

2011-06

2011 Wage and Salary Chart

WHEREAS, the Shelby County Council now finds that it is in the best interest of Shelby County, Indiana, and pursuant to legislative authority granted the County Council of Shelby, State of Indiana, by the provisions of IC 36-2-5-3 that the following pay levels be established and be in effect from December 13, 2010, through December 12, 2011, unless sooner amended.

Skill Level	STEP 1 Hire-in	STEP 3 1Year	STEP 4 3 Years	STEP 5 5 Years	STEP 6 10 Years +
COMOT = Computer, Office Machine Operation, Technical					
COMOT 1	25,871	27,483	28,392	29,113	29,986
COMOT 2	24,178	25,686	26,535	27,208	28,024
COMOT 3	22,181	23,566	24,344	24,963	25,712

Skill Level	STEP 1 Hire-in	STEP 3 1Year	STEP 4 3 Years	STEP 5 5 Years	STEP 6 10 Years +
LTC = Labor, Trades, and Crafts					
LTC 1	32,471	34,461	35,491	36,567	37,664
LTC 2	29,146	30,926	31,838	32,797	33,781
LTC 3	24,862	26,384	27,156	27,976	28,815
LTC 4	22,638	24,020	24,746	25,494	26,259
LTC 5	18,026	19,127	19,688	20,297	20,906

Salary based on 40 hour work week. To get hourly pay, divide salary by 2080 hrs.

Skill Level	STEP 1 Hire-in	STEP 3 1Year	STEP 4 3 Years	STEP 5 5 Years	STEP 6 10 Years +
PAT = Professional, Administrative, Technological					
PAT 1	36,358	38,540	39,631	40,722	41,944
PAT 2	31,712	33,613	34,565	35,515	36,580
PAT 3	25,003	26,525	27,276	28,026	28,867

Skill Level	STEP 1 Hire-in	STEP 3 1Year	STEP 4 3 Years	STEP 5 5 Years	STEP 6 10 Years +
EXE = Executive					
EXE 1	56,353	59,734	63,115	65,008	66,958
EXE 2	46,531	49,323	52,116	53,679	55,289
EXE 3	42,576	45,130	47,684	49,115	50,588

Skill Level	STEP 1 Hire-in	STEP 3 1Year	STEP 4 3 Years	STEP 5 5 Years	STEP 6 10 Years +
POLE = Protective Occupation & Law Enforcement					
Correctional Officer	27,408	29,053	29,875	30,698	31,619
Correctional CPL		30,946	31,836	32,763	33,746
Correctional SGT		32,147	33,111	34,078	35,100
Correctional LT		32,766	33,750	34,733	35,775
Jail Cdr. CPT	33,690	36,781	37,824	38,864	40,030
Jail Matron	32,740	32,740	32,740	32,740	32,740
Commo Officer	27,408	29,053	29,875	30,698	31,619
Asst. IDAC's Cord.		32,147	33,111	34,077	35,100
IDACS Coord.		34,077	35,099	36,120	37,204
Process Server	27,571	30,102	31,004	31,805	32,759
Court Secty Officer	28,730	31,368	32,254	33,142	34,137

SHELBY COUNTY, INDIANA

Chief Deputy & Other Appointed Positions of Elected Officials.

GENERAL FUND ACCOUNTS

<u>Department/Office</u>	<u>Position</u>	<u>Salary</u>
Auditor	First Deputy	31,197
Treasurer	First Deputy	28,444
Recorder	First Deputy	26,510

NON-GENERAL FUND ACCOUNTS

<u>Department/Office</u>	<u>Position</u>	<u>Salary</u>
County Assessor	First Deputy	28,201
Commiss/Highway	Commiss Sec/Highway Clerk	34,880

Pay based on an approximate pay differential of 75% of the approved salary of the Elected Official and the First Deputy position.

Special Occupation (SO) career field

Building, Plumbing, Electrical Inspector

This position is employee driven and contains special aspects that are unique. This could easily be treated as two separate or three part-time jobs (i.e. Plumbing inspector, electrical inspector, building inspector under PAT classification. The proposed pay is based on a combination of obtained and demonstrated skills.

