



LUMPKIN COUNTY COMMUNITY AND EMPLOYEE SERVICES

September 30, 2016

Agenda Item:

Revisions to Civil Service Plan as a result of the implementation of the Compensation Study results.

Facts & Historical Information:

Recently, the Board of Commissioners approved the implementation of the results of a Compensation Study. Implementing the results of the study necessitates several changes to the county's Civil Service Plan.

- New Open Range pay plan, Attachment A.
- Job titles. Based on the study results, an updated list of job titles, both Classified and Non-Classified under the Civil Service Plan, is provided. This revision will remove all previously Classified jobs and replace them with the jobs shown in Attachment B and Attachment C.
- In the Open Range Plan, Evergreen took into account Emergency Services personnel holding additional certifications and factored those certifications into their new pay rates. With this factor, the Emergency Services career ladder is removed and future certifications will be taken into account either upon hire or at merit reviews.
- Due to the move to an Open Range pay plan, shift differential for Sheriff's Office personnel will be administered by adding an additional 2.5% to the base rate of an employee working night shift. Should the employee move from night shift to day shift, the 2.5% increase will be removed. This allows for administration that is similar to the prior system approved by the BOC which allowed for a temporary step increase of one step, equivalent to 2.5%, while the individual was working night shift.
- Any department wishing to hire an employee at a rate above the minimum for that position's pay grade, must obtain County Manager approval in advance.

Potential Courses of Action:

- A. Approve changes to the county's Civil Service Plan to accommodate the implementation of the previously approved Compensation Study results.
- B. Choose not to approve the above listed changes.

Budget Impact:

Other than the already approved budget changes, approval of the above listed items should have no further impact on the budget.

Staff Recommendation:

Staff recommends approval of revisions/updates.

LUMPKIN COUNTY RESOLUTION NO. 2016 – 44

A RESOLUTION TO APPROVE CHANGES TO THE LUMPKIN COUNTY CIVIL SERVICE PLAN TO ACCOMMODATE THE IMPLEMENTATION OF A PREVIOUSLY APPROVED COMPENSATION STUDY.

Whereas, it has been determined that Lumpkin County employees pay and compensation as provided by the Lumpkin County Civil Service Plan should be amended to approved certain changes; and

Whereas, the Board of Commissioners desire to adopt the Open Range pay plan, as attached hereto as Exhibit “A,” and;

Whereas, the Board of Commissioners further desire to amend the previous classification of jobs, to be replaced by the jobs as set out in the attached Exhibit “B” and “C”.

Now, therefore, be it resolved that the above set out Exhibits “A,” “B” “C” are hereby adopted and they shall be attached to the Lumpkin County Civil Service Plan as provided in the Compensation Study.

Resolved, adopted and effective this 18th day of October, 2016.

Chris Dockery, Chairman
Lumpkin County Board of Commissioners

Attest:

Kathleen C. Walker
Clerk, Lumpkin County

Grade	Minimum	Midpoint	Maximum	Range Spread
100	\$ 15,080.00	\$ 19,604.00	\$ 24,128.00	60.0%
101	\$ 21,008.00	\$ 27,310.50	\$ 33,613.00	60.0%
102	\$ 22,289.00	\$ 28,975.50	\$ 35,662.00	60.0%
103	\$ 23,649.00	\$ 30,743.50	\$ 37,838.00	60.0%
104	\$ 25,092.00	\$ 32,619.50	\$ 40,147.00	60.0%
105	\$ 26,623.00	\$ 34,610.00	\$ 42,597.00	60.0%
106	\$ 28,247.00	\$ 36,721.00	\$ 45,195.00	60.0%
107	\$ 29,970.00	\$ 38,961.00	\$ 47,952.00	60.0%
108	\$ 31,798.00	\$ 41,337.50	\$ 50,877.00	60.0%
109	\$ 33,738.00	\$ 43,859.50	\$ 53,981.00	60.0%
110	\$ 35,796.00	\$ 46,535.00	\$ 57,274.00	60.0%
111	\$ 37,980.00	\$ 49,374.00	\$ 60,768.00	60.0%
112	\$ 40,297.00	\$ 53,393.50	\$ 66,490.00	65.0%
113	\$ 42,755.00	\$ 56,650.50	\$ 70,546.00	65.0%
114	\$ 45,363.00	\$ 60,106.00	\$ 74,849.00	65.0%
115	\$ 48,130.00	\$ 63,772.50	\$ 79,415.00	65.0%
116	\$ 51,066.00	\$ 67,662.50	\$ 84,259.00	65.0%
117	\$ 54,181.00	\$ 71,790.00	\$ 89,399.00	65.0%
118	\$ 57,486.00	\$ 76,169.00	\$ 94,852.00	65.0%
119	\$ 60,993.00	\$ 80,815.50	\$ 100,638.00	65.0%
120	\$ 64,714.00	\$ 87,364.00	\$ 110,014.00	70.0%
121	\$ 68,662.00	\$ 92,693.50	\$ 116,725.00	70.0%
122	\$ 72,850.00	\$ 100,169.00	\$ 127,488.00	75.0%

