

## Pay Plan Policy

### Dallas County, Iowa

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The County's compensation plan is based on an internal value system reflected in the classification of positions and on an external salary survey of comparable organizations to assure an equitable and competitive pay system. Dallas County adopted this classification system and pay plan ranges on January 1, 2021 and updated on July 1, 2024 upon completion of a salary survey and reclassification study completed by Condrey & Associates. The overall compensation system is enforced by the HR department by authority of the Board of Supervisors in order to achieve the County's goals of internal equity, budgetary compliance, and fair market value compensation for County employees on the Pay Plan.

#### Position Classification System

Dallas County uses an adapted version of the Factor Evaluation System (FES) to classify positions in the pay plan. The FES is a point-factor-comparison evaluation system that uses ten factors for the evaluation of jobs: Knowledge Required by the Position, Autonomy, Guidelines, Complexity, Scope and Effect, Personal Contacts, Purpose of Contacts, Physical Demands, Work Environment and Supervisory Responsibility. The factors are weighted (i.e. Knowledge Required by the Position counts more than Physical Demands). Each factor has several levels, and each level is assigned a specified number of points. The combined score on all the factors determines the total number of points for each position and its classification to a grade in the pay plan.

New position classifications and existing position reclassifications shall be completed by the Director of Human Resources and/or Condrey & Associates. To initiate the process, the Department Head or their designee shall complete a Request for Position Classification form found in Appendix C. The employee(s) in the position, or the Department Head if the position is vacant, shall complete a Position Analysis Questionnaire, found in Appendix D. If the Department Head is unsatisfied with the classification made by the HR Department, they may request an appeal by completing Part III of the original Position Classification form and submitting it to the Chair of the Board of Supervisors. The Chair will meet with the Department Head and HR to determine if the appeal should be taken to the Board of Supervisors for further discussion or action.

Position classification changes that result in a budgetary impact shall be approved in advance by the Board of Supervisors. A list of position classifications by grade can be found in Appendix A.

#### Salary Ranges

The pay plan consists of twenty-six grades with eighteen salary steps for positions within each grade. The salary ranges will be adjusted annually on the first day of the fiscal year by the cost-of-living adjustment approved by the Board of Supervisors.

#### External Market Comparison

When possible, Dallas County recognizes the following entities when conducting a fair market value salary comparison: Polk, Johnson, Dubuque, Story, Pottawattamie, Jasper, and Linn Counties; along with the City of Ames, City of Des Moines, City of Waukee, City of West Des Moines and The State of Iowa. When too few comparables exist from that list, the HR department will identify a reasonable alternative group for the purpose of salary comparison.

Every four- or five-years Dallas County will conduct an external market analysis of comparable organizations and make pay plan adjustment recommendations to the Board of Supervisors in order to maintain the fair market value of the pay plan.

Salary ranges within the pay plan can be found in Appendix B of this policy.

## Determining Initial Compensation

New employees may be hired up to salary step “E” and Department Heads may be hired up to salary step “I”. Transfers and/or promotions may be hired at the next highest step in the appropriate salary grade of the new position. For example: an employee who is in paygrade one (1) on step E (\$16.37/hour) accepts a job at paygrade three (3), they will be moved to step A in paygrade three (3) and given a one-step increase to step B (\$16.78/hour). Exceptions to this policy can be made by the Department Head completing the Request for Salary Exception form in Appendix E and returning it to the HR Department for submittal to the Board of Supervisors.

## Sheriff’s Office Employee Compensation

New and/or promoted employees in the following positions: Sheriff Sergeant, Jail Sergeant, Jail Lieutenant, and Certified Lieutenant will be hired at pay rate that is no more than four (4) steps below the majority of the current employees in that position’s pay grade and step. New and/or promoted employees will be eligible for a step increase every six months if they are meeting or exceeding the expectations of his/her job duties. The Sheriff reserves the right to hire/promote employees at any step not to exceed the current employees in the position. Employee salaries may be adjusted annually based on the cost-of-living adjustment and/or an annual merit increase. Employee salaries should be no less than 10% higher than the highest paid employee he/she manages. Salaries may be adjusted annually in an effort to maintain the 10% difference (see the two sections below).

