

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

FROM:	Kathy Nelson, Human Resources Director
TODAY'S DATE:	November 8, 2022
AGENDA TITLE:	Consideration to Approve Adjustment to RC Pay Scale Structure
CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> ACTION ITEM	
DIRECTION	
INFORMATION	
I. DESCRIBE THE REQUEST OR ISSUE:	
Consideration to Approve Adjustment to RC Pay Scale Structure	
II. RECOMMENDED ACTION:	
Consideration to Approve Adjustment to RC Pay Scale Structure	
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):	
PROPOSED REVENUE: None	
PROPOSED EXPENDITURE: \$356,133 as outlined in the 2023 proposed budget	
FUNDING SOURCE: Individual Departments	
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):	
None known.	
V. BACKGROUND INFORMATION:	
<p>Routt County uses a Step 1 through Step 11 compensation structure for each job classification/position. This structure shows the pay range for each job classification, as well as how the pay rate for each job can incrementally increase over time. Currently, Step 6 of our pay range is the mid-point of our pay scales and is benchmarked against the external job market average.</p> <p>Typically, earnings falling below the midpoint apply to new hires and entry-level employees that may not completely meet the minimum requirements of a role; earnings above the midpoint apply to staff with longer tenure or new hires that significantly exceed the minimum requirements of the job. Salary placement at the time of hire depends on a number of factors including relevant years of experience, skills, education, qualifications, and earned licenses and certifications.</p> <p>Per Routt County's policy to hire above Step 1, a written request by the supervisor must be submitted to Human Resources (HR) along with a justification that outlines the qualifications and the criteria to warrant this request. Authorizations to hire up to Step 3 can be approved by the County Manager, and any requests to hire above Step 3 must be approved by the Board of County Commissioners (BCC).</p> <p>Over the past few years, there have been many requests to hire staff above Step 1 and it continues to increase each year. This practice is no longer the exception, but becoming the norm and demonstrates that our pay structure is in need of some tweaking. In an effort to better align our pay scales with how we recruit, likely due to an increase in the level of experienced candidates and a demand for more competitive</p>	

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pay, the County Manager and HR are recommending Routt County's pay structure be adjusted and Step 6 becomes Step 3. We anticipate that this will allow for hiring more experienced staff at a lower step, but a higher pay, and reduce the number of exceptions and pay justifications submitted to HR, the County Manager, and the BCC each year. This transition will place most of our current staff at a lower pay scale, affording them the opportunity for growth within their current role.

We think this will be instrumental in Routt County's ability to attract, motivate, and retain qualified employees, as well as reduce the time and administration required to hire above step one.

In addition, we recommend that the policy for hiring above Step 1 is updated to align with this new structure. We anticipate bringing forward a modified policy before the end of the year.

The Routt County Sheriff's Department pay ranges are based on a 5 Step structure and if approved, will not be included in this shift.

VI. LEGAL ISSUES:

None known.

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None known.

VIII. SUMMARY AND OTHER OPTIONS:

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