Range Spread	60.0%
Range Spread	65.0%
Range Spread	70.0%
Range Spread	75.0%
Grade Progression	6.1%

PUBLIC SAFETY SCHEDULE
Department

PUBLIC SAFETY SCHEDULE
Classified Job Titles

CRIMINAL INVESTIGATION	Investigator
DETENTION CENTER	Inmate Services Clerk
DETENTION CENTER	Deputy Sheriff
DETENTION CENTER	Detention Officer
DETENTION CENTER	Receptionist
DETENTION CENTER	Sergeant
DETENTION CENTER	Staff Sergeant
DRUG TASK FORCE	DTF Investigator
E-911	Communications Officer
E-911	Communications Supervisor
E-911	Director, E911
E-911	Senior Communications Officer
EMERGENCY MANAGEMENT	Deputy EMA Director
EMERGENCY SERVICES	Administrative Assistant
EMERGENCY SERVICES	Emergency Services Deputy Chief
EMERGENCY SERVICES	Emergency Services Battalion Chief
EMERGENCY SERVICES	Emergency Services Battalion Chief, Training
EMERGENCY SERVICES	Firefighter/EMT
EMERGENCY SERVICES	Firefighter/Paramedic
EMERGENCY SERVICES	Emergency Services Lieutenant
EMERGENCY SERVICES	Fire Inspector
EMERGENCY SERVICES	Paramedic
SHERIFF - CT SERVICES-WAR	Court Services Clerk
SHERIFF - CT SERVICES-WAR	Deputy Sheriff
SHERIFF - CT SERVICES-WAR	Sergeant
SHERIFF'S OFFICE	Administrative Assistant
SHERIFF'S OFFICE	Captain
SHERIFF'S OFFICE	Civilian Control Room Officer
SHERIFF'S OFFICE	Lieutenant
SHERIFF'S OFFICE	Inmate Work Detail Supervisor
SPECIAL SERVICES	Corporal
SPECIAL SERVICES	Deputy Sheriff
SPECIAL SERVICES	Records Specialist
SPECIAL SERVICES	Records Technician
SPECIAL SERVICES	Senior Records Technician
SPECIAL SERVICES	Staff Sergeant
SPECIAL SERVICES	Victims Services Coordinator
UNIFORM PATROL	Corporal
UNIFORM PATROL	Deputy Sheriff
UNIFORM PATROL	Sergeant

