



**Teton County Idaho - Commissioners Meeting Agenda
Monday, July 15, 2013 - 1:00pm**

LOCATION: County Courthouse – 1st floor, 150 Courthouse Dr., Driggs, ID

Meeting Called to Order – Chairman Park
Amendments to the agenda

1:00 **FY 2014 Budget** – Clerk Hansen

Executive Session per IC § 67-2345 (1)(b) personnel evaluations

Administrative Business *will be dealt with as time permits.*

ADJOURN



1 of 18

MLS

208-354-8780
FAX: 208-354-8410

Teton County Clerk

150 Courthouse Drive
Driggs, Idaho 83422

July 5, 2013

TO: County Commissioners
FROM: Mary Lou
SUBJECT: Clerk's FY 2014 Budget Memo #5: Salaries

1. A few pages of minutes and history are included to provide context for your FY 2014 salary discussions.
2. Several supervisors/elected officials requested BDPA to review updated job descriptions pursuant to the April 11 *Budget Guidelines for Salaries*. BDPA has reviewed the proposed changes and provided the attached Job Valuation Recommendations. The county's Kinds & Levels (pay grade) chart has been updated accordingly. Please note that Communications Specialists (Dispatchers) have been re-assigned to Grade 5.
3. The FY 2014 Salary Schedule incorporates a 1% market adjustment. In addition, Andrea Fogelman of BDPA has evaluated the data collected by the Northwest Data salary exchange and submitted the following recommendation:

The analysis shows that Teton County's current pay rates are approximately -10.7% below statewide market data. Considering that the majority data represents much larger organizations from across the state, BDPA would expect Teton County to lag statewide data by 10-15%, resulting in an estimated market ratio within 1% of market rates.

In analyzing the data, it appears that your salary structure is still market competitive, but you are paying people low in the salary range. Thus, for the coming budget year, BDPA recommends a 1% adjustment to the scale and a minimum 2 - 2.5% for merit increases within the ranges. This recommendation is right in line with the general salary budget trend (for Idaho cities and counties) for the 2014 budget year, which is a minimum 3% that includes 1-1.5% for market adjustments to the scale and 2-2.5% for merit increases.
4. The 2013 Elected Official salary information collected by the Idaho Association of Counties is attached.
5. Do you want to review/discuss/change the county's benefit plan?
6. Please consider changing the Salary Plan Administrative Guidelines as indicated. This would allow Part-Time Regular employees (who receive no benefits) to be treated the same as Temporary/Seasonal Employees and would help attract and retain excellent part-time regular employees.
7. The Employee Salary spreadsheet lists information about every employee, including any merit raises requested. You will see I have added columns to help you know what amount of Equity and/or Merit raises might be affordable within the 2% placeholder amounts. I hope we can get every employee with 2+ years experience to the 91% Proficient rate next year and think we could find an extra 1% within the FY 2014 budget if needed.
8. Although salaries are public information, specific merit raise requests are not. Since they relate to the evaluation of employees, specific merit raise requests can be discussed in executive session pursuant to 67-2345(1)(b).
9. Merit raise requests submitted pursuant to the April 11 *Budget Guidelines for Salaries* are attached. **This information is confidential and should be shredded upon the conclusion of your discussions!**



2818

208-354-8780
FAX: 208-354-8410

Teton County Clerk

150 Courthouse Drive
Driggs, Idaho 83422

April 11, 2013

instructions distributed w/ budget worksheets.

TO: Elected Officials & Department Heads
FROM: Mary Lou
SUBJECT: Budget Guidelines for Salaries

The county is obtaining a salary survey this year, the first since 2009. It should be available within a few weeks and will be used to update the county's salary schedule for FY 2014.

ANY FY 2014 RAISES will be determined in a manner similar to previous years:

- (1) Equity raises for employees currently earning significantly below the Market Rate; and
- (2) Merit raises for high-performing employees.

MERIT RAISE REQUESTS. Department Heads wanting to request a merit raise for a particular employee should provide the following information by July 5:

- recent performance evaluation
- specific dollar amount request and written justification

UPDATED JOB DESCRIPTIONS. Supervisors who believe that an employee's current job duties are not accurately described in their job description and pay grade must observe the following schedule in order for updates to be considered during the FY 2014 budget process:

- Submit a red-lined job description to Clerk by June 21
- ML will coordinate with BDPA (county's HR consultant) to have red-lined descriptions reviewed and updates made to the County's Pay Grade Chart
- BDPA will complete their review by July 5

⇒ *Thanks in advance for following the budget guidelines and schedule.
I will email reminder notices regarding important budget-related deadlines.
Carl and I are available to provide any assistance you may need.*

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PLANNING, BUILDING & GIS

Planning Administrator Angie Rutherford reviewed her bi-monthly update (Attachment #4). Code Studios will be available to meet with the Board on Friday, April 19 and a special meeting will be held at 8 am.

● **MOTION.** Chairman Park made a motion to approve Ms. Rutherford's request to attend the Regards to Rural Conference June 21-22 in Oregon. Motion seconded by Commissioner Rinaldi and carried unanimously.

GIS. Analyst Rob Marin reviewed his update and request to use \$8,000 from the GIS budget to contract with Greenwood Consulting to continue the parcel editing project (Attachment #5).

● **MOTION.** Commissioner Rinaldi made a motion to approve expenditure of \$8,000 from the GIS "intern" and "consultant" budgets for parcel editing. Motion seconded by Commissioner Kunz and carried unanimously.

FY 2014 BUDGET

The Board reviewed Clerk Hansen's memo regarding the start of the FY 2014 budgeting process (Attachment #6). They decided to continue the practice of scheduling appointments and said no changes were needed to the non-profit forms or process followed last year.

They would like to meet with BDPA consultants and are willing to schedule a special meeting if necessary. The Board foresees no changes to the county's employee benefit program but would like to know how Teton County's paid time off policy compares to other counties. This information will be available within a few weeks via the Idaho Association Counties annual salary survey. They said raises will be discussed separately from the rest of the budget and asked Clerk Hansen to insert a 2% placeholder into the first draft budget.