<u>Level</u>	<u>Compensation</u>
I	33,765
II	39,393
III	45,020

SHELBY COUNTY, INDIANA

July 1, 2010 - June 30, 2011

Community Corrections

NON-GENERAL FUND ACCOUNT

Pay plan is based on maintaining equity w/ comparable jobs classified under the COMOT, PAT, and POLE charts, Probation Services, & Prosecutor. Pay adjustments will be conducted annually on a program year basis and will occur on July 1st of each year.

Position	Annual Salary
Executive Director	46,000.00
Adult Case Manager 1	34,278.40
Adult Case Manager 2	34,752.86
Adult Case Manager 3	38,187.78
Community Service Coordinator	32,441.07
Field Coordinator	38,187.78
Administrative Assistant	29,506.56
Employment and Education	30,262.26
Juvenile Case Manager 2	31,000.00
Field Officer I	29,921.50
Field Officer II	28,408.00
Field Officer III	28,940.94
Field Officer Float	12,867.26
CWC Assistants	17,019.07
VA Coordinator	12,134.64
BKPR / Receptionist	22,877.33
Admin. Asst Trainee	12,500.00

January 1, 2011

Probation

Pay plan is in compliance with the Indiana Judicial Conference "2011 Minimum Salary for Probation Officers" pay matrix. Years of service is based on years of probation officer experience.

Position	Years of Service	Annual Salary	Advanced Degree
Probation Officer	0-1 Year	29,268	Probation officers having a masters or doctorate degree from an accredited college or university in a relevant course or study as determined by the supervising judge and a minimum of 5 yrs. as an Indiana probation officer shall receive an additional 5% of base salary.
Probation Officer	1-2 Years	31,505	
Probation Officer	2-3 Years	35,047	
Probation Officer	3-4 Years	39,170	
Probation Officer	4-9 Years	40,447	
Probation Officer	10-14 Yrs.	44,490	
Probation Officer	15-19 Yrs	48,940	
Probation Officer	20+ Yrs.	53,833	
Chief Probation Officer	Minimum salary based on number of years of experience plus		
	1-3	5,000	
Number of probation officers supervised	4-8	7,500	
	9-15	10,000	
	16+	15,000	
Asst. Chief Probation Officer	5,000 additional for supervisory role of 9-15 probation officers.		

SHELBY COUNTY SHERIFF'S DEPARTMENT - 2010

YEAR	DEPUTY	CORPORAL	SERGEANT	LIEUTENANT	CAPTAIN	MAJOR
0	31,580					38,535
1	32,740					40,292
2	35,057	37,871	39,346	40,641		43,044
3	37,377	40,190	41,843	43,222		45,795
4	39,694	42,508	44,302	45,817		48,559
5	42,014	44,828	46,806	48,406	49,961	51,318
6	42,856	45,669	47,691	49,321	50,905	50,769
7	43,699	46,513	48,597	50,206	51,819	53,235
8	44,542	47,335	49,419	51,109	52,751	54,198
9	45,384	48,198	50,360	52,028	53,701	55,176
10	46,228	49,042	51,168	52,794	54,459	56,106

**SHELBY COUNTY, INDIANA
Prosecutor Grant Positions
July 1, 2010 - June 30, 2011**

NON-GENERAL FUND ACCOUNT

Pay is based on external data & maintaining equity w/ the PAT job category and comparable positions in Community Corrections and Probation. Pay adjustments will be made according to the availability of funds under these grant programs.

	Hire-in	1 Year	3 Year	5 Year	10 Year
Adult Protective Services	32,589	34,808	35,919	37,030	38,141
Victim Assistance Coordinator	37,600	40,000	41,200	42,400	43,600

