



**Buffalo County Resolution**

**Drafted By:** R.Halverson  
**Month/Year:** March 2022  
**Committee:** HR & Finance Committee

**Department:** Administration  
**Fiscal Impact:** Yes/No

**Resolution #** 22 - 03 - 02

**A Resolution to Amend the Salary Classification and Compensation System for Non-Represented Employees**

Whereas, the County Board of Supervisors adopted Resolution #21-12-06 to establish job categories and pay grades for non-represented employees for 2022, and;

Whereas, the County Board of Supervisors adopted Resolution #15-09-03 to implement the salary classification and compensation system for non-represented employees which included an appeal process, and;

Whereas, the Human Resource Committee has completed the appeal process and recommends the adoption of the following classification or step placement amendments (as further shown on the attached Amended Buffalo County Job Classification/Pay Grade for Non-Represented Employees) effective April 1st, based on the appeals received, and;

Position	Current Placement	Approved New Placement
Building and Grounds Manager	Class K Step 6	Class H3 Step 4
Community Justice Services Director	Class F	Class E Step 1
Land Conservationist	Class E Step 1	Class D Step 1
Highway Office Manager	Class G Step 1	Class G Step 3
Highway Patrolman	Class H5 Step 2	Class H4 Step 3
Community Justice Services Diversion Specialist	Class I Step 1	Class I Step 2
Register in Probate	Class I Step 7	Class G Step 2
Communication/Corrections Officer	Class I Step 7	Class I Step 8
Chief Deputy Sheriff	Class C Step 2	Class C Step 5
Economic Development/Grant Writer	Class F Step 1	Class F Step 2
Communications Corrections Officer	Class I Step 3	Class I Step 4
GIS/Land Information Officer	Class F Step 1	Class F Step 6
Communications Corrections Officer	Class I Step 5	Class I Step 6
Highway Patrolman	Class H5 Step 3	Class H4 Step 3
Communications Corrections Officer	Class I Step 5	Class I Step 6
Communications Corrections Officer	Class I Step 4	Class I Step 5



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Now Therefore Be It Resolved, that the Buffalo County Board of Supervisors hereby approves the establishment of the attached Amended Buffalo County Job Classification/Pay Grade for Non-Represented Employees for 2022 effective April 1<sup>st</sup> for non-represented employee position to include the above indicated step and classification adjustments as recommended by the Buffalo County Human Resources Committee.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this 28<sup>th</sup> day of March, 2022.

ATTEST:

Roxann Halverson  
Buffalo County Clerk

[Signature]  
Buffalo County Chairperson

**Human Resources Committee:**

**Finance Committee:**

Larry Grisen  
Larry Grisen

[Signature]  
Dennis Bork

Mary Anne McMillan Urell  
Mary Anne McMillan Urell

Excused  
Max Weiss

Michael Taylor  
Michael Taylor

[Signature]  
Brad Schmitknecht

Excused  
Nathan Nelson

[Signature]  
Don Hillert

[Signature]  
Don Hillert

Yes, via TEAMS  
David Danzinger

**2022 Wage Scales - Exhibit A**

*Version: 03/14/2022 Board Approved: 03/28/2022*

2022 Class	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Change
A	Administrative Coordinator	\$ 38.85	\$ 39.75	\$ 40.65	\$ 41.55	\$ 42.45	\$ 43.35	\$ 44.25	\$ 45.15	\$ 46.05	\$ 46.95	\$ 0.90
B	DHHS Director	\$ 37.95	\$ 38.75	\$ 39.55	\$ 40.35	\$ 41.15	\$ 41.95	\$ 42.75	\$ 43.55	\$ 44.35	\$ 45.15	\$ 0.80
C	Chief Deputy - LE Highway Commissioner	\$ 32.25	\$ 33.00	\$ 33.75	\$ 34.50	\$ 35.25	\$ 36.00	\$ 36.75	\$ 37.50	\$ 38.25	\$ 39.00	\$ 0.75
	County Land Conservationist Jail Administrator											
D	Zoning Director Public Health Officer Personnel Advisor-Admin	\$ 31.90	\$ 32.60	\$ 33.30	\$ 34.00	\$ 34.70	\$ 35.40	\$ 36.10	\$ 36.80	\$ 37.50	\$ 38.20	\$ 0.70
	Social Services Manager											
E	Community Justice Services Director Public Health Nurse	\$ 30.60	\$ 31.30	\$ 32.00	\$ 32.70	\$ 33.40	\$ 34.10	\$ 34.80	\$ 35.50	\$ 36.20	\$ 36.90	\$ 0.70
	Social Worker III Patrol Superintendent (HWY) County Superintendent (HWY) Transportation & Adult Protect Srv. Mgr.											
F	Environmental Health Specialist Veterans Service Officer Economic Dev./Grant Writer/Deputy CVSO GIS/Land Info Officer Jail Sergeant Emergency Mgt/Safety Risk	\$ 26.30	\$ 26.95	\$ 27.60	\$ 28.25	\$ 28.90	\$ 29.55	\$ 30.20	\$ 30.85	\$ 31.50	\$ 32.15	\$ 0.65
	DHHS Account Clerk Supervisor Financial Advisor - Admin.											
G	Social Worker II Public Health Educator I Highway Office Manager Register in Probate	\$ 24.50	\$ 25.10	\$ 25.70	\$ 26.30	\$ 26.90	\$ 27.50	\$ 28.10	\$ 28.70	\$ 29.30	\$ 29.90	\$ 0.60
H1	Highway Foreman	\$ 22.65	\$ 23.15	\$ 23.65	\$ 24.15	\$ 24.65	\$ 25.15	\$ 25.65	\$ 26.15	\$ 26.65	\$ 27.15	\$ 0.50
H2	Signman, Recycling Facility Supervisor, Experienced Mechanic	\$ 22.10	\$ 22.60	\$ 23.10	\$ 23.60	\$ 24.10	\$ 24.60	\$ 25.10	\$ 25.60	\$ 26.10	\$ 26.60	\$ 0.50
H3	Hwy State Patrolman, High- Level Equipment Operator, Entry Level Mechanic, Building and Grounds Manager	\$ 21.60	\$ 22.10	\$ 22.60	\$ 23.10	\$ 23.60	\$ 24.10	\$ 24.60	\$ 25.10	\$ 25.60	\$ 26.10	\$ 0.50
H4	Hwy Patrolman (5yrs), Low- Level Equipment Operator	\$ 21.10	\$ 21.60	\$ 22.10	\$ 22.60	\$ 23.10	\$ 23.60	\$ 24.10	\$ 24.60	\$ 25.10	\$ 25.60	\$ 0.50
H5	Hwy Patrolman Entry Level	\$ 20.60	\$ 21.10	\$ 21.60	\$ 22.10	\$ 22.60	\$ 23.10	\$ 23.60	\$ 24.10	\$ 24.60	\$ 25.10	\$ 0.50
	Communications/Corrections Officer GIS Technician Zoning Technician											
I	Community Justice Services Diversion Specialist Case Manager II (DHHS) Land Conservation Technician Resource Management Specialist (Land Con) Social Worker I	\$ 21.75	\$ 22.25	\$ 22.75	\$ 23.25	\$ 23.75	\$ 24.25	\$ 24.75	\$ 25.25	\$ 25.75	\$ 26.25	\$ 0.50
	Case Manger I (DHS) Property Lister/Chief Deputy Treasurer Victim Witness											
J	Economic Support Specialist (DHHS) Economic Support/Account (DHHS) 911 Coordinator Family & Community Specialist (DHHS) Public Health Specialist	\$ 20.00	\$ 20.45	\$ 20.90	\$ 21.35	\$ 21.80	\$ 22.25	\$ 22.70	\$ 23.15	\$ 23.60	\$ 24.05	\$ 0.45

	Parts and Inventory Specialist (Hwy)													
	DA Administrative Assistant													
	Map Coordinator/Deputy Treasurer													
	Support Staff													
	Chief Deputy Register of Deeds													
	Chief Deputy County Clerk													
K	Deputy Clerk of Court													
	Hwy Account Clerk													
	Admin. Assist. LE													
	Admin. Assist. Zoning													
	Admin Assist. Extension													
	Admin. Assist. Administration													
	Child Support Specialist (DHHS)													
	Account Clerk	\$ 19.00	\$ 19.45	\$ 19.90	\$ 20.35	\$ 20.80	\$ 21.25	\$ 21.70	\$ 22.15	\$ 22.60	\$ 23.05	\$ 23.50	\$ 23.95	\$ 0.45
L	Support Staff Specialist (DHHS)													
	Janitor	\$ 17.00	\$ 17.40	\$ 17.80	\$ 18.20	\$ 18.60	\$ 19.00	\$ 19.40	\$ 19.80	\$ 20.20	\$ 20.60	\$ 21.00	\$ 21.40	\$ 0.40
M	Meal Site Manager	\$ 15.00	\$ 15.25	\$ 15.50	\$ 15.75	\$ 16.00	\$ 16.25	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.25	\$ 17.50	\$ 17.75	\$ 0.25

**Part-Time (non-benefits eligible/seasonal)**

The One Rate part-time position, aligned with other non-represented staff

Part-Time Deputies LE - certified	\$ 24.55
Part-Time Deputies LE - noncertified, includes transport	\$ 22.55
Part-Time Communications/Corrections Officer - certified	\$ 21.80
Part-Time Clerical - confidential, includes Baliff	\$ 17.00
Part-Time Clerical	\$ 16.00
Hwy Seasonal/Part-Time Recycling Truck Driver -with CDL	\$ 20.60
Hwy Seasonal - without CDL	\$ 18.60
Part-Time Service/Maintenance - Including Seasonal/Internships (unless grant funded)	\$ 12.00

**Other Additional Compensation**

(Policy guidelines provide further direction on eligibilty)

Communications/Corrections Officer LE - Shift Differential	\$ 0.50	per hour
Social Services/Crisis Response- On Call	\$ 2.50	per hour
Public Health COVID- On Call	\$ 1.75	per hour
Mileage Reimbursement (Business Travel) - Check for Fleet Vehicle First		
With Insurance	IRS Rate	
Without or Expired Insurance	\$ 0.26	per mile