If special projects are needed (such as the GIS parcel editing project) the Board would like department heads to include the full price of such projects in their budget request.

Regarding budget priorities for FY 2014, Commissioner Kunz said he would like to find more funding to improve county roads and Chairman Park wants to take a close look at personnel and staffing needs. Commissioner Rinaldi said she would like more time to contemplate her priorities. The Board agreed to continue discussing budget priorities in future meetings.

Budget worksheets will be distributed April 11 and are due back in the Auditor's office by May 20. The first draft budget will be available about June 5.

The meeting was recessed from 12:45-1 pm.

PUBLIC WORKS

LANDFILL. Several officials were present from the Idaho Department of Environmental Quality, including Remediation Scientist Christy Swenson, Idaho Falls Regional Administrator Erick Neher, Hydrogeologist Mark Jefferson and Dean Eller.

Ms. Swenson said the county has signed three different consent orders with DEQ: the first was in 2002 for leachate; the second was in 2006 regarding closure of the landfill; and the third was in 2010 regarding the landfill leachate. She said DEQ enjoys an excellent working relationship with Public Works Director Jay Mazalewski, Solid Waste Supervisor Saul Varela and the county staff. DEQ's goal is to help the county properly close the landfill in a way that will protect the environment and minimize future county liability.

Mr. Jefferson said DEQ recently requested construction of three additional monitoring wells but is willing to reduce that number if the information needed can be collected with fewer wells. He stressed that early detection of any problems would be in the best long-term interest of the county.

JUDICIAL

Administrative Judge Jon Shindurling and Trial Court Administrator Burt Butler were present to review the budget for the 7th Judicial District and discuss other court-related matters. Former Teton County Magistrate and current Senior Judge Colin Luke was also present.

The selection process for the county's new Magistrate Judge will begin in July and the new judge will begin work January 1. Judge Shindurling said it would be possible to assign Judge Luke as mentor to the new Teton County Magistrate.

Judge Shindurling said the counties have agreed to standardize the salaries and employer-county for the six law clerks assigned to the District Judges. The law clerks are currently being paid different amounts by different counties. Beginning in FY 2014 all six law clerks will become employees of either Madison County or Jefferson County. The cost for each county will be pro-rated according to the 3-year average of each county's District court caseload. Judge Shindurling said Teton's caseload includes very complex civil cases related to unsuccessful real estate developments. The exact cost for law clerks will not be known until insurance renewal premiums become available.

Judge Shindurling said he has no desire to interfere with anyone's second amendment rights, but believes a courthouse weapons ban is necessary to provide for public safety when needed. He observed that courthouses are often the site of inflammatory situations and that gun-carrying individuals can be intimidating. Therefore, he plans to issue a district-wide Administrative Order prohibiting weapons in the courthouse. Several counties have already adopted ordinances prohibiting weapons, but he said such ordinances may not comply with state law. Judge Shindurling does not expect counties to begin universal screening. However, his Administrative Order will allow signs to be posted and will give the Board or Presiding Judge authority to determine when it might be necessary to enforce a weapons ban.

Regarding emergency closures, it was emphasized that the Board can authorize the closure of the courthouse, but only the Administrative Judge has authority to close the court. Clerk Hansen will be certain the county's Emergency Closure policy is updated if needed to reflect this fact.

Judge Shindurling said the Idaho Supreme Court is encouraging the use of certified interpreters for all evidentiary hearings where personal freedom is at stake. The goal is to ensure that the court maintains a clear record in case of appeal. The closest certified interpreter lives in American Falls. Judge Luke said he intends to continue using Court Clerk Gabby Hermosillo to translate for arraignments and was told this was acceptable.

The difficulty of providing court assistance services was discussed. Judge Shindurling noted that some people cannot or will not comprehend what is required, despite the best efforts of court assistance officers and clerks.

Mr. Butler pointed out that the Teton County Drug Court benefits from the active involvement of the County Prosecutor and Public Defender. Such involvement does not occur in other counties but is one reason for the success of the local drug court. He also complimented the court staff on the high rate of collection of fines and fees. Judge Shindurling said felony fines go directly to the county to offset court expenses and that he has found a significant improvement in collection rates if the Magistrate judge becomes involved in the collection process.

HUMAN RESOURCE CONSULTANTS

BDPA consultants Bonnie Brazier and Andrea Fogelman were present to provide background information about the County's 2009 Classification and Compensation Study and explain the County's Salary Plan Administrative Guidelines, kinds and levels pay grade chart and salary schedule. They said job descriptions are written without consideration of the particular individuals currently performing the job. A major purpose of a Classification Study is to provide internal equity between different departments and jobs. A good Compensation Plan is needed to keep the county competitive in the external marketplace in order to retain employees. They stressed the need to be consistent and fair with all employees across all departments.

The county has made two market adjustments to the salary plan since 2009, for a combined increase of 4.5%. Ms. Fogelman said the county seems to be competitive within the local area but recommended a minimum 1%

market adjustment to the salary plan this year. In addition, she suggested that the Board budget 2% for equity and merit raises this year, plus another 1% to increase the spread of individual employees within a salary range. Ms. Fogelman will evaluate the salary data collected by the Northwest Data salary exchange and make any other recommendations that might be necessary.

BDPA believes employees should be earning a market rate salary within 3-5 years of being hired. Clerk Hansen said the majority of county employees do not achieve market rate salaries within that time frame, which is discouraging. While developing the annual budget, Ms. Brazier urged the Board to consider employee salaries to be as important as equipment purchases.