## Secondary Roads Employee Compensation

All current employees in the following positions: Secondary Roads Operator, Operator III, and Mechanics, , will be placed on the same salary step, with the exception of an employee who receives an exceeding expectation rating on his/her annual performance review, who may be eligible for an additional step increase; or an employee who receives a needs improvement rating on his/her annual performance review, who is not eligible for a merit increase. New and/or promoted employees in the above positions will be hired at pay rate that is no more than four (4) steps below the current employees in that position’s pay grade and step. New and/or promoted employees will be eligible for a step increase every six months if they are meeting or exceeding the expectations of his/her job duties. The County Engineer reserves the right to hire/promote employees at any step not to exceed the current employees in the position. Employee salaries may be adjusted annually based on the cost-of-living adjustment and/or an annual merit increase (see the two sections below).

## Annual Cost of Living Adjustment

Annually the Board of Supervisors may adjust the salary ranges according to the cost-of-living adjustment (COLA) published by the Bureau of Labor Statistics. All employees on the pay plan are eligible for the COLA adjustment effective the first day of the fiscal year. COLA may be up to 100% of the previous calendar years’ 4<sup>th</sup> quarter Employment Cost Index (ECI) for State and Local Governments as stated by the Bureau of Labor Statistics. The COLA adjustment may be capped at a 6% increase.

## Annual Merit Increases

Each year employees on the Pay Plan may be eligible for a performance-based merit increase. Merit increases will be determined by the Employees’ Annual Performance Review and shall take effect on the first day of the fiscal year. Employees who are exceeding expectations (as reflected on his/her annual performance review) may be eligible for a two-step increase. Employees meeting expectations will be eligible for a one-step increase. Employees with a substandard performance review will not be eligible to receive a merit increase and may meet with the Department Head in conjunction with the HR department to develop a thirty (30) day plan for correction action.

New employees with less than one year of service are eligible for a merit increase if they have completed the first ninety (90) days of employment on or before July 1<sup>st</sup>. New employees that have not completed their first ninety (90) days by July 1<sup>st</sup> must wait until the following fiscal year to receive a merit increase.

The Department Head/Elected Official shall be responsible for submitting accurate and signed performance reviews to the HR department via the online NEOGOV system no later than November 15<sup>th</sup> of each year. Unless pre-approved by the Director of Human Resources, if no performance review is received for an employee within 60 days of the due date, he/she may not be eligible for a merit increase. The HR department shall be responsible for calculating salary increases and preparing the payroll change form for the Department Head's signature.

Employee job descriptions will be reviewed, updated, signed by the employee and returned to Human Resources no later than November 15<sup>th</sup> every year.

No cost of living or merit increase may be given without prior authorization from the Board of Supervisors.

Exceptions to this policy can be requested by completing the Request for Salary Exception form in Appendix E and returning it to the HR department. The Board of Supervisors shall be responsible for reviewing and approving all such requests.

This policy and its appendixes are working documents and therefore subject to change at any time with or without notice, and its attachments may be modified without amending this agreement.

Board of Supervisors Approval: December 1, 2020, May 24, 2022, May 30, 2023, May 2024

Appendix A

**2024-2025**

**Pay Plan - Position Classifications (by Department)**

**Dallas County, Iowa**

<b>Job Code</b>	<b>Position Title</b>	<b>GRADE</b>
ASSR/9	Appraiser III - Commercial	20
ASSR/10	Appraiser III - Residential	20
ASSR/1	Appraiser II	19
ASSR/2	Appraiser I	17
ASSR/3	Assessment Administrator	16
ASSR/4	Assessment Technician II	14
ASSR/5	Assessment Technician I	13
ATTY/9	Assistant County Attorney II	23
ATTY/3	Assistant County Attorney I	22
ATTY/4	Legal Secretary II	14
ATTY/5	Legal Secretary I	12
ATTY/6	Administrative Manager/Paralegal	20
ATTY/10	Victim Witness Coordinator	16
ATTY/11	Paralegal	16
AUD/1	Elections Administrator	20
AUD/2	Accounting Administrator	20
AUD/3	Real Estate / GIS Supervisor	17
AUD/4	Senior Real Estate Clerk	12
AUD/5	Senior Elections Clerk	12
AUD/6	Accounts Payable Technician	12
AUD/7	Accounting and Elections Clerk	10
AUD/8	Real Estate and Elections Clerk	10
AUD/10	Assistant Auditor	22
AUD/14	Real Estate, Elections and Accounting Clerk	10
AUD/15	Property Tax Administrator	20
BS/1	Administrative Coordinator	14
CON/1	Director of Conservation	25
CON/2	Deputy Director/Biologist	20
CON/3	Environmental Education Program Coordinator	19
CON/4	Museum Curator	19
CON/5	Natural Resources Manager	16
CON/6	Naturalist	16
CON/7	Administrative Coordinator	14
CON/8	Outreach Coordinator	12

