

Human Resources Department

600 West Fourth Street
Davenport, Iowa 52801-1030

Office: (563) 326-8767
Fax: (563) 328-3285
HR@scottcountyiowa.com
www.scottcountyiowa.com



REQUEST FOR PROPOSAL
COMPENSATION, JOB CLASSIFICATION & BENEFIT STUDY
OCTOBER 6, 2017

Scott County is accepting proposals for the purpose of selecting a firm to review and update its current compensation and job classification program for all salaried exempt and non-exempt (non-represented) positions. The scope of required services is outlined in this document.

Please submit your electronic proposals via www.publicpurchase.com no later than 4:00 p.m., November 20, 2017. Confirmation of receipt can be verified by emailing purchasing@scottcountyiowa.com. Please mail or deliver five (5) hard copies also by this date and time to the mailing address below.

Final proposal to Project Contact:

Mary J. Thee
Asst. County Administrator/ HR Director
Scott County, Iowa
600 W. 4th Street
Davenport, IA 52801
mary.thee@scottcountyiowa.com

Both electronic and hard copies need to be submitted. Any party submitting a proposal is responsible for ensuring their proposal is received by Scott County at the stated location on or prior to the due date. Late submittals may not be considered. Scott County is not responsible for delays, technical problems or other issues preventing the delivery of bids before the deadline. It is the bidder's responsibility to ensure the timely delivery of bids.

Any questions may be submitted to the Project Contact listed above. Answers to Questions submitted will be posted on www.PublicPurchase.com and the Scott County's website, www.scottcountyiowa.com for all proposing vendors to see.

Questions must be submitted by October 27, 2017.
Responses will be posted by 4:00 pm on November 3, 2017.

Proposals must include the information as specified in this document. Proposals that do not meet the criteria and conditions as outlined will not be accepted. If a proposal is received after the above deadline, Scott County reserves the right to reject the proposal. Scott County reserves the right to reject any and all proposals, to waive any informality, to accept any proposal that it believes to be in the County's best interest, or to negotiate with any one or more respondents or other parties for the performance of all or some components of the request. Scott County reserves the right to award, complete or accept the main proposal and/or the optional studies.

Evaluations will be conducted upon receipt of proposal and may include interviews and additional questions for those submitting proposals, with final award of the contract on or before January 11, 2018.

INTRODUCTION

Scott County is in eastern Iowa adjacent to the western Illinois state line along the Mississippi River and is approximately 175 miles west of Chicago. Scott County encompasses approximately 468 square miles and is home to more than 168,000 residents, making it Iowa's third most populated county. Scott County has over 30 municipalities including Davenport, the county seat and largest city in the county, and Bettendorf, the second largest city in the county. Scott County is one of the four counties that make up the Quad Cities Metropolitan Area. The County's annual operating budget is nearly \$75 million.

The County has a five-member Board of Supervisors. The County government is made up of 10 departments and 5 elected offices. An organization chart is included for your reference. The County employs approximately 450 permanent employees and 125 temporary/seasonal employees on an annual basis, which are not anticipated to be part of this study.

Each non-represented Hourly and Salaried positions are currently in a pay grade (Hay points) based on the Hay job evaluation system. Adjustments are completed during the budget process based on submissions by departments. It is unknown when the last compensation study for salaried exempt and non-exempt employees was done.

GENERAL DESCRIPTION OF PROJECT

The project consists of a review of non-represented hourly and salaried positions. The pay structure is based on the Hay job evaluation system with a minimum (85%), midpoint (100%), and maximum (115%) salary range. Employees proceed through the salary scale based on merit.

See Administrative Policy D & F attached hereto.

Included in this project is a request for benefits benchmarking review to compare County's total cost of fringe benefits in relation to other public sector costs. Additionally, detailed data may be requested relating to leave/paid time off plans. Information regarding County's existing benefit programs will be provided to the Consultant after selection or can be viewed on the County's webpage; <https://www.scottcountyiowa.com/hr/benefits>

The County would also like to see an alternative cost if the represented positions were added to the project. They currently receive salary adjustments based on the steps negotiated with the collective bargaining representative.

A second alternative would be to add the positions in the study under the Scott Emergency Communication Center (SECC). SECC has both non-represented and represented staff.

The RFP should specifically address the County's non-represented positions, unless otherwise stated.

A review of both hourly and salaried position descriptions and classifications utilizing the Hay job evaluation system, and determine comparable market information. Provide final report with salary midpoint recommendations and implementation plan alternatives.

Desired outcome will be a review of current Hay job evaluation system that:

- a. Provides clear distinctions in different job levels,
- b. Promotes internal equity
- c. Provides legally defensible classification specifications (Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA) especially exempt / non-exempt classifications)
- d. Assigns classifications to Hay points that are labor market appropriate

Demographics

1. The County has 117 unique non-represented salaried and hourly positions (which include 10 department heads) and 44 unique represented positions. The study will not include elected officials and their deputies or temporary and part time staff classified as Group X, Y and Z in the County's Pay plan attached hereto.
2. Represented employees are represented by Public Professional and Maintenance Employees (PPME) for the Secondary Roads hourly, AFSCME for the clerical and maintenance hourly, Deputy Sheriff Association (DSA) for the hourly deputies, Teamsters for the jail hourly and IBEW for the hourly bailiff staff. Rates of pay for bargaining unit

positions should be factored in the compensation review for salaried and supervisory positions, which then also influences internal equity of other salaried positions with comparable levels of responsibility within the organization.

3. SECC has 7 unique non-represented positions and 2 unique represented positions. SECC serves as the consolidated dispatch center for the county.

Scope of Services

1. Project planning, consultations and progress reports with the Human Resources Staff. Assistance with management and employee communication throughout project phases.
2. Review and analyze Scott County's current position descriptions and classification structure. Assist with updating and revising position descriptions as needed to be ADA/EEO compliant.
3. Gather the necessary information through the use of questionnaires, job audits, personal interview or other accepted methods, to develop and/or revise job descriptions related to positions, tasks, and responsibilities.
4. Recommend title modifications and reclassifications for consideration.
5. Conduct marketplace research to determine appropriate competitive compensation (base pay) relationships and benefit package so the County can successfully recruit/retain highly qualified employees. Solicit comparable employers for participation and data from published surveys. Consolidate data and calculate prevailing rates for benchmark jobs.
6. Review Hay point options that are consistent with Scott County's pay policy and reflect appropriate pay practices for public sector employees at these levels.
7. Recommend pay range options for non-bargaining positions.
8. Recommend assignment of each position to an appropriate Hay points based on appropriate marketplace considerations and internal equity. Identify any potential pay compression issues and provide alternative solutions.
9. Recommend changes in benefit package structure to retain and recruit highly qualified employees.
10. Meet with County's current Hay Committee and recommend any structural changes or training necessary to continue process.

11. Provide fiscal impact estimates for implementing recommended adjustments.
12. Prepare and present a final report with plan for implementation of classification and compensation plan. Assist with communicating to employees.

Proposal Format

Consultants should provide a concise proposal to satisfy the requirements of the RFP. The proposal should be written clearly and thoroughly according to the following guidelines:

1. A full description of the Consultant's planned approach and methodology/procedures for each component of this project. Methodology descriptions that will enable the County to assess the Consultant's capability to conduct this assignment in a structured and efficient manner.
2. Qualifications of the organization identifying background experience associated with the local governments that have prepared consultant for taking on this project, specifically knowledge in the Hay evaluation system. Information regarding the qualification of those working on the project. Consultant shall not reassign key personnel on the project without prior approval of the County.
3. Project scheduling details that reflect Consultant's experience on similar projects. Identify proposed meetings and data submittals desired.
4. Provide at least three client references of similar sized local governments for the compensation study, preferably those that involved the Hay evaluation system. Include contact information for client reference.
5. Response to the conditions and requirements outlined in the RFP. Any reservations or exceptions to the RFP should be fully explained, as the County fully intends to incorporate the RFP and proposal into the final contract by reference.
 - a. It is anticipated that trips to Davenport may be required during this project. One trip will be at the beginning of the project to meet with the Project team and gather information and return trips to interview various employees. Proposal prices shall identify separately the cost of these trips and other out-of-pocket expenses.
 - b. Any additional services not referenced within this specification but necessary to provide for a complete study and recommendations shall be identified and included in the Consultant's proposal.
6. Specific items to address:
 - a. Job classification and compensation study cost for non-represented Hourly and Salaried positions. A list of positions to be reviewed is shown in Group A of the County's Pay Plan attached hereto.