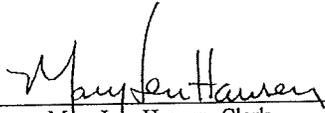
Public Works Director Jay Mazalewski said the county road and bridge department seemed to serve as a training ground for private contractors. He is concerned that equipment operators will be hired away as the economy continues to improve. Although he emphasizes the value of stable employment and county benefits, equipment operators find it difficult to resist the opportunity to earn up to twice as much per hour working for a private firm on a seasonal basis.

Clerk Hansen asked about shift differential pay for 24/7 employees and what might be done to increase retention of dispatchers, since that department has the highest rate of turnover. Ms. Fogelman said swing shift workers typically earn an extra 25 cents per hour and graveyard shift workers earn an extra 50 cents per hour. However, she said employee turnover usually happens for reasons not related to pay, such as scheduling problems or interpersonal conflicts.

● **MOTION.** At 4:17 pm Chairman Park made a motion to adjourn. Motion seconded by Commissioner Rinaldi and carried.



Kelly Park, Chairman

ATTEST 

Mary Lou Hansen, Clerk

- Attachments:
- #1 May 21, 2013 election results
 - #2 Declaration of Drought Emergency
 - #3 Stephen Loosli memo re modified scope of work
 - #4 PZC emails re modified scope of work
 - #5 Planning Administrator bi-monthly update
 - #6 Redtail PUD Amendment Application
 - #7 Public works bi-monthly update
 - #8 Letter and proposal for FEMA grant for 3000W Badger Creek Bridge

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FY 2014 BUDGET WORK SESSIONS

SENIORS WEST OF THE TETONS is requesting \$6,000 from the county for FY 2014. Executive Director Shauna Crandall said the Driggs center offers more activities and more diverse menus than elsewhere in southeast Idaho. The majority of their funding comes from the Eastern Idaho Community Action Partnership, which used to help fund 14 senior centers. However, two of those senior centers have closed and two more are planning to close. Meals are served in Driggs every Monday, Tuesday and Thursday with an average of 25 people in attendance. Seven seniors are currently receiving meals on wheels.

OTHER BUDGET ITEMS. The Board decided to sell the Impala (one of the county’s administrative vehicles) and try one year with only one vehicle for administrative use. Clerk Hansen pointed out that paying the IRS rate for a monthly trip to Idaho Falls would cost \$949 over the course of a year, compared to just \$269 for gas for an administrative vehicle (assuming 25 mpg and \$4/gallon gas). Clerk Hansen said the 2013 legislature changed a 1968 law which specified a \$10 per day juror reimbursement rate. Counties now have the option of paying jurors up to \$50 per day. The Board decided to increase the county’s rate to \$20 per day. Regarding funding for the county’s Contract Planner, the Board instructed Clerk Hansen to insert \$52,000 into the Special Planning Projects Fund: 20 hours/week @\$50 per hour.

CLERK’S BUDGET MEMO #3 (Attachment #8). Clerk Hansen reviewed the 2012 property tax information included in her memo. She pointed out that Teton County’s county tax levy rate, including the special road levy, is the fourth lowest county levy rate in the state. Meanwhile, the Overall Tax Rate paid by Teton County property owners, which includes the taxes levied by every taxing district in the county, is the 9th lowest in the state. The Board agreed that money budgeted for new computers should be consolidated into the 01-14 Information Technology Department. They decided that payroll taxes and benefits for General Fund employees should be itemized within each departmental budget in order to provide a more accurate snapshot of total departmental expenses. Those expenses currently represent \$706,000 of the total in the “General” Department (01-18). The Board instructed Clerk Hansen to make a 1% adjustment to the county’s salary schedule for FY 2014. Equity and merit raises will be discussed further July 8 and 11.

● **MOTION.** At 3:45 pm Commissioner Rinaldi made a motion to adjourn. Motion seconded by Chairman Park and carried.

Kelly Park, Chairman

ATTEST _____
Mary Lou Hansen, Clerk

- Attachments:
- #1 Bi-monthly planning department update
 - #2 Statement & MOA with Jefferson County regarding Circular Butte Landfill
 - #3 June 13, 2013 letter from the Sonoran Institute
 - #4 US Forest Service memo re 2013 fire season
 - #5 JHS Architects letter re law enforcement center design fee adjustment
 - #6 RCF Company request for cancellation of taxes, penalty, interest for 8.7 acre parcel
 - #7 Sales Verification form for 8.7 acre parcel
 - #8 Clerk’s Budget Memo #3

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EQUITY ADJUSTMENTS & MERIT MATRIX FOR FY 2011

1. SALARY SCHEDULE created in 2009 was not changed in 2010. BDPA conducted a market survey and created the original Teton County Salary Schedule in June, 2009. BDPA reviewed the Salary Schedule in May, 2010 and recommended that no adjustments be made.
2. EQUITY RAISES. In 2009, BDPA recommended that priority be given to bringing all employee salaries up to at least the hiring rate identified in the Salary Schedule. The FY 2011 budget includes raises for 15 employees to bring them closer to 86-88% of the market point. However, 7 employees (including the Commissioners and Prosecutor) will still earn less than 85% of market rate due to budget constraints and lack of required certifications.
3. MERIT RAISES. Raises requested by Elected Officials and Department heads were evaluated using the following matrix. Performance reviews were required to be submitted to the Commissioners.

Merit Administration Matrix for FY 2011

	IF CURRENT RATE OF PAY IS:	
	Less than 95% of market point	95% or more of Market Point
Performance Exceeds Expectations	+2-6% <i>with maximum of 75 cents/hour</i>	+1-4%
Performance Meets Expectations	+0-1%	+0%

4. IN SUMMARY, the County has:

68 permanent employees

39 will receive no raises in FY 2011

15 will receive equity raises

(4 will still earn less than 85% of market point, including the Prosecutor)

(The 3 commissioners will receive no equity raises and will earn less than 85% of market)

23 will receive merit raises awarded per the matrix above

(9 of those will also receive equity raises)

The total of all raises is \$42,415 which equals 1.5% of the county's gross payroll for FY 2011.

