



THE COUNTY OF BURNET

FY24 COMPENSATION PLAN GUIDELINES

New Hires-

- New *full-time* employees may be started at a maximum of Step 3 for the Group in which their position falls.
- No new employee may be started at a rate higher than the rate budgeted for their position (calculated as an hourly rate).
- Employees who are started at Step 1 or Step 2 may be increased to Step 3 at any time during the fiscal year, within compensation plan guidelines.
- New *part-time* employees shall be started at Step 1 for the Group in which their position falls.

Current Employees-

- Yearly step increases are not automatic or longevity based. Step increases are merit increases and are dependent upon an acceptable Annual Performance Review.
- Current employees will roll forward 1 step from step held as of July 1st.
- Employees at Step 3 or greater may not increase more than one step per fiscal year.
- All increases are subject to budget availability and must be clearly itemized in the annual budget.

Increases/Promotions/Transfers -

- Current employees who receive a mid-year increase, promote within their current department or transfer to a new department may be started in their new position at a step no greater than the step held in their former position. (Not all positions have an equal number of steps.)
- Increases, promotions and transfers will be effective on the first day of the pay period following receipt of an approved Personnel Action Form in the Human Resources Office.
- All increases are subject to budget availability and must be clearly itemized in the annual budget.

SCHEDULE A

Administrative Support, Maintenance, Technical, and Paraprofessional Positions

		Steps							
Group	Positions	1	2	3	4	5	6		
55	Janitorial Maintenance Tech	17.12	17.49	17.86	18.23	18.41	18.78		
56	Janitorial Supervisor	18.61	19.01	19.41	19.81	20.01	20.41		
57		19.47	19.89	20.31	20.73	20.94	21.36		
58	Administrative Assistant (AgriLife Extension) Courthouse Communications Clerk Elections Clerk Environmental Services Clerk Library Technician P/T Administrative Assistant (DPS) P/T Community Service Coordinator P/T Environmental Services Clerk SO Receptionist	20.53	20.58	21.42	21.86	22.08	22.52		
59	Deputy County Clerk Deputy District Clerk Deputy Tax Assessor/Collector Deputy Treasurer Legal Assistant (incl. Victim Coord.)	21.63	22.10	22.56	23.03	23.26	23.73		
60	Administrative Assistant Assistant Elections Administrator Assistant Library Director Court Clerk/Juv Case Mgr - Justice of the Peace Crime Victim Liaison (SO) Victims Assistance Coordinator (DA) Veteran's Service Officer (P/T EXEMPT)	22.74	23.13	23.72	24.21	24.45	24.94		
61	DPS Clerk HOT ATTF Admin Asst/ Crime Analyst Law Enforcement Evidence Clerk Law Enforcement Records Clerk Warrant/Bond Specialist	23.91	24.42	24.94	25.45	25.71	26.22		
62	Animal Control Assistant (SO) Assitant County Court @ Law Coordinator County Clerk Records Mgmt Officer Road & Bridge Technician Maintenance Technician JP Court Clerk, CCL Court Clerk	25.15	25.69	26.23	26.77	27.04	27.58		
63	Assistant Chief Deputy - County Clerk Assistant Chief Deputy - District Clerk Assistant Chief Deputy - Tax A/C Assistant Chief Deputy - Treasurer Human Resources Assistant (P/T) 911 Addressing Coordinator	26.14	26.70	27.27	27.83	28.11	28.67		
64	Administration Director Assistant Executive Assistant - District Attorney Indigent Health Care Administrator (P/T) Assistant Road & Bridge Foreman Assistant Maintenance Supervisor	27.28	27.86	28.45	29.04	29.33	29.92		
		1	2	3	4	5	6	7	8
	P/T Library	16.93	17.27	17.61	17.97	18.33	18.51	18.69	18.88
		9	10	11	12	13	14	15	
		19.07	19.26	19.45	19.65	19.84	20.04	20.24	