- b. Performing benchmarking study of fringe benefit costs, including insurance, paid time off or other benefits identified.
 - c. Optional additional cost for conducting a compensation study for represented hourly positions. A list of positions to be reviewed is shown in Groups B, C, E, H and J of the County's Pay Plan attached hereto.
 - d. Optional additional cost for conducting a compensation for employees of SECC. A list of positions to be reviewed is shown in Group SECC or the County's Pay Plan attached hereto.
 - e. Cost for required trips during performance of this study, plus any anticipated out-of-pocket expenses.
7. Deliverables to the County upon completion of study:
- a. Analysis of Job Classifications of Hourly and Salaried positions. Summary of employee interviews, manager analysis, and other factors used to determine any recommended job classification changes.
 - b. Analysis of Hourly and Salaried positions comparing current mid-point rates and the competitive market rates based on survey data.
 - c. Recommendation of adjustments to Hay point assignments to match competitive market data, taking into account County bargaining unit pay rates and their impact on career progression and internal comparables.
 - d. Recommendation of adjustments to Hay point assignments based on job classification factors utilized by the Hay evaluation system.
 - e. Benefits benchmarking study and high level review of current benefits that may need adjusted to remain competitive and be able to meet ongoing attraction and retention needs.
 - f. Ten bound hard copies of the final report.
 - g. Provide final report in electronic format for County utilization in implementing the program.
 - h. County reserves the right for a presentation of the consultant's proposal to groups as determined by the County.

COMPENSATION

1. Consultant shall submit a proposed fee structure including the maximum total cost as well as an itemized breakdown of the cost to perform the tasks outlined.

2. Additional costs proposals shall be submitted for the compensation study of represented employees and a SECC compensation study.

PROPOSAL EVALUATION

- A. It is the County's intent to engage the most qualified Consultant available for this project. Therefore, it is imperative that Consultant's proposal fully addresses all aspects of the request. It must provide the County with clearly expressed information concerning the Consultant's understanding of the project requirements and qualifying the Consultant to conduct this project in a thorough and efficient manner. The following criteria will be used in evaluation of the proposals:
 1. Consultant's experience in providing services of this scope.
 2. Individual personnel's experience in conducting assignments of this scope.
 3. Methodology to be utilized in performing the services.
 4. Consultant's access to comprehensive market and industry data.
 5. Consultant's support organization and methods for optimizing manpower utilization.
 6. Proposal clarity in expressing the understanding of the County's needs and in defining acceptable alternative(s) for satisfying them.
 7. Schedule compatibility with the County's requirements. The County would like the study to be completed before October 1, 2018, which may be modified dependent on scope. Consultants should indicate on their proposals when they plan to begin their study, their required time to complete, and their flexibility in working with us regarding additional work.
 8. Cost of services.
- B. The County reserves the right to accept or reject any or all proposals at their discretion based upon the previously defined evaluation criteria.

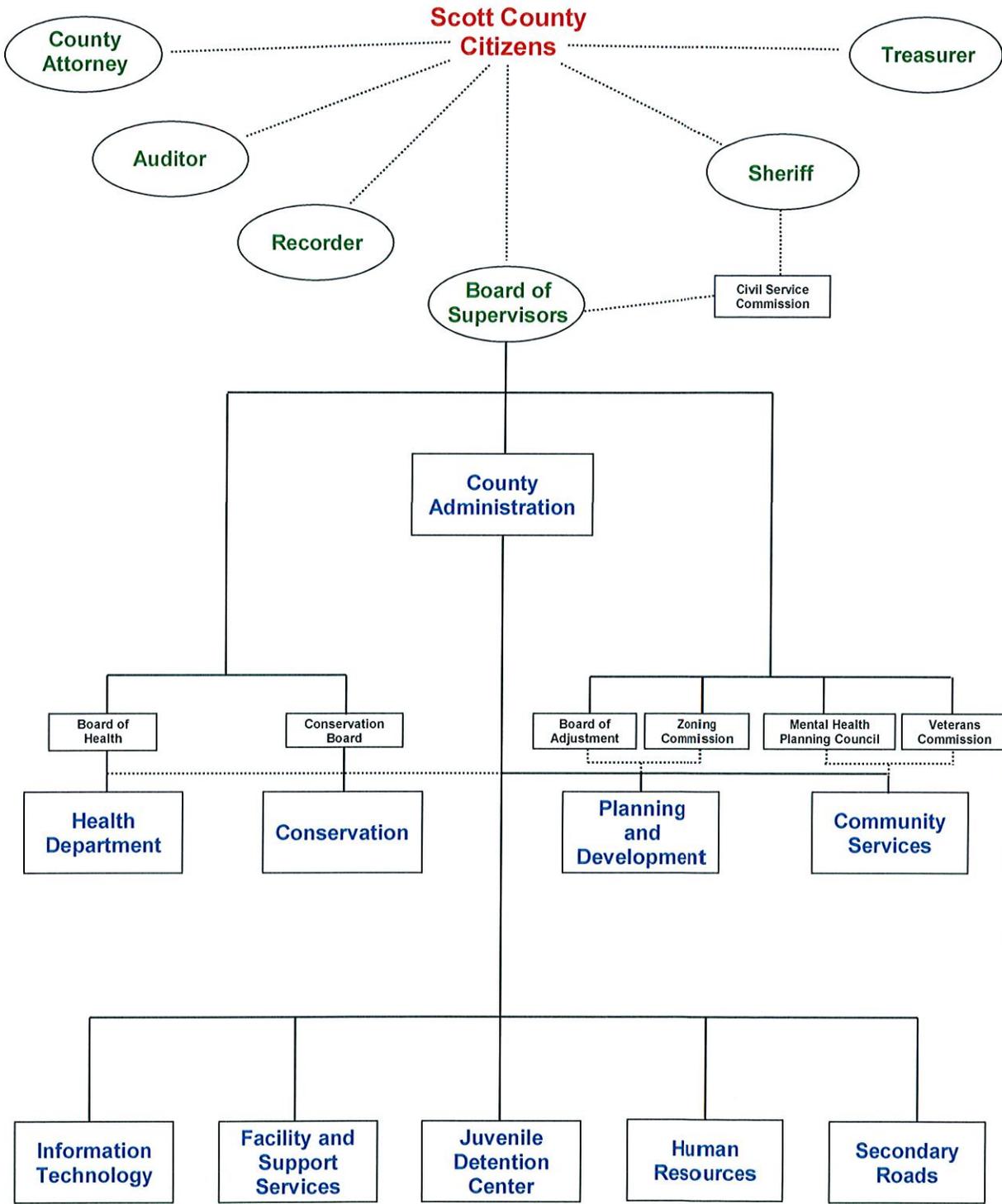
PROPOSAL INFORMATION IS PUBLIC

All documents submitted with any proposal or proposal shall become public documents and subject to Iowa Code Chapter 22, which is otherwise known as the "Iowa Open Records Law". By submitting any document to the County of Scott County in connection with a proposal or proposal, the submitting party recognized this and waives any claim against the County of Scott County and any of its officers and employees relating to the release of any document or information submitted.

PAYMENT

- A. Consultant shall submit a proposed payment schedule based on project milestones.
- B. Billings will be submitted to the County's Human Resources Director for verification and approval prior to payment. Payments will be made within 30 days of approval.

Scott County Government Organizational Chart



— Direct supervision
 - - - Advisory relationship

Elected Departments
Appointed Departments

Appointed Boards and
 Commissions

D. CLASSIFICATION AND COMPENSATION

GENERAL POLICY

It is the policy of Scott County to maintain a system for classifying and compensating its employees which is based on the principles of fairness and equity, and allows the County to recruit and retain qualified employees necessary for the fulfillment of its mission.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder with the exception of the elected office holder themselves and deputies;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors has certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

JOB CLASSIFICATION PLAN

The County utilizes the Hay Guide Chart-Profile Method of Job Evaluation for evaluating and classifying positions, based on the position's job description. Under the Hay system, each position is evaluated and assigned a point total based on the "know-how" required for the job, and the degree of "problem solving" and "accountability" present in the job. The resulting Hay point value assigned to the position is the basis for determining an appropriate pay range (see section below entitled "Pay Plan").

The Human Resources Director is responsible for maintaining the job classification plan, including an analysis of the duties and responsibilities assigned to and the qualifications required of each position. Department heads shall cooperate with the Human Resources Department in maintaining an accurate and up-to-date job description for each regular position in the County table of organization.