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EQUITY ADJUSTMENTS & MERIT MATRIX FOR FY 2012

1. SALARY SCHEDULE. A 2.5% market adjustment was made to the County's Salary Schedule for Fiscal Year 2012. This adjustment did not provide automatic salary increases for any employee.
2. EQUITY RAISES. In 2009, the county's human resource consultant recommended that all employees should earn at least the Hiring Rate (86% of the Market Rate) as identified in the Salary Schedule. In order to continue implementing this recommendation, the FY 2012 budget includes equity raises for 17 employees. However, budget constraints necessitated that a \$1.50 per hour cap be placed on equity raises. Therefore, four employees will earn less than 86% of the market rate in FY 2012.
3. MERIT RAISES. Raises requested by Elected Officials and Department heads were evaluated using the following matrix. Performance reviews were required to be submitted to the Commissioners. The maximum merit raise possible was 75 cents per hour.

Merit Administration Matrix for FY 2012

	IF CURRENT RATE OF PAY IS:	
	Less than 95% of market point	95% or more of Market Point
Performance Exceeds Expectations	+2-6% <i>with maximum of 75 cents/hour</i>	+1-4%
Performance Meets Expectations	+0-1%	+0%

4. IN SUMMARY, the County has:

- 71 permanent employees *(full-time & part-time)*
- 28 will receive no raises in FY 2012
- 17 will receive equity raises
(5 will still earn less than 86% of the market rate)
- 35 will receive merit raises awarded per the matrix above
(8 of those will also receive equity raises)

The total of all raises is about \$57,000 *(\$30,000 for equity and \$27,000 for merit)*.

These raises represent 2.0% of the county's gross payroll for FY 2012.

EQUITY ADJUSTMENTS & MERIT RAISES FOR FY 2013

9/8/18

1. SALARY SCHEDULE. A 2.0% market adjustment was made to the County's Salary Schedule for Fiscal Year 2013. This adjustment did not provide automatic salary increases for any employee.
2. EQUITY RAISES. In 2009, the county's human resource consultant recommended that all employees should earn at least the Hiring Rate (86% of the Market Rate) as identified in the Salary Schedule. In order to continue implementing this recommendation, the FY 2013 budget includes equity raises for 17 employees to get them up to the 86% rate. An additional 8 employees, who have worked at their current pay grade for at least two years, received equity raises to get them up to (or closer to) the 88% rate. However, budget constraints necessitated placement of a 75 cent per hour cap on the equity raise given any single employee.
3. MERIT RAISES. Raises requested by Elected Officials and Department Heads were evaluated using the following guidelines. Performance reviews were required to be submitted to the Commissioners.
 - a. Maximum merit raise of 75 cents per hour for employees earning less than 95% of market
 - b. Maximum merit raise of 50 cents per hour for employees earning 95% or above
 - c. No merit raises available for employees with less than one year of employment at current pay grade as of 12-31-12
4. Maximum possible EQUITY raise + MERIT raise = \$1.00 per hour
5. IN SUMMARY, the County has:
 - 70 permanent employees (*full-time & part-time*)
 - 26 will receive no raises in FY 2013
 - 29 will receive equity raises to reach 86% or 88% of market
 - 32 will receive merit raises awarded per the guidelines above
(17 of those will also receive equity raises)

The total of all raises is about \$53,000 (\$28,000 for equity and \$25,000 for merit).

These raises represent 2.0% of the county's gross payroll for FY 2013.

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BDPA, Inc.

A Human Resources Management Consulting Company

Job Valuation Recommendations

Teton County, ID.

June, 2013

RE: Communications Specialist, Senior Communications Specialist, Detective Sergeant, Sheriff's Deputy Sergeant, GIS Analyst, GIS Manager, Motor Vehicle Specialist, Lead Motor Vehicle Specialist, Senior Deputy Assessor.

Job valuation is the basis for determining *internal equity*, a hierarchy of jobs across occupational categories and levels of responsibility. This enables an organization to provide justification on how people are paid and validation for the Equal Pay Act and Lilly Ledbetter Fair Pay Act. A viable system of internal equity uses common job valuation factors to assign jobs to pay grades.

Jobs are evaluated for internal equity purposes based on information provided through the Position Description Questionnaire, classification specifications, the consultants' knowledge of County jobs, position functions and organizational needs. BDPA utilized the "whole job" method of valuation (a non-quantitative approach) to recommend internal alignment of these jobs within the County; this is the same methodology used to value all County jobs in 2009 during the classification and compensation project. The whole job method of job evaluation involves an analysis of all jobs according to the level of responsibility, knowledge and skills required. BDPA also utilized the specific job valuation factors adopted by Teton County, including job knowledge, responsibility and impact, communication and customer service, complexity, supervision and working conditions. Job valuation does not consider the incumbent's performance, personal qualifications or length of service.

BDPA has established a solid reputation of integrity and objectivity in over 19 years of business, and we take that responsibility very seriously. Our task is to analyze the job and provide an educated recommendation concerning where that job fits within the organization's hierarchy using the County's pre-established job valuation factors.

Communications Specialist– Recommend assignment to grade 5.

A revised class specification was submitted for this position and BDPA accepts the changes as noted. There is a question about the job title; previously this job was titled Dispatcher and the department requested a change to Communications Specialist; the most recent description includes the previous title of Dispatcher. We have seen both titles utilized across the state; thus, whichever title the department prefers is acceptable; it should just be consistent through the series of Communications Specialist, Senior Communications Specialist and Communications Supervisor.

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Based on a review of the duties, responsibilities and minimum qualifications of this job, including the required Dispatch Certification, BDPA recommends the position be assigned to grade 5 for internal equity purposes.