<b>Job Code</b>	<b>Position Title</b>	<b>GRADE</b>
CON/9	Natural Resources Technician I	13 <sup>(1)</sup>
CON/14	Naturalist/Natural Resources Manager	16
CR/1	Recorder Administrator	17
CR/3	Senior Recording Clerk	12
CR/4	Recording Clerk	10
CS/1	Heart of Iowa CEO	24
CS/12	Director of Community Services	21
CS/10	Director of Regional Operations	21
CS/3	Office/Financial Coordinator	17
CS/4	Jail Alternatives Coordinator	16
CS/6	Service Coordinator	14
CS/7	General Assistance Coordinator	14
CS/9	Child and Adolescent Program Navigator	16
CS/11	Service Coordinator/Child & Adolescent Program Navigator	16
CS/2	Community Services Team Lead	18
CS/5	Service & Benefits Navigator	16
EM/1	Director of Emergency Management	22
EM/2	Emergency Management Specialist	17
EMS/1	Director of EMS	24
EMS/2	Paramedic Crew Chief	20
EMS/3	Paramedic	17
EMS/4	EMT - Basic	14 <sup>(2)</sup>
FAC/1	Facilities Supervisor	16
FAC/2	Facilities Technician II	14
FAC/3	Facilities Technician I	12
FAC/4	Custodian	8
FO/1	Director of Finance and Operations	25
FO/2	Assistant Director Finance/Operations	23
FO/3	Accounting/Purchasing Specialist	15
HR/1	Director of Human Resources	25
HR/2	Assistant Director of Human Resources	22
HR/3	Human Resources Generalist	17
BS/3	Receptionist	10
IS/1	Director of Information Services	25
IS/2	Assistant Director of Information Services	23
IS/3	GIS Administrator	21
IS/4	Information Services Project Coordinator	21
IS/5	Information Services Technician	17 <sup>(3)</sup>

<b>Job Code</b>	<b>Position Title</b>	<b>GRADE</b>
JCS/1	Restorative Justice Specialist	16
PH/1	Director of Health	24
PH/2	Community Health Administrator	21
PH/4	Public Health Program Coordinator	17
PH/5	Health Navigation Program Coordinator	17
PH/6	Health Navigator	14
PH/7	Administrative Assistant	12
PH/8	Community Health Educator	16
EH/1	Environmental Health Administrator	21
EH/2	Environmental Health Specialist	17
PL/1	Director of Planning and Development	25
PL/2	Senior Planner	19 <sup>(4)</sup>
PL/3	Planner	16
PL/4	Building Inspector	17 <sup>(5)</sup>
RD/1	County Engineer	26
RD/2	Assistant County Engineer	24
RD/20	Assistant to the County Engineer	21
RD/3	Road Superintendent	21
RD/4	Engineering Technician	18
RD/5	Roadside Biologist	18
RD/6	Shop Supervisor	17
RD/7	Crew Supervisor	16
RD/8	Assistant Roadside Biologist	16
RD/9	Mechanic	15
RD/10	Administrative Coordinator	14
RD/11	Roads Accounting Technician	12
RD/12	Sign Technician	14
RD/13	Operator II/Roadside Technician	13
RD/14	Secondary Roads Operator	12 <sup>(6)</sup>
RD/19	Operator III	14
SO/2	Sheriff Communications Specialist	21
SO/3	Sheriff Lieutenant - Communications	23
SO/18	Sheriff Lieutenant - Court Service & Transportation	23
SO/4	Sheriff Sergeant	22
SO/5	Lieutenant - Jail	21
SO/6	Sheriff Administrative Manager	21
SO/7	Sergeant - Jail	20
SO/15	Dispatch Supervisor	18