As may be required in establishing new positions or reclassifying existing positions, the Human Resources Director shall provide recommendations to the County Administrator as to appropriate Hay point values for all regular positions in the County service. All Hay point values (and resulting pay ranges) require approval by the Board of Supervisors upon the recommendation of the County Administrator.

ADJUSTMENTS TO A DEPARTMENT'S TABLE OF ORGANIZATION DURING THE BUDGET REVIEW PROCESS

Proposed changes to a department's table of organization, including the addition or elimination of positions as well as the upgrading or downgrading of existing positions, will normally be accomplished during the County's annual budget review process prior to the start of each fiscal year.

Departmental requests for changes to its table of organization shall be included with its annual budget request utilizing the "organizational change request" form provided. Requests must be submitted in accordance with established time frames and should include detailed justification for the proposed changes. The Human Resources Director will study all proposed changes and provide a recommendation to the County Administrator. Changes of this nature require approval by the Board of Supervisors upon the recommendation of the County Administrator.

ADJUSTMENTS TO A DEPARTMENT'S TABLE OF ORGANIZATION OUTSIDE OF THE BUDGET REVIEW PROCESS

Proposed changes to a department's table of organization are normally accomplished during the annual budget review process, exceptions to this rule will generally be limited to one of the following:

1. Situations in which there is an increase in the documented volume of work which could not have been forecast during the most recent budget review process. Requests of this nature should be supported by in-depth documentation of the increased workload, the formula or method used to determine the number of additional staff needed, and an explanation as to why the situation could not have been anticipated during the previous budget cycle.
2. Situations in which the requested change provides greater efficiency of operation and results in a net reduction in the number of FTE's in the department and/or a reduction in overall salary/benefit expenditures. Requests of this nature should include a specific description of the increased efficiency and how it will be accomplished.
3. Situations in which there is a change in key personnel and a

reorganization of the function is desired. Requests of this nature should include a detailed rationale as to the benefits of reorganization.

4. Situations resulting from a change in external funding. Requests of this nature should identify the reason(s) for the change in funding and should set forth staffing alternatives to deal with such change.
5. Situations in which there has been a significant and unanticipated increase in the duties and responsibilities assigned to a given position, as verified by a job audit conducted by the Human Resources Department. Requests of this nature should include specific justification for the necessity of increasing the duties and responsibilities of the position rather than assignment to a higher level position and should address why such changes were not anticipated during the previous budget cycle.

The Human Resources Director will study all proposed changes under this section and provide a recommendation to the County Administrator. Changes of this nature require approval by the Board of Supervisors upon the recommendation of the County Administrator.

PAY PLAN

As noted earlier in this policy, Scott County utilizes the Hay system for evaluating and classifying positions, the Hay point value assigned to a position determines the midpoint of the pay range for that position. In addition, as may be necessary to recruit and retain qualified staff in a given occupational area, the County also may take into consideration the market value of a job in the relevant labor market are in establishing an appropriate pay range.

Once the midpoint in the pay range has been established, the minimum in the pay range is calculated at 85% of midpoint. For non-union employees the maximum in the pay range is calculated at 115% of midpoint.

The Human Resources Director is responsible for maintaining the County pay plan and administering the pay practices and procedures established in this policy. This shall include advising departments on pay administration matters and conducting periodic salary surveys of comparable positions in other organizations. The County pay plan will be updated annually and included in the official budget plan document.

Hourly pay rates for temporary, part-time and/or seasonal staff shall be established on an as-needed basis. The Human Resources Director shall recommend appropriate pay rates for such positions in consultation with the hiring department. Final approval shall be by the Board of Supervisors.

ENTRY-LEVEL PAY RATES

The entry-level pay rate for a new employee shall normally be the minimum in the pay range established for the position being filled.

A department head, subject to a recommendation by the County Administrator and approval by the Board of Supervisors, may make an appointment above the entry-level pay rate. Appointments above the entry-level pay rate will be considered when there are special labor market considerations or in recognition of a candidate's exceptional qualifications.

Conversely, a department head may make an appointment below the minimum in the established pay range, subject to a recommendation by the County Administrator and approval by the Board of Supervisors. Appointments below the entry-level pay rate will be considered when none of the applicants possess the minimum qualifications established for the position, or for the purpose of developing a current regular employee who does not possess the minimum qualifications but who has demonstrated an aptitude and ability to successfully perform the work.

TRANSFERS

When an employee is transferred from one class to another within a Hay point pay range within ten points, he/she shall continue to receive the same pay rate. If the transfer is to a position with a Hay point differential of more than ten points the employee's pay rate shall be modified as a "promotion" or "demotion". The employee's anniversary date in the position will not change.

Inter-departmental transfers require a minimum of two (2) week notice prior to the official transfer of an employee. However this time frame may be shortened or extended based on the staffing needs of the affected departments, after consultation with the Human Resources Director. .

PROMOTIONS

When a fully-qualified employee is promoted from one class to another having a higher pay range, the incumbent's salary rate will be set at the minimum of the new pay range, or at a rate of five (5) percent above the incumbent's current rate, whichever is greater providing it does not exceed the maximum in the new pay range. The employee will be given a new position anniversary date.

Inter-departmental promotions will require a minimum of two (2) week notice prior to transfer of an employee. However this time frame may be shortened or extended based on the staffing needs of the affected departments, after consultation with the Human Resources Director.

DEMOTIONS

When an employee is demoted for reasons other than cause to an existing job classification with a lower Hay point value their salary rate shall be established at the same percentage of midpoint in the new pay range or the equivalent of the years of service. The employee's anniversary date in the position may or may not change depending on the circumstances involved.

JOB RECLASSIFICATIONS

In the event of an upgrade resulting in an increase in Hay point value, the incumbent's pay rate will be set at the minimum of the new pay range, or at a rate of five (5) percent above the incumbent's current rate, whichever is greater providing it does not exceed the maximum in the new pay range. The incumbent's anniversary date in the position will not change.

In the event of a downgrade resulting in a decrease in Hay point value, the incumbent's pay rate will be reduced to the same percentage of midpoint in the new pay range as the employee occupied in the old pay range prior to the downgrade. The incumbent's anniversary date in the position will not change. If the employee's position receives lower Hay points or pay range as part of a salary or market study, the individual's salary shall be "red circled" and not eligible for merit or COLA adjustments until the individual's salary is within the new pay range.

In the event a position is officially removed from a certified bargaining unit, the incumbent's pay rate will not change, but will establish their percentage of midpoint in the new range. If the incumbent's pay rate is below the minimum pay rate in the new range, the incumbent's pay shall be set at the minimum.

TEMPORARY ASSIGNMENTS

Department heads may assign employees from one job to another for the following reasons:

1. To temporarily fill a vacancy or replace an employee who is absent due to illness, training or leave of absence.
2. To observe the performance of an individual for the purpose of determining employee potential and ability to assume the duties and responsibilities of a vacant position on a full-time basis.
3. To complete short-term assignments such as special projects, or to

assist in relieving a back-log of work over a short period of time.

In the event an employee is temporarily assigned to a position with a higher pay range for more than ten working days, and the employee is fully performing the duties of such position, the employee shall be paid at the same rate of pay, starting with the eleventh working day, that he/she would have been paid if promoted to that position.

Upon conclusion of the temporary assignment, if the employee is returned to his/her previous position, the employee will receive his/her former rate of pay plus any earned increments that might have accrued.

Employees temporarily assigned to a position of the same or lower Hay points than their present position will maintain their current salary.

ADMINISTRATIVE PROCEDURES

1. Processing bargaining unit step increases. The Human Resources Department shall notify County departments one (1) month in advance of an employee's anniversary date via the performance appraisal system. Advancement to the succeeding pay step will be processed on schedule by the Human Resources Department unless the appropriate department head advises otherwise.
2. Processing performance-based pay adjustments. The Human Resources Department shall notify County departments one (1) month in advance of those employees scheduled for a performance evaluation pursuant to the County's performance appraisal policy. The department also will be furnished with the appropriate appraisal forms. Departments are responsible for returning the completed appraisal forms and salary adjustment shall be processed by the Human Resources Department pursuant to policy. Merit increases shall be processed from the anniversary date, but not considered due until the performance appraisal is submitted.
3. Processing upgrades at the beginning of the fiscal year. The Human Resources Department shall notify County departments in advance of upgrades, including those implemented at the beginning of the County's fiscal year. For salary administration purposes, it is important to note that the County's July 1, Cost of Living Allowance must be applied prior to the calculation of the position upgrade. The upgrade shall then be calculated as addressed in the previous Job Reclassifications section.

