



MEMORANDUM

TO: Dan Weinheimer

FROM: Kathy Nelson, Human Resources Director

DATE: March 26, 2019

RE: Request to Reclassify the ^{Deputy} Treasurer Administrative Assistant III Position to a ^{Public} ~~Trustee~~ Deputy Treasurer Administrative Assistant IV

County Treasurer, Lane Iacovetto is requesting to reclassify the ^{Deputy} Treasurer Administrative Assistant III job description to an Administrative Assistant IV.

The Treasurer's Office is being restructured to better serve the citizens of Routt County and increase the functionality of our local government. The reclassification of their current positions is the first task of many tasks required to achieve this goal. The job descriptions in the Treasurer's Office have been rewritten to include duties and responsibilities that are more closely aligned with the current duties and needs of the office.

In 2017, this position was created as a Temporary Administrative Assistant III. It continues to be critical that this position be filled so that the office is able to meet deadlines and complete work associated to these expectations. The type of duties performed has increased and over time there have been additions to the level of duties and responsibilities. The current tasks performed by this position will continue to increase in scope and depth as the office is transformed to provide a higher level of service.

Additional duties worth noting include:

Deputy Treasurer Duties:

- Processes tax payments and address changes in Tyler Eagle. Balance payments to tax receipts. Calculate penalty, interest and balance due. Mail and file receipts. Research, collect and process delinquent taxes. Complete periodic mailing of tax notices and special assessments.
- Works with taxpayers to resolve problems encountered with the website
- Prepare Certificates of Taxes Due
- Assists in organization and completion of annual tax lien sale.
- Balances daily till in Tyler Eagle; troubleshoots discrepancies.
- Scans daily checks into Wells Fargo.
- Receives and verifies MUNIS deposits from other county departments. Reviews and approves level 20 MUNIS payment batches; confirms back-up and verifies cash accounts.
- Prepares daily MUNIS deposit; including verifying total cash/checks.
- Bank account reconciliation.
- Provides service and education regarding foreclosure proceedings.

- Reviews, accepts, and processes new foreclosure filings ensuring compliance with Colorado State Statute and meeting all statutory deadlines.
- Balances daily till in Tyler Eagle; troubleshoots discrepancies.
- Point of contact for Law Firms for Foreclosure proceeding.
- Prepares for and provides backup for conducting weekly foreclosure sale.
- Reviews, accepts, and processes requests for releases of deeds of trust; paper releases and Simplifile.
- Reviews, accepts, and processes payments for cures, withdrawals, deposits and releases.
- Manage GTS database for Foreclosures.
- Processes mailings of foreclosure documents and fields questions relating to Public Trustee functions.

Currently Aida Mejia Figueroa is in the ^{Deputy} Administrative Assistant III role and she will continue to carry out the duties of the Treasurer Administrative Assistant III but due to the additional responsibilities the position falls into a higher administrative category as identified in the attached Job Evaluation Factor document. If approved, this position will be categorized as an Administrative Assistant IV and utilize the Administrative Assistant IV existing Pay Scale.

No supplemental budget will be necessary for this reclassification if Ms. Iacovetto is given authorization to reallocate her personnel budget.

I recommend approval to reclassify this position as an Administrative Assistant IV and request approval to place a consideration for approval on the Commissioners agenda.

County Manager Comments:

I have reviewed the job descriptions and the Human Resources Department analysis of the level of position. I concur that this position can be reclassified to increase from a III to a IV. The duties are high priority and require experience and expertise - I am confident Treasurer Iacovetto will identify individuals who can meet her expectations and business needs.

Administrative Assistant IV

2019 Market Midpoint = 25.29

(Implemented 2000 - See Note Below)

(2001 - 7% Across the Board Increase)

(2002 - 2001 Survey Results + 2%)

(2003 - 3% across the board increase)

(2004 - 30% of 2003 Salary Survey Market Increase)

(2005 - Received remaining 70% of 2003 Salary Survey Market Increase)

(2006 - 2005 Survey Results)

(2007 - 4% Across the board increase)

(2008 - The Admin Family Tiers were expanded from 4 to 6 Tiers - 2007 Salary Survey results + 2%)

(2009 - 2% across the board, no step increases)

(2009 - Effective 4/2/09 10% pay reduction)

(2010 - 10% pay reduction was reduced to a 5% pay reduction, no step increases)

