

CLASSIFICATION AND COMPENSATION PLAN

Presented by:
CCP Committee
November 13, 2012

Objective of CC Pay Plan

- ▶ To provide an organized position control structure and uniform classification system that will maintain consistency and parity among County positions as well as recruit, retain and develop a qualified motivated and diverse workforce.

Advantages of having a CCP

- ▶ Promotes parity among similar positions
- ▶ Allows for employee merit increases based on performance
- ▶ Facilitates promotional opportunities
- ▶ Simplifies personnel administration

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Advantages of CCP...(cont.)

- ▶ May reduce Reclassification requests
- ▶ Pay is more competitive with the market
- ▶ May reduce or eliminate grievances
- ▶ May increase employee morale and improve job satisfaction
- ▶ May decrease employee turnover

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Sample of Position Inventory List

Position Title	Grade	Salary	Position Title	Grade	Salary
4 H YOUTH OUTREACH COORDINATOR	7	\$27,985	SURPLUS SPECIALIST	7	\$27,985
ACCOUNTANT I	8	\$30,224	SYSTEMS SUPPORT SPECIALIST I	11	\$38,074
ACCOUNTANT II	10	\$35,254	SYSTEMS SUPPORT SPECIALIST II	13	\$44,410
ACCOUNTANT III	12	\$41,120	TB RECORD MANAGER	10	\$35,254
ACCOUNTANT IV	14	\$47,963	TECHNICAL SPECIALIST I	10	\$35,254
ACCOUNTING CLERK I	6	\$25,912	TECHNICAL SPECIALIST II	12	\$41,120
ACCOUNTING CLERK II	8	\$30,224	TECHNICIAN I	4	\$22,216
ACCOUNTS PAYABLE SPECIALIST I	6	\$25,912	TECHNICIAN II	6	\$25,912
ACCOUNTS PAYABLE SPECIALIST II	8	\$30,224	TECHNICIAN III	8	\$30,224
ACCOUNTS PAYABLE SPECIALIST III	10	\$35,254	TECHNICIAN IV	10	\$35,254
ACCOUNTS PAYABLE SPECIALIST IV	12	\$41,120	TECHNICIAN V	12	\$41,120
ACCOUNTS PAYABLE SUPERVISOR	15	\$51,800	TECHNICIAN VI	14	\$47,963
ACCOUNTS REPORT SPECIALIST	14	\$47,963	TEXAS VACCINES FOR CHILDREN EDUCATOR	12	\$41,120
ADMINISTRATIVE ASSISTANT I	4	\$22,216	TEXAS VACCINES FOR CHILDREN MANAGER	11	\$38,074
ADMINISTRATIVE ASSISTANT II	6	\$25,912	TITLE EXAMINER I	6	\$25,912
ADMINISTRATIVE ASSISTANT III	8	\$30,224	TITLE EXAMINER II	8	\$30,224
ADMINISTRATIVE ASSISTANT IV	10	\$35,254	TRAVEL CARD SPECIALIST	11	\$38,074
ADMINISTRATIVE ASSISTANT V	12	\$41,120	VENDOR LIAISON	12	\$41,120
ADVANCED CLINICAL PRACTITIONER	21	\$82,200	VOTER REGISTRATION SPECIALIST I	5	\$23,993
AIR CONDITION TECHNICIAN HELPER	4	\$22,216	VOTER REGISTRATION SPECIALIST II	6	\$25,912
AIR CONDITION TECHNICIAN	7	\$27,985			

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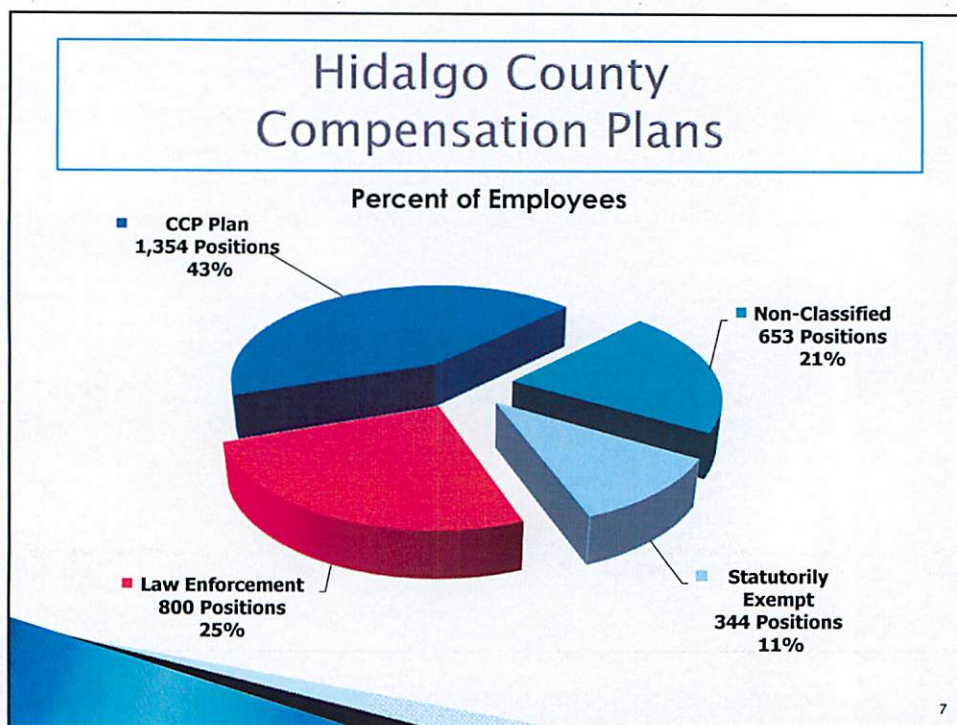
History of CC Pay Plan