F. PERFORMANCE APPRAISAL AND DEVELOPMENT SYSTEM

GENERAL POLICY

It is the policy of Scott County to regularly evaluate the work performance of its employees and provide them with relevant feedback to enable improvements to their effectiveness and efficiency as County employees. In addition, a regular employee eligible under this policy may receive a salary adjustment in accordance with the outcome of his/her individual performance appraisal.

SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder, with the exception of the elected office holder themselves and Deputies;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

PURPOSE OF PERFORMANCE APPRAISAL SYSTEM

The County's performance appraisal system represents an important part of the employee's work experience. The intent of the system is to not only assess performance periodically, but to provide an opportunity to establish future individual goals, thus further clarifying management's expectation and direction for the employee.

The County also recognizes the importance of encouraging the recruitment and retention of highly-qualified, competent and productive employees. To that end, the performance appraisal system will provide a method for determining individual salary adjustment based on the employee's

documented record of performance on the job.

PROCEDURE FOR EVALUATING PERFORMANCE

Each employee will be evaluated upon completion of the first six and twelve months in a new position and yearly thereafter. Departments may wish to schedule more frequent reviews, either formal or informal, depending upon the need. Salary adjustments will, however, only be available at the identified milestones of six months, twelve months and annually thereafter.

The completed performance appraisal for each employee shall be electronically signed by the performance rater and by the employee being evaluated. The employee signature merely indicates that a discussion was held with the performance rater. If the employee disagrees with the evaluation, he/she may comment in the designated area on the evaluation and/or submit a statement of exception for placement in the personnel file.

In the event an adjustment in salary is warranted the Human Resources Department will process one based on the "Attendance Ratings" below..

APPRAISAL FORMAT

Upon hire or promotion to a new position, each employee will be oriented to the criteria that will be used to assess job performance. Upon completion of six months, twelve months and annually thereafter of service in the position, the incumbent's work performance will be evaluated by their immediate supervisor. Appraisal forms are generated from the County's web based performance appraisal system administered by the Human Resources Department.

An important part of the review is the employee's completion of a self evaluation which is an opportunity to provide their insight into their performance and goal progress over the review period. Once completed the employee's supervisor receives an electronic copy of this document for consideration. The manager is responsible for completing the employee's performance review. In addition to assessing the employee's job performance in key competencies the manager is tasked with the creation of several specific goals for the employee to accomplish over the next review period. The initial goals are set at the employee's six month review. The goals may be targeted to meet personal, professional or organizational needs. The source of the goals will be the employee and the supervisor, but the final selection and prioritizing will be the responsibility of the supervisor.

When establishing goals supervisors should take into consideration the employee's role in meeting budgeting for outcomes objectives, departmental goals or County-wide goals, so as to align the goals. Additionally goals may relate to specific skills set forth in the job description, career development, improving an employee's professional competence or reflect a required improvement in an employee's past performance level. Human Resources staff will assist supervisors in drafting specific goals for individuals.

Performance appraisals influence salaries, promotions and transfers so it is critical that supervisors provide objective, accurate and thorough information when completing performance reviews and assigning ratings. If an employee has been subject to disciplinary action within the time period preceding their performance evaluation numerical ratings on the evaluation should accurately reflect the action taken and any subsequent improvements.

NUMERICAL RATING GUIDELINES

County department heads and elected officials as well as the Human Resources Department will periodically review dashboard ratings within the County's web based performance appraisal system to ensure consistency of ratings on a County-wide basis. Raters shall adhere to the following guidelines in assigning numerical ratings:

<u>Rating Code</u>	<u>Guideline</u>
5	Indicates exceptional performance. Ratings of 5.0 shall be reserved for those areas in which the employee is performing at a level that is marked by excellence, efficiency, innovation and documented work results. Generally, a rating of exceptional indicates that the employee is performing well beyond the department's expectations on a continuing basis. Such ratings must be backed up by specific examples of the employee's accomplishments during the rating period.
4	Exceeds Expectations. Ratings at 4.0 indicate that the employee consistently meets departmental standards and very often exceeds them. Generally, a rating of exceeds expectations means that the employee's performance is well above satisfactory, that he/she frequently goes beyond ordinary efforts

to do a superior job, and achieves all performance objectives established for his/her position. Examples of projects completed and/or exemplary performance should accompany ratings of 4.0 or above.

- 3 Meets Expectations. Ratings at 3.0 indicate the employee is meeting the department's expectations and is performing at a satisfactory level. Generally, while a rating of meets expectations means that the quality and quantity of work produced by the employee is acceptable to the department, improvements in work performance are possible.
- 2 Improvement Desired. Ratings at 2.0 indicate that the employee is performing at a level that is considered below satisfactory by the department. Generally, a rating of improvement desired means that the employee occasionally fails to complete work assignments in a satisfactory or timely manner. Such ratings also may indicate a lack of initiative and/or the need for frequent intervention by the supervisor in order to keep the employee in a productive mode. Specific examples of marginal performance should be cited.
- 1 Unsatisfactory performance. Ratings at 1.0 indicate that the employee is performing at a level that requires immediate improvement for his/her continued employment. Generally, a rating of unsatisfactory performance means that the employee consistently fails to complete assignments in a satisfactory manner and has been unresponsive to prior warnings by supervision. Such ratings must be backed up by specific examples of the employee's actions during the rating period and recommendations for improvement.

ATTENDANCE RATINGS

Supervisors will review the employee's sick leave usage over a 12-month period and rate the employee in accordance with this scale.

Rating	Measure
--------	---------

- | | |
|--------------------------------|--------------------|
| (5) Exceptional Performance | 0 or 1 absence |
| (4) Exceeds Expectations | 2 or 3 absences |
| (3) Meets Expectations | 4 or 5 absences |
| (2) Improvement Desired | 6 absences |
| (1) Unsatisfactory Performance | 7 or more absences |

WRITTEN COMMENTS

One of the primary purposes for conducting a performance appraisal is to provide the employee with relevant feedback regarding his/her performance on the job. To that end, raters are required to include written comments to support numerical ratings. Although the performance appraisal system may provide a writing assistant, the supervisor is expected to provide relevant comments regarding the individual's performance.

In those categories in which the employee is rated highly, the rater should identify examples of good performance and provide the employee with positive feedback to encourage the employee to maintain or exceed his/her current performance level during the next rating period.

In those categories in which the employee receives low ratings, the rater should identify examples of past poor performance and provide constructive feedback for the employee to improve his/her performance during the next rating period.

BONUS

In an effort to reward long term Scott County employees who have shown exemplary performance, and the ability to exceed expectations on previously set goals, the following bonus program shall be implemented. To be eligible for a bonus an employee must meet the following standards.

Length of service

Non-represented employees must be at 115% of scale at the scheduled time of the review. Represented employees must have completed 10 years of service at the scheduled time of the review.

Attendance

Employees must receive a rating of 4 or higher.

Performance

Employees must receive an average rating of 4 or higher on the "*Performance In Key Competency*" section of the Scott County Performance Appraisal and Development form.

Goals

Employees must receive an average rating of 4 or higher on the *Goals* section of the Scott County Performance Appraisal and Development form. These goals will be established by department supervisors during the Performance Appraisal process.

Bonus Level

Employees who are able to meet all the standards as outlined will receive a \$500.00 bonus. The Scott County Board of Supervisors may evaluate the feasibility of the bonus system on an annual basis.

The County recognizes the need for complete, accurate and timely assessments of employee performance and will make every effort to ensure that its supervisors make employee feedback and performance appraisals a priority. Timely submission of performance appraisals is required of all supervisors. In the event employee evaluation(s) are overdue by 30 days or more, a management employee's merit increase or bonus will be withheld or reduced until such time that they have completed their subordinate's appraisal. If the supervisor would have been eligible for a merit increase and is overdue on subordinate evaluations, the eligible merit increase shall not take effect until the evaluations are completed and will not be made retroactive to the management employee's anniversary date. If the supervisor would have been eligible for a bonus and is overdue on subordinate evaluations the bonus shall be delayed and be reduced by \$100.00 for every 30 days it takes the management employee to complete the overdue evaluations.