<b>Job Code</b>	<b>Position Title</b>	<b>GRADE</b>
TREAS/1	Motor Vehicle Administrator	19
TREAS/2	Tax Administrator	20
TREAS/3	Motor Vehicle Supervisor	16
TREAS/4	Tax Supervisor	14
TREAS/5	Senior Motor Vehicle Clerk	12
TREAS/6	Property Tax Clerk	10
TREAS/7	Motor Vehicle Clerk	10 <sup>(7)</sup>
TREA/10	Motor Vehicle Clerk Assistant	9
VA/1	Director of Veterans Affairs	22
VA/2	PT Nurse Practitioner	22
VA/3	Veterans Affairs Representative	16
VA/4	Assistant Director of Veterans Affairs	19

<sup>1</sup> May be designated Natural Resources Technician II and placed at grade 14

<sup>2</sup> May be placed at grade 15 if EMT – Advance Certified

<sup>3</sup> May be designated Senior Information Services Technician and placed at grade 19

<sup>4</sup> May be designated Principal Planner and placed at grade 21.

<sup>5</sup> May be designated Senior Building Inspector and placed at grade 19 if in possession of multiple certifications

<sup>6</sup> May be designated Operator II or Motor Grader Operator and placed at grade 13

<sup>6</sup> Employees assigned CDL trainer/equipment hauler duties or safety/building maintenance duties will be given a one-step increase.

<sup>7</sup> May be designated as Motor Vehicle Lead Clerk and placed at grade 11

<sup>7</sup> If assigned ERT Duties will be given a one-step increase

Appendix B

**2024-2025**

**Pay Plan - Hourly Ranges**

**Dallas County, Iowa**

<b>Grade</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>	<b>O</b>	<b>P</b>	<b>Q</b>	<b>R</b>	<b>Grade</b>
<b>1</b>	14.83	15.21	15.59	15.98	16.37	16.78	17.20	17.63	18.07	18.53	18.99	19.46	19.95	20.45	20.96	21.48	22.02	22.57	<b>1</b>
<b>2</b>	15.58	15.97	16.37	16.78	17.20	17.63	18.07	18.52	18.99	19.46	19.95	20.45	20.96	21.48	22.02	22.57	23.13	23.71	<b>2</b>
<b>3</b>	16.37	16.78	17.20	17.63	18.07	18.53	18.99	19.46	19.95	20.45	20.96	21.48	22.02	22.57	23.14	23.71	24.31	24.91	<b>3</b>
<b>4</b>	17.20	17.63	18.08	18.53	18.99	19.47	19.95	20.45	20.96	21.49	22.02	22.57	23.14	23.72	24.31	24.92	25.54	26.18	<b>4</b>
<b>5</b>	18.07	18.53	18.99	19.46	19.95	20.45	20.96	21.48	22.02	22.57	23.14	23.71	24.31	24.91	25.54	26.18	26.83	27.50	<b>5</b>
<b>6</b>	18.98	19.46	19.95	20.44	20.96	21.48	22.02	22.57	23.13	23.71	24.30	24.91	25.53	26.17	26.82	27.49	28.18	28.89	<b>6</b>
<b>7</b>	19.94	20.44	20.95	21.48	22.02	22.57	23.13	23.71	24.30	24.91	25.53	26.17	26.82	27.49	28.18	28.88	29.61	30.35	<b>7</b>
<b>8</b>	20.95	21.48	22.02	22.57	23.13	23.71	24.30	24.91	25.53	26.17	26.82	27.49	28.18	28.88	29.61	30.35	31.11	31.88	<b>8</b>
<b>9</b>	22.01	22.57	23.13	23.71	24.30	24.91	25.53	26.17	26.82	27.49	28.18	28.88	29.61	30.35	31.10	31.88	32.68	33.50	<b>9</b>
<b>10</b>	23.13	23.71	24.31	24.91	25.54	26.17	26.83	27.50	28.19	28.89	29.61	30.35	31.11	31.89	32.69	33.50	34.34	35.20	<b>10</b>
<b>11</b>	24.30	24.91	25.54	26.17	26.83	27.50	28.19	28.89	29.61	30.35	31.11	31.89	32.69	33.50	34.34	35.20	36.08	36.98	<b>11</b>
<b>12</b>	25.53	26.17	26.83	27.50	28.19	28.89	29.61	30.35	31.11	31.89	32.69	33.50	34.34	35.20	36.08	36.98	37.90	38.85	<b>12</b>
<b>13</b>	26.82	27.50	28.18	28.89	29.61	30.35	31.11	31.89	32.68	33.50	34.34	35.20	36.07	36.98	37.90	38.85	39.82	40.81	<b>13</b>
<b>14</b>	28.17	28.88	29.60	30.34	31.10	31.88	32.67	33.49	34.33	35.19	36.06	36.97	37.89	38.84	39.81	40.80	41.82	42.87	<b>14</b>