SCHEDULE B

Mainly Professional and Managerial Positions

Group	Positions	Steps					
		1	2	3	4	5	6
65	Assistant Environmental Services Director Assistant Human Resources Director Business Manager (SO) Chief Deputy County Clerk Chief Deputy District Clerk Chief Deputy Tax A/C Chief Deputy Treasurer Executive Assistant - County Attorney Magistrate Tourism and Marketing Director	\$28.95	\$29.57	\$30.19	\$30.82	\$31.13	\$31.75
66	Executive Director - District Attorney Executive Director - Public Defender Mental Health Case Worker - Public Defender	\$29.39	\$30.02	\$30.66	\$31.29	\$31.61	\$32.24
67	Administrative Supervisor (Jail) Information Technology Assistant Information Technology - Software Support	\$30.62	\$31.28	\$31.94	\$32.60	\$32.93	\$33.59
68	County Court-at-Law Coordinator Library Director Chief Magistrate Emergency Management Coordinator	\$31.75	\$32.43	\$33.11	\$33.79	\$34.14	\$34.82
69	County Judge Administrative Director District Court Coordinator Elections Administrator Human Resources Director Maintenance Supervisor Road & Bridge Foreman	\$32.90	\$33.61	\$34.31	\$35.02	\$35.37	\$36.08
70	Environmental Services Director	\$34.68	\$35.43	\$36.17	\$36.92	\$37.29	\$38.04
71	CCL Court Reporter	\$37.07	\$37.87	\$38.66	\$39.46	\$39.86	\$40.66
72	Misdemeanor Attorney	\$38.80	\$39.63	\$40.47	\$41.30	\$41.72	\$42.55
73	District Court Reporter	\$42.58	\$43.50	\$44.41	\$45.33	\$45.79	\$46.70
74	Felony Atty, First Asst County Atty	\$44.73	\$45.69	\$46.65	\$47.62	\$48.10	\$49.06
75	First Asst DA and First Asst Pub Def	\$46.65	\$47.65	\$48.66	\$49.66	\$50.16	\$51.16
78	Chief Public Defender	\$58.54	\$59.80	\$61.06	\$62.32	\$62.95	\$64.21

Sheriff			STEP									
			1	2	3	4	5	6	7	8	9	10
	106	Telecommunicator Base Pay* (hourly)	\$21.92	\$22.35	\$22.77	\$23.20	\$23.63	\$23.87	\$24.11	\$24.35	\$24.59	\$24.84
	110	Telecommunicator - Shift Lead (hourly)	\$26.39	\$26.96	\$27.53	\$28.09	\$28.38	\$28.94				
			Cadet	2	3	4	5	6	7	8	9	10
	111	Field Deputy Base Pay* (hourly) (2184)	\$27.42	\$27.96	\$28.49	\$29.03	\$29.57	\$30.16	\$30.76	\$31.38	\$32.01	\$32.87
		* For FY24, Previous step 9 is now step 8, previous step 14 is now step 10										
	116	Investigator Admin Sergeant Law Enforcement - Technology Specialist Telecommunications Supervisor Patrol Sergeant (2184)			\$35.08	\$35.80	\$36.16	\$36.88				
Exempt	118	Lieutenant			\$38.01	\$38.79	\$39.18	\$39.97				
Exempt	120	Captain			\$40.84	\$41.68	\$42.10	\$42.95				
Exempt	123	Chief Deputy			\$45.17	\$46.10	\$46.57	\$47.50				

Certificate Pay authorized in FY24 for Telecommunicator (106) and Field Deputy (111) Positions

Annual		Bi-weekly
\$600.00	Intermediate	\$23.08
\$900.00	Advanced	\$34.62
\$1,200.00	Masters	\$46.15

Jail

		Steps					
		1	2	3	4	5	6
156	Corrections Officer - Temp License			22.21	22.67	22.90	23.36
	Clerk	21.72	22.18	22.65	23.12	23.35	23.82
157	Corrections Officer I - Basic			22.85	23.32	23.56	24.03
158	Corrections Officer II - Intermediate			23.54	24.03	24.27	24.75
159	Corrections Officer III - Advanced			24.53	25.04	25.29	25.79
160	Booking Supervisor Corrections Officer IV - Master Transport Officer US Marshals Service Coordinator	24.84	25.37	25.91	26.44	26.71	27.24
161	Corrections Officer in Charge (OIC)	26.25	26.82	27.38	27.95	28.23	28.79
162							
165	Sergeant	31.64	32.32	33.00	33.68	34.02	34.70
Exempt	168 Lieutenant	35.76	36.53	37.30	38.07	38.45	39.21
Exempt	172 Captain (Jail Administrator)	41.61	42.50	43.40	44.29	44.74	45.63

Beginning in FY24, new employees may be hired at a maximum of Step 3.

ELECTED

	Annual	Hourly
Constable	\$74,026.39	\$35.5896
Justice of the Peace	\$85,352.27	\$41.0347
Commissioner	\$90,255.31	\$43.3919
County Clerk	\$93,084.89	\$44.7523
County Treasurer		
District Clerk		
Tax Assessor Collector		
County Attorney	\$114,599.14	\$55.0956
County Sheriff	\$105,159.35	\$50.5573
County Judge	\$106,841.89	\$51.36629