Part time eligible (.50 FTE - .99 FTE) employees will be eligible for a bonus on a prorated basis.

SALARY ADJUSTMENT GUIDE

Individual salary adjustments are tied directly to the results of the performance appraisal.

Normally, an employee's average appraisal score is converted to a percent increase (or decrease) in salary as provided herein. However, any employee who receives a rating of 2.0 (improvement desired) or below on three or more key performance appraisal categories should be considered for placement on a performance improvement plan regardless of his/her overall average appraisal score.

At the initial six month review following hire or promotion, the employee's salary will be adjusted five (5) percent if the employee's salary level does not exceed 95% of midpoint and the employee's average appraisal score is 3 or better.

Following the employee's annual appraisal, or at any time when the employee's salary level exceeds 95% of midpoint, subsequent salary adjustments shall be based on the employee's average appraisal score in accordance with the conversion tables that follow this section. Under no circumstances will the adjusted salary exceed the maximum in relevant salary range.

Any recommendation for an increase in salary based on performance when an employee is at 105% of salary range midpoint or above shall be documented in writing and shall include specific factual justification for the increase. Such recommendations must be approved by the department head and the Human Resources Director prior to implementation. If, in the opinion of the Human Resources Director, a performance review is insufficiently documented, it may be returned to the department for more complete, concise information. Implementation of proposed salary adjustments shall be suspended until complete justification is provided as prescribed herein.

CONVERSION TABLE - SALARY BELOW 105% OF MIDPOINT

APPRAISAL SCORES TO SALARY ADJUSTMENT

<u>AVERAGE SCORE</u>	<u>SALARY ADJUSTMENT</u>
4.75 through 5.00	5.0%
4.50 through 4.74	4.5%
4.25 through 4.49	4.0%
4.00 through 4.24	3.5%
3.75 through 3.99	3.0%
3.50 through 3.74	2.5%
3.25 through 3.49	2.0%
3.00 through 3.24	1.5%
2.00 through 2.99	0%
1 through 1.99	(-1.5%)

() denotes reduction in current salary.

CONVERSION TABLE - SALARY AT 105% OR ABOVE

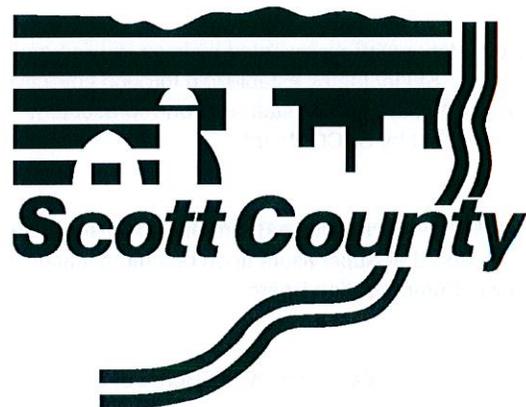
APPRAISAL SCORES TO SALARY ADJUSTMENT

<u>AVERAGE SCORE</u>	<u>SALARY ADJUSTMENT</u>
4.75 through 5.00	5.0%
4.50 through 4.74	4.0%
4.25 through 4.49	3.0%
4.00 through 4.24	2.0%
3.00 through 3.99	1.0%
2.00 through 2.99	(-1.00%)
1 through 1.99	(-2.00%)

() denotes reduction in current salary.

SCOTT COUNTY IOWA

Pay Plan 2017 – 2018



Effective July 1, 2017

**SALARY TABLES
2017-2018 ADOPTED BUDGET**

TABLE OF CONTENTS

<u>GROUP</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>PAGE</u>
Non-Represented	Employees of various occupational classes not affiliated with any collective bargaining unit. Salary tables are set by the Board of Supervisors.	A	1-6
Secondary Roads Unit	Clerical, labor and trades employees in the Engineering Department represented by the Public Professional and Maintenance Employees. Salary tables established through collective bargaining.	B	7
AFSCME Unit	Clerical, technical and maintenance employees represented by the American Federation of State, County and Municipal Association. Salary tables established through collective bargaining.	C	8-9
Deputy Sheriff Unit	Deputy Sheriff's and Sergeants in the Sheriff's Office represented by the Scott County Deputy Sheriff's Association. Salary tables established through collective bargaining.	E	10
Corrections Unit	Jail staff in the Sheriff's Office represented by the Scott County Corrections Association, Chauffeurs, Teamsters and Helpers Local 238. Salary tables established through collective bargaining.	H	11
Bailiffs Unit	Bailiff staff in the Sheriff's Office represented by IBEW. Salary tables established through collective bargaining.	J	12
Scott Emergency Communications Center	SECC dispatcher staff represented by Iowa Public Safety Dispatchers. Salary tables established through collective bargaining. All other SECC staff are non-represented. Salary tables set by SECC Board.	A / D	13
Elected Officials	Elected office holders and the Board of Supervisors. Salary set by the Board of Supervisors upon recommendation of the County Compensation Board.	X	14
Deputy Office Holders	Self explanatory. Salaries set by the Board of Supervisors.	Y	15
Temporary Staff	Self explanatory. Salaries set by the Board of Supervisors unless otherwise noted.	Z	16-17

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2017-2018
GROUP: A NON-REPRESENTED**

<u>Position Title</u>	<u>Hay Points</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
County Administrator*	N/A	N/A	N/A	N/A
* This is a contract position appointed by the Board of Supervisors				
County Engineer	864	97,656 46.95	114,899 55.24	132,163 63.54
Assistant County Administrator	805	92,394 44.42	108,680 52.25	124,966 60.08
Health Director	805	92,394 44.42	108,680 52.25	124,966 60.08
Conservation Director	775	89,690 43.12	105,518 50.73	121,326 58.33
Community Services Director	725	85,238 40.98	100,277 48.21	115,315 55.44
Facilities & Support Services Director	725	85,238 40.98	100,277 48.21	115,315 55.44
Information Technology Director	725	85,238 40.98	100,277 48.21	115,315 55.44
Accounting & Tax Manager	677	80,933 38.91	95,202 45.77	109,491 52.64
Budget & Administrative Services Director	657	77,563 37.29	91,270 43.88	104,957 50.46
Assistant Engineer	634	77,064 37.05	90,667 43.59	104,250 50.12
Attorney II	611	74,984 36.05	88,234 42.42	101,504 48.80
Financial Management Supervisor	611	74,984 36.05	88,234 42.42	101,504 48.80
Planning & Development Director	608	74,734 35.93	87,922 42.27	101,110 48.61
Deputy Health Director	571	71,427 34.34	84,011 40.39	96,613 46.45
Juvenile Detention Center Director	571	71,427 34.34	84,011 40.39	96,613 46.45
Assistant Jail Administrator	556	70,096 33.70	82,472 39.65	94,827 45.59
GIS Coordinator	556	70,096 33.70	82,472 39.65	94,827 45.59
Operations Manager - Auditor	556	70,096 33.70	82,472 39.65	94,827 45.59
Operations Manager - Treasurer	556	70,096 33.70	82,472 39.65	94,827 45.59

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2017-2018
GROUP: A NON-REPRESENTED**

<u>Position Title</u>	<u>Hay Points</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Deputy Director - Conservation	540	68,661 33.01	80,766 38.83	92,872 44.65
Network Infrastructure Supervisor	519	66,768 32.10	78,541 37.76	90,334 43.43
Office Administrator - County Attorney	511	66,040 31.75	77,688 37.35	89,336 42.95
Senior Programmer Analyst	511	66,040 31.75	77,688 37.35	89,336 42.95
Risk Manager	505	65,499 31.49	77,085 37.06	88,650 42.62
Sheriff's Lieutenant	505	65,499 31.49	77,085 37.06	88,650 42.62
Clinical Services Coordinator	470	62,400 30.00	73,382 35.28	84,390 40.57
Park Manager	470	62,400 30.00	73,382 35.28	84,390 40.57
Attorney I	464	61,838 29.73	72,758 34.98	83,616 40.20
Golf Pro/Manager	462	61,651 29.64	72,530 34.87	83,409 40.10
Correctional Health Coordinator	455	61,048 29.35	71,802 34.52	82,572 39.70
Webmaster	455	61,048 29.35	71,802 34.52	82,572 39.70
Programmer/Analyst II	445	60,133 28.91	70,741 34.01	81,352 39.11
Case Aide Supervisor	430	58,781 28.26	69,160 33.25	79,518 38.23
Corrections Lieutenant	430	58,781 28.26	69,160 33.25	79,518 38.23
Mental Health Coordinator	430	58,781 28.26	69,160 33.25	79,518 38.23
Secondary Roads Superintendent	430	58,781 28.26	69,160 33.25	79,518 38.23
Community Health Coordinator	417	57,616 27.70	67,787 32.59	77,958 37.48
Environmental Health Coordinator	417	57,616 27.70	67,787 32.59	77,958 37.48
Fleet Manager	417	57,616 27.70	67,787 32.59	77,958 37.48

