

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: September 6, 2022	PREPARED BY: Laura Stark, PW Admin & Finance						
Meeting Date Requested: September 13, 2022	PRESENTED BY: Craig Erdman, PW Director/County Engineer						
ITEM: (Select One) <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board <div style="text-align: right; margin-right: 100px;">Time needed: 15 minutes</div>							
SUBJECT: Approve Financial and Administrative Services Manager Job Description and Promotion of Current Administrative Assistant.							
FISCAL IMPACT:							
Annual Salary (Based on 2022 Step Matrix)							
	1	2	3	4	5	6	7+
Administrative Assistant Grade 17 (current)	\$62,088.00	\$65,208.00	\$68,473.60	\$71,947.20	\$75,566.40	\$79,352.00	\$83,366.40
Financial and Administrative Services Manager Grade 19 (proposed)	\$75,150.40	\$78,915.20	\$82,888.00	\$87,068.80	\$91,457.60	\$96,033.60	\$100,880.00
Cost to County	\$13,062.40	\$13,707.20	\$14,414.40	\$15,121.60	\$15,891.20	\$16,681.60	\$17,513.60
BACKGROUND:							
<p>In 2012, the Financial and Administrative Services Division for Franklin County Public Works was reorganized, with the newly appointed Public Works Director managing the division. At that time, the remaining administrative staff was comprised of the Confidential Secretary who worked closely with the Franklin County Public Works Director in evaluating the needs and functions for Public Works. In 2014 staffing changes consolidated the administrative and cost accounting functions of the Public Works Department into a centralized location, promoting the then Confidential Secretary to Administrative Assistant. This change allowed the Public Works Director and County Engineer to focus more energy and devote the necessary time to the Strategic Workload of the Public Works Department while adequate resources (staffing) were assigned to complete the day-to-day administrative, financial and secretarial workload. The current Administrative Assistant has been with the Public Works Department since 2007 and has shown consistent growth and expertise, working diligently to develop policies and procedures as well as a culture focused on an increase in efficiency, accountability, and reduction of departmental risk.</p> <p>In January 2022, at the request of the newly appointed Public Works Director/County Engineer, Laura Stark worked with the former Human Resources Director to conduct a market analysis and compensation study of like positions throughout the US, and specifically Grant, Pierce, Benton and Yakima Counties, as well as City of Pasco, Richland, Kennewick, Yakima and West Richland. This matter was discussed with the Human Resources Director prior to their departure from Franklin County and the updated job description and compensation rate created by Public Works is in alignment with the HR Directors recommendation at that time.</p> <p>The proposed job description of Financial and Administrative Services Manager accurately reflects the level of expertise and responsibility that the current Administrative Assistant provides. Promotion of the current Administrative Assistant, grade 17 to Financial and Administrative Services Manager, grade 19 is consistent with the goals and succession planning of the Public Works Department.</p>							

RECOMMENDATION:

Staff recommends that the proposed job description for Financial and Administrative Services Manager, Grade 19, be adopted and further recommends that Laura Stark be promoted from Administrative Assistant, Grade 17 to Financial and Administrative Services Manager, Grade 19 step 4. A Personnel Action Form has been prepared with a placement of Grade 19, step 4 pursuant to the Franklin County Personnel Policy, Section IV. Salary Administration and Compensation Review, item E. Promotions.

COORDINATION: This matter has been discussed with and is supported by Craig Erdman, Public Works Director/County Engineer, Laura Stark, Public Works Administration & Finance, Keith Johnson, Franklin County Administrator.

SUGGESTED MOTION:

I hereby move that the Board of Franklin County Commissioners, approve the proposed Financial and Administrative Services Manager job description; and

I further move to promote the current Administrative Assistant, Grade 17 to the Financial and Administrative Services Manager position at Grade 19, Step 4 effective September 13, 2022, and that the Chairman of the Board of Franklin County Commissioners be authorized to sign the attached Personnel Action Form.

ATTACHMENTS:

- Proposed Job Description for Financial and Administrative Services Manager
- Proposed Resolution
- Proposed Personnel Action Form
- Public Works Department Organization and Staffing Needs

HANDLING / ROUTING:

Clerk of the Board – Original Resolution

Human Resources Department – Job Description, Original Personnel Action Form, Copy of Resolution

Public Works Department (Laura Stark) – Copy of Resolution, Copy of Personnel Action Form

I certify the above information is accurate and complete.



