

# ROUTT COUNTY HUMAN RESOURCES OFFICE

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## MEMORANDUM

**TO:** Tom Sullivan

**FROM:** Kathy Nelson, Human Resources Generalist

**DATE:** August 21, 2018

**RE:** Request to reclassify the HR Administrative Assistant/Admin V to a HR Technician

This is a request to reclassify the HR Administrative Assistant/Admin V to a HR Technician. The Human Resources Department is being restructured to better serve the needs of the County and the employees. The HR Technician is part of the first phase of the restructuring. The job description has been drafted to include responsibilities that are more closely aligned with the needs of the department. The job description was produced by CPS HR and reviewed and edited by Chris Hensen and me. The position will be non-exempt and classified as a professional technical position.

A new HR Technician pay scale has been developed. This pay scale is based on survey data obtained from Employers Council. While there wasn't an exact match for the HR Technician position we referenced similar positions including benefits administrators and leave specialists positions as benchmarks to create a median salary of \$56,534 (See attached).

The proposed HR Technician salary will allow for a ~10% difference between the lower HR Administrative Assistant IV position and the higher HR Generalist position salaries.

I recommend approval to reclassify the HR Administrative Assistant/Admin V to a HR Technician, along with the approval of the new HR Technician pay scale and request approval to place this request on the Commissioners agenda for their consideration to approve.

County Manager Comments: HR staff and I agreed to advertise to fill the vacant Office FTE with the HR Technician duties, rather than an Admin position. The technician duties of benefit and leave administration were the key duties for the current Admin V position, and deemed the most critical to perform. The HR Technician job description was drafted by CPS HR, included input by Chris Hensen and approved by me. I worked with Kathy Nelson to develop the pay scale benchmarks presented for BCC approval. With approval the position will be advertised. E 8-21-18

2018 CO & WY Benchmark Comp Survey - Public Extract: County	Rate Ranges
Benefits Administrator	43,401 - 62,964
Leave Specialist	42,476 - 62,521
Human Resources Asst. II	38,565 - 57,737
HR Generalist I	50,419 - 71,528

2018 CO Benchmark Comp Survey: Government without Utilities	Rate Ranges
Benefits Administrator	45,940 - 67,142
Leave Specialist	43,614 - 64,978
HR Administrative Asst. II	40,354 - 57,734
HR Generalist I	50,719 - 73,616

2018 CO Benchmark Comp Survey: Western Slope	Rate Ranges
Benefits Administrator	No Data
Leave Specialist	No Data
Human Resources Asst. II	38,813 - 57,755
HR Generalist I	47,861 - 67,476

Routt County Current Salaries	Difference
HR Administrative Asst. IV	43,405.23 - 58,745.02
HR Technician	48,068 - 65,042
HR Generalist	52,659.78 - 71,256.43
HR Administrative Asst. V	49,574.93 - 67,057.12

Using 45,940-67,142

**Position** *HR Technician*      **Year**      **Market Midpoint**      **27.18**

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>
<b>Annual Compensation</b>										
48,069	49,754	51,438	53,165	54,850	56,534	58,261	59,946	61,630	63,315	65,042
<b>Monthly Compensation</b>										
4,006	4,146	4,287	4,430	4,571	4,711	4,855	4,995	5,136	5,276	5,420
<b>Hourly Compensation</b>										
23.11	23.92	24.73	25.56	26.37	27.18	28.01	28.82	29.63	30.44	31.27
<b>Annual Percentage Increase</b>										
0.00%	3.50%	3.39%	3.36%	3.17%	3.07%	3.05%	2.89%	2.81%	2.73%	2.73%