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2017-2018
GROUP: A NON-REPRESENTED**

<u>Position Title</u>	<u>Hay Points</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Operations Manager - Recorder	417	57,616 27.70	67,787 32.59	77,958 37.48
Public Health Services Coordinator	417	57,616 27.70	67,787 32.59	77,958 37.48
Network Systems Administrator	406	56,638 27.23	66,622 32.03	76,648 36.85
Clinical Services Specialist	397	55,827 26.84	65,686 31.58	75,546 36.32
County General Store Manager	382	54,496 26.20	64,106 30.82	73,715 35.44
Programmer/Analyst I	382	54,496 26.20	64,106 30.82	73,715 35.44
Naturalist/Director	382	54,496 26.20	64,106 30.82	73,715 35.44
Public Health Nurse	366	53,040 25.50	62,421 30.01	71,781 34.51
Child Care Nurse Consultant	366	53,040 25.50	62,421 30.01	71,781 34.51
Community Health Consultant	355	52,062 25.03	61,256 29.45	70,450 33.87
Community Health Intervention Specialist	355	52,062 25.03	61,256 29.45	70,450 33.87
Community Tobacco Consultant	355	52,062 25.03	61,256 29.45	70,450 33.87
Community Transformation Consultant	355	52,062 25.03	61,256 29.45	70,450 33.87
Disease Intervention Specialist	355	52,062 25.03	61,256 29.45	70,450 33.87
Environmental Health Specialist	355	52,062 25.03	61,256 29.45	70,450 33.87
Corrections Sergeant	332	50,003 24.04	58,822 28.28	67,662 32.53
ERP/ECM Budget Analyst	332	50,003 24.04	58,822 28.28	67,662 32.53
Food Service Supervisor	332	50,003 24.04	58,822 28.28	67,662 32.53
Motor Vehicle Supervisor	332	50,003 24.04	58,822 28.28	67,662 32.53
Tax Accounting Specialist	332	50,003 24.04	58,822 28.28	67,662 32.53

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2017-2018
GROUP: A NON-REPRESENTED**

<u>Position Title</u>	<u>Hay Points</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Case Expeditor	323	49,171 23.64	57,886 27.83	66,560 32.00
Child Health Consultant	323	49,171 23.64	57,886 27.83	66,560 32.00
GIS Analyst	323	49,171 23.64	57,886 27.83	66,560 32.00
Human Resources Generalist	323	49,171 23.64	57,886 27.83	66,560 32.00
Program Services Coordinator	323	49,171 23.64	57,886 27.83	66,560 32.00
Shift Supervisor - Juvenile Detention	323	49,171 23.64	57,886 27.83	66,560 32.00
Office Administrator - Sheriff	316	48,568 23.35	57,138 27.47	65,728 31.60
Paralegal - Audio-Visual Production Specialist	316	48,568 23.35	57,138 27.47	65,728 31.60
Roadside Vegetation Specialist	316	48,568 23.35	57,138 27.47	65,728 31.60
Engineering Aide II	300	47,133 22.66	55,453 26.66	63,773 30.66
Maintenance Coordinator	300	47,133 22.66	55,453 26.66	63,773 30.66
Administrative Assistant	298	46,946 22.57	55,224 26.55	63,523 30.54
Mental Health Advocate	298	46,946 22.57	55,224 26.55	63,523 30.54
Veteran's Affairs Director/Case Aide	298	46,946 22.57	55,224 26.55	63,523 30.54
Elections Supervisor	291	46,322 22.27	54,496 26.20	62,670 30.13
Classification Specialist	289	46,176 22.20	54,309 26.11	62,462 30.03
Executive Secretary / Paralegal	282	45,531 21.89	53,560 25.75	61,589 29.61
Paralegal	282	45,531 21.89	53,560 25.75	61,589 29.61
Administrative Assistant - Health	271	44,554 21.42	52,416 25.20	60,278 28.98
Community Dental Consultant	271	44,554 21.42	52,416 25.20	60,278 28.98

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2017-2018
GROUP: A NON-REPRESENTED**

<u>Position Title</u>	<u>Hay Points</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Naturalist	271	44,554 21.42	52,416 25.20	60,278 28.98
Office Manager - Community Services	271	44,554 21.42	52,416 25.20	60,278 28.98
GIS Parcel Maintenance & Election Systems Tech	268	44,283 21.29	52,083 25.04	59,883 28.79
Bailiff Sergeant	262	43,722 21.02	51,438 24.73	59,197 28.46
Park Ranger	262	43,722 21.02	51,438 24.73	59,197 28.46
Administrative Assistant - Conservation	252	42,848 20.60	50,398 24.23	57,949 27.86
Payroll Specialist	252	42,848 20.60	50,398 24.23	57,949 27.86
Planning & Development Specialist	252	42,848 20.60	50,398 24.23	57,949 27.86
Purchasing Specialist	252	42,848 20.60	50,398 24.23	57,949 27.86
Detention Youth Counselor	238	41,600 20.00	48,942 23.53	56,285 27.06
Shop Supervisor (see Note 1)	233	52,998 25.48	62,338 29.97	71,698 34.47
Note 1: Salary for this position adjusted to meet prevailing market rates - July 1976				
Administrative Assistant - Engineer	230	40,872 19.65	48,090 23.12	55,307 26.59
Public Health Nurse - LPN	230	40,872 19.65	48,090 23.12	55,307 26.59
Equipment Specialist/Crew Leader	220	39,978 19.22	47,050 22.62	54,101 26.01
Golf Maintenance Supervisor	220	39,978 19.22	47,050 22.62	54,101 26.01
Park Crew Leader	220	39,978 19.22	47,050 22.62	54,101 26.01
Senior Accounting Clerk - Sheriff/Jail	220	39,978 19.22	47,050 22.62	54,101 26.01
Medical Assistant	209	39,000 18.75	45,885 22.06	52,770 25.37
Engineering Aide I	199	38,085 18.31	44,803 21.54	51,563 24.79
Alternative Sentencing Coordinator	198	38,002 18.27	44,699 21.49	51,397 24.71

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2017-2018
GROUP: A NON-REPRESENTED**

<u>Position Title</u>	<u>Hay Points</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Benefits Coordinator	198	38,002 18.27	44,699 21.49	51,397 24.71
Court Compliance Coordinator	198	38,002 18.27	44,699 21.49	51,397 24.71
Custodial Coordinator	198	38,002 18.27	44,699 21.49	51,397 24.71
Medical Lab Technician - Health	198	38,002 18.27	44,699 21.49	51,397 24.71
Senior Clerk - Sheriff/Admin	198	38,002 18.27	44,699 21.49	51,397 24.71
Desktop Support Technician	187	37,003 17.79	43,534 20.93	50,066 24.07
Park Maintenance Technician	187	37,003 17.79	43,534 20.93	50,066 24.07
Pioneer Village Site Coordinator	187	37,003 17.79	43,534 20.93	50,066 24.07
Turf Equipment Specialist	187	37,003 17.79	43,534 20.93	50,066 24.07
Inmate Services Clerk	177	36,109 17.36	42,474 20.42	48,880 23.50
Official Records Clerk	177	36,109 17.36	42,474 20.42	48,880 23.50
Senior Clerk	177	36,109 17.36	42,474 20.42	48,880 23.50
Clerk III	162	34,778 16.72	40,914 19.67	47,070 22.63
Conservation Clerical Specialist	162	34,778 16.72	40,914 19.67	47,070 22.63
Golf Course Maintenance Technician	162	34,778 16.72	40,914 19.67	47,070 22.63
Office Assistant - Sec Roads	162	34,778 16.72	40,914 19.67	47,070 22.63
Resource Specialist - Health	162	34,778 16.72	40,914 19.67	47,070 22.63
Clerk II	141	32,885 15.81	38,688 18.60	44,491 21.39
Resource Assistant - Health	141	32,885 15.81	38,688 18.60	44,491 21.39
Cody Homestead Site Coordinator	99	29,182 14.03	34,320 16.50	39,458 18.97