Senior Communications Specialist - Recommend assignment to grade 6

This position performs many of the same functions as the Communications Specialist/Dispatcher and serves as a lead worker to monitor the work of other dispatchers and assist with their training. A few new duties been included on the revised class specification including creating work schedules, assisting the Administrative Manager in developing training programs, serving as TAC coordinator to ensure all files are in compliance with standards and preparing yearly employee evaluations. With the exception of the preparation of yearly employee evaluations, the additional duties are appropriate for the Senior Communications Specialist. There is some question about the Senior position preparing yearly employee evaluations: Certainly, the Senior position may have more knowledge of dispatcher performance since they work one-on-one with other dispatchers; however, it is our understanding that the Administrative Manager of Operations has the overall responsibility of staff, including the preparation of yearly performance evaluations, with input from the Senior position. The Senior Specialist does not have full supervisory responsibility and therefore should not be singularly responsible for the employee evaluations.

Based on our review of this job considering the duties, responsibilities and minimum qualifications, we recommend the job be assigned to grade level 6 for internal equity purposes. At this level the job is one level higher than the Communications Specialist and comparable to the Civil Deputy, Victim Witness Coordinator, Sheriff's Office Manager and other County positions at grade 6.

Detective Sergeant – Recommend assignment to grade 9.

A revised class specification was submitted for this position and BDPA accepts the changes as noted. This is a Sergeant position assigned to investigations; it is comparable to a Sergeant position assigned to patrol, but it does have different duties and responsibilities as described in the revised class specification. In our experience, special qualifications for Sergeant positions typically **require** an intermediate certification; in this case the department states that the intermediate certification is **preferred** versus required and it is a department decision. For internal equity purposes, BDPA recommends the position be assigned to grade level 9, comparable to Patrol Sergeant.

GIS Manager – Suggest title change to GIS Coordinator – Recommend assignment to grade 8

This position serves as the technical expert for GIS applications and the employee will manage the GIS function independently, with a reporting relationship to the Planning Administrator. BDPA recommends a title change to GIS Coordinator only because the "Manager" title typically refers to management of a department and staff. In this case, the job is a singular functioning job overseeing/coordinating all GIS data, including training for other County personnel, monitoring their work, as well as work of consultants/contractors that may be hired.

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The primary function of the job is to plan, develop and maintain a countywide geographic information system. The job requires a Bachelors degree in GIS, Geography, Planning, a GIS certification and at least five years working experience in GIS technical functions. For internal equity purposes, BDPA recommends this position be assigned to grade 8, comparable to like professional positions such as Planner, Building Inspector, Chief Juvenile Probation Officer and Chief Deputy positions in the County.

Both a Position Questionnaire and revised class specification were submitted for this review. BDPA accepts the revised class spec as submitted with one change suggested in the Class Summary. Currently, the position does not directly supervise any regular employees and that reference should be eliminated.

Motor Vehicle Specialist – Recommend assignment to grade 3

The classification specification was submitted for review with minor changes clarifying that the job requires knowledge of and experience with computer software applications such as Excel and Word. Although it may not have been clearly stated in the specification, BDPA recognizes the requirement in performing the essential functions of the job including processing a variety of vehicle related transactions and preparing and maintaining a variety of documents, reports, correspondence, log sheets, applications, and related documents. Another addition to the class spec states that an employee must pass a background check with ITD.

The primary function of the job remains the same and for internal equity purposes, BDPA believes the job is appropriately aligned at grade 3. At this level the job is comparable with other positions that require strong clerical and customer services skills such as the Extension Assistant and Driver's License Specialist/Office Assistant.

Lead Motor Vehicle Specialist – Recommend assignment to grade 4

This position was last reviewed in April, 2012. Since that time, several new duties/responsibilities have been included in the revised class specification; duties associated with the Deputy Assessor position. Although the new duties were not clearly identified, the class specification does state that this position cross-trains in all functions of the Assessor's office which would include the duties of the Deputy Assessor position. The diversity of job duties associated with Deputy Assessor positions is greater than that of the Lead Motor Vehicle Specialist, but the latter position has greater responsibility in training and monitoring the work of others and greater knowledge in one specific area; therefore, it is appropriate that the jobs be graded at the same level, grade 4, even if the jobs are cross-trained to perform each other's functions.

Another addition to the class specification is a requirement for one year appraisal experience or one year basic mapping experience. Based on the duties associated with the job, it seems this experience would identify a superior candidate, but they do not significantly change the level of responsibility or job impact and therefore do not impact the grade assignment. At grade 4, the position is comparable to other County positions that also have diversity of job duties and a

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similar level of responsibility in their respective departments including Deputy Assessor, Deputy Treasurer, Deputy Clerk and Road and Bridge Administrative Assistant.

Senior Deputy Assessor – Recommend assignment to grade 5

This position provides first line customer service to citizens entering the Assessor’s office and as the lead position; the employee must possess knowledge of department functions, policies and procedures. Additionally, this position is typically assigned additional work in specific areas in the department. Minor changes have been made to the class specification and BDPA accepts the changes as submitted with one exception. A new “Other Duty” has been assigned which includes “Supervise Lead Motor Vehicle Specialist”. It is very unusual that supervisory responsibility is assigned as an “other” duty and in this case the Chief Deputy Assessor is assigned supervisory responsibility over the Lead Motor Vehicle Specialist. If this position supervises the Lead Motor Vehicle Specialist, there would be a chain of command of one-person jobs from Motor Vehicle Specialist to Lead Motor Vehicle Specialist to Senior Deputy Assessor to Chief Deputy Assessor. In standard organizational development such a chain of command would not be effective. If this position performs back-up functions for the Chief Deputy then it should be so stated as opposed to the language of “Supervise Lead Motor Vehicle Specialist”.

The acceptable experience and training has been increased in this job. Now, two years experience in Appraisal work or basic mapping is identified. Previously, the job required at least one year Assessor office experience which, based on additions, would now be increased to two years where an employee would gain experience in appraisal and basic mapping work.

This position is appropriately aligned at grade 5 for internal equity purposes. At this level, the lead work responsibility, specialty work assignments and previous job experience is recognized. At grade 5, the job is comparable to Legal Secretary and Court Clerk positions, both of which require previous knowledge and experience coming onto the job.

