

**Request for Proposals
for
Job Evaluation and Compensation Study**

April 23, 2024

Minnehaha County, South Dakota

Proposal Request No: 24-01



Strong Foundation. Strong Future.

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Request for Proposals

**Minnehaha County, SD, Requests Proposals for
Job Evaluation and Compensation Study**

Proposals shall be received on June 7, 2024, not later than 4:00 p.m. CST. Proposals shall be publicly opened on or after June 10, 2024.

The RFP is available at www.minnehahacounty.gov/notices/biddersProposals/biddersProposals.php or from Human Resources at 415 N. Dakota Avenue, Sioux Falls, SD. Cite RFP No 24-01.

Minnehaha County reserves the right to reject any or all bids, waive technicalities, and make award(s) as deemed in the best interest of Minnehaha County, SD.

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Requests for Proposals for Job Evaluation and Compensation Study

Section 1 Introduction and Instructions

1.01 Project Overview

Minnehaha County is requesting proposals for professional consulting services for the evaluation of the County's job evaluation, salary structures, and benefits programs. The purpose of the study is to comprehensively assess and analyze the current job evaluation system and compensation practices including wages and benefits. The study will encompass full-time, variable hour, seasonal, and elected employees.

1.02 Contact Person

Carey Deaver, Director of Human Resources, will be the contact for request for proposals. Contact information is as follows:

Carey Deaver
Minnehaha County Human Resources
415 N. Dakota Avenue – 3rd Floor
Sioux Falls, SD 57104
Email: cdeaver@minnehahacounty.gov
Phone: (605) 367-4337

1.03 Schedule of Events

The below is the County's estimated schedule for this RFP. These dates are subject to change.

- RFP issued: April 23, 2024
- Deadline for Questions: May 31, 2024
- Proposals Due: June 7, 2024
- Review of Proposals: June 10-21, 2024
- Presentations: July 1-12, 2024
- Contract Awarded: On or before August 6, 2024
- Project Completion Date: January 15, 2025

Section 2

Objectives, Background, and Scope of Services

2.01 Goals and Objectives

The County's goal is to recruit and retain high performing employees who provide outstanding service to our citizens. The intent of the County's compensation plan is to consider both internal worth of positions and external market comparisons in order to offer competitive pay. The objective is to offer a competitive compensation and benefit package which: 1) attracts well qualified candidates for employment in all position categories, 2) recognizes employee growth and development, and 3) retains experienced and qualified employees. The result should be a compensation and benefits plan which enables the County to successfully compete in the labor market and adjust to market changes as they occur while considering affordability and practicality given the County's limited financial resources and responsibility for being careful stewards of taxpayer funds.

2.02 Background

The County is governed by five elected, part-time County Commissioners who are empowered to superintend the fiscal concerns of the County. The Commission conducts long-range planning, approves budgets, enacts policies and procedures, and administers the various appointed County departments. There are 17 County departments with 12 appointed department heads and five elected department heads.

The County has approximately 624 budgeted, full-time, non-elected positions with approximately 150 job titles. The County utilizes a grade and step pay plan for these positions. This pay matrix is utilized for all full-time, non-elected positions which involve varying levels of responsibilities and qualifications as well as two bargaining units: the Deputies Association and the Highway Union. A point-factor job evaluation process is used to evaluate the relative worth of positions and to assign positions to pay grades. The pay matrix consists of 20 pay grades (pay grades 7-26) each of which has 14 steps. The distance between each step from 1-3 is approximately 5%. The distance between each step from 3-14 is approximately 2.5%. Employees are eligible, with good performance, for an annual step increase until reaching the maximum of the range. Salary ranges are reviewed annually for potential adjustment.

The County also employs approximately 90 seasonal and variable hour employees, the exact number of which fluctuates during the year. Seasonal and variable hour positions are classified into six different levels. Each level has an open pay structure with minimum and maximum pay rates. Pay ranges are based on a variety of factors including external market and pay ranges for comparable full-time positions.

Elected positions consist of five department heads (Auditor, Register of Deeds, Sheriff, State's Attorney, and Treasurer) and the five County Commissioners. Elected department heads are paid a flat rate, and these rates are reviewed annually. Factors considered when budgeting for or setting rates include, but is not limited to, market for similar positions, equity within County management positions, pay of subordinate staff, and funding. Elected County Commissioners are paid a flat rate that is often adjusted annually. Commissioners each earn the same rate, other than the Chair who receives an additional \$1,500 per year.

The County completed a comprehensive classification and compensation study in 2008. This study resulted in the current point-factor, job evaluation method. In 2014, a study was conducted which primarily involved a salary survey and review of the County's salary structure. In 2022, an internal group reviewed and recommended restructuring the width of the steps at the beginning of the pay scale. The 2022 review resulted in the County's current 14 step pay matrix described above.

The exhibits provide additional information:

- Exhibit A: Section 5.0 of the Employee Handbook regarding employee classifications
- Exhibit B: Section 8.0 of the Employee Handbook regarding wages and compensation
- Exhibit C: Pay matrix for regular, full-time positions
- Exhibit D: Position listing for full-time positions
- Exhibit E: Pay ranges for seasonal and variable hour positions
- Exhibit F: Resolution establishing County elected department head annual salaries for 2024
- Exhibit G: Cost summary for project components

2.03 Scope of Services

The scope of services shall include:

1. Review and update job evaluation process

Consultant shall conduct a complete review of the County's job evaluation method and recommend a process consistent with the County culture and goals. Consultant shall review existing job descriptions and position information or gather new information in order to conduct a thorough analysis of existing job grade assignments. This should be used to provide recommended changes to job grade assignments to ensure appropriate pay levels for positions given external market and internal equity. Consideration should be given to job families which may allow for promotion and development, where appropriate. Consultant should review job description formats and provide recommendations for changes.

2. Conduct comprehensive salary and benefits survey

Consultant shall conduct a comprehensive salary and benefits survey by identifying comparable midwestern counties, public sector employers, and private employers in the local labor market using approximately 50-75 benchmark classifications. This should include recommendations for comparable entities and geographic adjustments, if any, to salary comparisons. This study must result in data which considers compensation and benefits packages of the comparable entities, including:

- a. Minimum and maximum salary ranges for positions as well as salary or pay step progression and timeframes for step intervals, if applicable.
- b. Other compensation factors such as shift differentials, on-call pay, incentives, specialty pay, allowances, workers' compensation, and bonuses.
- c. Employer paid pension benefits including the type (defined benefit or contribution), employer contribution (expressed as dollar value, percentage of pay, or other), vesting period, retirement age, and formula for benefit computation/factor.
- d. Employer contribution to supplemental retirement savings programs (457, 401k, or other) in dollar value or percentage of pay.
- e. Health/dental, life insurance, disability insurance, or other employer paid benefits including premium levels, employee paid portions, and plan design options.
- f. Paid time off benefits (such as PTO or traditional vacation, sick, personal, holidays, bereavement, paid parental leave, etc.) with the rate of accrual, total days per year, payout, any fronting of leave, etc.
- g. Options provided for alternative work schedules (in comparable governmental entities only).