Grade	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	Grade
15	29.60	30.34	31.10	31.88	32.68	33.49	34.33	35.19	36.07	36.97	37.90	38.84	39.81	40.81	41.83	42.87	43.95	45.04	15
16	31.10	31.88	32.68	33.50	34.33	35.19	36.07	36.97	37.90	38.84	39.82	40.81	41.83	42.88	43.95	45.05	46.17	47.33	16
17	32.67	33.49	34.33	35.19	36.07	36.97	37.89	38.84	39.81	40.81	41.83	42.87	43.94	45.04	46.17	47.32	48.50	49.72	17
18	34.33	35.19	36.07	36.97	37.90	38.85	39.82	40.81	41.83	42.88	43.95	45.05	46.18	47.33	48.51	49.73	50.97	52.24	18
19	36.06	36.97	37.89	38.84	39.81	40.80	41.82	42.87	43.94	45.04	46.16	47.32	48.50	49.71	50.96	52.23	53.54	54.87	19
20	37.89	38.84	39.81	40.81	41.83	42.87	43.95	45.04	46.17	47.32	48.51	49.72	50.96	52.24	53.54	54.88	56.25	57.66	20
21	41.82	42.87	43.94	45.04	46.17	47.32	48.50	49.72	50.96	52.23	53.54	54.88	56.25	57.65	59.10	60.57	62.09	63.64	21
22	46.16	47.32	48.50	49.71	50.96	52.23	53.54	54.87	56.25	57.65	59.09	60.57	62.09	63.64	65.23	66.86	68.53	70.24	22
23	50.96	52.24	53.54	54.88	56.26	57.66	59.10	60.58	62.09	63.65	65.24	66.87	68.54	70.25	72.01	73.81	75.66	77.55	23
24	56.25	57.66	59.10	60.58	62.09	63.65	65.24	66.87	68.54	70.25	72.01	73.81	75.65	77.55	79.48	81.47	83.51	85.60	24
25	62.08	63.64	65.23	66.86	68.53	70.24	72.00	73.80	75.64	77.53	79.47	81.46	83.50	85.58	87.72	89.92	92.16	94.47	25
26	68.53	70.25	72.00	73.80	75.65	77.54	79.48	81.47	83.50	85.59	87.73	89.92	92.17	94.47	96.84	99.26	101.74	104.28	26

# Request for Classification Review

## Instructions

This document is the primary tracking mechanism to be used in requesting classifications for new positions and re-classifications of existing position within the County's pay plan and will be retained in accordance with the HR department's record retention policy.

It is recommended that Department Heads request a classification review any time there are major changes to a position's essential duties or qualifications necessary to perform the job; or in the event of a department re-organization.

## Part I

The Department Head should complete each question in Part I thoroughly and provide enough detail for the reviewer to understand what is being requested, why it is being requested (the business need), and how this change will impact the department's operations.

## Part II

The HR Department will complete Part II after a thorough review of the PAQ and external market comparison. Additionally, the HR department may request to job shadow the incumbent(s) in the position to obtain additional information that is pertinent to the classification process.

## Part III

If the Department Head is unsatisfied with the classification made by the HR Department, they may request an appeal by completing Part III and returning it to the HR department for submittal to the Chair of the Board of Supervisors. The Chair may meet with the Department Head and/or HR to determine if the appeal should be taken to the Board of Supervisors for further discussion or action. The Board Chair has the exclusive decision regarding whether or not to escalate the appeal to the Board of Supervisors for a final decision. If the Board Chair is satisfied with the classification made by the HR Department, the results will be made a part of the County's pay plan policy.

## Part IV

If the Board Chair feels that the appeal warrants further discussion or action by the Board, they will determine when to present the appeal during a regularly scheduled public meeting.

