

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 4899

Sponsor(s): Alfred Jordan

Date: September 26, 2016

<p>SUBJECT</p>	<p>Action Requested  <input type="checkbox"/> Resolution  <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: <u>An ordinance repealing schedule IV to Chapter 2, Jackson County Code, 1984, relating to position titles and salaries ranges of County employees not within the merit system and enacting, in lieu thereof, one new schedule to the same subject.</u></p>																				
<p>BUDGET INFORMATION  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Amount authorized by this legislation this fiscal year:</td> <td style="width: 20%; text-align: right;">\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number;</td> <td style="text-align: center; vertical-align: middle;">FROM ACCT</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:          Department: _____ Estimated Use: \$ _____</p> <p>Prior Year Budget (if applicable): _____          Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number;	FROM ACCT										
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): _____          Prior resolutions and (date): _____</p>																				
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, &amp; phone): <b>Gina Robinson, Chief of Operations, 881-3369</b></p>																				
<p>REQUEST SUMMARY</p>	<p>The Jackson County Prosecutor's Office is requesting to change the salary ranges of certain job classifications i.e. (license attorney at law positions) based on a market analysis performed by the County's Human Resources department in an effort to attract and retain talent for the Jackson County Prosecutor's Office. The recommended change is as follows:</p> <table style="width: 100%;"> <tr> <td>Executive Assistant to Prosecuting Attorney</td> <td style="text-align: right;">\$29,580 – 54,000</td> </tr> <tr> <td>Secretary to Prosecuting Attorney</td> <td style="text-align: right;">\$26,410 - 40,940</td> </tr> <tr> <td>Deputy Prosecuting Attorney</td> <td style="text-align: right;">\$92,000-143,000</td> </tr> <tr> <td>Chief</td> <td style="text-align: right;">\$80,000-125,000</td> </tr> <tr> <td>Trial Team Leader</td> <td style="text-align: right;">\$[66,559.95 – 102,519] <b>\$77,150-120,000</b></td> </tr> <tr> <td>Assistant Prosecuting Attorney</td> <td style="text-align: right;">\$[44,000 – 102,519] <b>\$50,000-115,000</b></td> </tr> <tr> <td>Assistant Prosecuting Attorney I</td> <td style="text-align: right;">\$[44,000-67,775] <b>\$50,000-83,750</b></td> </tr> <tr> <td>Assistant Prosecuting Attorney II</td> <td style="text-align: right;">\$[52,000-82,000] <b>\$60,000-95,000</b></td> </tr> <tr> <td>Assistant Prosecuting Attorney III</td> <td style="text-align: right;">\$[57,000-90,000] <b>\$68,000-109,000</b></td> </tr> <tr> <td><b>Assistant Prosecuting Attorney IV</b></td> <td style="text-align: right;"><b>\$75,000-115,000</b></td> </tr> </table>	Executive Assistant to Prosecuting Attorney	\$29,580 – 54,000	Secretary to Prosecuting Attorney	\$26,410 - 40,940	Deputy Prosecuting Attorney	\$92,000-143,000	Chief	\$80,000-125,000	Trial Team Leader	\$[66,559.95 – 102,519] <b>\$77,150-120,000</b>	Assistant Prosecuting Attorney	\$[44,000 – 102,519] <b>\$50,000-115,000</b>	Assistant Prosecuting Attorney I	\$[44,000-67,775] <b>\$50,000-83,750</b>	Assistant Prosecuting Attorney II	\$[52,000-82,000] <b>\$60,000-95,000</b>	Assistant Prosecuting Attorney III	\$[57,000-90,000] <b>\$68,000-109,000</b>	<b>Assistant Prosecuting Attorney IV</b>	<b>\$75,000-115,000</b>
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	Chief Investigator \$41,075 - 67,775 Investigator II \$29,580 - 45,856 Investigator I \$26,410 - 40,940 Director \$75,000 - 110,520 Victim Services Director \$41,075 - 67,775 Program Administrator [\$75,000 - 110,520] \$80,000-125,000 Advisor to the Prosecuting Attorney \$29,580 - \$54,000												
	These positions are budgeted and therefore the amendment to Chapter 2. Any budgetary impacts as a result of these changes in salary will be funded by salary savings and reallocation of funds within the current FY16 budget.												
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)												
ATTACHMENTS													
REVIEW	<table border="1"> <tr> <td>Department Director:</td> <td><i>Juan Peters Baker</i></td> <td>Date:</td> </tr> <tr> <td>Finance (Budget Approval): <i>If applicable</i></td> <td></td> <td>Date:</td> </tr> <tr> <td>Division Manager:</td> <td><i>Marylou Brown</i></td> <td>Date: <i>9/21/16</i></td> </tr> <tr> <td>County Counselor's Office:</td> <td></td> <td>Date:</td> </tr> </table>	Department Director:	<i>Juan Peters Baker</i>	Date:	Finance (Budget Approval): <i>If applicable</i>		Date:	Division Manager:	<i>Marylou Brown</i>	Date: <i>9/21/16</i>	County Counselor's Office:		Date:
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Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # \_\_\_\_\_
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.