3. Review and Recommend Changes to Pay Structures

Based on survey data and job evaluation, the consultant shall review and recommend wage adjustments for existing pay structures or new pay approaches for all position types including full-time, elected, variable hour, and seasonal staff. The consultant will be expected to utilize criteria for allocating positions to compensation levels based on internal job evaluation, external market data, and the County's objectives for attracting and retaining well-qualified staff. Determination of external equity should include

comparisons of total compensation to include fringe benefits. Recommendations shall also include methods for employee progression through salary ranges.

Pay practices for hiring, promotion, step advancement, and general increases for inflation and other factors will be reviewed to evaluate compensation practices and pay structure maintenance.

Options, along with cost impacts, should be provided for recommended transitions to any new pay matrices or compensation approaches.

4. Review and Recommend Approaches for Ongoing Pay Plan Evaluation and Maintenance

The consultant shall recommend methodology for assessing ongoing effectiveness and making future adjustments for cost of living, cost of labor, etc. The consultant will be asked to recommend options for the County to conduct its own periodic salary review processes including the evaluation of pay differentials between comparable entities; methods and options for obtaining wage information, including subscription based or other salary survey sources; and methods for analyzing salary data for positions.

5. Period of Performance

Due to constraints established by virtue of labor contracts between the County and two bargaining units, the selected consultant will be expected to complete the project described in this request no later than January 15, 2025. If the due date cannot be met, please state an alternative date in the proposal. To provide an equal basis of comparison for all proposers in determining project approach, proposed schedule of work, cost estimates, and fees, proposers should use this deadline in the preparation of their proposals to the County. The date for contract initiation, as well as a detailed schedule for project completion, shall be negotiated between the selected consultant the County.

Final Report

The consultant will prepare an authoritative report explaining the methodology for the study; the data collected including the age of salary survey data; and the conclusions of the analysis. The final report must include the proposed pay plan and salary recommendations as well as recommendations for optimizing benefit offerings. The report should also include a cost impact analysis of the recommended changes and options for implementing and transitioning to new pay plans, if recommended. This report would be reviewed by the County Commission to make final determinations regarding pay plan implementation.

Explanatory Meetings

Upon completion of the final report the consultant shall meet with the County Commission and the Minnehaha County Department Heads to explain the study results, listen to feedback, and answer any questions.

Training

Minnehaha County will be responsible for maintaining the job evaluation and compensation system after the project is completed. The consultant will be expected to provide training regarding ongoing position evaluation and plan maintenance.

Section 3

Proposal Content and Response

3.01 Submittal Requirements

Each submittal must contain the following information:

1. Cover Letter with the following:

- a. Provide name and address of the consultant firm.
- b. Address, telephone number, and email address of the person to contact regarding the project.
- c. Acknowledge receipt of any addenda, if applicable.
- d. Summarize understanding of the project.
- e. Indicate acceptance of the RFP requirements.
- f. Provide a one-page summary of the benefits the County would receive from the responding consultant firm.

The cover letter must be signed by a duly authorized official of the consultant firm. Consortiums, joint ventures, or teams submitting proposals must establish contractual responsibility rests solely with one company or one legal entity. Each submittal should indicate the entity responsible for execution on behalf of the proposal team. The firm offer must be good for 90 days.

- 2. Summary of Consultant Firm Experience and Qualifications.** Provide a listing of information for each person in the firm participating in this project. State the educational background of each individual, years of experience, length of employment at the firm, and specific experience involved in benefits and compensation studies.
- 3. Answers to Questions.** Provide separate responses to each of the following items:
- a. Description of how your firm will achieve the Scope of Services outlined in Section 2.03 of this request including approach and methodologies.
 - b. Proposed timeline the firm would follow in completing the project including key milestones and deliverable dates.
 - c. Assistance your firm would require from County Human Resources staff for completing this project, including staff time, technical resources, documents, data, etc.
 - d. Description of proposed fees and expenses for your firm's charges to provide the services described in the request for proposal. Please show an approximate breakdown of the proposed fees and expenses for each project element. The County prefers that the fee be in a fixed dollar amount without reference to an hourly billing rate. If subcontractors will be used by the firm, the subcontractor's fees must be included in the figure given as a "consultant's fee." Any expenses incurred should be included as part of the consultant's fee. An overall summary of the total cost for each component should be included as outlined in Exhibit G.
- 4. References.** Provide a list with contact information of clients that have requested services from your firm.

- 5. Experiences.** Supply recent examples of similar services provided to other governmental entities including the phone number and email address for each entity's main project contact.

3.02 Proposal Copies and Return Mailing Address

Firms must submit four (4) original hard copies (marked "original") and one thumb drive with the proposal saved as one file to the thumb drive in a sealed envelope or package.

Envelopes or packages containing proposals must be clearly addressed as described below to ensure proper delivery and to avoid being opened by the County before the deadline for receipt. Envelopes or packages must be addressed as follows:

Minnehaha County Auditor's Office
"Proposal to Conduct Job Evaluation and Compensation Study"
415 N. Dakota Avenue
Sioux Falls, SD 57104

Proposals may not be delivered orally, by facsimile transmission, or by other telecommunications or electronic means. Firms assume the risk of the method of dispatch chosen. The County assumes no responsibility for delays caused by any delivery service.

3.03 Deadline for Responses

Proposals must be received by the Auditor's Office no later than 4:00 p.m., central standard time, on June 7, 2024.

A firm's failure to submit its proposal prior to the deadline will cause the proposal to be rejected. Late proposals or amendments will not be opened or accepted for evaluation.

3.03 Questions and Addenda

Any questions regarding this RFP should be directed to the attention of Carey Deaver, Director of Human Resources by mail at 415 N. Dakota Avenue, Sioux Falls, SD 57104; by phone at (605) 367-4337; or by email at cdeaver@minnehahacounty.gov. Answers to questions will be posted on the County's website. The deadline for questions is 4:00 p.m., central standard time, on May 31, 2024.

If deemed necessary, addenda to the RFP will be issued and will be emailed to the proposers. No addenda will be issued after 4:00 p.m., central standard time, on May 31, 2024.

