



County of Los Alamos

Council Meeting Staff Report

October 29, 2019

Agenda No.:	Q.
Indexes (Council Goals):	* 2019 Council Goal - Planning for Appropriate Levels of County Services
Presenters:	Denise Cassel; Harry Burgess
Legislative File:	12445-19

Title

Amendments to the FY20 Compensation & Classification Plan including the addition of new job descriptions; Trail Builder - Machine Operator and Trail Builder - Sr. Machine Operator.

Recommended Action

I move that Council approve the amendments to the FY20 Compensation & Classification Plan and the addition of the Salary Grades for Trail Builder - Machine Operator and Trail Builder - Sr. Machine Operator.

County Manager's Recommendation

The County Manager recommends that Council approve the amended FY20 Compensation & Classification Plan as requested.

Body

Tonight, staff is requesting that Council approve the amendments to the FY20 Compensation and Classification Plan (Attachment A). This document represents all County position titles listed by their salary grade assignment, except for the three contract employees that are hired by Council. It reflects the salary grade assignment, the minimum, midpoint and maximum of the grade, and the Fair Labor Standard Act (FLSA) designation of Exempt (EX) or Non-Exempt (NE).

The new Trail Builder position will be responsible for the operation of equipment for sustainable trail maintenance and construction. We have developed two levels now to allow for growth on the part of the incumbent or staffing levels in the future. The Trail Builder - Machine Operator job description is recommended at a FLSA Non-Exempt, Salary Grade of 117 with a range from \$17.47 - \$25.75 and the Trail Builder - Sr. Machine Operator job description is recommended at a FLSA Non-Exempt Salary Grade of 119 with a range from \$19.26 - \$28.39

Summary Changes to the Plan:

The amended FY20 Compensation & Classification Plan reflects the additions of the following new job titles, Trail Builder - Machine Operator and Trail Builder - Sr. Machine Operator (Attachment B) based on Council approval of a new FTE and the operational needs in Community Services.

Alternatives

Council could choose not to approve the amendment to the FY20 Compensation & Classification Plan.

Fiscal and Staff Impact/Planned Item

The amended FY20 Compensation & Classification Plan is in compliance with the FY20 Budget.

Attachments

- A - FY20 Compensation & Classification Plan
- B - Trail Builder - Machine Operator Job Description