



## Agenda Item Summary

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**File ID:** 18-0702

**CNST-5**

**Meeting Date:** 9/11/2018

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**PLACEMENT:** Consent

**TITLE:**

**POSITION CLASSIFICATION AND PAY PLAN**

**EXECUTIVE SUMMARY:**

Martin County's Code, Chapter One, Article Three, Section 1.63 establishes the enumeration of powers for the position of County Administrator. Within Section 1.63, number nine requires that the County Administrator (Administrator) recommend to the Board of County Commissioners (Board) a current position classification and pay plan for all positions in County service.

**DEPARTMENT:** Administration

**PREPARED BY:** **Name:** Taryn G. Kryzda  
**Title:** County Administrator

**REQUESTED BY:** Taryn G. Kryzda

**PRESET:**

**PROCEDURES:** None

**BACKGROUND/RELATED STRATEGIC GOAL:**

Martin County's Code of Ordinances Chapter One establishes general information relative to the County's structure and operation. Within Chapter One is Article Three which is dedicated to County Administration. Within that Article Section 1.63 - Appointment of County Administrator: enumeration of powers, Section 1.63 has eighteen different actions and/or activities that are the responsibilities of the Administrator, one of which is to recommend to the Board a current position classification and pay plan for all positions in County service.

On July 19, 2017, the Board approved a Classification and Compensation Study (Study) as recommended by Evergreen Solutions LLC (Evergreen). Included in the Study was a position classification and pay plan which has been in place since Board approval on that day. Each position under the purview of the Board is assigned a position code. This position code is developed based upon the various job duties defined within an established job description. The job description is evaluated to determine the grade level for the position. That grade level establishes the pay range to which the position is assigned.

Last year the Board approved adding another Human Resources Analyst to the Human Resources division for the purpose of evaluating and recommending appropriate position classifications and pay

ranges for Board employees. Throughout the year, positions have been evaluated and possibly retitled or moved from one grade to another depending upon duties that may have significantly changed or possibly a completely different job title with correlating job description was created. As these positions have changed, the classification and pay grade is modified accordingly. Included with this agenda item is the Position Classification by Grade table with each position title, established pay grade, minimum, midpoint and maximum salary ranges for those positions that are under the purview of the Board.

**ISSUES:**

Maintaining an updated pay plan is essential for retaining and recruiting employees as the market changes, the County must be able to adjust accordingly.

**LEGAL SUFFICIENCY REVIEW:**

None

**RECOMMENDED ACTION:**

**RECOMMENDATION**

Motion that the Board receives the current recommended 2019 position classification and grade for all positions in County service under the purview of the Board.

**ALTERNATIVE RECOMMENDATIONS**

None

**FISCAL IMPACT:**

**RECOMMENDATION**

As positions are evaluated and possibly modified, any salary adjustments that may result from any change are reviewed and must be appropriated from within each departmental budget. Funding sources will vary as some departments have multiple funding sources.

**ALTERNATIVE RECOMMENDATIONS**

None

**DOCUMENT(S) REQUIRING ACTION:**

- |  |                                       |   |
|--|---------------------------------------|---|
| <input type="checkbox"/> Budget Transfer / Amendment | <input type="checkbox"/> Chair Letter | <input type="checkbox"/> Contract / Agreement |
| <input type="checkbox"/> Grant / Application         | <input type="checkbox"/> Notice       | <input type="checkbox"/> Ordinance            |
| <input type="checkbox"/> Other:                      | <input type="checkbox"/> Resolution   |   |