Responding firms are prohibited from communicating in any other manner about this project with any other County employee from the date of issuance of this proposal until the final selection. Other means of communications or contact may disqualify the submitting firm.

Section 4

Proposal Review and Selection of Finalists for Interview

4.01 Selection Criteria and Contract Award

Upon receipt of the proposals, a proposal evaluation committee will determine the proposal deemed most qualified based on the following criteria:

- a. Understanding of the project as well as the validity and practicality of the approach to the job evaluation and compensation study
- b. Experience and qualifications of the consultant firm and team, including references

- c. Timeline
- d. Project cost

The evaluation committee may ask for an oral presentation from the firm. Following the presentations, the committee will rank the proposals and make a recommendation to the Minnehaha County Commission which will award the contract. After review of proposals, if the County decides to not enter into a contract, the County will notify all firms in writing.

The County reserves the right to reject any or all proposals, waive technicalities, resolicit, or award contracts as deemed in the best interest of the County.

The County may modify project components on the basis of price quotations received or other criteria.

4.02 Special Conditions

Excluding proprietary information, the successful firm's proposal and contract are deemed public records and shall be available to the public upon request. In addition, the County shall maintain a "Register of Proposals for this Contract," which shall contain the names of firms who submitted a proposal and the name of the firm awarded the contract; however, the proposals of the submitting firms not awarded the contract are nonpublic records and will remain confidential.

Section 5

General Proposal Information

5.01 Authorized Signature

An individual authorized to bind the firm to the provisions of the RFP must sign all proposals.

5.02 County Not Responsible for Preparation Costs

The County will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

5.03 Conflict of Interest

Firms must disclose any instances where the firm or any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict (e.g., employment history with the County or known relatives working at the County). The County reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the firm's proposal. The County's determination regarding any questions of conflict of interest is final.

5.04 Firm's Certification

By signature on the proposal, the firm certifies that it complies with:

- a. The laws of the state of South Dakota.
- b. All applicable local, state, and federal laws, codes, and regulations.
- c. All terms, conditions, and requirements set forth in this RFP.
- d. A condition that the proposal submitted was independently arrived at without collusion.

- e. A condition that the offer will remain open and valid for the period indicated in this solicitation and any condition that the firm and/or any individuals working on the contract do not have a possible conflict of interest (e.g., employment with the County or known relatives working at the County).

If any firm fails to comply with the provisions stated in this paragraph, the County reserves the right to reject the proposal, terminate the contract, or consider the contractor in default.

5.05 No Contact Policy

Any contact with any County representatives, related officials, or representatives other than those outlined in the RFP is prohibited. Such unauthorized contact may disqualify your firm from this procurement.

5.06 Special Conditions

The County reserves the right to reject any and all proposals, to waive formalities, and to select the proposal and consultants that, in the County's sole discretion, are in the best interests of Minnehaha County, South Dakota.

The County reserves the right to:

- a. Amend, modify, or withdraw this RFP.
- b. Revise any requirements under this RFP.
- c. Require supplemental statements of information from any responding party.
- d. Extend the deadline for submission of responses.
- e. Negotiate or hold discussions with any bidder for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements and instructions contained herein.
- f. Waive any nonconformity with this RFP.
- g. Cancel, in whole or in part, this RFP if the County deems it in the best interest to do so.
- h. Request additional information or clarification of information provided in the response without changing the terms of the RFP.
- i. Waive any portion of the selection process in order to accelerate the selection and negotiation with the top-ranked firm.
- j. Not award a contract as part of, or results of, this RFP process.

The County may exercise the foregoing rights at any time without notice and without liability to any bidder, or any other party, for expenses incurred in the preparation of responses hereto or otherwise.

EXHIBITS

- Exhibit A: Section 5.0 of the Employee Handbook regarding employee classifications
- Exhibit B: Section 8.0 of the Employee Handbook regarding wages and compensation
- Exhibit C: Pay matrix for regular, full-time positions
- Exhibit D: Position listing for full-time positions
- Exhibit E: Pay ranges for seasonal and variable hour positions
- Exhibit F: Resolution establishing County elected department head annual salaries for 2024
- Exhibit G: Cost summary for project components

5.0 EMPLOYEE CLASSIFICATIONS

The County provides a vast array of services to citizens. Our organization relies on several individuals serving in a variety of capacities to provide these services. The following sections provide general information about the different types of employee classifications at the County.

5.1 Regular, Full-Time Employees

Regular full-time positions are any positions which are authorized as part of the County budget and are scheduled to work 40 hours per week or, for some law enforcement related positions, 80 hours every two weeks. These positions are eligible for insurance, leave accrual, holiday pay, and retirement benefits through the South Dakota Retirement System.

5.2 Regular, Part-Time Employees

Regular part-time positions are those which are authorized as part of the County budget and are scheduled to work between 24 and 40 hours per week. Employees working in regular, budgeted part-time positions will receive partial holiday pay benefits, leave accruals, and will participate in the South Dakota Retirement System. Employees working in regular part-time positions which require 30 or more hours per week will be eligible to participate in health insurance beginning January 1, 2014 if they meet the requirements outlined in the Summary Plan Description.

5.3 Seasonal and Variable Hours Employees

The County will periodically hire employees to work in positions which are not budgeted as authorized positions. These positions, which are not benefits eligible, are either seasonal or variable hour positions.

Seasonal positions are those which are filled for a short period of time to assist with a seasonal need such as road construction, parks maintenance, or elections. They normally begin each calendar year in approximately the same part of the year, such as summer or winter. Seasonal positions may be either full or part-time, and incumbents in these positions are not benefits eligible. While they typically last only a few months, seasonal positions may not extend beyond six months during any calendar year.

Unlike seasonal positions, variable hour positions may be filled for an indefinite period of time and typically require fewer hours. Variable hour positions are often used to supplement full-time staff positions, and hours per week can fluctuate substantially depending on staffing needs. Individuals in variable hour positions are not benefits eligible and may not average more than 23 hours per week in any calendar year period.

Pay ranges for seasonal and variable hour employees are established based on market, equity within the County, economic environment, and other factors. These ranges are reviewed and adjusted periodically. Employees hired for seasonal or variable hour positions must be hired within the range established for their title.

The pay rate for employees in seasonal positions is typically not adjusted during the term of employment. However, individuals may receive increases if rehired in subsequent seasons as long as the new pay rate is within established ranges.

Employees in variable hour positions will have their performance evaluated and their pay rate reviewed annually. The amount of any pay rate increase will be determined by the department head and Human Resources taking into consideration performance, market, internal equity, and other related issues. The annual increase should not exceed the percentage available to employees in budgeted positions. All increases must be approved by the County Commission.