## Part V

The County Board of Supervisors shall have the final determination on the appeal of a Classification Review and no further grievances regarding the same matter shall be granted.

# Request for Classification Review

## Part I: For Department Head to complete

Employee(s) Affected		Job Title Under Review	
Department		Date of Request	
What is the primary reason(s) for requesting a Classification Review			
What is the specific change you are seeking			
When would you like the change to be effective			
How many employees will be affected by this change			
What major changes are being proposed to the essential duties			
What major changes are being proposed to the qualifications necessary to do the job			
Why are these changes necessary to fulfill the mission of your department			
What documents have you attached to support the request			
Signature of Department Head			

## Part II: For Human Resources to complete

Change Recommended		Date of Receipt	
Summary of the Position Classification Results			
Signature of HR Reviewer			
Department Head Acceptance			

**Part III: Department Head Appeal Request**

		Date of Request	
Reason for appeal (attach supporting documentation)			
Signature of Department Head			

**Part IV: Board Chair Review of Appeal**

		Date of Receipt	
Reason request for appeal is accepted/rejected			
Signature of Board Chair			

**Part V: Board of Supervisors Final Decision**

		Date of Final Review	
Final determination on pay grade classification			
Signature of Board Members			

## Position Analysis Questionnaire

Employee Name:  
Department:  
Position Title:  
Supervisor's Name & Title:

The purpose of this form is to aid you in describing your present position in terms of the duties, responsibilities and qualifications required. This form will not be used to evaluate your work performance or your qualifications. The information given will provide a factual, objective basis for uniform and equitable pay relationships. Therefore, it is essential that accurate information be obtained about the duties and responsibilities of each position in order to maintain the integrity of the County's compensation structure and philosophy.

### PART I--TO THE EMPLOYEE

You are the best person to provide the information about your job. You know the exact duties you perform and your responsibilities. Therefore, you are asked to fill in this position description questionnaire. This form collects information above and beyond what is recorded on the job description therefore you may not attach the job description as a substitute for answering the questions on this form. You should answer every question using the space provided.

After the questionnaires have been reviewed by Human Resources, an interview may be scheduled with you so that we can be certain that we understand your job classification and its relationship to other positions in your organization.

#### 1. MAJOR DUTIES

This section answers the question "What does the employee do in the position?" It should briefly describe the major duties performed in plain but detailed language. Duties are best described by using active verbs, for example:

- Balances daily cash receipts from counter transactions.
- Develops plans, specifications and estimates.
- Supervises and participates in the installation, maintenance and repair of plumbing, electrical and HVAC systems.
- Coordinates and performs cabling installations as needed to facilitate network infrastructure changes, additions or enhancements.
- Researches, gathers data and prepares reports, presentations, publications, spreadsheets, tables and charts for monthly meetings.

If it is necessary to describe incidental or occasional duties, then explain how often they occur, for example: once a month, in emergencies, and so forth.

**1.1** Please follow the directions below to describe your major duties.

- List the major duties that you perform. NUMBER EACH MAJOR DUTY. The duty that you consider most important should be listed first, followed by lower priority duties, until the least important duty is described.
- Estimate the percentage of time that you spend on each major duty. Although this may be difficult, you are better able to do it than anyone else.
- If you perform duties of a supervisory nature, describe those duties specifically. You should also list the employees you supervise under #11. Supervisory and Management Responsibility.

Duty Number (by order of importance)	Major/Essential Duties (describe work in detail)	% of Time
1	<i>SAMPLE: Reviews and prepares invoices for payment; responds to public inquiries by phone or in writing; coordinates, processes, and balances fiscal year-end accounts payable documents and reports; reviews and verifies computer generated accounts payable transaction edit lists; coordinates the vendor payment process; reconciles general ledger accounts.</i>	25


**1.2** Which duty or duties do you think are most difficult and reference the number from the table above?

What makes these duties difficult?

*Click or tap here to enter text.*

## **2. KNOWLEDGE REQUIRED BY THE POSITION**

**2.1** Please follow the directions below to describe the knowledge and skill set required by the position.

- List the knowledge and skills that are required to perform the major duties that were listed under Q1.1. For example: knowledge of basic accounting principles, operating knowledge of a forklift, etc.
- Each set of knowledge/skills may be applied to several different duties therefore you may have multiple duty numbers for each knowledge/skill. For example: knowledge of basic accounting principles could be applied to the duty of daily cash receipt balancing and the duty of preparing monthly reports.

