

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: May 16, 2023	ITEM TIME: 1:35 p.m.
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FROM:	Stephanie Pearce, Human Resources Generalist
TODAY'S DATE:	May 16, 2023
AGENDA TITLE:	Consideration to Approve a Pay Scale for a New Position

CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	

I. DESCRIBE THE REQUEST OR ISSUE:
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Consideration to approve the Accountant Pay Scale.
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II. RECOMMENDED ACTION:

Recommend approval of the Accountant pay scale.

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):
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PROPOSED REVENUE: None

PROPOSED EXPENDITURE: The proposed base annual salary at step 1 of the new pay scale is \$72,113.60
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FUNDING SOURCE:

Accounting 2023 Budget

IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):

None known.

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V. BACKGROUND INFORMATION:

This is a request to approve the new Accountant pay scale. This is a new position that will report to the Finance Director. This role reconciles and maintains general and subsidiary ledgers in the County Finance Department. They are responsible for preparing salary and benefit forecasts; prepares routine financial reports, spreadsheets, and statements.

I researched Employers Council (EC) Public Employers 2022 salary data to determine this role's pay scale. I benchmarked this position against a combination of the General Accountant II and General Accountant III positions. To stay consistent with our recent compensation study, I used the All Colorado Average for the positions and used the average of the two pays. I used the average because the duties aligned with both positions, except for the years of experience falling between the two positions.

The County Manager has reviewed this request and approved placing this request on the agenda for your consideration and approval.

VI. LEGAL ISSUES:

None known.

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

None known.

VIII. SUMMARY AND OTHER OPTIONS:

I recommend approval of the Accountant pay scale. The County Manager supports this request. The Board can approve these changes or not approve them at this time.