Variable hour employment will end if an employee does not work any scheduled hours for more than six months. If the employee is later rehired, the department head may request approval for appointment at the employee's last rate of pay or step placement.

5.4 Converting from Full-Time to Part-Time Employment

Full-time employees may convert to variable hour positions, depending upon position availability and department head approval, after resigning as long as there is a thirteen week break in service between positions. Employees may retain the same pay rate if they are serving in a similar capacity. Exceptions to the break in service requirement may be granted by the Commission.

8.0 WAGES AND COMPENSATION

The County's goal is to recruit and retain high performing employees that provide outstanding service to our citizens. While recognizing that we are stewards of taxpayers' dollars, we focus on offering pay that is generally competitive and recognizes employees' growth and development. The objectives of our compensation program are to ensure appropriate compensation for positions considering both internal worth to the organization and external market.

The wages and compensation method for a position depends on its classification. The following provisions apply to regular, full-time, non-elected positions unless otherwise specified.

8.1 Pay Plan

The County utilizes a grade and step pay plan for each full-time, non-elected position within the County. A job analysis process is used to evaluate each position. This analysis is used to assign, or classify, a position to a pay grade and to develop a job description for the position.

Each pay grade is associated with a salary range and has prescribed points referred to as "steps." Each grade and step is associated with a rate of pay. This grade and step structure is referred to as the "pay matrix." There are twenty-six (26) grades in the pay matrix each of which has 14 steps. Salary ranges increase by each pay grade and, within each pay grade, rates of pay increase with each step.

The County's pay plan consists of the pay grade listing, the pay matrix, and the guidelines in this section of the Handbook. Employees may obtain a copy of the pay matrix, a listing of position pay grades, and their grade and step placement from their department head or Human Resources.

8.2 Pay Matrix Adjustments

The County Commission considers adjustments to the pay matrix periodically. When evaluating adjustments to the pay matrix, the County Commission may consider compensation philosophy, County's relative position to the market, cost of living, and other factors. The County's current financial status, revenue sources, and expenditures may also impact any type of pay structure adjustment.

If an adjustment is warranted, the entire structure would be adjusted by the determined amount. When a structure adjustment is completed, each employee's pay moves with the structure so that all employees stay on step.

8.3 New Positions

New positions may be requested by the department. Generally, these requests will be considered by the County Commission during the annual budget process. If the request is for a position that is new to the pay plan, department heads should contact Human Resources for the appropriate paperwork to assist in evaluating the

position's pay grade. The County Commission must approve all new positions and the associated pay grade. When necessary, new job descriptions will be developed by the department head and Human Resources.

8.4 Rate of Pay upon Hire

New employees on the pay plan will be hired at the base of their position's pay grade. Department heads may hire new employees at any of the first three steps if warranted by the individual's experience and after consideration of equity issues within the department. Before offers over the base of the range, department heads should consider potential equity issues within the department.

8.5 Step Increases

If funding is approved by the County Commission, employees on the pay matrix are eligible for step increases each year until they reach the maximum of the pay range. The day employees are eligible to advance to the next step in the pay grade is referred to as their "step date." This is typically the anniversary of the date the employee was placed into a new pay grade as the result of hire, promotion or demotion. Employees are eligible to advance one step in the pay grade after completing 12 months of service in the pay grade and step.

Step increases are contingent upon satisfactory performance by the employee as well as approval by the department head and County Commission. Requests for step increases must be sent to Human Resources via a Personnel Action Form along with a performance evaluation. Salary adjustments resulting from step increases, when approved, are effective on the employee's step date.

Department heads may delay step increases due to performance concerns until performance improves to a satisfactory level. In these cases, the effective date of the step increase is the date the department head indicates that satisfactory performance has been maintained for an appropriate period of time. This date will become the employee's new step date.

8.6 Promotions

A promotion is the movement of an individual to a position at a higher pay grade. Promotions occur when employees apply and are selected for a position with a higher pay grade. Promotions may also occur when an employee possesses the qualifications and experience to perform the required duties of a higher-level position in a job series. Job series promotions currently pertain to appraiser positions only.

Employees who are promoted will be placed on a step in the higher pay grade that is at least 5% (but not more than 12%) greater than the previous salary or the base of the new pay grade, whichever is higher. Employees who are promoted will have their step date reset to the date of the promotion.

8.7 Demotions

An employee may be demoted at the discretion of management, as a result of a reduction in force, or as a consequence of employee misconduct or performance. Demotions also occur when employees apply for or voluntarily accept a position with a lower pay grade than their current position.

In the case of a demotion, the employee's rate of pay will be reduced within the range established for the position to which demoted. If an employee had been promoted and is currently demoting to a previously held classification, the employee will be placed at the rate of pay for the step the employee would have been at if never promoted. Step dates will be reset in cases of demotions – voluntary or otherwise.

8.8 Transfers

County employees may apply for position openings in other County departments. If selected for or transferred to a position with the same pay grade, the employee will receive the same rate of pay (i.e. the same step) and the step date remains the same. If transferred between departments, the new department head may require the employee to cash out or use all accrued paid time off (PTO), holiday reserve, or compensatory time prior to starting in the position. Accrued extended sick leave (ESL) will be transferred with the employee into the new department. Transfer actions must be approved by the County Commission.

8.9 Reclassifications

A reclassification is the movement of a position to a higher or lower pay grade. Requests to review a position's classification or pay grade should be submitted to Human Resources in writing and include a rationale for the request including a summary of the position's changes. Reclassification requests will typically be considered as part of the annual budget process and must be approved by the County Commission.

Because a reclassification is the movement of a position, all employees in the position are consequently also moved to the new pay grade, retaining their current rate of pay (or, if that is not possible in the new range, the step closest to but higher than their current rate of pay). If the employee's rate of pay is below the base of the new pay range, placement will be at the first step. If the employee's rate of pay is greater than the maximum of the new pay range, the employee will retain the current rate of pay and will be red-circled, or frozen, at the current rate of pay until the new grade and step reaches that level. If a position is being reclassified due to a significant increase in responsibilities, all employees in the classification may be considered for an increase in pay consistent with the promotion procedures.

8.10 Elected Officials

Elected Officials are paid on a flat rate that is set by the County Commission. The flat rate for each elected department head will be reviewed during the annual budget process. Items to be considered when budgeting for adjustments will include, but not be limited to, market for similar positions, equity within Minnehaha County management positions, pay of subordinate staff, and funding. Adjustments in the flat rate, either increases or decreases, will be made at the discretion of the County Commission. However, under no circumstances will the salary of any elected department head be lowered during their term or consecutive terms of office.

