

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Mark McCauley, County Administrator
Sarah Melancon, Human Resources Director

DATE: December 23, 2024

SUBJECT: Amending Pay Rate for Jefferson County's Administrator in Resolution No. 53-1014-24R

STATEMENT OF ISSUE:

On October 14, 2024 the Board of County Commissioners Adopted the 2024, 2025, & 2026 Salary Schedules for the FLSA and Exempt Management and Professional Employees in Resolution No. 53-1014-24R. In that Resolution the County Administrator pay rate was listed as a flat rate. For consistency with other FLSA and Exempt Management and Professional Employees, the County Administrator position compensation should also be established as a wage range.

ANALYSIS:

The current, adopted wage rate for the County Administrator in Resolution No. 53-1014-24R is listed as a flat rate, with no dollar amount. A flat rate is inconsistent with the methodology used to establish a wage range for other FLSA and Exempt Management and Professional Employee positions. A wage range allows for clear communication of the pay rate for a position, and any year to year increase as approved by the Board of Commissioners. The Human Resources Director completed an analysis of the pay rate for County Administrator positions for comparable counties to determine the appropriate rate.

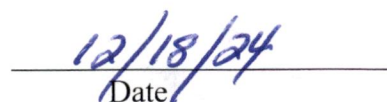
In addition, advertising and recruiting for vacant positions requires the establishment of a wage range which allows the hiring authority to establish the rate in response to an applicant's qualifications and experience.

RECOMMENDATION:

Adopt the Amended resolution to establish a pay range for the County Administrator position.

REVIEWED BY:


Mark McCauley, County Administrator


Date

STATE OF WASHINGTON
County of Jefferson

In the Matter of Amending Pay Rate for Jefferson County's Administrator in Resolution No. 53-1014-24R Longevity Pay, Personal Time Off (PTO) and the 2023 Salary Schedule and Adopting the 2024, 2025, & 2026 Salary Schedules for the FLSA and Exempt Management and Professional Employees

RESOLUTION NO.

WHEREAS, on October 14, 2024, the Jefferson County Board of County Commissioners Adopted the 2024, 2025, & 2026 Salary Schedules for the FLSA and Exempt Management and Professional Employees in Resolution No. 53-1014-24R; and

WHEREAS, after review by the Human Resources Director, County Administrator and Board of County Commissioners it has been determined that the pay rate for County Administrator should be set at a wage range rather than as a flat rate as adopted by the County Commissioners in Resolution No. 53-1014-24R; and

WHEREAS, the Human Resources Director completed a compensation analysis of comparable County Administrator wage ranges and established a wage range for Jefferson County's County Administrator position consistent with the results of that analysis; and

WHEREAS, the wage range for the Jefferson County Administrator's position, 2024 – 2026, is attached as ATTACHMENT A; and

WHEREAS, all other provisions of Resolution No. 53-1014-24R as approved and adopted on October 14, 2024, shall hereby stay the same and are still in affect and unless and until further action is taken by the Board of County Commissioners; and

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, WASHINGTON, HEREBY RESOLVE AS FOLLOWS:

Section 1. Whereas Clauses are Findings of Fact. The Jefferson County Board of Commissioners hereby adopts the above "Whereas" clauses as Findings of Fact.

Section 2. Purpose. The purpose of this resolution to amend the pay rate for Jefferson County's Administrator from a flat rate, as had been previously adopted by Resolution No. 53-1014-24R, to a wage range as is reflected in ATTACHMENT A.

Section 7. Severability. If any section, subsection, sentence, clause, phrase or section of this resolution or its application to any person or circumstance is held invalid, the remainder of this resolution or its application to other persons or circumstances shall be fully valid and shall not be affected.

Section 8. SEPA Categorical Exemption. This resolution is categorically exempt from the State Environmental Policy Act under WAC 197-11-800 (19).

Section 9. This change does not apply to the current county administrator.

Section 10. Effective Date. This resolution shall take effect and be in full force immediately upon approval and adoption by the Board of County Commissioners.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

ADOPTED and APPROVED this _____ day of December 2024.

SEAL:

JEFFERSON COUNTY BOARD OF
COUNTY COMMISSIONERS

Kate Dean, Chair
Commissioner District 1

Greg Brotherton, Member
Commissioner District 3

Heidi Eisenhour, Member
Commissioner District 2

ATTEST:

APPROVED AS TO FORM:

Carolyn Gallaway, CMC Date
Clerk of the Board

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

2024 FLSA UNION EXEMPT POSITIONS**ATTACHMENT 'A'**

POSITION TITLE	GRADE
County Administrator (contract position)	MG26
Community Health Improvement Plan Executive Director	Flat Rate
Community Health Improvement Plan Project Coordinator	Flat Rate
Public Works Director/County Engineer	MG23
Chief Civil or Criminal Deputy Prosecuting Attorney	MG23
Undersheriff	MG22
Central Services Director	MG22
Deputy Prosecuting Attorney III	MG22
Public Health Director	MG22
Community Development Director	MG22
Human Resources Director	MG21
Jail Superintendent	MG21
Engineering Services Manager/Assistant PW Director	MG21
Deputy Director of Public Health	MG21
County Finance Director	MG21
Port Hadlock Sewer - Wastewater Project Manager	MG21
Juvenile Services Director	MG20
Sheriff Chief Criminal Deputy	MG20
Public Works Road Operations Manager	MG20
Public Works Utility Manager	MG20
Planning Manager	MG20
Environmental Health & Water Quality Director	MG20
Community Health Director	MG20
Deputy Prosecuting Attorney II	MG20
Emergency Management Director	MG20
Building Official/Fire Marshal	MG19
Deputy Prosecuting Attorney I	MG19
District Court Administrator	MG19
Road Maintenance Superintendent	MG19
Solid Waste Manager	MG19
Environmental Health Manager	MG19
Water Quality Manager	MG19
Public Health Finance Manager	MG19
Public Health Supervisor	MG19
Public Works Financial Manager	MG19
Fleet Services Manager	MG18
Planning Supervisor	MG18
Principal Planner	MG18
Accountant - Auditor	MG18
Payroll Services Manager	MG18
Sheriff Chief Civil Deputy	MG18
Grants Administrator	MG18
Therapeutic Courts Coordinator	MG18
Parks & Recreation Manager	MG17
Clerk of the Board	MG17
Chief Deputy/Office Supervisor - Assessor	MG17

2024 FLSA UNION EXEMPT POSITIONS**ATTACHMENT 'A'**

Chief Deputy/Office Supervisor - Auditor	MG17
Chief Deputy/Office Supervisor - Clerk	MG17
Chief Deputy/Office Supervisor - Treasurer	MG17
Confidential Secretary - Sheriff	MG17
Administrative Services Manager - DCD	MG17
Human Resources Analyst II	MG17
Superior Court Administrator	MG16
Public Records Administrator	MG16
Human Resources Analyst I	MG16
Public Information Specialist - BOCC	MG16

Deputy Clerk of the Board	DCOB
Executive Assistant	EA
Executive Secretary II	ESII
Executive Secretary I	ESI

ATTACHMENT 'A'

EXEMPT WAGE TABLE EFFECTIVE JANUARY 1, 2024*

Increase 3%

Increase from
prior year 3%

	1	2	3	4	5	6	7
	3%	3%	3%	3%	3%	3%	3%
MG11	4,201.04	4,327.07	4,456.89	4,590.60	4,728.31	4,870.16	5,016.26
MG12	4,516.11	4,651.59	4,791.14	4,934.86	5,082.91	5,235.41	5,392.46
MG13	4,854.82	5,000.45	5,150.48	5,304.99	5,464.14	5,628.06	5,796.90
MG14	5,218.93	5,375.50	5,536.77	5,702.86	5,873.96	6,050.17	6,231.68
MG15	5,610.36	5,778.66	5,952.03	6,130.58	6,314.50	6,503.95	6,699.05
MG16	6,031.13	6,212.06	6,398.43	6,590.37	6,788.09	6,991.73	7,201.48
MG17	6,483.47	6,677.97	6,878.32	7,084.66	7,297.21	7,516.12	7,741.60
MG18	6,969.72	7,178.82	7,394.18	7,616.01	7,844.48	8,079.81	8,322.21
MG19	7,492.46	7,717.22	7,948.75	8,187.21	8,432.83	8,685.81	8,946.38
MG20	8,054.39	8,296.02	8,544.91	8,801.26	9,065.29	9,337.26	9,617.36
MG21	8,658.47	8,918.22	9,185.77	9,461.34	9,745.18	10,037.54	10,338.67
MG22	9,307.85	9,587.09	9,874.69	10,170.94	10,476.07	10,790.35	11,114.06
MG23	10,005.94	10,306.12	10,615.30	10,933.76	11,261.77	11,599.63	11,947.62
MG24	10,756.38	11,079.07	11,411.44	11,753.78	12,106.40	12,469.59	12,843.68
MG26	11,966.67	12,325.67	12,695.44	13,076.30	13,468.59	13,872.65	14,288.83

HOURLY EXEMPT

DCOB	34.16	35.85	36.94	38.06	39.18	40.37	41.58
EA	31.05	32.61	33.59	34.60	35.64	36.70	37.80
ESI	27.42	28.79	29.66	30.56	31.47	32.41	33.39
ESII	28.26	29.66	30.56	31.47	32.41	33.39	34.40
MG15	32.37	33.34	34.35	35.38	36.44	37.53	38.66

