

**SUMTER COUNTY BOARD OF COMMISSIONERS**  
**EXECUTIVE SUMMARY**

**SUBJECT:** 2010-2011 Fiscal Year Classification and Compensation Schedule and revised job descriptions.

**REQUESTED ACTION:** **Approve the 2010-2011 Classification and Compensation Schedule and revised job descriptions (Staff recommends approval).**

Work Session (Report Only)    **DATE OF MEETING:** 9/28/2010  
 Regular Meeting                       Special Meeting

**CONTRACT:**     N/A    Vendor/Entity: \_\_\_\_\_  
Effective Date: \_\_\_\_\_                                      Termination Date: \_\_\_\_\_  
Managing Division / Dept: \_\_\_\_\_

**BUDGET IMPACT:**                      Approximately \$13,250,434.36 (includes fringe benefits)  
 Annual                      **FUNDING SOURCE:**                      Various funds  
 Capital                      **EXPENDITURE ACCOUNT:**                      Salary and Benefit Accounts  
 N/A

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**HISTORY/FACTS/ISSUES:**

A Classification and Compensation Schedule is adopted annually to document job classifications, assign pay ranges to positions, and establishes employee rates. The document also includes the range schedule, holiday calendar, and other information pertinent to the employee compensation schedule.

The Classification and Compensation Schedule for Fiscal Year 2010-2011 provides for the reassignment of a Maintenance Technician from the Transit department to the Road and Bridge department. The Classification and Compensation Schedule for Fiscal Year 2010-2011 also provides for the reclassification of the Planning Manager to the Director of Development Services, the reclassification of the Development Coordinator from a pay range 23 to a pay range 25, and the reclassification of a Staff Assistant I to a Staff Assistant III.

To provide for the staffing needs of the Villages Sumter County Service Center Library the Classification and Compensation Schedule for Fiscal Year 2010-2011 includes eight (8) additional library positions; six (6) Library Assistants and two (2) Librarians. To provide for the staffing needs of the Planning Department the Classification and Compensation Schedule for Fiscal year 2010-2011 an additional position of Planner.

The Classification and Compensation Schedule for Fiscal year 2010-2011 includes 100% funding of the recommendations from the Compensation Market Study performed by Evergreen Solutions, LLC.

Once a year, job descriptions are evaluated for conformity to the tasks being performed. The attached job descriptions have been revised to reflect the current essential job duties required to perform those jobs. These revisions did not effect the pay range determined for those jobs and have no budgetary impact. The job descriptions effected are:

Assistant Housing Manager	Development Coordinator
Director of Development Services	Financial Services Manager
Financial Services Support	GIS Coordinator
GIS Technician	Housing Assistant I
Housing Services Manager	Impact Fees & Assessment Programs Coordinator

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Information Technology Support Technician II  
Librarian  
Maintenance Supervisor  
Maintenance Technician II  
Maintenance Technician IV  
Planner  
Procurement Coordinator  
Senior Programmer Analyst Coordinator  
Technical Services Coordinator  
Youth Services Coordinator

Information Technology Systems Coordinator  
Library Services Manager  
Maintenance Technician  
Maintenance Technician III  
Office Supervisor  
Planning Technician  
Project Manager  
Technical Services Assistant  
Technical Services Support Technician

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