8.11 Seasonal, Variable Hour, and Part-Time Position Pay

Pay ranges for individuals in seasonal or variable hour positions are based on a variety of factors including market, equity within the County, economic environment, and other items.

Compensation for individuals in regular, part-time positions which are authorized as part of the County budget depends on the position classification and funding source. Part-time positions may either be paid similarly to those on the matrix or based on a rate similar to variable hour positions.

Please refer to the Employee Classifications section of this Handbook or contact Human Resources for further information regarding compensation for these positions.

8.12 Overtime and Compensatory Time

Each County position is classified as either overtime eligible or non-overtime eligible in accordance with Fair Labor Standards Act requirements. Classification depends on a variety of factors including position responsibilities.

Overtime eligible employees may be required at times to work more than 40 hours in a work week. Employees who are overtime eligible and who work more than 40 hours in the designated work week will receive either: 1) overtime pay at 1 ½ times the regular rate of pay for each hour worked over 40 hours in the work week, or 2) compensatory time off at 1 ½ times the hours worked over 40 hours in a work week.

Unless otherwise specified in a collective bargaining agreement, overtime eligible employees in law enforcement related positions may have an established two-week work period where overtime provisions do not apply until after the employee has worked more than 86 hours in the two-week work period. In these cases, employees are eligible to receive either overtime pay at 1 ½ times the regular rate of pay, or compensatory time at 1 ½ times the hours worked, for each hour worked over 86 in the two-week pay period.

For all overtime eligible employees, the decision to compensate with compensatory time must be agreed to or understood before the overtime work is performed. Overtime worked must be with the prior knowledge and approval of the department head or disciplinary action may be taken.

Department heads may establish the limit of compensatory time to be earned in their departments. Maximum accrual will not exceed 90 hours (for 60 hours of overtime worked). Use of compensatory time will be scheduled and approved by the department head.

Only hours physically worked will be considered for the purposes of calculating overtime. Paid Time Off (PTO), Extended Sick Leave (ESL), holiday, compensatory time, or other time off benefits cannot be used to extend the length of a normal work day or work week. PTO, ESL, compensatory time and other time off benefits will be adjusted to avoid compensating employees above their normal work schedule. Time will be adjusted in the following order: ESL, compensatory time, PTO.

Department heads have the authority to flex employee schedules within the work week to limit the amount of overtime worked.

When employees are paid time and a half of their regular hourly rate or higher *regardless* of total hours worked for the week (e.g. some types of holiday pay in shift departments), those hours are not counted again for the purposes of calculating overtime. If counted again as hours actually worked towards overtime, the result would be a duplication or pyramiding of overtime which is not permitted under County policy.

Overtime ineligible employees

Positions which meet the overtime exemption requirements of the Fair Labor Standards Act under the executive, administrative, professional, or computer professional regulations are considered overtime ineligible. Employees in these positions are not eligible for overtime pay or compensatory time off. They are expected, under supervision of their department head or the County Commission, to discharge their position duties responsibly and efficiently and to schedule their work hours according to the needs of their position and department.

Appointed department heads and other overtime ineligible employees must report absences for leave purposes in half or full day increments.

8.13 Night Differential

Certain positions in Facilities, the Juvenile Detention Center (JDC), Human Services' Safe Home division, and the Sheriff's Office may require regularly scheduled work hours outside of the County's standard business hours of 8 a.m. to 5 p.m. or may require working night hours for shift coverage. In recognition of the staffing impact of these hours, the County provides a \$1.00/hour night differential to overtime eligible employees in these departments. The night differential applies only to

overtime eligible full-time, part-time and variable hour employees who are required to work night hours in order to provide coverage or services as follows:

- Facilities employees who work an established schedule between 4:00 p.m. and 12:00 a.m.;
- JDC employees who work hours between 7:00 p.m. to 7:00 a.m. for shift coverage;
- Safe Home employees who work hours between 12:00 a.m. and 7:30 a.m. for shift coverage; and
- Sheriff's Office employees in all divisions who are not covered by a collective bargaining agreement and who work between 6:00 p.m. and 6:00 a.m. to provide shift coverage or contract services.

Night differential is only applied to hours physically worked.

Overtime eligible employees at the JDC may choose to substitute for one another during scheduled work hours for work in the same capacity as long as they have prior supervisory approval in writing. This can be done outside of the work week and the hours are excluded for overtime purposes. Employees are paid as if they worked their normal schedule so only the individual who was originally scheduled to work the night hours will receive the \$1.00 night differential.

8.14 On Call and Call Back Pay

Employees may be eligible for additional compensation when required to be on call. "On call" is defined as situations where employees are scheduled on a rotating basis to be on call and they are required to carry a cell phone or pager in order to be available for work outside of their regular schedule in the following departments: Facilities, Human Services and Information Technology.

On Call – Minimum Pay and Duty

Overtime eligible employees who are scheduled to be "on call" for a full seven-day week will be eligible to receive an on call premium of \$20.00 for each day spent on call. Employees must be available to work at all times while on call, and therefore must not be under the influence of any drugs or alcohol.

For any calls that overtime eligible employees receive, they will be compensated for a minimum of 15 minutes or the actual time it takes to resolve the problem, whichever is greater. However, this should not exceed the time period covered. (For example, an individual who receives three calls within a half hour would receive 30 minutes of paid time. An individual who received three calls more than an hour apart each would receive 45 minutes of paid time.) Employees who receive a call that requires them to return to work will be compensated for all time spent working. Time worked while on call will be calculated at the employee's regular rate of pay. Overtime pay or compensatory time is applicable only when total hours physically worked exceed the regular full-time work cycle in accordance with the County's overtime policy.

Record Keeping Requirements

All employees who are on call are required to record their actual hours of work.

Call Back Pay

Overtime eligible employees in Facilities, Human Services or Information Technology, whether scheduled to be on call or not, who are required by their department head or supervisor to return to the work site to address a time sensitive issue will receive compensation for a minimum of two hours, regardless if less time was spent working. This only applies when employees are required to return to the work site at a time that is entirely outside of their regular hours.

Call back time does not include hours that result in the extension of the work schedule – either prior to or following regular work hours. In addition, department heads may, at their discretion, require that employees adjust their work hours during the week, in order to avoid overtime or compensatory time.

8.15 Pay Transparency

Minnehaha County's pay matrix and employee rates of pay are not confidential. Employees are not prohibited from nor will they be disciplined or discriminated against for inquiring about, discussing, or disclosing their own pay or the pay of another employee. However, requests for wage or salary information from outside entities or for multiple individuals should be referred to Human Resources or the Auditor's Office to ensure compliance with open records regulations.

Employees who have questions or concerns about pay rates should contact Human Resources.