<b>Duty Number (from Q1.1)</b>	<b>Knowledge and Skills Required</b>
1	<i>SAMPLE: Considerable knowledge of bookkeeping principles and billing practices and procedures, specific to billing and collection of property taxes, landfill charges, water and sewer accounts, ambulance services, grants and other miscellaneous reimbursements due the borough</i>


- 2.2** List any specialized tools, equipment and/or machines used while performing your work.
- 2.3** What licenses and/or certificates are required to perform your work?
- 2.4** What kind of experience or special training is needed to perform your work?
- 2.5** How many years of the above experience are needed to perform your work?
- 2.6** What are the specific educational requirements of this position?
- 2.7** Are you required to drive a vehicle or operate equipment provided by the County once a week or more in the performance of your major duties?



### 3. SUPERVISORY CONTROLS

- 3.1** List the duty numbers from Q1.1 and a brief description that you perform repeatedly without receiving new instruction from your supervisor. These tasks are considered to have standing or continuing instruction already given.
- 3.2** What is the nature of these standing/continuing instructions that you have already been given regarding these tasks? (*Check only one*)
- ☐ The instructions are detailed, specific and cover all aspects of the work.
  - ☐ The instructions are somewhat general; many aspects of the work are covered specifically, but I must also use some judgement.
  - ☐ The instructions are general, requiring me to use some judgement.
  - ☐ The instructions are very general, requiring me to use much judgement.
  - ☐ The instructions are in terms of goals and objectives.
  - ☐ Other (describe in detail)
- 3.3** List the duty numbers from Q1.1 and a brief description of the work that you perform which you do not have standing or continuing instruction.
- 3.4** How does your immediate supervisor review your work? (*Check all that apply*)
- ☐ My supervisor reviews most of my work while I am doing it.
  - ☐ My supervisor spot-checks my work as I am doing it.
  - ☐ My supervisor reviews most of my completed work.
  - ☐ My supervisor spot-checks my completed work.
  - ☐ My supervisor does not review my work.
  - ☐ Other (describe in detail)
- 3.5** When your supervisor reviews your work, what is the purpose of the review? (*Check all that apply*)
- ☐ My compliance with detailed and specific instructions.
  - ☐ My compliance with established procedures.
  - ☐ The accuracy of my work.
  - ☐ The nature and propriety of the final results of my work.
  - ☐ Other (describe in detail)

<b>4. GUIDELINES</b>
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- 4.1 What written guidelines or procedures do you rely on to perform your work? For example: laws, code, rules and regulations.
  
- 4.2 Do the guidelines require interpretation or are they clear and specific?
  
- 4.3 Do you ever have to determine which guideline to apply in a specific situation? If so when? Please provide specific examples.

<b>5. COMPLEXITY</b>
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- 5.1 Describe the routine aspects of your work.
  
- 5.2 Describe what makes your work complicated, unusual or difficult to perform.
  
- 5.2 What obstacles are there in the work itself that make it difficult to accomplish?

<b>6. SCOPE AND EFFECT</b>
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- 6.1 What is the purpose of your assignment?
  
- 6.2 What is the effect of the work you produce within your department?
  
- 6.3 What impact does your work have beyond your immediate department?

**6.4** How does your work effect outside organizations?

**6.5** What is the effect of errors you may make within your department? Within other departments?

**6.6** Does your work effect the reliability, accuracy or dependability of other work processes? If so, describe in detail.

## **7. PERSONAL CONTACTS**

**7.1** Describe the occupations of people with whom you interact to carryout out your work. For example: Coworkers, employees in other offices, members of the general public, representatives of other organizations, etc. Do not include contacts with your supervisor since supervisory contacts are described under previous questions.

## **8. PURPOSE OF CONTACTS**

**8.1** Describe the purpose of the contacts list in Q7.1. For example: to give or exchange information; to resolve problems; to provide services; to motivate, influence, or interrogate persons; or to justify, defend, or negotiate matters, etc.