Department**Non-Classified Job Titles**

EMERGENCY SERVICES
SHERIFF'S OFFICE

Division Director, Emergency Services and EMA
Chief Deputy Major

GENERAL SCHEDULE Department	GENERAL SCHEDULE Classified Job Titles
ANIMAL SHELTER	Animal Care Technician
ANIMAL SHELTER	Animal Control Technician
BOARD OF ELECTIONS	Elections Technician
COUNTY MANAGER	Deputy County Clerk
FINANCIAL ADMINISTRATION	Accounts Payable Clerk
FINANCIAL ADMINISTRATION	Accountant
FINANCIAL ADMINISTRATION	Accounting Clerk
FINANCIAL ADMINISTRATION	Budget and Grants Analyst
FINANCIAL ADMINISTRATION	Purchasing Agent
FLEET MAINTENANCE	Administrative Coordinator
FLEET MAINTENANCE	Mechanic
G.I.S.	GIS Administrator
GENERAL GOVERNMENT BUILDING	Public Buildings Manager
GENERAL GOVERNMENT BUILDING	Building Maintenance Superintendent
GENERAL GOVERNMENT BUILDING	Custodian
GENERAL GOVERNMENT BUILDING	Maintenance Technician
HUMAN RESOURCES	Human Resources Specialist
HUMAN RESOURCES	Human Resources Technician
MAGISTRATE COURT	Chief Magistrate Clerk
PARK & RECREATION	Building Service Worker
PARK & RECREATION	Recreation Leader
PARK & RECREATION	Assistant Pool Supervisor
PARK & RECREATION	Lifeguard
PARK & RECREATION	Parks & Recreation Program Coordinator
PARK & RECREATION	Parks & Recreation Administrative Coordinator
PARK & RECREATION	Parks & Recreation Athletics Coordinator
PARK & RECREATION	Parks Maintenance Supervisor
PARK & RECREATION	Parks Maintenance Worker
PARK & RECREATION	Parks Maintenance Worker-PT
PARK & RECREATION	Pool Supervisor
PARK & RECREATION	Receptionist-PT
PLANNING	Building Inspector
PLANNING	Deputy Planning Director
PLANNING	Environmental Compliance Coordinator
PLANNING	Planning Office Administrator
PLANNING	Technical Advisor
RECYCLING OPERATIONS	Recycling Coordinator
RECYCLING OPERATIONS	Recycling Technician
ROADS & BRIDGES	Equipment Operator
ROADS & BRIDGES	Heavy Equipment Operator
ROADS & BRIDGES	Roads Maintenance Inmate Crew Leader
ROADS & BRIDGES	Road Maintenance Worker
ROADS & BRIDGES	Traffic Operations Coordinator
ROADS & BRIDGES	Truck Driver
SENIOR CENTER	Senior Center Kitchen Coordinator

SENIOR CENTER	Senior Center Activities Coordinator
SENIOR CENTER	Senior Center Transportation Coordinator
SENIOR CENTER	Senior Center Volunteer Coordinator
TAX ASSESSOR	Administrative Assistant
TAX ASSESSOR	Assistant Chief Appraiser
TAX ASSESSOR	GIS Technician
TAX ASSESSOR	Personal Property Appraiser
TAX ASSESSOR	Real Property Appraiser I
TAX ASSESSOR	Real Property Appraiser II
TAX COMMISSIONER	Deputy Tax Commissioner
TAX COMMISSIONER	Senior Clerk
TAX COMMISSIONER	Tag/Tax Clerk
TRANSPORTATION	Transit Driver

DEPARTMENT	Non-Classified Job Titles
ANIMAL SHELTER	Animal Shelter Manager
BOARD OF ELECTIONS	Elections Manager
CLERK OF SUPERIOR COURT	Accountant/Purchasing Clerk
CLERK OF SUPERIOR COURT	BOE/Mail Clerk/Court Assistant
CLERK OF SUPERIOR COURT	BPA Records/Liens Clerk
CLERK OF SUPERIOR COURT	Civil Records Clerk
CLERK OF SUPERIOR COURT	Court Div Admin Clerk
CLERK OF SUPERIOR COURT	Criminal Records/Jury Clerk
CLERK OF SUPERIOR COURT	Juvenile/Adoption/Jury Clerk
CLERK OF SUPERIOR COURT	Magistrate Court Civil Clerk
CLERK OF SUPERIOR COURT	Post Judgment/Appeals Clerk
CLERK OF SUPERIOR COURT	Real Estate/Plat Records Clerk
COUNTY MANAGER	County Clerk
COUNTY MANAGER	County Manager
FINANCIAL ADMINISTRATION	Division Director, Finance and Support Services
FLEET MAINTENANCE	Fleet Maintenance Manager
HUMAN RESOURCES	Division Director, Community and Employee Services
PARKS & RECREATION	Parks and Recreation Manager
PLANNING	Division Director, Planning and Public Works
PROBATE COURT	Clerk
PROBATE COURT	Traffic Clerk
ROADS & BRIDGES	Roads and Bridges Manager
SENIOR CENTER	Senior Center Manager
TAX ASSESSOR	Chief Appraiser