- ▶ February 08, 2010
 - ▶ Phase I
 - Commissioners' Court Departments
 - ▶ 19 Departments
 - 809 Employees

- ▶ July 13, 2010
 - ▶ Phase II Part I
 - Elected/Appointed Offices
 - ▶ 13 Offices
 - 602 Employees

- ▶ May 10, 2011
 - ▶ Phase II Part II
 - Upper Management (Elected Offices)
 - ▶ 4 Offices
 - 7 Employees

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Non-classified Departments/Positions

<ul style="list-style-type: none"> ▶ District Courts <ul style="list-style-type: none"> ◦ 11 Courts ◦ 44 Positions 	<ul style="list-style-type: none"> ▶ Juvenile Department <ul style="list-style-type: none"> ◦ 199 Positions 	<ul style="list-style-type: none"> ▶ Domestic Relations Office <ul style="list-style-type: none"> ◦ 1 Position
<ul style="list-style-type: none"> ▶ County Courts at Law <ul style="list-style-type: none"> ◦ 7 Courts ◦ 30 Positions 	<ul style="list-style-type: none"> ▶ County Auditor <ul style="list-style-type: none"> ◦ 44 Positions 	<ul style="list-style-type: none"> ▶ Drug Court/Alternative Incarceration Program/JAG <ul style="list-style-type: none"> ◦ 7 Positions
<ul style="list-style-type: none"> ▶ Justice of the Peace <ul style="list-style-type: none"> ◦ 9 JP Courts ◦ 51 Positions 	<ul style="list-style-type: none"> ▶ Indigent Defense <ul style="list-style-type: none"> ◦ 7 Positions 	<ul style="list-style-type: none"> ▶ Elected Officials <ul style="list-style-type: none"> ◦ 45 Elected Officials
<ul style="list-style-type: none"> ▶ County Precincts <ul style="list-style-type: none"> ◦ 4 Precincts ◦ 510 Positions 	<ul style="list-style-type: none"> ▶ Master Courts <ul style="list-style-type: none"> ◦ 2 Courts ◦ 4 Positions 	<ul style="list-style-type: none"> ▶ Department Heads <ul style="list-style-type: none"> ◦ 16 Department Heads
<ul style="list-style-type: none"> ▶ County Judge's Office <ul style="list-style-type: none"> ◦ 18 Positions 	<ul style="list-style-type: none"> ▶ Criminal Auxiliary Court <ul style="list-style-type: none"> ◦ 4 Positions 	<ul style="list-style-type: none"> ▶ Non-classified positions in classified departments <ul style="list-style-type: none"> ◦ 18 Positions

TOTAL= 998 Positions

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Committee Recommendations

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Exceptions

Current

- Elected Officials
- Department Heads
- Law Enforcement Positions
- Juvenile Probation
- Court Reporters

Proposed

- Minimize the exceptions to the plan unless governed by statutes

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Probationary Step

Current

- All new hires must begin at the Probationary Step 0
- After probationary period is complete salary level will increase to Step 1

Proposed

- Remove Probationary Step
- Probationary Status is addressed with the Civil Service policy

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Hiring Range

Current

- All new hires must begin at the Probationary Step 0
- After probationary period is complete salary level will increase to Step 1

Proposed

- Flexibility to hire at any level between Step 0 and 2

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Part-Time, Temporary and Grant Funded Position

Current

- Applies to all regular, full-time salaried positions

Proposed

- Will follow County Classification and Compensation Policies
- Same hiring range as regular full-time positions

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Promotions

Current

- Movement of employees and position slots within or between County department or offices

Proposed

- Employees must complete 6 months of uninterrupted service
- Must meet minimum qualifications
- Establish three forms of promotions:
 - Selection and Promotion
 - Career Ladder Promotions
 - Standard Promotion

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Demotions

Current

- No Policy in place

Proposed

- Reduction in pay, lower grade/same step
- Disciplinary demotions must have a performance evaluation prior to the completion of their 3 month probationary period
- No probationary period for Reductions in Force and Reorganization and/or consolidation

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Reclassification

Current

- Occur when fundamental changes in the position duties have occurred over time
- Considered for approval during the annual budget process unless an immediate business necessity exists

Proposed

- No Reclassifications will be considered until the budget process
- June 30th deadline for consideration during the upcoming fiscal year

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Merit Pay

Current

- Given upon availability of funding identified during the budget process
- Limited to 1 step increase per year

Proposed

- Flexibility to provide up to 2 step increase per year
- Merit Pay to be funded partially by quarterly salary sweeps
- Funding from lapse salaries from positions moving to a lower step to be utilized by departments

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Implementation Strategy

- ▶ Truck Driver II - Grade 5
 - Employee 1 - \$26,140
 - Employee 2 - \$27,140
 - Employee 3 - \$28,812
 - Employee 4 - \$32,000

11.33	Step 0 ⁽¹⁾	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Grade 1	17,636	18,564	19,214	19,864	20,514	21,164	21,814	22,464	23,114	23,764	24,414	25,064
Grade 2	19,047	20,049	20,751	21,453	22,155	22,857	23,559	24,261	24,963	25,665	26,367	27,069
Grade 3	20,570	21,653	22,411	23,169	23,927	24,685	25,443	26,201	26,959	27,717	28,475	29,233
Grade 4	22,216	23,385	24,203	25,021	25,839	26,657	27,475	28,293	29,111	29,929	30,747	31,565
Grade 5	23,993	25,256	26,140	27,024	27,908	28,792	29,676	30,560	31,444	32,328	33,212	34,096
Grade 6	25,912	27,276	28,231	29,186	30,141	31,096	32,051	33,006	33,961	34,916	35,871	36,826

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