

**REQUEST FOR LEGISLATIVE ACTION**

Completed by County Counselor's Office:

Res/Ord No.: 4857

Sponsor(s): Dennis Waits

Date: June 13, 2016

<p><b>SUBJECT</b></p>	<p>Action Requested  <input type="checkbox"/> Resolution  <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: <u>An Ordinance repealing schedule I to Chapter 2, Jackson County code, 1984, relating to salary ranges of County associates not within the merit system and enacting, in lieu thereof, one new schedule relating to the same subject.</u></p>																		
<p><b>BUDGET INFORMATION</b>  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$0.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td>FROM ACCT  TO ACCT</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input checked="" 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:	\$0.00	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 / TO	FROM ACCT  TO ACCT								
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<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date):</p>																		
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Dennis Dumovich, Director of Human Resources, 881-3140</p>																		
<p><b>REQUEST SUMMARY</b></p>	<p>The Director of Human Resources recommends certain changes to the salary ranges for positions within the County Executive's staff to remain competitive and attract the most qualified candidates for vacant positions.</p> <p>The recommended revision to Schedule 1, Chapter 2 of the <u>Jackson County Code</u> is as follows:</p> <table> <thead> <tr> <th>POSITION</th> <th>RANGE</th> </tr> </thead> <tbody> <tr> <td>Division Chief (including Deputy)</td> <td>\$87,800 - 144,754</td> </tr> <tr> <td>Executive Senior Advisor</td> <td><del>[\$70,000 - \$105,000]</del> 75,000 – 120,000</td> </tr> <tr> <td>Senior Advisor</td> <td>\$55,000 - 75,000</td> </tr> <tr> <td>Executive Assistant to Division Chief</td> <td>\$29,580 - 50,000</td> </tr> <tr> <td>Administrative Assistant to Division Chief</td> <td>\$26,410 - 40,940</td> </tr> <tr> <td>Department Director</td> <td>\$75,000 - 110,520</td> </tr> <tr> <td>Assistant to Department Director</td> <td>\$65,000 - 86,550</td> </tr> <tr> <td>Secretary to Department Director or Division Chief</td> <td>\$26,410 - 40,940</td> </tr> </tbody> </table>	POSITION	RANGE	Division Chief (including Deputy)	\$87,800 - 144,754	Executive Senior Advisor	<del>[\$70,000 - \$105,000]</del> 75,000 – 120,000	Senior Advisor	\$55,000 - 75,000	Executive Assistant to Division Chief	\$29,580 - 50,000	Administrative Assistant to Division Chief	\$26,410 - 40,940	Department Director	\$75,000 - 110,520	Assistant to Department Director	\$65,000 - 86,550	Secretary to Department Director or Division Chief	\$26,410 - 40,940
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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	Department Director:	Date:
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager:	Date:
	County Counselor's Office:	Date:

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.