

WAGE AND SALARY ADMINISTRATION 405*Effective Date: 07/05/2016*

Cass County shall maintain wage and salary administration system for all employees. Annually, as part of the budget development cycle, the Board of County Commissioners shall set the specific structure for pay administration plan based on the financial condition of the County, changing personnel needs/concerns that are identified through Department reviews, and the changing community pay standards. The Commission may choose to distribute salary adjustments based on cost of living increases, merit, changes in the grades/classification, and/or changes in community salary standards.

Every three years, Cass County will conduct a comprehensive system review that includes both a review of all positions and a market study to determine the base for the County salary scale. Between studies only special adjustments will be considered based on documented significant changes.

Each department head is accountable to forecast and control salary expenditures within the approved annual salary budget. Salary adjustment increases outside the annual pay administration schedule shall be initiated by the request of the department head, approved by the County Commission and administered by the Personnel Office.

Overview of the Classification System: All positions within Cass County have been assigned a Decision Band Method (DBM) rating by the County's professional consultant. These ratings are the current structure for the pay and classification system. A Position Analysis Questionnaire (PAQ) or Position Information Questionnaire (PIQ) for Social Services are filed in the Human Resources Department for all standard positions. These positions will all be assigned a position number. PAQs are to be completed by the employee and to be reviewed by supervisor and department head. Each PAQ/PIQ designates essential functions according to the Americans with Disabilities Act.

Certain designated positions have specific training and/or experience requirements related to their DBM rating/classification. When an employee meets those specific requirements the positions classification (DBM rating) is adjusted. Currently, this policy applies to Sheriff's Staff, State's Attorneys, and Social Services financial workers. The specific criteria for each position's adjustment procedures are as follows:

DBM RATING CLASSIFICATION SYSTEM**SHERIFF'S STAFF****CORRECTIONAL OFFICER I (New Employee)**

This position is entry level with no experience and is not of deputy status. This position is responsible to Jail Shift Commander.

A. DUTIES

1. Abide by all jail rules.
2. Issue clothing and bedding.
3. Monitor inmate conduct and maintain jail security.
4. Perform other duties as assigned with general supervision.

B. QUALIFICATIONS

1. Must pass physical and psychological exam.
2. Must meet and pass all department requirements.

CORRECTIONAL OFFICER II

This position may be of limited deputy status and shall have acquired the necessary Correctional schools required to be certified. This position is responsible to Jail Shift Commander.

A. DUTIES

1. Abide by all jail rules.
2. Issue inmate clothing and bedding.
3. Assist in completing booking entry, personal descriptions, property envelope, and fingerprinting.
4. Conduct criminal check on inmates and checks department files for warrants or other charges.
5. Monitor inmate conduct and maintain security.
6. Insure safety of jail visitors.
7. Assist in prisoner releases and complete necessary release forms.
8. Perform routine duties as assigned with general supervision.

B. LIMITED JAIL DEPUTY RESTRICTIONS:

Limited Jail Deputies will wear the uniform while on duty only and may carry an issued weapon while on duty outside the jail. Limited Deputies are empowered to enforce court orders or laws pertaining to prisoners within the confines of the jail or while guarding or transporting prisoners.

C. MINIMUM QUALIFICATIONS

1. FULL-TIME EMPLOYEE: Must meet and pass all state and department requirements. Must be proficient in use of all assigned equipment. Must be certified to do CPR. Attend jail schools.
2. PART-TIME EMPLOYEE: Must meet and pass all state and department requirements. Must be certified to do CPR. Attend jail schools.

REGULAR OR LIMITED DEPUTY POSITIONS JAIL

DEPUTY/CORPORAL

This position shall be of regular deputy status and have completed the Law Enforcement basic training required of regular deputies. This position is responsible to the Jail Shift Commander.

A. DUTIES

1. Abide by all jail rules.
2. Process prisoners brought into the jail.
3. Issue inmate clothing and bedding.
4. Complete booking entry, personal characteristics, property envelope, and fingerprinting.
5. Conduct criminal check on each inmate and check department files for warrants and other charges.
6. Monitor inmate conduct and maintain jail security.
7. May transport prisoners to various destinations, such as court, the hospital, or state institutions, and provide security in court, hospitals, and other sites where prisoners are held.
8. Serve meals and administer prescribed medication to prisoners.
9. Administer prisoner commissary.
10. Insure safety of jail visitors.
11. Supervise visits from relatives, friends, attorneys, ministers, counselors, and probation personnel.
12. Process prisoner releases and complete necessary release forms.
13. Supervise clean-up and maintenance duties as required.
14. Perform routine daily tasks with general supervision.

B. MINIMUM QUALIFICATIONS

Must meet and pass all state and department requirements. Must hold ND Peace Officer License and be proficient in the use of all assigned equipment. Must be certified to do CPR.