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2017-2018
GROUP: B SECONDARY ROADS UNIT**

Position Title	Hay Points	Step 1 Start	Step 2 1 year	Step 3 2 years	Step 4 3 years	Step 5 4 years	Step 6 7 years	Step 7 13 years	Step 8 18 years
Crew Leader/Equipmt. Operator	213	48,838 23.48	51,002 24.52	53,123 25.54	55,411 26.64	56,909 27.36	57,075 27.44	57,803 27.79	58,427 28.09
Sign Crew Leader	199	47,008 22.60	49,150 23.63	51,189 24.61	53,352 25.65	54,787 26.34	54,974 26.43	55,619 26.74	56,222 27.03
Mechanic	187	45,594 21.92	47,528 22.85	49,629 23.86	51,584 24.80	53,019 25.49	53,227 25.59	53,893 25.91	54,517 26.21
Heavy Equipmt Operator	174	43,826 21.07	45,760 22.00	47,694 22.93	49,608 23.85	51,022 24.53	51,106 24.57	51,834 24.92	52,416 25.20
Sign Crew Technician	174	43,826 21.07	45,760 22.00	47,694 22.93	49,608 23.85	51,022 24.53	51,106 24.57	51,834 24.92	52,416 25.20
Roadside Vegetation Tech	174	43,826 21.07	45,760 22.00	47,694 22.93	49,608 23.85	51,022 24.53	51,106 24.57	51,834 24.92	52,416 25.20
Truck Crew Coordinator	163	42,515 20.44	44,450 21.37	46,176 22.20	47,986 23.07	49,379 23.74	49,462 23.78	50,170 24.12	50,794 24.42
Truck Driver/Laborer	153	41,288 19.85	43,118 20.73	44,782 21.53	46,530 22.37	47,965 23.06	48,110 23.13	48,734 23.43	49,338 23.72
Service Technician	143	36,192 17.40	37,794 18.17	39,312 18.90	40,726 19.58	41,995 20.19	42,099 20.24	42,682 20.52	43,306 20.82
Parts & Inventory Clerk	138	33,030 15.88	34,528 16.60	35,922 17.27	37,357 17.96	38,438 18.48	38,542 18.53	39,083 18.79	39,562 19.02

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2017-2018
GROUP: C AFSCME UNIT**

<u>Position Title</u>		<u>Step 1 Entry</u>	<u>Step 2 6 mos.</u>	<u>Step 3 12 mos.</u>	<u>Step 4 18 mos.</u>	<u>Step 5 24 mos.</u>	<u>Step 6 7 yrs.</u>	<u>Step 7 10 yrs.</u>	<u>Step 8 15 yrs.</u>	<u>Step 9 20 yrs.</u>
Building Insp	314	44,658 21.47	46,571 22.39	48,464 23.30	50,336 24.20	51,917 24.96	54,018 25.97	55,619 26.74	57,304 27.55	58,989 28.36
Maint Electronic Systems Tech	268	41,038 19.73	42,890 20.62	44,325 21.31	46,280 22.25	47,653 22.91	49,546 23.82	51,064 24.55	52,582 25.28	54,184 26.05
Maint Spec	268	41,038 19.73	42,890 20.62	44,325 21.31	46,280 22.25	47,653 22.91	49,546 23.82	51,064 24.55	52,582 25.28	54,184 26.05
Case Aide	252	39,790 19.13	41,517 19.96	43,243 20.79	44,866 21.57	46,280 22.25	48,194 23.17	49,608 23.85	51,106 24.57	52,624 25.30
Accts Payable Spec	252	39,790 19.13	41,517 19.96	43,243 20.79	44,866 21.57	46,280 22.25	48,194 23.17	49,608 23.85	51,106 24.57	52,624 25.30
Fine Collection Coord	223	37,211 17.89	38,459 18.49	40,539 19.49	42,182 20.28	43,493 20.91	45,365 21.81	46,717 22.46	48,173 23.16	49,546 23.82
Victim/Witness Coord	223	37,211 17.89	38,459 18.49	40,539 19.49	42,182 20.28	43,493 20.91	45,365 21.81	46,717 22.46	48,173 23.16	49,546 23.82
Admin Assistant - Juvenile Court	214	36,546 17.57	38,085 18.31	39,770 19.12	41,371 19.89	42,702 20.53	44,408 21.35	45,677 21.96	47,050 22.62	48,547 23.34
Intake Coordinator	214	36,546 17.57	38,085 18.31	39,770 19.12	41,371 19.89	42,702 20.53	44,408 21.35	45,677 21.96	47,050 22.62	48,547 23.34
Legal Secretary - Civil	194	35,402 17.02	36,858 17.72	38,230 18.38	39,707 19.09	40,893 19.66	42,640 20.50	43,971 21.14	45,261 21.76	46,613 22.41
Cashier	191	34,757 16.71	36,213 17.41	37,835 18.19	39,374 18.93	40,643 19.54	42,286 20.33	43,576 20.95	44,866 21.57	46,218 22.22
Real Est Spec	191	34,757 16.71	36,213 17.41	37,835 18.19	39,374 18.93	40,643 19.54	42,286 20.33	43,576 20.95	44,866 21.57	46,218 22.22
Senior Acct. Clerk	191	34,757 16.71	36,213 17.41	37,835 18.19	39,374 18.93	40,643 19.54	42,286 20.33	43,576 20.95	44,866 21.57	46,218 22.22
Vital Records Spec	191	34,757 16.71	36,213 17.41	37,835 18.19	39,374 18.93	40,643 19.54	42,286 20.33	43,576 20.95	44,866 21.57	46,218 22.22
Senior Clerk - Elections	191	34,757 16.71	36,213 17.41	37,835 18.19	39,374 18.93	40,643 19.54	42,286 20.33	43,576 20.95	44,866 21.57	46,218 22.22
Senior Clerk - Victim Witness	191	34,757 16.71	36,213 17.41	37,835 18.19	39,374 18.93	40,643 19.54	42,286 20.33	43,576 20.95	44,866 21.57	46,218 22.22
Maintenance Worker	182	34,694 16.68	35,880 17.25	37,024 17.80	38,626 18.57	39,790 19.13	41,454 19.93	42,682 20.52	43,992 21.15	45,302 21.78

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2017-2018
GROUP: C AFSCME UNIT**

<u>Position Title</u>		<u>Step 1 Entry</u>	<u>Step 2 6 mos.</u>	<u>Step 3 12 mos.</u>	<u>Step 4 18 mos.</u>	<u>Step 5 24 mos.</u>	<u>Step 6 7 yrs.</u>	<u>Step 7 10 yrs.</u>	<u>Step 8 15 yrs.</u>	<u>Step 9 20 yrs.</u>
Senior Clerk	177	34,070 16.38	35,422 17.03	36,858 17.72	38,126 18.33	39,416 18.95	40,934 19.68	42,182 20.28	43,472 20.90	44,741 21.51
Platroom Specialist	177	34,070 16.38	35,422 17.03	36,858 17.72	38,126 18.33	39,416 18.95	40,934 19.68	42,182 20.28	43,472 20.90	44,741 21.51
Legal Secretary	177	34,070 16.38	35,422 17.03	36,858 17.72	38,126 18.33	39,416 18.95	40,934 19.68	42,182 20.28	43,472 20.90	44,741 21.51
Acct Clerk - Treas	177	34,070 16.38	35,422 17.03	36,858 17.72	38,126 18.33	39,416 18.95	40,934 19.68	42,182 20.28	43,472 20.90	44,741 21.51
Clerk III	162	32,926 15.83	34,237 16.46	35,485 17.06	36,899 17.74	38,022 18.28	39,520 19.00	40,706 19.57	41,974 20.18	43,243 20.79
Lead Cust Worker	162	32,926 15.83	34,237 16.46	35,485 17.06	36,899 17.74	38,022 18.28	39,520 19.00	40,706 19.57	41,974 20.18	43,243 20.79
Data Clerk /Receptionist County Attorney	151	32,115 15.44	33,426 16.07	34,674 16.67	35,963 17.29	37,024 17.80	38,542 18.53	39,666 19.07	40,851 19.64	42,078 20.23
Multi-Service Clerk	151	31,242 15.02	33,426 16.07	34,674 16.67	35,963 17.29	37,024 17.80	38,542 18.53	39,666 19.07	40,851 19.64	42,078 20.23
Clerk II	141	31,242 15.02	32,573 15.66	33,779 16.24	35,069 16.86	36,005 17.31	37,502 18.03	38,626 18.57	39,749 19.11	40,934 19.68
Maint General Laborer	141	31,242 15.02	32,573 15.66	33,779 16.24	35,069 16.86	36,005 17.31	37,502 18.03	38,626 18.57	39,749 19.11	40,934 19.68
Custodial Worker	130	30,472 14.65	31,533 15.16	32,698 15.72	33,925 16.31	34,986 16.82	36,962 17.77	38,022 18.28	39,166 18.83	40,373 19.41