Minnehaha County Pay Matrix - 2024

Effective 12/23/20223

Step Grd	1	2	3	4	5	6	7	8	9	10	11	12	13	14
7	17.93	18.84	19.79	20.30	20.80	21.34	21.85	22.40	22.95	23.54	24.13	24.73	25.37	25.98
	1,434.40	1,507.20	1,583.20	1,624.00	1,664.00	1,707.20	1,748.00	1,792.00	1,836.00	1,883.20	1,930.40	1,978.40	2,029.60	2,078.40
	37,294.40	39,187.20	41,163.20	42,224.00	43,264.00	44,387.20	45,448.00	46,592.00	47,736.00	48,963.20	50,190.40	51,438.40	52,769.60	54,038.40
8	18.84	19.79	20.80	21.34	21.85	22.40	22.95	23.54	24.13	24.73	25.37	25.98	26.64	27.30
	1,507.20	1,583.20	1,664.00	1,707.20	1,748.00	1,792.00	1,836.00	1,883.20	1,930.40	1,978.40	2,029.60	2,078.40	2,131.20	2,184.00
	39,187.20	41,163.20	43,264.00	44,387.20	45,448.00	46,592.00	47,736.00	48,963.20	50,190.40	51,438.40	52,769.60	54,038.40	55,411.20	56,784.00
9	19.79	20.80	21.85	22.40	22.95	23.54	24.13	24.73	25.37	25.98	26.64	27.30	27.98	28.68
	1,583.20	1,664.00	1,748.00	1,792.00	1,836.00	1,883.20	1,930.40	1,978.40	2,029.60	2,078.40	2,131.20	2,184.00	2,238.40	2,294.40
	41,163.20	43,264.00	45,448.00	46,592.00	47,736.00	48,963.20	50,190.40	51,438.40	52,769.60	54,038.40	55,411.20	56,784.00	58,198.40	59,654.40
10	20.80	21.85	22.95	23.54	24.13	24.73	25.37	25.98	26.64	27.30	27.98	28.68	29.38	30.14
	1,664.00	1,748.00	1,836.00	1,883.20	1,930.40	1,978.40	2,029.60	2,078.40	2,131.20	2,184.00	2,238.40	2,294.40	2,350.40	2,411.20
	43,264.00	45,448.00	47,736.00	48,963.20	50,190.40	51,438.40	52,769.60	54,038.40	55,411.20	56,784.00	58,198.40	59,654.40	61,110.40	62,691.20
11	21.85	22.95	24.13	24.73	25.37	25.98	26.64	27.30	27.98	28.68	29.38	30.14	30.88	31.66
	1,748.00	1,836.00	1,930.40	1,978.40	2,029.60	2,078.40	2,131.20	2,184.00	2,238.40	2,294.40	2,350.40	2,411.20	2,470.40	2,532.80
	45,448.00	47,736.00	50,190.40	51,438.40	52,769.60	54,038.40	55,411.20	56,784.00	58,198.40	59,654.40	61,110.40	62,691.20	64,230.40	65,852.80
12	22.95	24.13	25.37	25.98	26.64	27.30	27.98	28.68	29.38	30.14	30.88	31.66	32.45	33.25
	1,836.00	1,930.40	2,029.60	2,078.40	2,131.20	2,184.00	2,238.40	2,294.40	2,350.40	2,411.20	2,470.40	2,532.80	2,596.00	2,660.00
	47,736.00	50,190.40	52,769.60	54,038.40	55,411.20	56,784.00	58,198.40	59,654.40	61,110.40	62,691.20	64,230.40	65,852.80	67,496.00	69,160.00
13	24.13	25.37	26.64	27.30	27.98	28.68	29.38	30.14	30.88	31.66	32.45	33.25	34.09	34.93
	1,930.40	2,029.60	2,131.20	2,184.00	2,238.40	2,294.40	2,350.40	2,411.20	2,470.40	2,532.80	2,596.00	2,660.00	2,727.20	2,794.40
	50,190.40	52,769.60	55,411.20	56,784.00	58,198.40	59,654.40	61,110.40	62,691.20	64,230.40	65,852.80	67,496.00	69,160.00	70,907.20	72,654.40
14	25.37	26.64	27.98	28.68	29.38	30.14	30.88	31.66	32.45	33.25	34.09	34.93	35.82	36.70
	2,029.60	2,131.20	2,238.40	2,294.40	2,350.40	2,411.20	2,470.40	2,532.80	2,596.00	2,660.00	2,727.20	2,794.40	2,865.60	2,936.00
	52,769.60	55,411.20	58,198.40	59,654.40	61,110.40	62,691.20	64,230.40	65,852.80	67,496.00	69,160.00	70,907.20	72,654.40	74,505.60	76,336.00
15	26.64	27.98	29.38	30.14	30.88	31.66	32.45	33.25	34.09	34.93	35.82	36.70	37.63	38.57
	2,131.20	2,238.40	2,350.40	2,411.20	2,470.40	2,532.80	2,596.00	2,660.00	2,727.20	2,794.40	2,865.60	2,936.00	3,010.40	3,085.60
	55,411.20	58,198.40	61,110.40	62,691.20	64,230.40	65,852.80	67,496.00	69,160.00	70,907.20	72,654.40	74,505.60	76,336.00	78,270.40	80,225.60
16	27.98	29.38	30.88	31.66	32.45	33.25	34.09	34.93	35.82	36.70	37.63	38.57	39.54	40.51
	2,238.40	2,350.40	2,470.40	2,532.80	2,596.00	2,660.00	2,727.20	2,794.40	2,865.60	2,936.00	3,010.40	3,085.60	3,163.20	3,240.80
	58,198.40	61,110.40	64,230.40	65,852.80	67,496.00	69,160.00	70,907.20	72,654.40	74,505.60	76,336.00	78,270.40	80,225.60	82,243.20	84,260.80
17	29.38	30.88	32.45	33.25	34.09	34.93	35.82	36.70	37.63	38.57	39.54	40.51	41.55	42.57
	2,350.40	2,470.40	2,596.00	2,660.00	2,727.20	2,794.40	2,865.60	2,936.00	3,010.40	3,085.60	3,163.20	3,240.80	3,324.00	3,405.60
	61,110.40	64,230.40	67,496.00	69,160.00	70,907.20	72,654.40	74,505.60	76,336.00	78,270.40	80,225.60	82,243.20	84,260.80	86,424.00	88,545.60
18	30.88	32.45	34.09	34.93	35.82	36.70	37.63	38.57	39.54	40.51	41.55	42.57	43.65	44.72
	2,470.40	2,596.00	2,727.20	2,794.40	2,865.60	2,936.00	3,010.40	3,085.60	3,163.20	3,240.80	3,324.00	3,405.60	3,492.00	3,577.60
	64,230.40	67,496.00	70,907.20	72,654.40	74,505.60	76,336.00	78,270.40	80,225.60	82,243.20	84,260.80	86,424.00	88,545.60	90,792.00	93,017.60
19	32.45	34.09	35.82	36.70	37.63	38.57	39.54	40.51	41.55	42.57	43.65	44.72	45.84	46.99
	2,596.00	2,727.20	2,865.60	2,936.00	3,010.40	3,085.60	3,163.20	3,240.80	3,324.00	3,405.60	3,492.00	3,577.60	3,667.20	3,759.20
	67,496.00	70,907.20	74,505.60	76,336.00	78,270.40	80,225.60	82,243.20	84,260.80	86,424.00	88,545.60	90,792.00	93,017.60	95,347.20	97,739.20
20	34.09	35.82	37.63	38.57	39.54	40.51	41.55	42.57	43.65	44.72	45.84	46.99	48.16	49.37
	2,727.20	2,865.60	3,010.40	3,085.60	3,163.20	3,240.80	3,324.00	3,405.60	3,492.00	3,577.60	3,667.20	3,759.20	3,852.80	3,949.60
	70,907.20	74,505.60	78,270.40	80,225.60	82,243.20	84,260.80	86,424.00	88,545.60	90,792.00	93,017.60	95,347.20	97,739.20	100,172.80	102,689.60
21	37.63	39.54	41.55	42.57	43.65	44.72	45.84	46.99	48.16	49.37	50.61	51.87	53.16	54.50
	3,010.40	3,163.20	3,324.00	3,405.60	3,492.00	3,577.60	3,667.20	3,759.20	3,852.80	3,949.60	4,048.80	4,149.60	4,252.80	4,360.00
	78,270.40	82,243.20	86,424.00	88,545.60	90,792.00	93,017.60	95,347.20	97,739.20	100,172.80	102,689.60	105,268.80	107,889.60	110,572.80	113,360.00
22	41.55	43.65	45.84	46.99	48.16	49.37	50.61	51.87	53.16	54.50	55.84	57.26	58.68	60.13
	3,324.00	3,492.00	3,667.20	3,759.20	3,852.80	3,949.60	4,048.80	4,149.60	4,252.80	4,360.00	4,467.20	4,580.80	4,694.40	4,810.40
	86,424.00	90,792.00	95,347.20	97,739.20	100,172.80	102,689.60	105,268.80	107,889.60	110,572.80	113,360.00	116,147.20	119,100.80	122,054.40	125,070.40
23	45.84	48.16	50.61	51.87	53.16	54.50	55.84	57.26	58.68	60.13	61.65	63.21	64.79	66.39
	3,667.20	3,852.80	4,048.80	4,149.60	4,252.80	4,360.00	4,467.20	4,580.80	4,694.40	4,810.40	4,932.00	5,056.80	5,183.20	5,311.20
	95,347.20	100,172.80	105,268.80	107,889.60	110,572.80	113,360.00	116,147.20	119,100.80	122,054.40	125,070.40	128,232.00	131,476.80	134,763.20	138,091.20
24	50.61	53.16	55.84	57.26	58.68	60.13	61.65	63.21	64.79	66.39	68.06	69.74	71.49	73.28
	4,048.80	4,252.80	4,467.20	4,580.80	4,694.40	4,810.40	4,932.00	5,056.80	5,183.20	5,311.20	5,444.80	5,579.20	5,719.20	5,862.40
	105,268.80	110,572.80	116,147.20	119,100.80	122,054.40	125,070.40	128,232.00	131,476.80	134,763.20	138,091.20	141,564.80	145,059.20	148,699.20	152,422.40
25	55.84	58.68	61.65	63.21	64.79	66.39	68.06	69.74	71.49	73.28	75.10	76.99	78.91	80.90
	4,467.20	4,694.40	4,932.00	5,056.80	5,183.20	5,311.20	5,444.80	5,579.20	5,719.20	5,862.40	6,008.00	6,159.20	6,312.80	6,472.00
	116,147.20	122,054.40	128,232.00	131,476.80	134,763.20	138,091.20	141,564.80	145,059.20	148,699.20	152,422.40	156,208.00	160,139.20	164,132.80	168,272.00
26	61.65	64.79	68.06	69.74	71.49	73.28	75.10	76.99	78.91	80.90	82.92	84.99	87.12	89.29
	4,932.00	5,183.20	5,444.80	5,579.20	5,719.20	5,862.40	6,008.00	6,159.20	6,312.80	6,472.00	6,633.60	6,799.20	6,969.60	7,143.20
	128,232.00	134,763.20	141,564.80	145,059.20	148,699.20	152,422.40	156,208.00	160,139.20	164,132.80	168,272.00	172,473.60	176,779.20	181,209.60	185,723.20