Craig Erdman, Public Works Director/County Engineer

FRANKLIN COUNTY RESOLUTION _____

BEFORE THE BOARD OF COMMISSIONERS OF FRANKLIN COUNTY WASHINGTON

PROMOTING LAURA STARK TO FINANCIAL AND ADMINISTRATIVE SERVICES MANAGER

WHEREAS, the promotion of Craig Erdman P.E., County Engineer/Assistant Public Works Director to Public Works Director/County Engineer by the Board of Franklin County Commissioners in January of 2022 has precipitated a reorganization of the Public Works Department; and

WHEREAS, due to the reorganization of the Public Works Department, a job description for Financial and Administrative Services Manager has been created; and

WHEREAS, the Public Works Director/County Engineer believes that the Financial and Administrative Services Manager job description reflects the duties, responsibilities, and level of expertise required of the position; and

WHEREAS, Laura Stark, has assumed the duties reflected in the proposed Financial and Administrative Services Manager job description; and

WHEREAS, the Public Works Director/County Engineer recommends that Laura Stark be promoted to the Financial and Administrative Services Manager position; and

WHEREAS, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and finds the Financial and Administrative Services Manager job description as being in the best interest of Franklin County;

NOW, THEREFORE, BE IT RESOLVED that the Board of Franklin County Commissioners approve the job description for Financial and Administrative Services Manager; and

BE IT FURTHER RESOLVED that Laura Stark, Administrative Assistant be promoted to Financial and Administrative Services Manager at a Grade 19, effective September 13, 2022; and

BE IT FURTHER RESOLVED that the Chairman of the Board of Franklin County Commissioners be, and hereby is, authorized to sign the attached Personnel Action Form.

APPROVED this 13th of September 2022.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Chair Pro Tem

Attest: _____
Clerk of the Board

Member



Franklin County Personnel Action Form

(Check personnel action below, then fill out corresponding section)

☐ New Hire ☐ Re-Hire ☒ Position Change ☐ Pay Change ☐ Employment Separation ☐ Leave

Employee Name: STARK, LAURA Effective Date of Change: SEPTEMBER 13, 2022

Department: PUBLIC WORKS-COUNTY ROAD Submitted Date: _____

☐ New Hire ☒ Position Change* ☒ *Action Type: Promotion
☐ Re-Hire ☐ Pay Change* ☐ Performance Evaluation: Select one

For position changes/new hire/re-hire
 Please select at least one from each column below

Job Title: FINANCIAL AND ADMINISTRATIVE SERVICES MANAGER
 Department Title: COUNTY ROAD
 Department ID #: 150-000-001
 Grade/Step: 19-4
(If N/A, enter Salary or Hourly rate)
 Resolution #: _____
(If Applicable)

Employment Type
☒ Full-Time
☐ Part-Time
☐ Seasonal/ Temporary
 # of Months: _____
(Maximum 120 Working Days)
☐ Variable/ On-call
☐ Provisional

Schedule
☐ 7.5 Hours/Day
☒ 8 Hours/Day
☐ Public Safety
☐ Flex
☐ Hourly
 # Hours/Day: _____
 # Days/Week: _____

Comments:

Employee Separation:

Separation Type:

(Select one, please submit corresponding notice with PAF)

Last Date Physically Worked: _____

☐ Voluntary Termination
☐ Involuntary Termination

Leave hours to Pay Out?

☐ Yes* ☐ No

* Please submit payout form to HR
 following employee's last date physically worked

Leave:

Last Date Physically Worked: _____

☐ Family and Medical Leave (Report hours used to HR for tracking) ☐ Paid
☐ Military (Report hours used to HR for tracking) ☐ Unpaid
☐ Administrative
☐ Other (Please Specify): _____

Leave Begin Date: _____

Leave End Date: _____

Authorization/Approval Signatures

Commissioner (If Applicable)	X	_____/_____/20__
Elected Official/Department Head	X <i>Craig Erdman</i>	09/07/2022
Supervisor (If Applicable)	X	_____/_____/20__
Human Resources	X	_____/_____/20__

For Human Resources Use Only:

☐ Original Document- HR ☐ Electronic Copy- Payroll ☐ Electronic Copy- EO/Dept. Head ☐ Salary Matrix Wage Verification - Matrix Resolution #: _____
☐ Entered into One Solution - PCN #: _____ Term Cd 2: _____ ☐ Entered into Benefits Admin System
☐ HR Audit _____

Revised 12/2021



FRANKLIN COUNTY JOB DESCRIPTION

Financial and Administrative Services Manager Public Works

Effective Date: September 2022	Bargaining Unit: N/A
Department: Public Works	FLSA Status: Exempt
Reports to: Public Works Director	PCN:
Grade/Salary Schedule: Grade 19 / NB80	

SUMMARY

The Financial and Administrative Services Manager is a senior level position directing a wide range of complex financial, budgetary, and administrative management functions in the Public Works Department. The position ensures the financial integrity of all budget and accounting activities in alignment with State and Federal Laws, industry standards, and accepted financial and business practices.

ESSENTIAL FUNCTIONS OF THE JOB

- Lead department-wide business, administrative, and accounting processes, financial management, budget development, financial planning, and controls.
- Ensure all accounting actions, contracts and grants are sound, comply with generally accepted accounting principles, and conform to Department policies and procedures. Exercise proper financial control over budgetary expenditures and the appropriateness of expenditures. Identify major variances and report them to the Department Director.
- Take a lead role along with senior management in development, presentation, and implementation of the department's budgets for operations, capital, maintenance, and administration. Serve as an integral member in the preparation of long- and short-term financial plans for the department.
- Manage and direct work in all financial and administrative matters. Deploy appropriate management training, sound budgetary practices, and prudent fiscal management.
- Provide oversight of required financial audits.
- Monitor department inventory and provide support, training, and troubleshooting for individual division inventory recordkeeping.
- Prepare and present matters for the Board of Commissioners as needed.
- Provide assistance to staff on complex problems, guidance and support to management and staff, and collaborate to identify and resolve issues.
- Support development, measurement and execution of the mission, goals, and objectives of the department, its divisions, and individual work groups.
- Provide consistent interpretation and application of laws, rules, policies, and procedures.
- Pursue self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.
- Lead the staff selection process activities and provide or coordinate department new employee orientation, including County and department policies and/or employee handbooks, and initial position training.

FRANKLIN COUNTY JOB DESCRIPTION
Financial and Administrative Services Manager
Public Works

- Evaluate and communicate consistent and timely performance feedback, coaching, performance evaluations, and improvement plans to employees. Identify, coordinate, or provide training or development activities as needed to enhance employee's effectiveness.
- Serve as the Safety Officer for the Department
- Serve as the Public Records Officer for the Department. Direct and guide staff as needed in the timely response to Public Records Requests.

KNOWLEDGE, SKILLS, AND ABILITIES

- Expert knowledge of modern principles, methods, and practices in Public Works Administration and Financial matters.
- Expert knowledge of Franklin County business and financial acumen and the application and interpretation of Franklin County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment.
- Proficient knowledge of principles and practices of management as applied to supervision, training, performance evaluations, program planning, staffing, budgeting, coordination, analysis, and evaluation of programs, policies, operational needs, and staff development.
- Proficient knowledge of principles and practices of governmental fiscal management including budget preparation, expenditure control, and sound record keeping.
- Proficient project management skills including creating scope and sequence, communication, leadership (providing direction, vision, coaching team, sound judgment, issue and conflict resolution, and effective decision making), negotiation, team building, use of project management tools and techniques, organizational savvy, personal organization, risk management, and breadth in specific application or industry knowledge.
- Proficient troubleshooting skills to resolve issues or problems by analyzing trends and problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and communicating and/or implementing recommendations in support of goals and maintaining compliance.
- Expert time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- Proficient Skills in Microsoft Office Suite, the internet for research and the ability learn the County-wide and department enterprise resource planning software or systems.
- Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive and confidential information.
- Ability to write and speak clearly and concisely and to express ideas and recommendations effectively, orally, and in writing.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment.
- Ability to lead the department by remaining open to new ideas and approaches, managing and influencing change, solving problems and making decisions, managing politics and influencing others, taking risks and innovating, setting vision and strategy, managing the work, demonstrating commitment to staff development, communicating information and expectations often and openly, enhancing business skills and knowledge, understanding and navigating the organization, and creating a feeling of succeeding and failing together.
- Ability to effectively present information, findings, proposals, training, or other information to a variety of audiences by clearly articulating, engaging the audience, assessing the needs of the audience, and using appropriate materials to help audience understand the message.