As a result of these recommendations, the kinds and levels chart has been revised and a refreshed copy is attached.

If you have any questions, please feel free to contact me at eafog@msn.com or 208-853-1655.

Submitted by:

Andrea Fogleman
BDPA, Inc.

11/18

Pay Grade	Clerk/Auditor/Recorder	Assessor Treasurer	Commission, Road & Bridge, Extension, GIS, Planning/Zoning	Legal Probation & Parole	Law Enforcement
12		Public Works Director			
11		Planning/Bldg/GIS Administrator			Chief Deputy Sheriff
10		Building Official Emergency Mgmt Coordinator Road & Bridge Supervisor		Deputy Prosecuting Attorney	Lieutenant
9	Court Supervisor	Solid Waste Supervisor Commissioner's Assistant IT Coordinator			Sergeant Detective Sergeant Patrol Admin. Mgr of Operations
8	Chief Deputy Clerk	Chief Deputy Assessor Chief Deputy Treasurer	Building Inspector Planner GIS Coordinator	Chief Juvenile Probation Officer Prosecutor's Investigator	Sheriff's Deputy (POST-certified)
7	Deputy Clerk: Payroll/HR/Indigent Deputy Clerk: Lead Auditor	Project & Shop Foreman Solid Waste Foreman		Juvenile Probation Officer	Deputy Recruit
6		Code Compliance Technician R & B Equipment Operator Civil Bailiff		Victim Witness Coordinator	Sheriff's Office Manager Senior Communications Specialist Civil Deputy
5	Court Clerk Deputy Clerk-Election Supervisor	Senior Deputy Assessor	Weed Supervisor Comp Plan Outreach Coordinator Road & Bridge Office Manager Land Use Services Assistant	Legal Secretary	Communications Specialist
4	Deputy Clerk	Deputy Assessor Deputy Treasurer Lead Motor Vehicle Specialist	Land Use Services Tech Road & Bridge Administrative Assistant SW Equipment Operator (also Recycler/Operator) Truck Driver 4-H Coordinator Facility Maintenance Worker		
3		Motor Vehicle Specialist	Extension Assistant Weed Inspector SW Weigh Master		Driver's License Specialist/Office As
2					
1		Custodian, SW Laborer			

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Teton County Salary Schedule for FY 2014

HOURLY PAY RATE

Market
Point



Pay Grade	A	B	C			D
	HIRING (86-90%) 86%	PROFICIENT (91-95%) 91%	96%	MARKET (95-110%) 100%	110%	SUPERIOR PERFORMANCE (111-120%) 120%
12	\$34.79	\$36.81	\$38.83	\$40.45	\$44.50	\$48.54
11	\$30.25	\$32.01	\$33.77	\$35.18	\$38.70	\$42.21
10	\$26.30	\$27.83	\$29.36	\$30.58	\$33.64	\$36.70
9	\$22.87	\$24.20	\$25.53	\$26.59	\$29.25	\$31.91
8	\$19.89	\$21.05	\$22.20	\$23.13	\$25.44	\$27.75
7	\$18.08	\$19.14	\$20.19	\$21.03	\$23.13	\$25.23
6	\$16.43	\$17.39	\$18.34	\$19.11	\$21.02	\$22.93
5	\$15.37	\$16.26	\$17.15	\$17.87	\$19.65	\$21.44
4	\$14.36	\$15.19	\$16.03	\$16.70	\$18.36	\$20.03
3	\$13.42	\$14.20	\$14.98	\$15.60	\$17.16	\$18.73
2	\$12.54	\$13.27	\$14.00	\$14.58	\$16.04	\$17.50
1	\$11.72	\$12.40	\$13.08	\$13.62	\$14.99	\$16.35

Employees within a particular pay grade will be hired at 86-90% of the Market Point. As time goes by, and as funds permit, deserving employees will receive merit raises within their pay grade based upon their work performance and the current Merit Administration Matrix. The Teton County Salary Schedule will be reviewed and adjusted as needed.

