

SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: 2011-2012 Fiscal Year Classification and Compensation Schedule and revised job descriptions.

REQUESTED ACTION: **Approve the 2011-2012 Classification and Compensation Schedule and revised job descriptions (Staff recommends approval).**

Work Session (Report Only) **DATE OF MEETING:** 9/27/2011
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: _____

BUDGET IMPACT: Approximately \$12,521,442 (includes fringe benefits)
 Annual **FUNDING SOURCE:** Various funds
 Capital **EXPENDITURE ACCOUNT:** Salary and Benefit Accounts
 N/A

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 2011-2012 provides for the following reclassifications:

- a. Library Assistant (2) to Assistant Library Supervisors,
- b. Deputy Fire - Administration to Deputy Chief - Fire Marshal,
- c. Shift Commander (3) to Battalion Chief,
- d. Maintenance Technician to Mechanic,
- e. Office Assistant - Veterans Services to Staff Assistant,
- f. Office Assistant - Planning Department to Staff Assistant,
- g. Building Technician to Development Technician,
- h. Planning Technician to Development Technician,
- i. Assistant Housing Manager to Housing Coordinator,
- j. Parks Caretaker to Parks Technician,
- k. Parks Crew Leader to Parks Operations Coordinator,
- l. Staff Assistant II (2) to Staff Assistant III,
- m. Animal Control Officer (5) from a pay range 13 to a pay range 14,
- n. Kennel Coordinator from a pay range 15 to a pay range 16,
- o. Animal Control Officer Coordinator from a pay range 17 to a pay range 19,
- p. Veterans Service Counselor from a pay range 14 to pay range 15,
- q. GIS Technician from pay range 16 to pay range 17,
- r. Senior GIS Technician from pay range 20 to pay range 17 and reassignment to Public Works,
- s. Development Coordinator from pay range 25 to pay range 26,
- t. Public Works Administrative Coordinator from pay range 28 to pay range 24.

To provide for the staffing needs and redundancy of operations the Classification and Compensation Schedule for Fiscal Year 2011-2012 includes eight (8) additional positions; three (3) Lieutenants, two (2) Staff Assistants, an Assistant Library Services Manager, an Assistant Planning and Development

Services Director, and a Mosquito Control Technician.

Once a year, job descriptions are evaluated for conformity to the tasks being performed. Due to the results of an HR audit all job descriptions have been revised to include the following employee statement:

Employee Statement

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

Signature

Date

The attached job descriptions have been revised to reflect the current essential job duties required to perform those jobs. These revisions do not effect the pay range determined for those jobs and have no budgetary impact. The job descriptions affected are:

Administrative Coordinator	Clerk Driver LOW	Director of Community Services
Finance Coordinator	Librarian	Library Assistant
Library Services Manager	Library Supervisor	Technical Services Assistant
Technical Services Coordinator	Veterans Service Officer	Veterans Service Office Manager
Youth Services Coordinator		