FRANKLIN COUNTY JOB DESCRIPTION
Financial and Administrative Services Manager
Public Works

- Ability to identify and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines, and communicate changes and progress to staff.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
 - constantly: in an office environment, and
 - occasionally: near moving mechanical parts.
- The noise level in the work environment is usually moderate, a typical office environment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
 - constantly: sit for extended periods of time and use hands and/or fingers to handle, feel, or operate equipment or tools, and
 - frequently: talk or hear and reach with hands and arms, and
 - occasionally: stand or walk for extended periods of time, climb, pull, push or balance, and stoop, kneel, crouch, or crawl.
- carry or transport up to 50 pounds occasionally.
- have peripheral vision, depth perception, the ability to adjust focus, and have close vision (1-20 inches) and distance vision (20 feet or more).

QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Finance, Business Administration, Public Administration, or a closely related field is required
- Two years of supervisory or management experience.
- Four years of progressively responsible work experience in monitoring and developing large complex budgets with multiple funds, accounting, financial planning.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

PREFERRED EDUCATION AND EXPERIENCE

- Master's Degree or CPA Certification is highly desired.
- Supervisory or management experience with a municipal entity.

FRANKLIN COUNTY JOB DESCRIPTION
Financial and Administrative Services Manager
Public Works

LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Valid driver's license if driving a vehicle for County business.

OTHER DUTIES DISCLAIMER

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

FRANKLIN COUNTY
PUBLIC WORKS DEPARTMENT



*Public Works Department Organization
And Staffing Needs*

26 July 2022

Prepared by:

Craig Erdman

Craig Erdman, PE

Director/County Engineer

Table of Contents

Overview	3
Background	3
Past Model	3
Vision Moving Forward	4
1. Immediate needs of the department:.....	4
2. Restructuring and Reclassification of Management Staff:.....	4
3. Restructuring and Reclassification of Technical and Maintenance Staff:.....	5
Financial Summary	6
Conclusions and Recommendations	6

Overview

The purpose of this document is to address the organization and staffing needs of the Public Works Department in order to better serve the citizens of Franklin County.

Background

Several changes have occurred in the Public Works Department over last year. Departure of the Connell Road Supervisor in August of 2021 and the departure of the Public Works Director in January of this year have required our department to re-organize internally on an ad-hoc basis with duties and responsibilities being redistributed to staff members in such a way that maximized the department's capabilities. This has created a situation where some staff members have had to take on duties and responsibilities that are currently outside the scope of their current positions.

The current situation has also afforded the Public Works Department the opportunity to evaluate its current and future needs in regard to staffing, organizational structure, technical capability, employee recruitment, and employee retention.

Past Model

Historically the Public Works Department has utilized a fairly traditional and reactionary approach in defining staffing needs. This has included the following:

- Staff planning as a component of the department's annual budget planning process in that it requested specific managers/supervisors to define future staffing needs for the year of the planning period (usually in terms of headcount, not required capabilities). This process was at a very low level of detail and was based on common planning parameters (e.g., Engineering & Traffic Services Division define requirements at a job-specific level for the coming year based on the Annual Construction Program).
- Creation of positions based on the current needs without any regard for the future needs of the department. This in turn has contributed to the development of limited use employees. These employees can do one thing extremely well, and no one else in the organization knows how to, or can do their job. This is not, and has not been without great risk to the department.

Unfortunately, this approach has done very little in identifying the overall of needs, and never resulted with specific staffing and development plans that were actually implemented. Instead, this approach has contributed to inefficiencies, poor usage of resources, and risk. These can be defined as follows:

- Hiring of new employees (temporary or otherwise)
- Training and/or education of temporary or short term employees
- Divisions that are over/under and/or inappropriately staffed
- Lack of necessary succession plans
- Reductions-in-force (employee lay-offs, employee resignations)
- Employees completing work outside of their capabilities and/or current classification
- Lack of necessary cross training and backup of core duties and functions