POSITION	GRADE	POSITION	GRADE
Accountant	16	Human Resources Generalist	17
Accounting Assistant	9	Human Resources Technician	10
Accounting Manager	19	Human Services Director	24
Accounting Technician	10	Information Technology Director	25
Administrative Assistant	12	Investigator	16
Administrative Clerk	9	JDC Training & Compliance Officer	16
Administrative Records Specialist	14	Juvenile Caseworker	17
Administrative Secretary	10	Juvenile Correctional Officer I	13
Air Guard Division Supervisor	20	Juvenile Correctional Officer I/Community Supervision	13
Air Guard Security Officer I	12	Juvenile Correctional Officer II	16
Air Guard Security Officer II	13	Juvenile Correctional Officer III	18
Air Guard Shift Supervisor	17	Juvenile Detention Center Director	24
Airport Deputy Sheriff	17	Juvenile Placement Coordinator	17
Alliance Program Manager	17	Lead Paralegal	17
Appraiser	15	Legal Office Assistant	10
Appraiser in Training	14	Lieutenant	22
Assistant Commission Administrative Officer	22	Maintenance Project Coordinator	16
Assistant County Treasurer	21	Maintenance Worker	9
Assistant Director/EMA	20	Marketing Coordinator	17
Assistant Facilities Director	18	Mechanic Team Member	15
Assistant Highway Superintendent	22	Medical Coordinator	17
Assistant Human Services Director	21	Museum Director	24
Assistant Juvenile Detention Center Director	21	Museum Events Coordinator	14
Assistant Register of Deeds	19	Museum Interpreter	9
Building Facilities Maintenance Technician	14	Museum Preparator	17
CAMA Specialist	16	Museum Registrar	14
Captain	23	Office Manager	16
Caseworker	16	Operations Manager	20
Certified Civil Process Server	14	Operations Assistant	10
Certified Network Engineer	21	Paralegal	16
Chief Building Inspector	19	Planner I	16
Chief Civil Deputy State's Attorney	25	Planner II	17
Chief Criminal Deputy State's Attorney	25	Planning Director	24
Chief Deputy Public Defender	25	Pretrial Coordinator	12
Chief Deputy Sheriff	25	Programmer Analyst I	20
Civil Process Server	12	Programmer Analyst II	21
Collections Assistant	14	Project Engineer	21
Commission Administrative Officer	26	Property Tax Administrator	19
Commission Assistant	14	Public Advocate	25
Commission Recorder	14	Public Defender	26
Community Services Engagement Manager	18	Real Estate Specialist	14
Computer Support Technician	16	Records Technician	10
Corporal	17	Register of Deeds	EL
Correctional Officer	14	Safe Home Manager	20
Correctional System Operator	10	Safe Home Program Assistant	9
County Auditor	EL	Security Administrator	21
County Treasurer	EL	Security Officer/STI	13
Court Records Officer	14	Senior Accounting Technician	12
Curator of Collections	19	Senior Building Facilities Maintenance Technician	16
Curator of Education	19	Senior Computer Support Technician	17
Curator of Exhibits	19	Senior Deputy Public Advocate	22
Custodian	7	Senior Deputy Public Defender	22
Deputy Director - Equalization	21	Senior Deputy State's Attorney	22
Deputy Public Advocate	22	Senior Highway Maintenance Team Member	14
Deputy Public Defender	22	Senior Project Engineer	22
Deputy Sheriff	17	Senior Property Technician	12
Deputy State's Attorney	22	Senior Records Technician	12
Digital Discovery Technician	14	Senior Tax and License Technician	12
Director of Facilities & Construction	24	Senior Trial Attorney	23
Diversion Program Coordinator	16	Senior Webmaster	18
Education Assistant	12	Sergeant	20
Elections Coordinator	14	Sheriff	EL
Engineering Specialist	17	Sheriff's Office Emergency Management Director	21
Equalization Director	24	Sheriff's Office Program & Services Manager	21
Exhibits Assistant	12	State's Attorney	EL
Finance & Budget Officer	23	Statistician	15
Fleet Supervisor	18	Systems Administrator	21
GIS Analyst	17	Tax and License Supervisor	16
GIS Coordinator	19	Tax and License Technician	10
Grants Administrator	19	Technical Analyst	19
Groundskeeper	9	Veterans Service Officer	16
Highway Maintenance Team Leader	16	Victim Witness Assistant	16
Highway Maintenance Team Member	12	Warden	24
Highway Superintendent	25	Zoning and Building Technician	12
Human Resources Director	24		

