



Agenda Item Summary

File #: 24-00882

Agenda Date: [Publish Date]

Agenda Item Name:

Fiscal Year (FY) 2024-2025 Revisions to the Non-Bargaining Pay Plan, add Employee Leave Coordinator and Climate Specialist, grade changes for Accreditation & Grants Manager, Employee & Labor Relations Manager and SR HR Analyst

Presenter:

Heather Akpan, Human Resources Director, Human Resources, 352-337-6165

Description:

The Employee Leave Coordinator is the reclassification of an existing Senior Staff Assistant position; Climate Specialist is a new FTE approved for FY25; Grade changes for Accreditation & Grants Manager, Employee & Labor Relations Manager and SR HR Analyst are due to assuming permanent supervisory responsibilities

Recommended Action:

Request approval of the Fiscal Year 2024- 2025 revisions to the Non-Bargaining Pay Plan.

Prior Board Motions:

The additions of classifications or changes to salary ranges on any of the Pay Plans must be approved by the Board of County Commissioners.

Fiscal Note:

The Senior Staff Assistant is reclassification of existing Senior Staff Assistant position. This is filled position which will result in an hourly rate increase from \$25.3704 to \$27.9074. Grade change (increase by one grade) for Accreditation & Grants Manager, Employee & Labor Relations Manager and SR HR Analyst due to assuming permanent supervisory responsibilities. This will be a 5% increase to the base hourly rate for employee. The increases for the Human Resources positions have been budgeted in FY25.

Strategic Guide:

All Other Mandatory and Discretionary Services

Background:

(1) Reclassification:

From: Position Title: Senior Staff Assistant; Exempt/Non-Exempt: Non-Exempt; Pay Grade: NBR 9 (\$19.9185 to \$30.4348 Hourly Rate; \$41,430.48 to \$63,304.38 Annual Rate)

To: Position Title: Employee Leave Coordinator; Exempt/Non-Exempt: Non-Exempt; Pay Grade: NBR 13 (\$24.3958 to \$38.6254 Hourly Rate; \$50,743.26 to \$80,340.83 Annual Rate)

Add New Classification (1):

Position Title: Climate Specialist; Exempt/Non-Exempt: Exempt; Pay Grade: NBR 20 (\$35.3981 to \$56.1125 Hourly Rate; \$73,628.05 to \$116,714.00 Annual Rate)

Grade Change (3):

From: Position Title: Accreditation & Grants Manager; Exempt/Non-Exempt: Exempt; Pay Grade: NBR 19 (\$33.6164 to \$53.2884 Hourly Rate; \$69,922.11 to \$110,839.87 Annual Rate)

To: Position Title: Accreditation & Grants Manager; Exempt/Non-Exempt: Exempt; Pay Grade: NBR 20 (\$35.3981 to \$56.1125 Hourly Rate; \$73,628.05 to \$116,714.00 Annual Rate)

From: Position Title: Employee & Labor Relations Manager; Exempt/Non-Exempt: Exempt; Pay Grade: NBR 19 (\$33.6164 to \$53.2884 Hourly Rate; \$69,922.11 to \$110,839.87 Annual Rate)

To: Position Title: Employee & Labor Relations Manager; Exempt/Non-Exempt: Exempt; Pay Grade: NBR 20 (\$35.3981 to \$56.1125 Hourly Rate; \$73,628.05 to \$116,714.00 Annual Rate)

From: Position Title: Senior Human Resources Analyst; Exempt/Non-Exempt: Exempt; Pay Grade: NBR 17 (\$29.9937 to \$47.4883 Hourly Rate; \$62,386.90 to \$98,775.66 Annual Rate)

To: Position Title: Senior Human Resources Analyst; Exempt/Non-Exempt: Exempt; Pay Grade: NBR 18 (\$31.5837 to \$50.0051 Hourly Rate; \$65,694.10 to \$104,010.61 Annual Rate)