- Inability to attract and retain quality employees

Vision Moving Forward

The Public Works Department continues to evolve and a more strategic approach will provide greater benefit to the department in the short-term and long-term future. The purpose of a more strategic approach is to define and integrate short term staffing actions with the longer term context of business strategy, and to identify and develop a skilled workforce to meet the changing needs of the department. Through the utilization of a strategic approach, we will improve our ability to:

- Recruit, develop, and deploy the talent required to meet future demands.
- Adjust overall staffing to meet our changing business issues.
- Improve staff utilization.
- Retrain or redeploy employees as our organizational needs change.
- Address critical employee and organizational resource issues in an organized and integrated way.
- Identify strategic staffing succession plans and set organizational goals.
- Enhance more efficient use of resources.
- Achieve a more diverse workforce.
- Increase the capability of the department.

1. Immediate needs of the department:

- a) Appointment of Assistant Director to fill the chain of command void left by the combining of the Public Works Director and County Engineer (County Engineer formerly served as Assistant Director).
- b) Appointment of Chief of Road Maintenance Operations (formerly Road Superintendent). These duties are currently being filled by a Road Supervisor which are outside the scope of that position.

2. Restructuring and Reclassification of Management Staff:

The future of the Public Works Department depends, first and foremost, on the professional leadership of the department and its divisions with well-defined goals, responsibilities, and chain of command. Division Management is critical to the success of the department and its director. Therefore:

The Public Works Department has provided the Human Resources Department with documentation to request the reclassification of the Administrative Assistant to Financial and Administrative Services Manager, the reclassification of the Shop Supervisor to Fleet Manager, and the re-establishment of the Assistant County Engineer position(to be filled when circumstances and budget allow).

The Financial and Administrative Services Division provides the Public Works Department with professional financial analysis, budgeting, cost accounting, procurement management, and various other duties which are essential to the operation of the department. Professional management is the key to success of that division.

The Motor Vehicle Division is responsible for the acquisition and maintenance of vehicles and equipment used throughout the County. Proper fleet management is essential to efficient and effective use of these critical resources.

The Assistant County Engineer will serve either as the assistant director or the Engineering Services Manager depending on the needs of department and qualifications of potential candidates. The position is needed assist the Director/County Engineer in providing professional engineering services to the County and direct supervision of engineering staff. This position will allow the recruitment, and/or development of professional engineering staff.

The Solid Waste Division will be evaluated for updates as recent legislative changes are remanded to the County for implementation.

3. Restructuring and Reclassification of Technical and Maintenance Staff:

Retention and development of public works staff is critical for the future of the department. Employees bring with them many skills and abilities. Developing and adding to these skills and abilities strengthens the capabilities of the department to serve the citizens of Franklin County. Retaining skilled employees and their knowledge saves the citizens of Franklin County time and money. The cost in time and money to hire and train new employees is significant with it taking several months to several years to replace skills and knowledge lost.

Current structure of the Administrative, Road Maintenance, Traffic Services and Motor Vehicle divisions stymie development and retention of these employees. Incentives to further develop skills and capabilities do not currently exist in these divisions. To that end, the Public Works Department proposes the following changes to their structure:

Administrative Division: Development of the position of Chief Analyst. The department will develop a job description for this position that will reflect the need the department has for advanced analytical and financial skills. This will make available to employees in that division that pursue advanced education and skills and the ability to further their careers.

Road Maintenance Division: The conversion of Equipment Operator I, Equipment Operator II, and Road Maintenance Lead Technician to Road Maintenance Technician I, II, III to allow for further advancement of staff based on experience, skill, and leadership qualities rather than on quasi-billeted positions that currently exist.

Traffic Services: Currently, the Public Works Department has only one Traffic Technician classification. When the position was first created, the job consisted mostly of maintaining the

County's sign inventory. Over the years, this position has morphed into a highly technical position that requires advanced knowledge of traffic control procedures and laws, training of staff members to perform traffic control duties, maintenance of advanced traffic control devices, development and maintenance of striping and painted symbols, as well as inventory control. The department proposes that the Traffic Technician position be converted to Traffic Technician I, II, III consistent with the Engineering Technician I, II, III positions. This will allow for the proper classification of staff and the ability to add both temporary and permanent staff to this unit when necessary.

Motor Vehicle Division: The conversion of Lead Mechanic to Mechanic III to further advancement of staff based on experience, skill, and leadership qualities rather than on quasi-billeted positions that currently exist.

