



## Buncombe County Board of Commissioners

### Request for Board Action

Meeting Date: 7/16/2019

#### Consent Agenda

**Department:** Human Resources

**Presenter(s):** None

**Contact(s):** Margaret Ellis

**Subject:** Classification Grade Revision

#### Brief Summary:

The State of North Carolina through the NC Office of Human Resources customarily regulates position classification for local health and human services departments. However, the State allows local governments to have their own personnel systems as long as the system is substantially equivalent to the Chapter 126 of the North Carolina General Statutes. One facet of substantial equivalency is that local government's classification system must maintain an equitable relationship in terms of salaries between positions usually governed by the State. On February 14, 2014, Buncombe County passed a resolution authorizing the Health and Human Services Department to apply with the State to determine whether its personnel system is substantially equivalent with the State Personnel Act. HHS received approval of its personnel system from the State on May 1, 2014.

In the fall of 2018, Evergreen Consultants completed a pay and classification study for Buncombe County. The Commissioners adopted the new pay plan on November 20, 2018. The new pay plan changed a number of position classifications as well as the minimum starting salaries. The study reclassified the HHS Director position from a pay grade 95 to a pay grade 88 thereby lowering the minimum starting salary. According to the State, there must be a 20%-60% gap between the minimum starting salary of the Director and the next highest supervised position. Because of the new pay plan, currently the County has less than a 20% gap between minimum starting salary for the HHS Director and the County Social Services Program Administrator II position.

Human Resources is requesting classification grade revisions for County Social Services Program Administrator I and County Social Services Program Administrator II. This revision is due to the requirements of the NC Office of Human Resources Salary Plan Reporting for County DSS and Public Health to maintain an equitable relationship between the minimum of HHS Director (Grade 88) and the minimum of the highest level supervised while maintaining the series of County Social Services Program Administrator. These changes will not result in any pay decrease to any employee currently in any of the positions subject to this resolution.

There are no funds requested.

**Recommended Motion & Requested Action:**

Approve grade change for County Social Services Administrator I – Grade 82 to 81  
Approve grade change for County Social Services Administrator II – Grade 86 to 83

**County Manager's comments and Recommendation:**

Manager recommends approval.