STATE'S ATTORNEYS

SENIOR ATTORNEY

This is a professional position for attorneys with at least one year experience in a prosecutor's office. Although occasionally an experienced prosecutor may be hired into the Senior States Attorney classification (DBM D62A), typically this position will be a natural progression from the Attorney I classification (DBM C44). It is intended that new hires with no relevant experience would enter as an Attorney I and progress in salary via annual professional adjustments to the entry level of Senior Attorney when recommended by the State's Attorney and following a satisfactory performance appraisal. Thereupon, they would immediately be reclassified as a Senior Attorney. Years of service are cumulative.

SOCIAL SERVICES - FINANCIAL WORKERS

FINANCIAL WORKER I

Occasionally, Social Services is unable to recruit an individual employee who meets the minimum requirements for the position (one year of specific job-related experience). At that time, the position will be underfilled at the Financial Assistance Specialist level (B22) until the employee meets the minimum qualifications of a Financial Intake Representative (B23).

Policies for Adding New Positions

Prior to the addition of any positions, the department head will be responsible for writing a PAQ describing the proposed duties and recommending a DBM rating/classification and title to the Personnel Office, which will also review and concur or disagree. The Personnel Office and department head will then present a recommendation(s) to the Personnel Overview Committee.

Department heads must submit PAQs for new regularly budgeted positions for review by May of each year. If a position is added in the middle of the year, a temporary DBM rating/classification will be assigned by the Personnel Overview Committee with full review by the County's professional consultant as part of the annual review process, if needed.

The PAQ/PIQ and recommendation will be reviewed by the Personnel Overview Committee:

1. If the position is similar to an existing position, a DBM rating/classification title may be assigned by the Personnel Overview Committee, if there is agreement with the department head's recommendation.
2. If the position is not similar to an existing position, the Personnel Office will review the information to ensure that it is complete, and then submit it to the County's professional consultant for assignment of a DBM rating and classification/title.

Re-Classification Procedures

In the event there is a permanent and significant (more than 25%) change in duties, an employee and/or immediate supervisor may request a re-classification. Re-classification requests will require that a current PAQ be submitted with written documentation from both the employee and the department head stating the reasons for the request with a list of similar positions. Re-classification requests will be considered once each year prior to budget preparation. Requests must be submitted no later than the first Monday in May of each year to the Personnel Office.

All reclassification requests will be reviewed by the Personnel Overview Committee to ensure that all relevant information is provided and to identify other County positions that could be affected by the positions. The Personnel Overview Committee will then send all material to the County's professional consultant for final recommendation.

Re-classifications will then be appropriately budgeted for and will become effective the first of the following year, unless there is an emergency reason for immediate change.

If a position has been re-classified at a higher grade, the employee's salary will be placed at least at the minimum of the range. When an employee's position is reclassified to a lower grade because re-evaluation indicates reduced duties, no salary reduction should occur. If the employee's salary is above the maximum of the new grade:

1. No new salary increment or general structure increases will apply until the maximum for the new grade equals or exceeds the employee's salary.
2. If there has not been a substantial change in duties, classification review can only be done as part of the overall structure review (every three years) or once per position between comprehensive reviews.

Starting Salary/Promotional Adjustments

New employees, other than seasonal employees, are generally hired at the minimum of the salary range. Seasonal employees are paid at 92% of the full DBM salary. New employee salaries will commence on the first day of actual work.

In some unusual instances, employees may be hired above the minimum of the salary range. Justification for hiring a new employee at a step above the minimum includes but is not limited to:

1. Market conditions that create recruitment difficulties for certain skill sets.
2. Availability of a candidate whose qualifications significantly exceed the position's minimum qualifications if it is determined that it is in the County's best interest to hire the exceptionally qualified candidate over other candidates that meet the minimum qualifications.
3. Consideration should be given to maintaining internal equity within the department.
4. Department heads may hire new employees at step 2 through 5 with the approval of both the County Administrator and Portfolio Commissioner. In the event that either or both the County Administrator and Portfolio Commissioner are not in agreement with

the department head request, the department head may request that the matter be placed on the Commission agenda for consideration by the entire board. Hiring above step 5 must be approved by the full County Commission. Requests to hire above step 5 will be submitted by the department head to the Human Resources Office with written justification. The County Administrator will forward the request to the County Commission with a disposition recommendation.

Starting step for appointed department heads will be determined by the County Commission.

The starting salary for newly elected officials will generally be the minimum of the County pay scale for that position. Salaries for County Commissioners shall be established at the rate allowed by state law.

In recognition of increased duties and responsibility, any employee who has been promoted will be granted a salary increase to the first even step that is at least 5% over the current salary, assuming that this promotional adjustment does not adversely impact any other County employee by creating an internal inequity. If an inequity among employees within a DBM rating will be created by a 5% adjustment, the department head and Personnel Office will recommend a fair salary adjustment using the criteria established in the starting salary policy.

Lateral Transfers

If an employee is transferred or transfers to a class of comparable value or worth as determined by the DBM rating method, he or she will not receive an adjustment in pay, and the employment status date will not change.

Salary Increases

All salary increases are contingent on satisfactory performance of assigned duties and responsibilities as documented through annual performance evaluations and subject to County Commission approval. Employment status date will change.