



Agenda Item Summary

File ID: 21-1069

CNST-8

Meeting Date: 9/14/2021

PLACEMENT: Consent

TITLE:

POSITION CLASSIFICATION AND PAY PLAN 2021-2022

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 recommend to the Board of County Commissioners a current position classification and pay plan for all positions in County service body.

DEPARTMENT: Administration

PREPARED BY: **Name:** Tanyi Grimm

Title: Senior Human Resources and Risk Management Generalist

REQUESTED BY: Taryn Kryzda, County Administrator

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 18 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.

The Human Resources Division is continuing to review positions to determine if adjustments need to be made based on the positions, needs of the department and organization, in addition to being competitive with the market. Human Resources is recommending adjusting the pay plan table in preparation for the future minimum wage adjustments of the \$15.00 an hour, effective in September 2026. The increase to the minimum of the pay grades will bring the salary table closer to the Florida's New Minimum Wage Law, changing each year. Given the adjustment to the minimum of the pay grade, the maximum should also be adjusted so that our ranges remain aligned. Additionally, a market analysis should be completed at minimum, every three (3) years, for the County Administrator and County Attorney classification.

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

Move that the Board receive the current recommended 2021-2022 position classification and grade for all positions in County service under the purview of the Board and make it effective October 10, 2021.

ALTERNATIVE RECOMMENDATIONS

Pull this item from the Consent Agenda and direct staff.

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 | |

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