2011 Wage and Salary Charts Policies

1. New hires in the COMOT, PAT, POLE, LTC, positions are to be compensated at the position classification step 1 pay rate. In the event that an applicant possesses exceptional skill and knowledge an Elected Official or Department Head may request a "Step 2" or "Step 3" placement on the pay schedule. Such requests must document equivalent training and experience and be submitted to the Board of Commissioners, and the County Council for approval prior to making an offer of employment to such applicants at the increased rate. In the event that a higher step placement is approved, the new hire will not be awarded future longevity increases until they have served the number of years of County service to where their hire-in pay rate matches the increased rate as reflected on the annual Wage and Salary Chart.
2. Longevity or "step-increases" for all pay categories is defined as years of service in Shelby County employment. Step-increases are based on the individual's anniversary date of hire and are to be computed to the closest pay period. If a person has a break in service with Shelby County Government, his/her longevity and subsequent step is adjusted down in accordance with the Shelby County Manager's Personnel Manual. The step a person has achieved is retained, if there is no break in service, when they are promoted, demoted, or transferred. Longevity/step-increases will be in accordance with the 2011 Wage and Salary Chart. Regardless of the individual situation, no step increase will be approved that moves an individual's compensation level above the level indicated on the 2011 Wage and Salary Chart. If an employee has a change of status from a full-time to a part-time position he/she will retain longevity. If a person changes status from a part-time to a full-time position he/she will be considered a new-hire and will be compensated at the hire-in rate unless paragraph 1 above applies.
3. **NOTE: Due to budget shortfalls and County budget restraints longevity increases cannot occur in 2011. All employees who would have received a longevity increase in 2011 will be compensated at their final bi-weekly 2010 wage and salary level.**
4. Inter-service transfer. A transfer is when a person moves within Shelby County Government from one position to another position of the same pay classification. A transfer cannot receive a pay increase. The hiring authority must insure that he/she is willing to compensate the employee at the same compensation level or the employee must be willing to take the loss in pay if the hiring authority will not or cannot match the employee's current salary.
5. All present county positions have been evaluated, approved, and accepted by the County Council. However, there may be times when it will be necessary to reclassify a position. This will normally occur when the job requirements have undergone a significant change of responsibility. This requested reclassification could either increase or decrease the classification level and the annual compensation amount. The responsibility to request a reevaluation of a position resides with the department head or elected official. It is anticipated that the department head or elected official will appreciate the responsibility that he/she has to County Government and the taxpayers in making this request and will not make frivolous requests. In accordance with the Supervisor's Personnel Manual there is an established procedure that must be followed. This includes providing the request to reclassify the position to the Human Resource Manager who will then convene the Position Factoring Committee as necessary. The Factoring Committee will conduct a

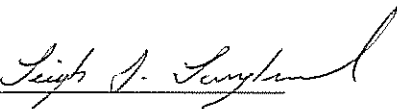
review and assessment of the position description in accordance with the Factor Evaluation System (FES) and will then make its recommendation to the Board of Commissioners. The Board of Commissioners will make their determination and recommendation to the County Council. By State Statute the County Council has sole authority to classify any and all positions within Shelby County Government. The determination of the County Council is final. An additional request to reevaluate the same position will not be considered unless there has been a significant change in the responsibility of the position and the subsequent rewrite of the individual job description. It should be noted that Special Occupation (S.O.) positions are not factored due to their unique and varied requirements, job descriptions, and funding avenues.


- Members of any branches of the active and in-active reserves and National Guard who are called, voluntarily or involuntarily, to extended active duty, shall be paid a differential pay. This differential pay will be computed as the difference between their present monthly County salary and the individual's gross monthly military pay and will be paid only if their total military pay is less than their present County pay. Gross monthly military pay computation will include; Base Pay, Quarters Allowance, Rations, Separation Pay, Overseas Pay, Hazardous Duty Pay, Flight Pay, Combat Pay, Proficiency Pay, and any other type of monetary compensation received while on active duty. In order to receive differential pay the active duty service member will be required to prove his military compensation level each quarter. This differential pay will not exceed five years in duration. (NOTE: Extended active duty is defined as any time in excess of 15 days per calendar year.)

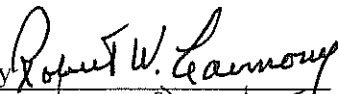
ADOPTED BY THE COMMON COUNCIL this 19th day of April, 2011, by a vote of 7 Ayes and 0 Nays.

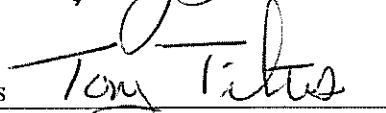
Scott Asher 


Linda Sanders 

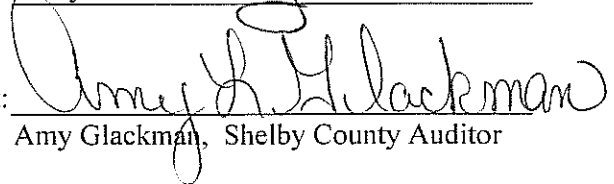
Leigh Langkabel 

Terry Smith 

Bob Carmony 

Tony Titus 

Tom Debaun 

Attest: 
Amy Glackman, Shelby County Auditor