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Idaho Association of Counties 2013 County Elected Officials Salary Survey							
County	Assessor	Clerk	Commission	Coroner	Pros Atty	Sheriff	Treasurer
Ada	\$89,876	\$97,434	\$97,434	\$83,237	\$139,648	\$115,535	\$89,902
Adams	\$47,552	\$32,654	\$24,651	\$4,039	\$31,628	\$49,857	\$46,891
Bannock*	\$61,296	\$61,296	\$61,296	\$30,648	\$92,718	\$71,599	\$61,296
Bear Lake	\$57,072	\$57,072	\$16,681	\$6,767	\$60,293	\$60,390	\$57,075
Benewah*	\$36,734	\$38,381	\$14,269	\$1,300	\$61,356	\$48,228	\$36,734
Bingham	\$58,008	\$58,008	\$58,008	\$17,191	\$80,580	\$63,240	\$58,008
Blaine	\$78,121	\$78,121	\$61,522	\$23,540	\$117,766	\$94,896	\$78,121
Boise	\$45,548	\$45,548	\$29,465	\$14,853	\$78,000	\$45,548	\$45,548
Bonner*	\$56,000	\$56,000	\$56,000	\$40,000	\$83,000	\$56,000	\$58,000
Bonneville	\$64,168	\$64,168	\$64,168	\$18,000	\$92,024	\$75,419	\$64,168
Boundary	\$51,110	\$51,110	\$31,508	\$23,496	\$54,260	\$51,512	\$51,110
Butte	\$43,699	\$43,699	\$20,452	\$9,000	\$50,000	\$52,436	\$43,699
Camas	\$42,480	\$43,699	\$13,008	\$9,000	\$34,000	\$45,636	\$42,480
Canyon	\$77,661	\$78,388	\$81,961	\$76,142	\$104,624	\$87,013	\$70,826
Caribou	\$48,814	\$48,815	\$16,335	\$10,270	\$56,274	\$56,555	\$48,815
Cassia	\$52,762	\$52,762	\$22,677	\$12,694	\$75,916	\$67,416	\$52,762
Clark*	\$37,855	\$47,336	\$12,489	\$1,200	\$14,400	\$45,057	\$37,885
Clearwater	\$43,518	\$43,940	\$23,690	\$7,665	\$63,780	\$49,473	\$43,518
Custer	\$41,563	\$41,563	\$22,124	\$7,689	\$42,387	\$42,696	\$41,563
Elmore	\$59,640	\$40,850	\$367,801	\$10,224	\$75,132	\$72,348	\$59,640
Franklin	\$50,685	\$50,685	\$23,420	\$4,800	\$91,000	\$55,753	\$50,685
Fremont	\$57,369	\$57,369	\$33,475	\$9,085	\$86,485	\$60,819	\$57,369
Gem	\$48,702	\$48,702	\$32,650	\$7,359	\$83,238	\$50,387	\$48,702
Gooding	\$49,583	\$49,583	\$27,725	\$8,800	\$72,209	\$56,876	\$49,583
Idaho	\$46,143	\$47,712	\$22,682	\$8,800	\$72,704	\$49,728	\$47,324
Jefferson	\$49,172	\$49,172	\$26,212	\$6,471	\$56,650	\$63,000	\$46,904
Jerome	\$50,364	\$34,272	\$26,760	\$7,536	\$68,412	\$54,168	\$51,660
Kootenai	\$70,685	\$68,958	\$71,080	\$61,535	\$98,664		\$70,665
Latah	\$51,552	\$55,056	\$41,268	\$13,200	\$73,092	\$58,140	\$50,520
Lemhi	\$53,207	\$53,207	\$23,130	\$7,210	\$89,442	\$53,207	\$53,207
Lewis	\$38,148	\$39,168	\$14,112	\$1,920	\$57,397	\$46,237	\$37,583
Lincoln*	\$43,683	\$41,371	\$15,506	\$2,359	\$41,200	\$42,538	\$45,698
Madison	\$51,288	\$57,045	\$28,783	\$12,113	\$100,345	\$67,767	\$54,440
Minidoka	\$53,125	\$55,776	\$18,540	\$8,140	\$89,475	\$58,695	\$50,740
Nez Perce	\$71,264	\$71,264	\$59,596	\$48,131	\$92,792	\$78,012	\$69,337
Oneida	\$40,566	\$40,610	\$13,040	\$1,150	\$64,748	\$54,793	\$40,566
Owyhee	\$48,956	\$50,416	\$23,993	\$15,000	\$86,760	\$50,802	\$48,956
Payette	\$57,826	\$57,826	\$27,671	\$27,672	\$82,162	\$61,152	\$47,813
Power	\$47,813	\$47,813	\$20,810	\$10,173	\$37,313	\$53,729	\$47,813
Shoshone*	\$45,779	\$46,779	\$39,784	\$5,738	\$60,139	\$50,010	\$46,779
Teton	\$51,040	\$51,040	\$30,095	\$12,500	\$64,836	\$62,700	\$51,040
Twin Falls	\$66,643	\$69,929	\$69,929				
Valley*	\$62,883	\$62,883	\$36,682	\$10,795	\$86,359	\$62,883	\$62,883
Washington	\$50,961	\$50,961	\$25,883	\$7,417	\$60,569	\$53,361	\$50,961
Average	\$53,430	\$53,146	\$42,008	\$16,020	\$70,995	\$58,037	\$52,774
Average w/o 2 highest & w/o 2 lowest Counties.	\$52,708	\$52,392	\$41,087	\$13,578	\$70,508	\$56,409	\$51,973
Teton	\$51,040	\$51,040	\$30,095	\$12,500	\$64,836	\$62,700	\$51,040
% of average	96%	96%	72%	78%	91%	108%	97%
% of adjusted avr	97%	97%	73%	92%	92%	111%	98%
*Used 2012 data because 2013 not available				= high/low counties not included in average			
Nearby Counties to Teton							
County	Assessor	Clerk	Commission	Coroner	Pros Atty	Sheriff	Treasurer
Bonneville	\$64,168	\$64,168	\$64,168	\$18,000	\$92,024	\$75,419	\$64,168
Fremont	\$57,369	\$57,369	\$33,475	\$9,085	\$86,485	\$60,819	\$57,369
Jefferson	\$47,740	\$47,740	\$26,211	\$6,283	\$55,016	\$60,000	\$45,537
Madison	\$51,288	\$57,045	\$28,783	\$12,113	\$100,345	\$67,767	\$54,440
Teton	\$51,040	\$51,040	\$30,095	\$12,500	\$64,836	\$62,700	\$51,040
Teton, WY	\$75,000	\$75,000	\$37,500	\$35,000	\$85,000	\$75,000	\$75,000
Average / 6 local co.	\$57,768	\$58,727	\$36,705	\$15,497	\$80,618	\$66,951	\$57,926
Teton	\$51,040	\$51,040	\$30,095	\$12,500	\$64,836	\$62,700	\$51,040
% of average	88%	87%	82%	81%	80%	94%	88%



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EMPLOYEE BENEFITS

Teton County, Idaho: July 2013

Employees working 30 hours or more per week receive an excellent benefit package. Insurance benefits start on the first day of the month following 30 days of employment. Paid Time Off and Long Term Illness benefits begin accruing at the start of the first pay period. For all benefits, a "day" is defined as 1/5 of the hours worked during a typical week, with a maximum of 8 hours. Teton County benefits include:

11 Paid Holidays*. New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving Day, Christmas Day. (**When Christmas Eve falls on a Monday, Tuesday, Wednesday or Thursday, non-essential offices will close at 1 pm and all employees will receive an additional Christmas Eve half-day Holiday.*)

Regence Blue Shield Medical Insurance. Teton County pays 90% of the premium for employee medical insurance and 45% of the premium for dependent medical insurance. Wellness testing is required in order to receive the lowest premiums. The County's medical plan carries a \$1,000 deductible (\$3,000 per family). After the deductible is met, the County and Regence will pay 70% of services received from in-network providers until an individual reaches \$3,200 in out-of-pocket expenses, or a family reaches \$9,600 in out-of-pocket expenses. After the out-of-pocket amount is met, the County and Regence pay 100%. The plan includes prescription, maternity, and 100% upfront coverage for services coded by Providers as wellness or preventive, which are accepted as such under County Plan.

