

**Minutes of Lacleade County
Matrix Committee Meeting**

The meeting, in the Law Library, on the second floor of the Courthouse, was called to order at 5:00 p.m., July 15, 2014, by Chairman Solin.

Members Present: Dave Solin, Vern Cahak, Doug Nonnenmacher, Brad Henricks, Gary Olsen, and Robin Stowe.

Members Absent: None

Agenda Item #1: Call the meeting to order: The meeting was called to order at 5:00 p.m. by Chairman Solin.

Agenda Item #2: Approve minutes of the last meeting on June 2, 2014: Motion by Cahak, second by Nonnenmacher to approve the minutes of the last meeting on June 2, 2014, all ayes, motion carried.

Agenda Item #3: Approve criteria for the internal ranking of County positions: At its previous meeting, the Committee decided to evaluate all positions listed on the Compensation Matrix by reviewing updated position descriptions with Department Heads. Before meeting with Department Heads, it was proposed that the Department Heads should first evaluate each of their positions using the same objective criteria. A draft copy of the criteria for the internal ranking of County positions was distributed to the Committee. This criteria was developed using samples from WIPFLI and Carlson Dettmann who have been doing wage studies across the State for many years. The criteria has been tested on multiple departments and seems to be working. By using this criteria, a draft of the rankings can be completed and then the Committee can finalize the ranking. Robin Stowe and Gary Olsen can work with Department Heads to complete the remaining employee rankings, then the Committee will be able to finish up the internal rankings using this data. Motion by Henricks, second by Solin, to approve the criteria for the internal ranking of County positions and to have Robin Stowe and Gary Olsen work with Department Heads to complete the draft ranking, all ayes, motion carried. A copy of the criteria is attached.

Agenda Item #4: Set Salary for the Recreation Coordinator/Forester Position: Erik Rantala brought forward a request to set the salary for a new Recreation Coordinator/Forester Position. The current Recreation Coordinator position is paid at a range of \$15.39 to \$18.26. Given that education and training requirements will be the same for this position as a full-time Forester position, Erik is requesting that this new position be paid the same rate as a Forester position. The Forester positions are paid \$19.87 to \$23.58. After discussion, motion by Nonnenmacher, second by Cahak to set the wages of the Recreation Coordinator/Forester position at a wage scale of \$17.00 to \$20.18, 3 ayes, 1 no (Henricks), motion carried. It was noted that if this position is approved by the County Board, then the compensation for this position will be evaluated during this Compensation Matrix review and may be adjusted according to the results of this review process.

Motion by Cahak to adjourn at 5:45 p.m., second by Nonnenmacher, all ayes, motion carried.

Respectfully submitted,
Gary D. Olsen
Recording Secretary

POINT FACTOR DESCRIPTIONS

1. Knowledge: Education and Experience

This factor considers the basic knowledge requirements in terms of formal education or experience needed to perform a job satisfactorily. It includes knowledge of: steps, procedures, practices, rules, policies, theories, and concepts, as well as the ability to communicate, reason, and problem solve. This knowledge can be acquired through formal schooling, independent study, short courses, or on-the-job training. Specialized technical training for licensing or certification is included. It is assumed that all jobs require basic skills in reading, writing, and arithmetic (add, subtract, multiply, and divide, decimals, and fractions).

Level 1: Requires the ability to understand and follow standard practices and instructions, keep routine records, operate standard office equipment, use a computer to enter and/or obtain information; ability to check, proof, and file; knowledge of standard practices and procedures including clerical routines. Equivalent to a high school diploma or up to one year experience.

Level 2: Requires the ability to read and understand written instruction, standard practices and procedures; some knowledge of or training in a specialized field or process; intermediate administrative support skills, bookkeeping/accounting or office routines, data entry; ability to compose and/or edit standard business correspondence. Also includes basic knowledge of mechanical or technical equipment. Equivalent to a high school diploma plus additional training in a specialized or technical field or one to three years experience.

Level 3: Requires knowledge of a general or technical field such as accounting, information technology, manufacturing operations, quality control, advanced administrative support, data base and other computer applications, mechanics, and maintenance. Equivalent to two years of college or an associate degree or four to six years experience.

