

FY19 Reclassification & Salary Study Processes

Budget FY19 Reclass & Salary Study

Reclassification Requests:
17 departments/offices, 176 total positions

Department/Office	Total Position in Dept/Office	Reclassification Requests (by position)	Percentage of Dept/Office being Reclassed	Fiscal Impact
District Attorney	38	36	95%	\$225,375.49
911 Communications	70	9	13%	\$36,412.19
Tax	59	42	71%	\$22,931.64
Magistrate	10	5	50%	\$22,220.90
Building Maintenance	28	3	11%	\$18,473.51
Juvenile Services	164	2	1%	\$15,301.82
District Clerk	33	8	24%	\$8,923.06
Veteran Services	6	3	50%	\$6,763.09
HazMat	4	4	100%	\$5,994.04
Sheriff's Office	222	3	1%	\$5,296.77
Constable Pct I	13	1	8%	\$4,572.87
County Court at Law #2	4	1	25%	\$3,300.80
Emergency Services	3	1	33%	\$2,858.18
Corrections	314	13	4%	\$1,789.78
Unified Road Systems	131	28	21%	\$1,490.35
Emergency Medical Services	147	12	8%	\$0.00
Fleet	17	5	29%	\$0.00
Subtotal				\$381,704.49
FICA/Retirement				\$82,410.00
Grand Total				\$464,114.49

Salary Study – 1st Cycle

- Policy approved by Commissioners Court on 10/31/17
- FY19 - 8 depts/offices, 73 classifications, 602 positions



Reclass vs. Salary Study Process

Reclass Process: not a salary study

- Obtain salary data from market
- HR recommendations are limited to new mandates, functional changes or urgent needs
- HR recommendations entered into PowerPlan (no meetings before)
- Position may be included in an upcoming salary study resulting in changes

Salary study process:

- Defined process including:
 - Collaborative job analysis & job description design process
 - Collaborative market data review process



Salary Study: Cycle 1

Where Are We?

- ▶ FY19 salary study process
 - Collaboration with market ✓
 - Initial review of policy/processes ✓
 - Initial meetings completed ✓
 - Job analysis tools completed by employees/management ✓
 - Job descriptions design/creation – May 10th
 - Salary survey sent to “market” - May 14th
 - Deadline “market” data - June 4th
 - Recommendation meetings – Early July
 - Presentation to Court - August 7th

Future Considerations

- ▶ Review all compensation policies/processes including:
 - Merit
 - Reclassifications/position changes
 - New position funding
 - New employee salary maximums
 - Supplemental pay, etc. (on-call, FTO, etc.)

Questions or Comments?