



# County of Los Alamos

Los Alamos, NM 87544  
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## Council Meeting Staff Report

January 24, 2023

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**Agenda No.:** H.  
**Indexes (Council Goals):** \* 2022 Council Goal - N/A  
**Presenters:** Valerie Park; Mary Tapia; Steven Lynne  
**Legislative File:** 16852-23

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### Title

Approval of the Revised FY23 Salary Plan Job Class Order Schedule and Job Descriptions

### Recommended Action

**I move that Council approve the revised FY23 Salary Plan Job Class Order schedule as shown in Attachment A.**

### County Manager's Recommendation

The County Manager recommends that Council approve the revised FY23 Salary Plan as requested.

### Body

Staff is requesting that Council approve the revised FY23 Salary Plan Job Class Order schedule. The FY23 Salary Plan reflects Council's approved FY23 budget. The FY23 Salary Plan Job Class Order document represents the County's job titles and salary grades arranged by Job Classes/Families, to include the minimum, midpoint and maximum of the grade, and the Fair Labor Standard Act (FLSA) designation of Exempt (EX) or Non-Exempt (NE) for each position (Attachment A).

The County Charter, County Code and the Personnel Rules and Regulations provide the basic framework through which the job classification and compensation system is maintained and administered. The establishment of new job classes and the abolishment of existing classes are subject to approval by Council.

### Additions to the FY23 Plan: New & Revised Job Descriptions - Attachment B

The proposed addition of these new job descriptions will not have a budget impact until they are staffed with an employee. These job descriptions are being organizationally developed to allow for improved operational response and to support continued employee development.

Procurement Operations Manager (Administrative Services - Procurement) This is more of a revision and refinement for a job description used County-wide (Management Analyst) to be more specific and directly related to Procurement functions. This revision will allow for greater performance accountability and job family growth. The grade recommended for this position will remain the same grade, which is 207 (\$66,939 - \$82,808 - \$98,676) and would remain FLSA Exempt.

Recreation Customer Service Associate (Community Services - Recreation) the current Recreation Customer Service Associate is being retitled and expanded. The title will change to Customer Service Associate and a new higher level is being added to the job family. The Recreation Customer Service Associate will now be called the Customer Service Associate 1 and will remain a grade 114 (\$36,282 - \$47,681 - \$59,080) the Sr. Recreation Customer Service Associate will now be called Customer Service Associate 2 remaining FLSA Non-Exempt at grade 116 (\$40,001 - \$52,568 - \$65,135) and the new level of Customer Service Associate 3 will be created to allow for job family growth and a bit more oversight for other Customer Service employees covering all of the necessary work hours. The new Customer Service Associate 3 has a recommended grade of 118 (\$44,101- \$57,957- \$71,812) and should be FLSA Non-Exempt.

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Recreation Customer Service Supervisor (Community Services - Recreation) the current Recreation Customer Service Supervisor as part of the above revision is being retitled to Customer Service Supervisor it will remain a FLSA Non-Exempt grade 122 (\$53,605 - \$70,447 - \$87,288).

Construction Specialist 1, 2, 3, (Public Works - Capitol Projects & Facilities) Currently the County has the Construction Specialist Family which incorporate all of the trade disciplines (general construction/contracting, mechanical/plumbing and electrical). The expansion and break-out of this separates out each field and allows for the job description to be more specific and detailed as to the particulars of the profession. So the Construction Specialist 1, 2, 3, will be re-titled to: Construction Specialist, Sr. Construction Specialist and Construction Foreman the will remain FLSA Non-Exempt and respectively grade 116 (\$40,001 - \$ 52,568 - \$65,135) grade 119 (\$46,306 - \$60,854 - \$75,403) and grade 122 (\$53,605 - \$70,447 - \$87,288). The series will expand to now include at the entry level the Construction Specialist, the Mechanical & Plumbing Apprentice and the Electrical Apprentice (all grade 116), the operation or middle level position will include the Sr. Construction Specialist, The Mechanical & Plumbing Journeyman and the Electrical Journeyman all at grade 119 and the highest level will include the Construction Foreman, the Mechanical & Plumbing Foreman and the Electrical Foreman grade 122

Program Coordinator (Municipal Court) is being specifically created to help theMunicipal Court by supporting, facilitating and coordination the expanding number of Court Programs (Teen Court, DWI Programs....). The recommended grade for this position is a FLSA Non-Exempt grade 122 (\$53,605 - \$70,447 - \$87,288).

#### **Alternatives**

Council could choose to not approve the revision to the FY23 Salary Plan Job Class Order.

#### **Fiscal and Staff Impact/ Planned Item**

The new job descriptions and the related salary adjustments are included in the approved FY23 Budget.

#### **Attachments**

A - FY23 REVISED Salary Plan Job Class Order

B - New & Revised Job Descriptions