

11/19/2007

WASHINGTON COUNTY SALARY GUIDELINES

PURPOSE:

The following is Washington Counties Salary Guidelines by Departments. The goal of these guidelines is to provide Washington Counties personnel with continuity and equitable salaries related to their job requirements and description.

GENERAL GUIDELINES FOR COUNTY EMPLOYEE SALARIES/WAGES:

- A. In December of each year, the County Commissioners will consider the feasibility of granting a Cost of Living Allowance for all county employees. The over all, current trend in the United States and the State of Kansas is to give a yearly cost of living increase. Things that need to be considered prior to granting a COLA increase are:
 - 1. The economic state of Washington County
 - 2. National and State economic cost of living increases and its effect on increased cost to Washington County employees
 - 3. The current economic status of our farmers and agriculture based businesses, since this is where the largest portion of our tax base comes from.
- B. Each employee yearly will receive an evaluation for consideration of a merit raise.
- C. Base salary rate will be reviewed every year in December for a possible increase.

APPRAISER

1. **Appraiser I**, initial hire \$9.00
Works in the fields of personal property and agricultural land valuation
After 6 months training period \$.50/hr. raise
2. **Appraiser II** - \$.50/hr. increase
Obtains an RMA designation, which requires 6000 hrs. of experience
with 2000 hours in specified areas and completion of State certified
exams (2) along with 150 hrs. of designated class hrs.
3. **Deputy Director** - \$.50/hr. increase
An employee in the Appraisers Dept. appointed the designation to act
as the department head in the absence of the director.
4. **Appraiser** – starting salary will be negotiated at time of hire.

ATTORNEY

1. **Secretary** – starting wage \$9.00
After 6 month training period \$.50 increase
2. **Attorney**, newly elected will start at the current Attorney's salary

BUSINESS COORDINATOR

Starting salary will be negotiated at time of hire.

CLERK

1. **Payroll Clerk**, starting wage \$9.00/hr.
After 6 months training period, \$.50/hr. increase
2. **Election Clerk**, starting wage \$9.00/hr.
After 6 months training period, \$.50/hr. increase
3. **Deputy Clerk** - \$.50/hr. above current wage
4. **Clerk**, newly elected will start at the current Clerk's salary

EMERGENCY MANAGEMENT

Starting salary will be negotiated at time of hire.

HEALTH DEPARTMENT

1. **HSHV (Healthy Start Home Visitor)** starting wage. \$9.00
after 3 month training period \$.25/hr. increase
after KDEHE orientation \$.25/hr. increase
2. **Homemaker** – starting wage\$9.00
After 6 months training period \$.50/hr. increase
3. **Home Health Aide** – starting wage \$9.00
After certification, \$.25/hr increase
After 6 months training period \$.25/hr. increase
HHA hired with certification, starting wage \$9.50
After 6 months training period, \$.50/hr. increase
4. **Bookkeeper/Clerk/Receipt** – starting wage \$9.00
After 6 months training period \$.50/hr. increase
5. **LPN** – starting wage\$13.50
After 6 months training period \$.50/hr. increase
6. **RN** – starting wage \$16.50
After 6 months training period \$.50/hr. increase
Child Health Asses. Cert. \$.25/hr. increase
7. **County Health Nurse** – starting salary will be negotiated at time of hire

JANITOR

- Starting Wage \$9.00
After 6 months training period, \$.50/hr. increase

NOXIOUS WEED / SOLID WASTE

1. **Secretary** – starting wage \$9.00
After 6 months training period, \$.50/hr. increase
2. **Noxious Weed, recycling, transfer station, laborer**
Starting wage \$9.00
After 6 month training period \$.50/hr. increase
3. **Equipment Operator I** - \$.50/hr. increase.
Has CDL
- 4.. **Noxious Weed/Solid Waste Director** – starting salary will be
negotiated at time of hire

PUBLIC WORKS DEPARTMENT

1. **Laborer** \$9.00
After 6 months training period, ~~advance to Equipment Operator I~~
50¢ Increase
2. **Equipment Operator I** - \$.50/hr. increase
(Truck Driver, has CDL *& 6 months driving experience*)
3. **Equipment Operator II** - \$.50/hr. increase
Can operate a motor grader proficiently and one other piece of heavy equipment
4. **Equipment Operator III** - \$.50/hr. increase
Can operate a motor grader proficiently and other piece of heavy equipment and complete tasks with minimal supervision.
5. **Crew Chief** - \$.75/hr raise, over current wage
6. **Shop Foreman** – negotiated at time of hire
7. **Engineers Aide** - \$.75/hr. over current wage or starting
8. **Sign Technician** - \$.25/hr over current or starting wage
9. **Office Clerk** \$9.00
After 6 months training period \$.50/hr raise
11. **Secretary** - \$.50 over current or Office Clerk
12. **Administrator Assistant** \$12.00
After 3 months training period \$.50/hr. increase
13. **Public Works Administrator** – starting salary will be negotiated at time of hire
14. Employees obtaining ACI qualification shall receive additional compensation for ACI aggregate field tester and ACI concrete field tester. Compensation shall be \$1.00 per hour above the current hourly rate while performing ACI inspection.
15. **Mechanic** - \$.75 over current wage