Level 4: Requires thorough knowledge or training in a profession, or in a specialized or technical field such as financial analysis, accounting, business administration or management, clinical (nursing/specialized healthcare), social services, agriculture, computer science/programming/MIS, marketing, human resources, engineering, physical plant management, and chemical or biological sciences. Equivalent to a bachelor's degree or seven to nine years experience.

Level 5: Requires a broad knowledge of an advanced and technically specialized field, formal research, and schooling beyond the bachelor's level. Equivalent to a master's degree, special licensure, or certification (CPA, JD, etc.) or 10 years or more experience.

2a. RESPONSIBILITY: Supervisory

This factor considers the extent and level of supervisory responsibility as evaluated by the level and extent (number) of employees supervised, both directly and indirectly. Consider the types of supervision involved, and the responsibility that goes with the job for planning, instructing, directing, appraising, organizing, coordinating, and interpreting. It measures the authority exercised, including the degree of responsibility for functions, costs, methods, personnel, and policies.

Level 1: Is considered an individual contributor and is responsible for own work assignments. May provide training or assistance to others.

Level 2: Is designated and holds authority as a lead worker and is responsible for assigning, monitoring, planning, and some scheduling of the work activities of others within the same department performing similar work.

Level 3: Is considered a technical expert and/or supervisor, middle management, and has authority within their field. Others are required to seek advice, approval and/or direction before acting. Technical expertise is provided and used by managers and officials in the decision making process. May supervise or provide work direction and guidance to team members in the area of specialty.

Level 4: Is considered a manager and has operational authority for a department and is responsible for operation results through direct supervision of staff and/or functional oversight, i.e., Social Services, Maintenance, Highway, Forestry, Sheriff, Health, etc. Delegates work, controls processes and methods, evaluates employee performance, and initiates employment actions, collaborates with other departments.

Level 5: Is considered an executive leader and has the highest level of management responsibilities and is accountable for multiple functions. Manages and provides direction and oversight to other Department Heads.

2b. RESPONSIBILITY: Decision Making

This factor considers the extent and level of decision making responsibility. Considers the types of decisions made by the position. It measures whether the position is ancillary, suggesting, participating, or final with regards to decision making for the department or the County entity.

Level 1: Minimal decision making responsibility. Follows detailed procedures/protocols, and has close supervision.

Level 2: Confined decision making responsibility. Follows procedures and protocols are clear and supervision is available as required or requested.

Level 3: Moderate decision making responsibility. Follows policies and precedents are clear and supervision/managerial direction is available as requested.

Level 4: Considerable decision making responsibility. Follows department policies and practices are interpreted and applied with only general supervision/managerial direction.

Level 5: Substantial decision making responsibility. Judgments involve multi-department policy interpretation and/or defining new policies of major importance to the organization.

2c. RESPONSIBILITY: Job Responsibility

This factor considers the job responsibilities that pertain to the position. It evaluates the complexity of the work in terms of independent action, extent to which duties are standardized, exercise of sound or independent judgment, exercise of discretion, closeness of supervision required or received, resourcefulness or creative effort and planning required by the job.

Level 1: Duties are routine. Requires the ability to understand and follow instructions. Assignments are largely repetitive or standardized work; practices and procedures are specified. Exercises ordinary judgment, limited authority to select alternative work methods, work is closely supervised.

Level 2: Duties are semi-routine. Requires the ability to perform repetitive or generally standardized duties, works from instructions given or follows standardized general procedures. Makes decisions involving good judgment, and requires ordinary analysis of standard data. Work is checked, but not continuously.

Level 3: Duties are of a somewhat diversified nature involving a variety of applications where the employee is responsible for choice of action within prescribed limits or precedents. Works towards assigned objectives. Acts independently and uses good judgment to plan work, set priorities, assemble information, analyze facts or conditions regarding individual problems and situations, and to determine what action to take within limits of standard organization practice. Seeks advice on nonstandard situations. Moderate responsibility for decisions which usually affect daily operations of a single process. Work is reviewed for application of sound judgment.

