to the pay rate of step 14; for grades 121-124, subtract the pay rate of step 14 from the pay rate of the maximum, divide by 6 and add the resulting dollar amount to the pay rate of step 14.
- Step 16: For grades 112-115, this shall be the maximum; for grades 116-120, subtract the pay rate of step 15 from the pay rate of the maximum, divide by 3 and add the resulting dollar amount to the pay rate of step 15; for

grades 121-124, subtract the pay rate of step 15 from the pay rate of the maximum, divide by 5 and add the resulting dollar amount to the pay rate of step 15.

- Step 17: For grades 116-120, subtract the pay rate of step 16 from the pay rate of the maximum, divide by 2 and add the resulting dollar amount to the pay rate of step 16; for grades 121-124, subtract the pay rate of step 16 from the pay rate of the maximum, divide by 4 and add the resulting dollar amount to the pay rate of step 16.
- Step 18: For grades 116-120, this shall be the maximum; for grades 121-124, subtract the pay rate of step 17 from the pay rate of the maximum, divide by 3 and add the resulting dollar amount to the pay rate of step 17.
- Step 19: For grades 121-124, subtract the pay rate of step 18 from the pay rate of the maximum, divide by 2 and add the resulting dollar amount to the pay rate of step 18.
- Step 20: For grades 121-124, this shall be the maximum.

X. Changes in Duties of Positions

Whenever, in the opinion of an employee or department head, there is a basis for a change in the duties of a position, the County Administrator shall be notified. If the change in duties or responsibilities so warrants, such position may be reallocated to a different classification by the County Commission. If the position is filled, the reallocation shall have no impact on the incumbent employee's status (probation, longevity, etc.) but the employee shall be paid at the pay grade of the new classification (unless the new classification is at a lower pay grade than the former classification, in which case he/she shall continue to be paid at the higher pay grade).

XI. Creation of New Classifications

When a new set of job responsibilities is identified, an effort shall be made to align those with an existing classification. If no existing classification adequately covers the range of work to be performed, a new position description shall be written and taken to the County Commission for adoption. No person shall occupy a new classification until a position is allocated to that classification by action of the County Commission.

XII. Assignment of New Classifications to Pay Grades

Whenever a new classification is created, it shall be the responsibility of the County Administrator to examine the duties of that new classification and compare the educational/experience requirements, skill level and scope of responsibility of the new classification to existing classifications and recommend to the County Commission an appropriate pay grade for the new classification. The decision of the County Commission with respected to pay grade shall be final.

XIII. Assignment of Classifications to New Pay Grades

Whenever it is determined that market forces or changes in responsibilities warrant moving an entire classification into a new pay grade, an item shall be prepared for the County Commission detailing the recommended new pay grade and the reasons for the change. The decision of the County Commission with respect to any new pay grade assignment shall be final.

XIV. Change in Allocation of Positions

Whenever it is determined that the work needs within a department are no longer aligned with the classifications allocated to that department, the County Commission may re-allocate employees to new positions and/or dis-allocate positions from the staffing table for that department. Dis-allocation of a staffed position shall trigger a lay-off of the affected individual. Dis-allocation of a vacant position shall have no effect other than to reduce the total number of positions within the affected department. If all positions with a classification (across all departments) are dis-allocated, the classification should be evaluated for deletion under Section XV below.

XV. Deletion of Classifications

When no positions are assigned to a classification – and it is determined that the scope of work performed by that classification is unlikely to be required in the County service in the future – the County Commission may take action to delete a classification from the classification plan.

XVI. Definitions

Classification – A grouping of positions that is determined to perform substantially similar work.

Classification Plan – The organization of all classifications in County service.

Pay Grade – A defined range of pay rates.

Pay Plan – An organization of pay grades, including the assignment of classifications to pay grades.

Pay Rate – An hourly (or monthly) rate of employee pay. These are organized by step with the pay plans.

Position – The budgeted slot occupied by an individual employee. Positions are organized into classifications.

Step – A specifically defined pay rate within a pay grade.

Attachment 8
Budget Adjustments

		2016	2017
From:			
001-01-1110	CLASSIFIED EMPLOYEES	(490)	
001-15-1110	CLASSIFIED EMPLOYEES	(5,796)	
001-19-1110	CLASSIFIED EMPLOYEES	(10,294)	
001-97-1705	BUDGET STABILIZATION ACC		(83,097)
To:			
001-01-1110	CLASSIFIED EMPLOYEES	0	7,399
001-02-1110	CLASSIFIED EMPLOYEES	2,888	10,633
001-07-1110	CLASSIFIED EMPLOYEES	689	2,536
001-13-1110	CLASSIFIED EMPLOYEES	767	2,821
001-15-1110	CLASSIFIED EMPLOYEES	0	739
001-17-1110	CLASSIFIED EMPLOYEES	1,440	5,304
001-18-1110	CLASSIFIED EMPLOYEES	577	2,122
001-19-1110	CLASSIFIED EMPLOYEES	0	14,099
001-20-1110	CLASSIFIED EMPLOYEES	352	1,294
001-22-1110	CLASSIFIED EMPLOYEES	2,813	17,887
001-24-1110	CLASSIFIED EMPLOYEES	781	2,872
001-25-1110	CLASSIFIED EMPLOYEES	710	2,614
001-32-1110	CLASSIFIED EMPLOYEES	310	1,140
001-33-1110	CLASSIFIED EMPLOYEES	2,996	10,938
001-53-1110	CLASSIFIED EMPLOYEES	191	699
001-54-1110	CLASSIFIED EMPLOYEES	2,066	0
	Net Change	0	0

Note: 2016 budget transfers reflect net amounts. Total cost is $22,623.
For 2016, total increased cost is $2,500 to Appraiser ($2,010 in additional salary plus $490 transfer to others), $6,000 in Emergency Management ($204 in additional salary plus $5,796 transfer to others), and $14,123 to Public Works ($3,829 in additional salary plus $10,294 transfer to others)