REGISTER OF DEEDS

1. **Deputy Register of Deeds**, starting wage \$9.00
After 6 months training period, \$.50/hr. increase
2. **Register of Deeds**, newly elected will start at the current Register of Deeds salary

SHERIFF

1. **Deputy Sheriff I** – entry level \$10.50
Not KLETC qualified, no law enforcement experience
2. **Deputy Sheriff II** – upon completion of KLETC - \$.50/hr. increase
3. **Deputy Sheriff III** - \$.50/hr. increase after a completion of a 1 year
Training period
4. **Investigator** \$.75/hr. over current hourly wage ,w/o shift differential
5. **Juvenile Officer** – Position is task and training oriented. Salary/hour
wage is dependent on training and experience.
6. **Sergeant** – \$.50/hr. increase
7. **Under Sheriff** – at the current Under Sheriff's salary
8. **Sheriff**, newly elected – at the current Sheriff's salary
9. Part-time employees
 - a. **Deputy Sheriff PT I** – entry level \$9.50
Ride along/FTO pages; which will last initially for 2 months time.
An evaluation will then be conducted and determination will be
made whether to continue or stop FTO phase.
Not KLETC qualified; if the officer is already KLETC qualified at
time of employment he/she will start out at \$9.00 initially until
FTO phase of training is completed.
2 year training period starts
 - b. **Deputy Sheriff PT II** - \$.50 increase upon completion of KLETC
KLETC qualified.
 - b. **Deputy Sheriff PT III** - \$.50 increase upon completion of 2 yr.
training period
10. **Corrections Officer Trainee** \$9.25
A new hire that has not completed the initial training period including
classroom training. (Typically 4-8 weeks)
11. **Corrections Officer I** - \$.25/hr. increase over current wage
Has completed initial training period but is still considered in training
until the completion of their probationary period. (Typically 3 months)
the corrections officer must receive an acceptable evaluation or be
assigned additional training.
12. **Corrections Officer II** - \$.50/hr. increase over current wage
Has completed all training & the initial probationary period and
the initial probationary period and received an acceptable evaluation.
13. **Sergeant** - \$.50/hr. increase over current wage

TOURISM DIRECTOR

Starting salary will be negotiated at time of hire.

TREASURER

- 1. **Tax or Vehicle Clerk**, starting wage \$9.00/hr.
After 6 months training period, \$.50/hr. increase
- 2. **Clerk**, starting wage \$9.00/hr.
After 6 months training period, \$.50/hr increase
- 3. **Deputy Treasurer** - \$.50/hr. above current wage
- 4. **Treasurer**, newly elected will start at the current Treasurer's salary

911 DISPATCHER

- 1. Levels of Dispatchers:
 - a. **Dispatcher Trainee** \$9.00/hr.
Dispatcher trainee is a new hire that is training with a veteran dispatcher for the duration of the training period (4-6 weeks).
 - b. **Dispatcher I** - \$.50/hr. increase
Dispatcher I is a dispatcher who has completed the 4-6 weeks training period, but still considered under training. During this time, the dispatcher will complete additional training to include EMD, EMT, & NCIC certification.
 - c. **Dispatcher II** - (Base pay for EMD Dispatcher) \$.50 increase
Dispatcher II is a dispatcher who has within a 6 month period completed the required certification. The dispatcher will also be evaluated. The dispatcher must receive an acceptable evaluation or be assigned additional training. The dispatcher will also be given permanent status.
 - d. **Deputy Director** - \$.50/hr. increase
A dispatcher appointed the designation to act as the department head in the absence of the director.
 - e. **Communications Director** - starting salary will be negotiated at time of hire.
- 2. Shift differential
 - \$.15/hr. will be given to 4-12 shift
 - \$.25/hr. will be given to 12-8 shift

SEASONAL

- 1. Base pay \$8.50
- 2. Returning \$8.75
- 3. Part time \$8.75
- 4. Temporary \$8.75