Financial Summary

The projected costs of these changes are as follows:

See Attachment A

Based on the tables reference above as Attachment A, the total financial impact for the remainder of 2022 to the Public Works Department is **\$7,792.00 (approximate)**. Future budgeting will allow for Cost of Living Allowances and Step Increases as provisioned by the Board of County Commissioners.

Conclusions and Recommendations

Implementation of this plan will give the Public Works the ability to flexibly organize, develop and retain employees and increase capability in the future.

Therefore I recommend that proposed organizational changes be approved and the Public Works Department be permit to implement these changes as need and budget allow.

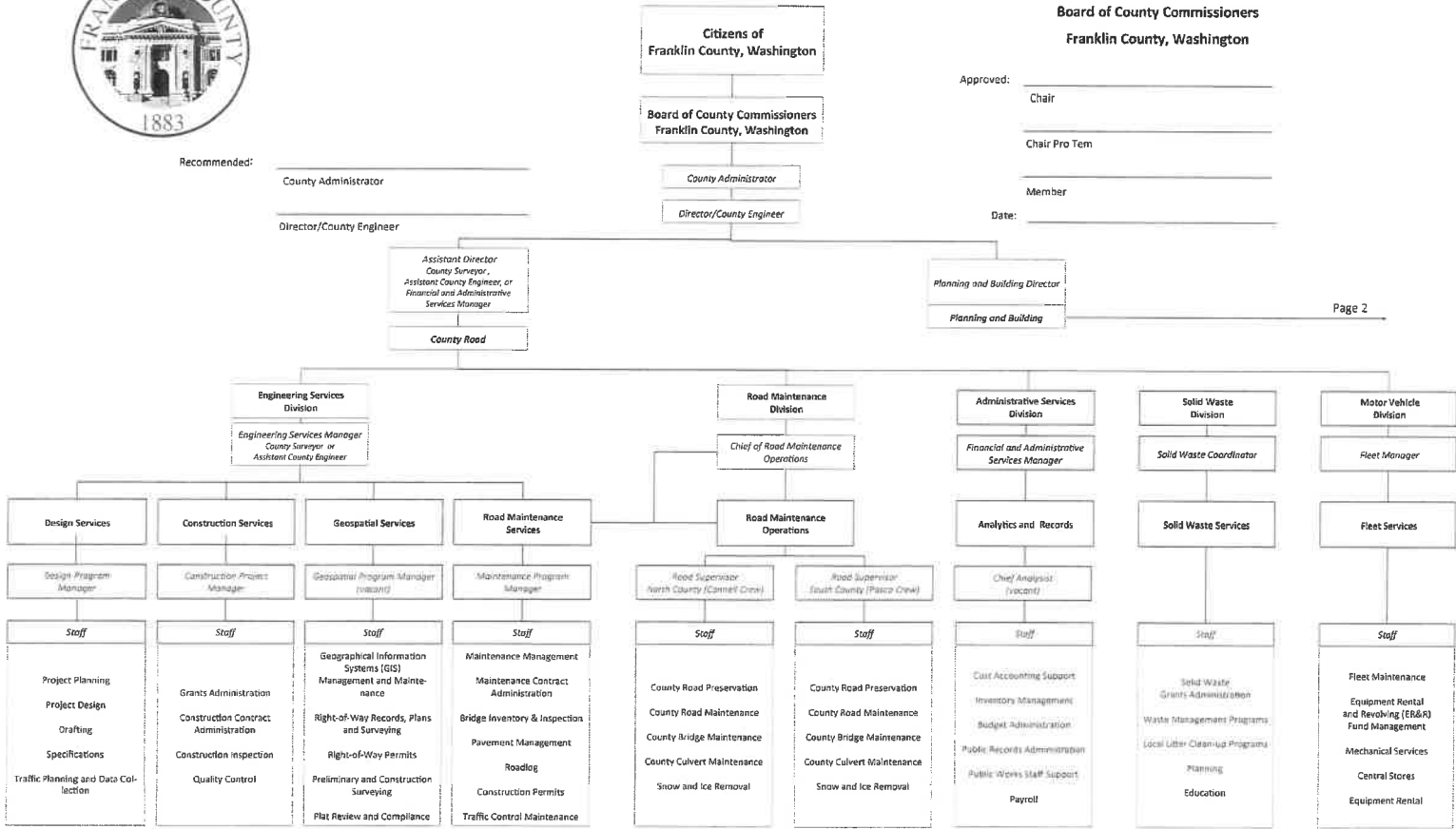


Public Works Department

Board of County Commissioners
Franklin County, Washington

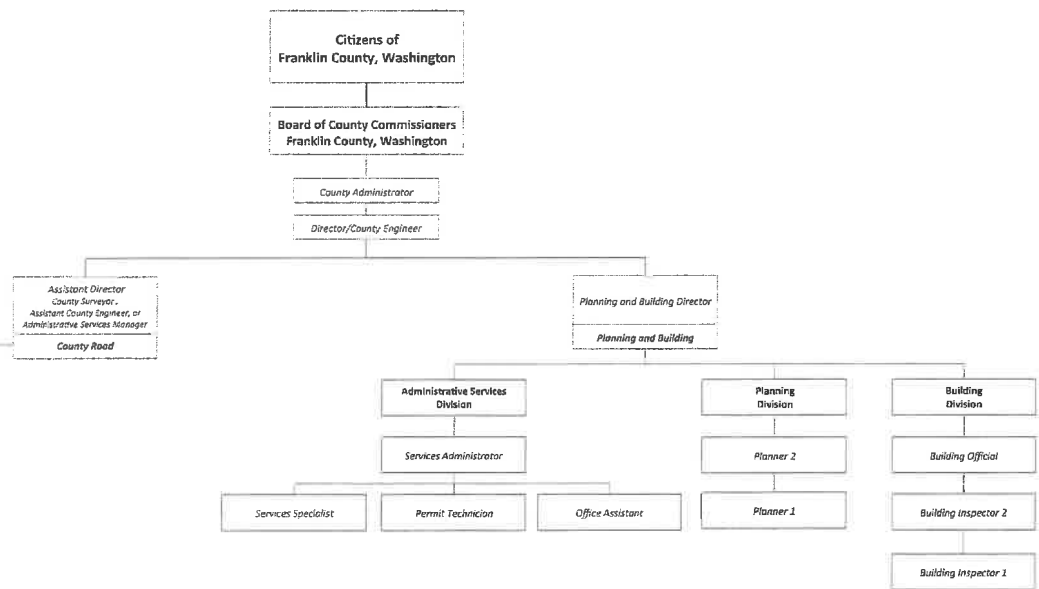
Approved: _____
Chair _____
Chair Pro Tem _____
Member _____
Date: _____

Recommended: _____
County Administrator _____
Director/County Engineer _____



Public Works Department

Page1



Franklin County Public Works Department Organization Plan

Appendix A