Met-Life Dental Insurance. Teton County pays 50% of the premium for employee dental insurance. This insurance pays 100% of the cost of semi-annual preventive dental visits, including x-rays, teeth polishing and fluoride; 80% of basic dental services such as root canal treatment, periodontics, periodontal maintenance, relining of dentures; 50% of major dental services such as crowns, inlays and onlays. There is no deductible for preventive dental visits and a \$50 deductible for "basic" and "major" dental services. The family deductible is \$150. The annual maximum benefit is \$1,000.

Regence Life Insurance. Teton County pays 100% of the premium for \$20,000 worth of Life Insurance/Accidental Death or Dismemberment Insurance for every qualified employee. Employees can increase this amount to \$50,000 for \$6.90 per month. Employees wishing additional life insurance coverage for themselves and/or their spouse and children may purchase a reasonably-priced Supplemental Plan.

Retirement. Teton County employees belong to PERSI (Public Employees Retirement System of Idaho). PERSI is funded through employee and employer contributions. Employees contribute 6.79% of their gross salary while Teton County contributes 11.32%. (Sheriff's deputies contribute 8.36% while Teton County contributes 11.66%.) This means that for every \$100 in gross salary, an employee receives an additional \$11.32 worth of retirement benefits (\$11.66 for sheriff's deputies). Employees become fully vested in PERSI after 5 years. Employees may also save for retirement through PERSI Choice 401K Plan and/or Idaho's 457 Deferred Compensation Plan.

Paid Time Off (PTO). Employees who have worked for the county for up to 5 years receive 13 days of PTO each year. Employees who have worked for the county more than 5 years receive 17 days of PTO each year and those with over 10 years of service receive 21 days PTO.

Long Term Illness (LTI). Employees who have worked for the county for up to 5 years receive 3 days of LTI each year. Employees who have worked for the county more than 5 years receive 5 days of LTI each year. LTI may be used after an injury or illness (to an employee or a member of the employee's immediate family) causes the employee to miss more than 2 days of work. LTI hours may also be used for bereavement.

Flexible Spending Accounts. Employees may enroll in a FSA in order to pay for qualified medical expenses and work-related dependent care expenses with before-tax dollars that have been deducted from an employee's pay.

The salary structure design includes:

- Hiring range is 86-90% of market point
- Temporary/Seasonal Employees (who receive no benefits) may be hired at 91% of market point their first season and re-hired at 96% for subsequent seasons
- Range minimum is 86% of market point
- Proficient performance is 91 to 95% of market point
- Market Range is 96% to 110% of Market Point
- Consistent Superior Performance is 111 to 120% of Market Point

The market range represents the general average of what other employers are paying for similar jobs in the County’s market area. The market area is defined as the area in which the county competes for qualified applicants and employees, understanding that it could be different for various types of jobs. It includes the local area, public and private employers, and counties of similar size and economic conditions within the regional area or state of Idaho.

The market range is a 15% range that is 5% below and 10% above the market point. It represents external competitiveness and will directly impact the County’s ability to attract and retain qualified employees. At least every two years and preferably every year, the County will evaluate the need for a market adjustment to the pay structure to ensure it remains competitive in the market area. A market adjustment is an adjustment to the pay scale, not to individual salaries unless the individual falls below the minimum of the salary range.

With this salary structure, pay rate increases will be based on good, competent performance and consistency of performance over time. Longevity plays a very small part in pay recognition. While length of service often results in increased job knowledge and capability, the County will focus on how that knowledge, capability and skill is demonstrated through job performance.

The pay for performance philosophy provides an opportunity for every employee to receive increases based on individual performance. Increase amounts will be determined based on allocated and budgeted funds for performance increases.

PAY STRUCTURE REVISION

Salary ranges should be updated on a regular basis either annually or every other year to continue to reflect the County’s market competitiveness.

The salary range updates are designed to relieve any upward pressure on range minimums, midpoints and maximums that may impede the County’s ability to attract, motivate and retain its workforce. Updates to the salary structure are referred to as “Market Adjustments.” *Market Adjustments differ from the common Cost of Living Increases because they are not automatic increases for employees.* The Market Adjustment will realign the salary pay ranges to competitive levels; employees will re-earn or gain their position in the updated range based on performance.

The salary structure is dynamic; it needs to be revised at regular intervals based upon market conditions to maintain the County’s market competitiveness. The goal is to keep the structure’s market rates on track with market data. As such, it is important for the County to continue to monitor market rates to attract and retain qualified employees. The County shall conduct a formal salary survey based upon the established benchmark positions and labor market employers at least every four years. In the “off” years, it is advisable to contact market employers to obtain data on the market adjustments they will make to their salary schedules for an appropriate adjustment.

Market adjustments will be applied to the salary schedule at least every two years.

The market adjustment will be built into a salary merit matrix (explained under “Merit Increases” below). The matrix is designed each year based on funding; it may provide for a market adjustment to the salary schedule and pay for performance increases to some employees.

MANAGING EMPLOYEE MOVEMENT THROUGH THE RANGE

The salary range, for administrative purposes, is divided into four target areas that are used in conjunction with objective performance appraisal procedures.

Target Area A is the Hiring Range (86-90% of market). This target area includes a 5% hiring range (from the minimum to 90% market ratio); it represents the pay rates for which applicants may be hired based on