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2017-2018
GROUP: E DEPUTY SHERIFF UNIT**

1-Jul-17

<u>Position Title</u>	<u>Hay Points</u>	<u>Step 1 Start</u>	<u>Step 2 1 year</u>	<u>Step 3 2 years</u>	<u>Step 4 3 years</u>	<u>Step 5 4 years</u>	<u>Step 6 5 years</u>	<u>Step 7 7 years</u>	<u>Step 8 10 years</u>	<u>Step 9 12 years</u>	<u>Step 10 15 years</u>	<u>Step 11 20 years</u>
Sergeant	451	71,350 34.30	73,546 35.36		74,982 36.05			75,743 36.41	76,504 36.78			
Deputy	329	51,452 24.74	53,757 25.84	55,910 26.88	58,672 28.21	61,347 29.49	62,521 30.06	63,782 30.66	65,022 31.26	65,718 31.60	66,392 31.92	67,066 32.24

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2017-2018
GROUP: H CORRECTIONS UNIT**

<u>Position Title</u>	<u>Hay Points</u>	<u>Step 1 Entry</u>	<u>Step 2 6 mos.</u>	<u>Step 3 1 year</u>	<u>Step 4 2 years</u>	<u>Step 5 3 years</u>	<u>Step 6 4 years</u>	<u>Step 7 7 years</u>	<u>Step 8 10 years</u>	<u>Step 9 15 years</u>
Corr Ofcr	246	38,418 18.47	39,062 18.78	43,701 21.01	45,718 21.98	50,253 24.16	51,522 24.77	52,707 25.34	53,435 25.69	54,246 26.08
Jail Custodian/ Correction Officer	176	32,323 15.54	33,322 16.02	33,966 16.33	35,464 17.05	38,834 18.67	39,874 19.17	40,622 19.53	42,162 20.27	42,786 20.57
Cook	176	32,323 15.54	33,322 16.02	33,966 16.33	35,464 17.05	38,834 18.67	39,874 19.17	40,622 19.53	42,162 20.27	42,786 20.57

SCOTT COUNTY SALARY RATE TABLE FOR FY 2017-2018
GROUP: J BAILIFFS UNIT

<u>Position Title</u>	<u>Hay Points</u>	<u>Step 1 Start</u>	<u>Step 2 6 mos.</u>	<u>Step 3 1 year</u>	<u>Step 4 3 years</u>	<u>Step 5 5 years</u>	<u>Step 6 7 years</u>	<u>Step 7 10 years</u>	<u>Step 8 12 years</u>	<u>Step 9 15 years</u>
Associate/District Court Bailiff	220	39,874 19.17	41,870 20.13	43,992 21.15	45,490 21.87	47,112 22.65	48,734 23.43	50,461 24.26	52,208 25.10	54,059 25.99

SCOTT COUNTY SALARY RATE TABLE FOR FY 2017-2018
GROUP: SECC

<u>Position Title</u>	<u>Hay Points</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Director	805	NA	NA	NA
Deputy Director	505	64,875 31.19	76,315 36.69	87,776 42.20
Technology Systems Coordinator	332	49,483 23.79	58,240 28.00	66,997 32.21
Training/Quality Assurance Manager	323	48,734 23.43	57,325 27.56	65,915 31.69
Shift Supervisor	307	47,299 22.74	55,640 26.75	63,981 30.76
Administrative Assistant	198	37,648 18.10	44,283 21.29	50,918 24.48
Warrant Clerk	162	34,549 16.61	40,622 19.53	46,717 22.46

<u>Position Title</u>	<u>Hay Points</u>	<u>Step 1 Start</u>	<u>Step 2 1 year</u>	<u>Step 3 2 years</u>	<u>Step 4 3 years</u>	<u>Step 5 5 years</u>	<u>Step 6 7 years</u>	<u>Step 7 10 years</u>	<u>Step 8 12 years</u>	<u>Step 9 15 years</u>	<u>Step 10 20 years</u>
Public Safety Dispatcher	252	42,411 20.39	46,654 22.43	48,069 23.11	49,525 23.81	51,002 24.52	52,520 25.25	54,122 26.02	55,702 26.78	57,408 27.60	59,134 28.43
Public Safety Call Taker		36,171 17.39	40,414 19.43	41,829 20.11	43,285 20.81	44,762 21.52	46,280 22.25	47,882 23.02	49,462 23.78	51,168 24.60	52,894 25.43

SCOTT COUNTY SALARY RATE TABLE FOR FY 2017-2018
GROUP: X ELECTED OFFICIALS

<u>ELECTED OFFICIAL</u>	<u>ANNUAL SALARY</u>
Attorney	147,800
Auditor	86,300
Recorder	86,300
Sheriff	113,600
Treasurer	86,300
Chair, Board of Supervisors	45,500
Board Member, Board of Supervisors	42,500

SCOTT COUNTY SALARY RATE TABLE FOR FY 2017-2018
GROUP: Y DEPUTY OFFICE HOLDERS

<u>POSITION TITLE</u>	<u>ANNUAL SALARY</u>
First Assistant Attorney	125,630
Deputy Auditor - Tax	73,355
Second Deputy Recorder	73,355
Chief Deputy Sheriff	96,560
Chief Deputy - Captain	94,288

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2017-2018
GROUP: Z TEMPORARY AND PART-TIME STAFF**

<u>POSITION</u>	<u>RATE</u>
Seasonal Health Worker & Planning Intern	\$9.90 to \$13.12/hour depending on skills, education and experience
Enforcement Aide	\$9.90 to \$19.45/hour depending on skills, education and experience
Seasonal Maintenance Worker (Roads)	\$12.46/hour
Summer Law Clerk	Set in cooperation with University Programs
Civil Service Secretary	Set by Civil Service Commission
Health Services Professional Immunization Clinic/Jail Health	
LPN	\$20.88/hour
RN	\$24.63/hour
Election Officials	\$7.92/hour
Election Chairpersons	\$8.71/hour
Election Clerk	\$13.33/hour

CONSERVATION: *

Glynns Creek:

Seasonal part-time Golf Managers	
Food Service	\$8.75 - \$11.00/hour
Pro Shop	\$9.75 - \$13.00/hour
Seasonal Golf Pro Shop Personnel	\$7.50 - \$12.25/hour
Golf Course Rangers, Starters, Cart Persons	\$7.50 - \$10.50/hour
Concession Stand Workers	\$7.50 - \$10.75/hour
Groundskeepers	\$8.00 - \$11.75/hour

Scott County & West Lake Parks:

Beach Manager	\$11.25 - \$16.75/hour
Pool Manager	\$11.25 - \$16.75/hour
Assistant Beach/Pool Managers	\$10.00/hour
Water Safety Instructors	\$9.00 - \$10.00/hour

**SCOTT COUNTY SALARY RATE TABLE FOR FY 2017-2018
GROUP: Z TEMPORARY AND PART-TIME STAFF**

<u>POSITION</u>	<u>RATE</u>
Pool/Beach Lifeguards	\$8.50 - \$9.00/hour
Pool/Beach/Boathouse - Concession Workers	\$7.50 - \$9.00/hour
Park Attendant	\$9.00 - \$11.00/hour
Maintenance	\$8.00 - \$10.50/hour
Skilled Maintenance	\$12.21/hour
Park Patrol (non-certified)	\$12.00 - \$16.25/hour
(certified)	\$18.00/hour
Pioneer Village:	
Day Camp Counselors	\$7.50 - \$9.75/hour
Apothecary Shop Concession Workers	\$7.50 - \$11.75/hour
Maintenance / Resident Caretaker	\$12.21/hour
Wapsi Center:	
Assistant Naturalist	\$10.00 - \$12.00/hour
Maintenance / Resident Caretaker	\$12.21/hour
Cody Homestead:	
Attendants/Concession Workers	\$7.50 - \$11.75/hour

* Set by Scott County Conservation Board