Annual Salary + Benefits & Taxes (Est.) - Based on 2022 Franklin County Seven Step Matrix – Grade 21

	1	2	3	4	5	6	7+
Assistant Public Works Director/County Surveyor Grade 22	\$100,068.80	\$105,081.60	\$110,364.80	\$115,939.20	\$121,763.20	\$127,878.40	\$134,284.80
Current rate of pay (Grade 20)	(\$82,680.00)	(\$86,819.20)	(\$91,187.20)	(\$95,804.80)	(\$100,609.00)	(\$105,643.20)	(\$110,968.00)
Cost to Department	\$17,389.80	\$18,264.40	\$19,180.60	\$20,138.40	\$21,159.20	\$22,241.20	\$23,316.80

Assistant Public Works Director/County Surveyor Grade 22, step 4	\$115,939.40
Current rate of pay Grade 20, step 7	(\$110,968.00)
Total Financial Impact for Remainder of 2022*	\$1,529.66

Annual Salary + Benefits & Taxes (Est.) - Based on 2022 Franklin County Seven Step Matrix – Grade 19

	1	2	3	4	5	6	7+
Chief of Road Maintenance Operations Grade 19	\$75,150.40	\$78,915.20	\$82,888.00	\$87,068.80	\$91,457.60	\$96,033.60	\$100,880.00
Current rate of pay (Grade 17)	(\$62,088.00)	(\$65,208.00)	(\$68,473.60)	(\$71,947.20)	(\$75,566.40)	(\$79,352.00)	(\$83,366.40)
Cost to Department	\$13,062.40	\$13,707.20	\$14,414.40	\$15,121.60	\$15,891.20	\$16,681.60	\$17,513.60

