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Sedgwick County

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Legislation Details (With Text)

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On agenda: 9/5/2018 **Final action:**

Title: Position changes and hiring actions for the County Manager's Office.

Sponsors:

Indexes:

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Attachments: 1. Director of Strategic Communications, 2. Senior Executive Assistant 8.30.18

Date	Ver.	Action By	Action	Result
9/5/2018	1	Board of Sedgwick County Commissioners	Approved on the Consent Agenda	Pass

Position changes and hiring actions for the County Manager's Office.

Recommended Action: Approve the recommended compensation packages outlined below and position reclassification.

A. Reclassify position 20000259 due to additional responsibilities.

The duties assigned to this position have changed, warranting a range reallocation from a grade 135 to 138. The position was previously known as the Director of Corporate Communications and the title will change to the Director of Strategic Communications.

Analysis: This is not an uncommon practice.

Alternatives: Do not approve the range reallocation.

Financial Considerations: The grade minimum for 138 is \$72,465.12. No additional budget authority is being requested for 2018. Due to turnover in 2018, adequate budget authority exists to support this reclassification.

Legal Considerations: N/A.

Policy Considerations: Policy 4.2001, Wage and Salary.

B. Hire a Director of Strategic Communications above the grade minimum, with vacation leave.

Per policy 4.2001 new hires starting salaries 10% above minimum require BoCC approval. This request is to start the candidate at a salary of \$100,000 (38.0 percent above minimum), and provide a car allowance of \$4,800 annually. Additionally, the candidate will start with a vacation balance of 80

hours available for use on the first day of employment, and will accrue vacation at a rate of 6.46 hours per pay period, which is approximately 168 hours annually. This salary and vacation package are commensurate with his position in the organization as well as the knowledge, skills and experience he brings.

Analysis: This is not an uncommon practice in high level or difficult positions to fill.

Alternatives: Do not approve the hire above minimum and offer no additional vacation leave balance.

Financial Considerations: The attached budget impact form outlines increased costs of \$32,341 on an annual basis, including salary and associated labor taxes. The position is a Grade 138; the grade minimum is \$72,465.12. Due to turnover in 2018, adequate budget authority exists to support the requested salary, car allowance, and phone allowance; no additional budget authority is being requested for 2018.

Legal Considerations: N/A

Policy Considerations: Policy 4.2001, Wage and Salary; Policy 4.700 Vacation Leave

C. Hire a Senior Executive Assistant above the grade minimum, with vacation and sick leave.

Per policy 4.2001 new hires starting salaries 10% above minimum require BoCC approval. This request is to start the candidate at a salary of \$71,700 (32.6% above minimum), and provide a car allowance of \$4,800 annually. Additionally, the candidate will start with a vacation balance of 80 hours available for use on the first day of employment, and will accrue vacation at a rate of 4.6 hours per pay period, which is approximately 120 hours annually. In addition, the candidate will start with a sick leave balance of 40 hours available for use on the first day of employment. This salary, vacation and sick leave package are commensurate with her position in the organization as well as the knowledge, skills and experience she brings.

Analysis: This is not an uncommon practice in high level or difficult positions to fill.

Alternatives: Do not approve the hire above minimum and offer no additional vacation or sick leave balance.

Financial Considerations: The attached budget impact form outlines increased costs of \$20,693 on an annual basis, including salary and associated labor taxes. The position is a Grade 132; the grade minimum is \$54,080.76. Due to turnover in 2018, adequate budget authority exists to support the requested salary, car allowance, and phone allowance; no additional budget authority is being requested for 2018.

Legal Considerations: N/A

Policy Considerations: Policy 4.2001, Wage and Salary; Policy 4.700 Vacation Leave; and Policy 4.701 Sick Leave.