(2011 - 2012 - Compensation remains at 2010 level, no step increases)

(2013 - Remaining 5% pay reduction returned. Compensation at 1/1/2009 level, no step increases)

(2014 - 2% across-the-board increase + 2014 step increase on DOM + up to 2 "catch-up" steps if eligible)

(2015 - 2.8% across-the-board increase + 2015 step increase on DOM + up to 2 "catch-up" steps if eligible)

(2016 - Salary Survey Results, limited to 15%, if applicable plus 1.5% across the board increase)

(2016 - 2016 step increase on DOM + final "catch-up" step on 1/1/16, if eligible)

(2017 - 2% across-the-board increase + 2017 step increase on DOM if eligible)

(2018 - 3% across-the-board increase + 2018 step increase on DOM if eligible)

(2019 - 3% across-the-board increase + 2019 step increase on DOM if eligible)

<u>STEP/LEVEL</u>	<u>HOURLY RATE</u>	<u>S/M SALARY</u>	<u>ANNUAL SALARY</u>
1	21.49	1,862.74	44,705.68
2	22.26	1,928.91	46,293.84
3	23.02	1,995.13	47,883.07
4	23.78	2,061.35	49,472.30
5	24.53	2,125.70	51,016.76
6	25.29	2,191.87	52,604.92
7	26.05	2,258.09	54,194.15
8	26.82	2,324.25	55,782.10
9	27.58	2,390.46	57,371.12
10	28.32	2,454.82	58,915.79
11	29.09	2,521.04	60,505.02

Administrative Assistant III

2019 Market Midpoint = 21.64

(Surveyed 1999/Implemented 2000 - See Note Below)

(2001 - 7% Across the Board Increase)

(2002 - 2001 Survey Results + 2%)

(2003 - 3% across the board increase)

(2004 - 30% of 2003 Salary Survey Market Increase)

(2005 - Received remaining 70% of 2003 Salary Survey Market Increase)

(2006 - 2005 Survey Results)

(2007 - 4% Across the board increase)

(2008 - The Admin Family Tiers were expanded from 4 to 6 Tiers - 2007 Salary Survey results + 2%)

(2008 - The Admin. III mid-point was placed at \$18.66 which is 2% above the 2007 mid-point)

(2009 - 2% across the board, no step increases)

(2009 - Effective 4/2/09 10% pay reduction)

(2010 - 10% pay reduction was reduced to a 5% pay reduction, no step increases)

(2011 - 2012 - Compensation remains at 2010 level, no step increases)

(2013 - Remaining 5% pay reduction returned. Compensation at 1/1/2009 level, no step increases)

(2014 - 2% across-the-board increase + 2014 step increase on DOM + up to 2 "catch-up" steps if eligible)

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(2016 - 2016 step increase on DOM + final "catch-up" step on 1/1/16, if eligible)

(2017 - 2% across-the-board increase + 2017 step increase on DOM if eligible)

(2018 - 3% across-the-board increase + 2018 step increase on DOM if eligible)

(2019 - 3% across-the-board increase + 2019 step increase on DOM if eligible)

<u>STEP/LEVEL</u>	<u>HOURLY RATE</u>	<u>S/M SALARY</u>	<u>ANNUAL SALARY</u>
1	18.40	1,594.26	38,262.19
2	19.05	1,651.27	39,630.54
3	19.69	1,706.44	40,954.55
4	20.35	1,763.42	42,322.04
5	21.00	1,820.43	43,690.39
6	21.64	1,875.60	45,014.39
7	22.30	1,932.61	46,382.75
8	22.94	1,987.78	47,706.75
9	23.59	2,044.76	49,074.24
10	24.25	2,101.77	50,442.59
11	24.89	2,156.94	51,766.60

Job Evaluation Factors (points)

Position	Knowledge, Skill & Experience			Judgement and Scope of Responsibility					Working Conditions			Total Points (1130)
	Education/ Training (60)	Experience Level (120)	Technical Skills (120)	Decision Making (120)	Analytical Ability (120)	Consequence of Error (120)	Interpersonal Skills (120)	Direction/ Supervision (120)	Physical Activity (50)	Work Environment (50)	Customer Service (130)	
Admin. Assist. IV	30	60	70	90	70	60	60	30	25	25	90	610

- II <499
- III 500-599
- IV 600-630
- V 631-799
- VI 800-899
- VII 900-1130