Chief of Road Maintenance Operations Grade 19, step 4	\$87,068.80
Road Supervisor Current Grade 17, step 7	(\$83,366.40)
Total Financial Impact for Remainder of 2022*	\$1,139.20

Annual Salary + Benefits & Taxes (Est.) - Based on 2022 Franklin County Seven Step Matrix – Grade 19

	1	2	3	4	5	6	7+
Financial & Administrative Services Manager Grade 19	\$75,150.40	\$78,915.20	\$82,888.00	\$87,068.80	\$91,457.60	\$96,033.60	\$100,880.00
Current rate of pay (Grade 17)	(\$62,088.00)	(\$65,208.00)	(\$68,473.60)	(\$71,947.20)	(\$75,566.40)	(\$79,352.00)	(\$83,366.40)
Cost to Department	\$13,062.40	\$13,707.20	\$14,414.40	\$15,121.60	\$15,891.20	\$16,681.60	\$17,513.60

Financial & Administrative Services Manager Grade 19, step 4	\$87,068.80
Administrative Assistant Current Grade 17 step 7	(\$83,366.40)
Total Financial Impact for Remainder of 2022*	\$1,139.20

Annual Salary + Benefits & Taxes (Est.) - Based on 2022 Franklin County Seven Step Matrix – Grade 19

	1	2	3	4	5	6	7+
Fleet Manager Grade 19	\$75,150.40	\$78,915.20	\$82,888.00	\$87,068.80	\$91,457.60	\$96,033.60	\$100,880.00
Current rate of pay (Grade 18)	(\$68,307.20)	(\$71,739.20)	(\$75,337.60)	(\$79,144.00)	(\$83,137.60)	(\$87,297.60)	(\$91,707.20)
Cost Increase/Decrease	\$6,843.24	\$7,176.00	\$7,550.40	\$7,924.80	\$8,325.00	\$8,736.00	\$9,172.80

Fleet Manager Grade 19, step 6	\$96,033.60
Shop Supervisor Current Grade 18 step 7	(\$91,707.20)
Total Financial Impact for Remainder of 2022*	\$1,331.20

Hourly Wage - Based on 2022 Public Works Seven Step Matrix – Grade 14, 15, 16 (16 is not on the 2022 County Road matrix)

	1	2	3	4	5	6	7+
Traffic Technician III Grade 16	\$27.13	\$28.49	\$29.92	\$31.44	\$33.02	\$34.68	\$36.43
Traffic Technician II Grade 15 step 7 current budgeted position= Traffic Technician	\$24.66	\$25.90	\$27.20	\$28.58	\$30.01	\$31.52	\$33.11
Traffic Technician I Grade 14	\$22.41	\$23.54	\$24.72	\$25.97	\$27.28	\$28.65	\$30.09
Total Financial Impact for Remainder of 2022	\$1,004.80						

Hourly Wage - Based on 2022 Public Works Seven Step Matrix – Grade 14, 15, 16 (16 is not on the 2022 County Road matrix)

	1	2	3	4	5	6	7+
Road Maintenance Tech III Grade 16 (proposed)	\$27.13	\$28.49	\$29.92	\$31.44	\$33.02	\$34.68	\$36.43
Road Maintenance Tech II Grade 15 current budgeted position = Equipment Operator II	\$24.66	\$25.90	\$27.20	\$28.58	\$30.01	\$31.52	\$33.11
Road Maintenance Tech I Grade 14 current budgeted position = Equipment Operator I	\$22.41	\$23.54	\$24.72	\$25.97	\$27.28	\$28.65	\$30.09

Annual Salary + Benefits & Taxes (Est.) - Based on 2022 Public Works Seven Step Matrix – Grade 17

	1	2	3	4	5	6	7+
Senior Analyst (proposed) Grade 17	\$62,088.00	\$65,208.00	\$68,473.60	\$71,947.20	\$75,566.40	\$79,352.00	\$83,366.40
Budget impact	\$62,088.00	\$65,208.00	\$68,473.60	\$71,947.20	\$75,566.40	\$79,352.00	\$83,366.40

*calculated as of 9/8/22 payroll cutoff