Level 4: Diversified work of a technical and involved nature requiring the use of analytical ability and independent thinking and judgment to complete assignments where only general practice, precedents, and functional principles are applicable. Significant responsibility for decisions and final recommendations usually affect more than one department. Authority to make decisions at the department level. Work is reviewed through departmental results obtained.

Level 5: Ability to plan and perform a wide variety of duties with general knowledge of organization policies, practices, methods, and procedures. Performs both difficult and/or unusual work that requires considerable independent judgment to solve problems, devise methods, modify, and adapt procedures to meet different or changing circumstances. Uses considerable initiative and ingenuity. Authority to make decisions which affect departmental, administrative, or technical operations. Decisions impact the entire organization in a demonstrable way. Work is reviewed primarily through results obtained.

2d. RESPONSIBILITY: Problem Solving

This factor considers the context and complexity of challenges and problems that the position deals with. It measures the problem solving abilities that are required for the position. The required responses measured are whether the position makes clear-cut choices; chooses among several responses of equal effect; chooses the best alternative from among the possibilities; examines, researches, and resolves each challenge/issue; or develops and offers original, creative solutions.

Level 1: Complexity is low and challenges/problems are relatively minimal. Challenges/problems tend to be routine procedure/process issues.

Level 2: Challenges/problems tend to be more diverse but are typically covered by precedent or established practice.

Level 3: Challenges/problems are complicated and require interpretation and application of policies and objectives.

Level 4: Challenges/problems are complex, relating to broad operating policies. Challenges/problems must be addressed within broader, department-wide procedures and practices.

Level 5: Challenges/problems deal with the organization's mission and governance. Challenges/problems deal with the County departments as a whole and cross between multiple departments.

3a. WORKING CONDITIONS: Environmental

This factor considers the conditions under which the job must be performed and the extent to which those conditions impact physical comfort. Consider exposure to weather, dust, heat, fumes, cold, wet, odors, noise, or other conditions, including ventilation, and long or unusual working hours.

Level 1: Normal office working conditions within minimal exposure to disagreeable elements. Limited travel.

Level 2: Limited exposure to disagreeable elements such as dirt, temperature fluctuation, and/or limited exposure to weather conditions. Occasional travel.

Level 3: Moderate exposure to environmental conditions that impact physical comfort such as poor ventilation and temperature extremes. May require specialized clothing or use of common personal protective equipment. Damage to clothing possible. Regular travel.

Level 4: Regular exposure to disagreeable and environmental conditions. Spend the majority of working time outside in all types of weather conditions. Exposed to one or more particularly disagreeable elements such as continuous high noise level, considerable dust, heat, and humidity. Personal protective equipment regularly used.

Level 5: Significant and frequent exposure to disagreeable and environmental conditions. Requires use of extensive or specialized clothing and/or personal protective equipment.

3b. WORKING CONDITIONS: Physical Demands/Hazards

This factor considers the physically demanding nature of the work performed.

Level 1: Normal mental and visual attention is required. Minimal physical demand with minimal exposure to workplace hazards.

Level 2: Normal mental and visual attention is required. Light physical demands to include bending, twisting, turning, and light lifting. Limited exposure to workplace hazards. Some confrontational situations with the public.

Level 3: Close mental and visual attention is continuously required. Moderate physical demands typically found in trades work with moderate exposure to workplace hazards. Requires regular lifting, bending, twisting, turning, and use of power equipment. Deals with confrontational situations with the public on an almost daily basis.

Level 4: Regular and continuous physical demands and continuous mental and visual attention to work environment. Requires regular lifting, bending, twisting, turning, and use of power equipment and heavy equipment. Exposure to workplace hazards. Exposure to dangerous conditions, i.e. drugs, weapons, inmates, and mentally unstable individuals.

Level 5: Significant physical demands typically found in heavy industry or construction work, and with significant exposure to workplace hazards. Regular and frequent lifting, moving, bending, twisting, and turning. Exposure to life threatening encounters, i.e. Law Enforcement.