## **9. PHYSICAL DEMANDS**

**9.1** Describe the physical demands of your job. *(Check all that apply)*

- ☐ Typically sitting at a desk
- ☐ Intermittently sitting, standing or stooping
- ☐ Typically standing or walking
- ☐ Typically bending, crouching or stooping
- ☐ Occasionally lifting light objects (less than 24 lbs)
- ☐ Frequently lifting light objects (less than 24 lbs)
- ☐ Occasionally lifting heavy objects (25 lbs or more)
- ☐ Frequently lifting heavy objects (25 lbs or more)
- ☐ Climbing ladders
- ☐ Using tools or equipment requiring a high degree of dexterity
- ☐ Distinguishing between shades of color
- ☐ Utilizing sense of smell
- ☐ Other (describe in detail)

## **10. WORK ENVIRONMENT**

**10.1** Describe the normal conditions where your work is performed. *(Check all that apply)*

- ☐ Work is performed in a typical office environment library or computer room.
- ☐ Work is performed in a very noisy place.
- ☐ Work exposes me to much dust, dirt, grease, etc.
- ☐ Work exposes me to machinery with moving parts.
- ☐ Work exposes me to contagious or infectious disease, or irritating chemicals.
- ☐ Work is performed outdoors and occasionally in cold or inclement weather.
- ☐ Work requires use of personal protective equipment such as gloves, goggles, masks, etc.
- ☐ Other (describe in detail)

## **11. SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

**11.1** List the name(s) and title(s) of all employees who work under your supervision.

**11.2** Describe the nature of your management authority. *(Check all that apply)*

- ☐ Together with other supervisory staff, assign and coordinate work as well as contribute to the evaluation of work of the employees listed above.
- ☐ Solely responsible for the assignment of work and evaluation of the employees listed above.
- ☐ Identify and implement changes in structure, procedures, etc. *without* the approval of my superior.
- ☐ Authority to hire, counsel and discipline employees *without* the approval of my superior.
- ☐ Authority to act on behalf of the Department Head in his/her absence.

## **12. ADDITIONAL INFORMATION**

**12.1** Provide any additional information about your position that you consider to be important, which has not been previously mentioned.

## PART II--TO THE SUPERVISOR(S)

Review this employee's questionnaire carefully to see that it is accurate and complete. Then complete the questions in Section 13. Do not fill in these items unless you supervise the employee directly. If you direct this employee through a subordinate supervisor, have that supervisor complete Part II.

Your signature means that you accept responsibility for the accuracy and completeness with which the entire questionnaire describes the duties and responsibilities of the job. If Part I does not express your view of the duties and responsibilities that you have assigned the employee, it will be necessary for you to use Part II to elaborate.

Do not alter the employee's answers in Part I of the form. Furthermore, do not make any statements about the employee's performance, competence or qualification. This questionnaire will be used to evaluate the duties that constitute the position, not the performance or qualifications of the employee.

### 13. IMMEDIATE SUPERVISOR'S STATEMENT

- 13.1** Describe briefly the employee's position as you see it. Describe how it relates to the functions of the department.
- 13.2** Using the duty numbers from Q1.1, list the duties assigned to this employee that are most important in your opinion.
- 13.3** State any additions or exceptions to the statements made by the employee in Part I of this form.

### 14. DEPARTMENT HEAD'S STATEMENT

- 14.1** Provide any additional information to supplement the information provided by the employee in Part I and/or the immediate supervisor in Part II of this form.

I certify that the above information is accurate and complete. *(Original copy with all signatures must be submitted to the County HR Director.)*

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Employee Signature

Date

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Immediate Supervisor Signature

Date

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Department Head Signature

Date

## Request for Salary Exception

### Part I: For Department Head to complete

<b>Employee Name</b>	<b>Job Title</b>
<b>Department</b>	<b>Date of Request</b>
<b>Salary Adjustment according to the Pay Plan Policy</b>	<b>Salary Adjustment Request</b>
<b>What is the reason for the request</b>	
<b>When would you like the change to be effective</b>	
<b>Signature of Department Head</b>	

### Part II: For HR Department to complete

	<b>Date of Receipt</b>
<b>Comments:</b>  <b>Has a salary exception been requested for this employee in the past and if so when?</b>	
<b>Signature of HR Reviewer</b>	

### Part III: For Board of Supervisors to complete

	<b>Date of Review</b>
<b>Determination if the request is accepted/rejected</b>	
<b>Signature of Board Members</b>	