* Drop Steps 3,4,5 from 2023 table

Renumber Steps 1 - 7

Place dropped steps into new Step 1

Employees in Steps 3, 4, 5 shall be placed in New Step 1, with new anniversary date of Jan 1 for future steps

Employees in steps 6-12 shall be placed in new step having the same wage rate as employee currently earns

Increase wage 3%

ATTACHMENT 'A'

EXEMPT WAGE TABLE EFFECTIVE JANUARY 1, 2025

Increase
from prior
year 2%

	1	2	3	4	5	6	7
		3%	3%	3%	3%	3%	3%
MG11	4285.07	4413.62	4546.03	4682.42	4822.88	4967.57	5116.59
MG12	4606.44	4744.63	4886.97	5033.56	5184.57	5340.12	5500.31
MG13	4951.92	5100.46	5253.49	5411.09	5573.43	5740.63	5912.84
MG14	5323.31	5483.01	5647.51	5816.92	5991.44	6171.18	6356.32
MG15	5722.57	5894.24	6071.08	6253.20	6440.79	6634.03	6833.04
MG16	6151.76	6336.31	6526.40	6722.18	6923.86	7131.57	7345.51
MG17	6613.14	6811.53	7015.89	7226.36	7443.16	7666.45	7896.44
MG18	7109.12	7322.40	7542.07	7768.34	8001.37	8241.41	8488.66
MG19	7642.31	7871.57	8107.73	8350.96	8601.49	8859.53	9125.31
MG20	8215.48	8461.95	8715.81	8977.29	9246.60	9524.01	9809.71
MG21	8831.64	9096.59	9369.49	9650.57	9940.09	10238.3	10545.45
MG22	9494.01	9778.84	10072.19	10374.36	10685.6	11006.16	11336.35
MG23	10206.06	10512.25	10827.61	11152.44	11487.01	11831.63	12186.58
MG24	10971.51	11300.66	11639.67	11988.86	12348.53	12718.99	13100.56
MG26	12206.00	12572.18	12949.35	13337.83	13737.96	14150.10	14574.60

HOURLY EXEMPT

DCOB	34.85	36.57	37.68	38.83	39.97	41.18	42.42
EA	31.68	33.27	34.27	35.30	36.36	37.44	38.56
ESI	27.97	29.37	30.26	31.18	32.10	33.06	34.06
ESII	28.83	30.26	31.18	32.10	33.06	34.06	35.09
MG15	33.02	34.01	35.04	36.09	37.17	38.29	39.44

ATTACHMENT 'A'

EXEMPT WAGE TABLE EFFECTIVE JANUARY 1, 2026*

Increase
from prior
year 3%

	1	2	3	4	5	6	7	8
		3%	3%	3%	3%	3%	3%	3%
MG11	4413.63	4546.03	4682.42	4822.90	4967.57	5116.60	5270.09	5428.20
MG12	4744.64	4886.97	5033.58	5184.57	5340.11	5500.33	5665.32	5835.28
MG13	5100.48	5253.48	5411.10	5573.43	5740.64	5912.85	6090.23	6272.94
MG14	5483.01	5647.51	5816.94	5991.43	6171.19	6356.32	6547.01	6743.43
MG15	5894.25	6071.07	6253.22	6440.80	6634.02	6833.06	7038.04	7249.19
MG16	6336.32	6526.40	6722.20	6923.85	7131.58	7345.52	7565.88	7792.86
MG17	6811.54	7015.88	7226.37	7443.16	7666.46	7896.45	8133.34	8377.35
MG18	7322.40	7542.08	7768.34	8001.40	8241.42	8488.66	8743.32	9005.62
MG19	7871.58	8107.72	8350.97	8601.49	8859.54	9125.32	9399.07	9681.05
MG20	8461.95	8715.81	8977.29	9246.61	9524.00	9809.74	10104.01	10407.14
MG21	9096.59	9369.49	9650.58	9940.09	10238.30	10545.45	10861.82	11187.68
MG22	9778.84	10072.21	10374.36	10685.60	11006.17	11336.35	11676.45	12026.75
MG23	10512.25	10827.62	11152.44	11487.02	11831.63	12186.58	12552.18	12928.75
MG24	11300.66	11639.68	11988.87	12348.53	12718.99	13100.56	13493.58	13898.39
MG26	12572.18	12949.35	13337.83	13737.96	14150.10	14574.60	15011.84	15462.20

Hourly Exempt

DCOB	35.90	37.67	38.82	40.00	41.17	42.42	43.70	45.02
EA	32.64	34.27	35.30	36.36	37.46	38.57	39.72	40.92
ESI	28.81	30.26	31.17	32.12	33.07	34.06	35.09	36.15
ESII	29.70	31.17	32.12	33.07	34.06	35.09	36.15	37.24
MG15	34.02	35.04	36.10	37.18	38.29	39.44	40.63	41.85

* Add new Step 8