Seasonal and Variable Hour Pay Ranges - 2024

Effective 12/23/2023

Level	Description	Minimum Rate per Hour	Maximum Rate per Hour	Position Types
A	Seasonal positions including interns, election workers, and summer laborers (e.g. Facilities, Parks, and Highway). Variable hour general support including museum aides, clerical workers, protective service workers, and parking attendants.	15.50	21.75	Seasonal and Variable Hour
B	Variable hour employees hired as Safe Home Program Workers, Correctional Systems Operators, or classified support roles (e.g. Adm Secretary, LOA, Tax/License Technicians). Includes seasonal lead laborers and Highway Shop Technicians.	18.75	25.50	Seasonal Leads and Variable Hour
C	Variable hour employees hired as Correctional Officers, Juvenile Correctional Officers, or Civil Process Servers/Certified Civil Process Servers. Also includes skilled staff in specialized areas such as HVAC.	22.00	30.45	Variable Hour
D	Variable hour employees hired at professional or entry level professional positions (e.g. Paralegal or Videographer)	25.00	34.25	Variable Hour
E	Airport Deputy Sheriffs and Part-Time Deputy Sheriffs	29.25	38.50	Variable Hour
F	Attorneys	40.25	59.85	Variable Hour

Note: Variable hour employees are eligible for an annual salary review. Adjustments are contingent upon good performance, as documented through a written performance evaluation. All adjustments recommended by Department Heads must be approved by the Commission.

RESOLUTION MC 23-44

ESTABLISHMENT OF COUNTY ELECTED DEPARTMENT HEAD ANNUAL SALARIES

WHEREAS, the Minnehaha County Commission is dedicated to attracting citizens of the highest quality to public service by establishing proper salaries for elected department heads and basing those salaries on realistic standards and according to the duties of their respective offices; and

WHEREAS, South Dakota Codified Law provides for certain statutory minimum annual salaries for the State's Attorney, Sheriff, Treasurer, Auditor, and Register of Deeds ("County Officers"), absent a resolution from the County Commission establishing a different annual salary for each official, pursuant to SDCL 7-7-9.1, SDCL 7-7-12, and SDCL 7-12-15; and

WHEREAS, it is the sense of the County Commission that these statutory minimum annual salaries are inadequate compensation for the duties discharged by these officials;

NOW THEREFORE BE IT RESOLVED, by the Minnehaha County Board of Commissioners:

1. The minimum annual base salaries for County Officers, including individuals duly elected as a County Officer but whose initial term of office has not yet commenced prior to the date of this Resolution and including individuals appointed to fill a vacancy in a County Office, are set as follows:

State's Attorney	\$130,000.00
Sheriff	\$108,680.00
Auditor	\$89,232.00
Treasurer	\$89,232.00
Register of Deeds	\$89,232.00

2. Effective December 23, 2023, County Officers whose term of office began prior to the date of this Resolution shall receive pay rates based on salaries as follows:

State's Attorney	\$177,091.20
Sheriff	\$185,931.20
Auditor	\$95,929.60
Treasurer	\$111,987.20
Register of Deeds	\$95,929.60

These rates will be calculated and paid in the same manner as other exempt from overtime positions at Minnehaha County to include weeks in which an elected department head begins and ends employment.

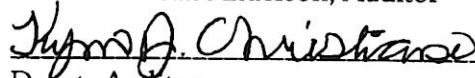
Dated this 26 day of December, 2023.

APPROVED BY THE COMMISSION:



 Chair

ATTEST: Leah Anderson, Auditor



 Deputy Auditor

**Job Evaluation and Compensation Study
Cost Summary**

Component	Fee
Job Evaluation Process	_____
Salary and Benefits Survey	_____
Review/Develop Pay Structures	_____
Review/Recommend Ongoing Maintenance	_____
Final Report and Cost Impact Analysis	_____
Explanatory Meetings	_____
Training for Ongoing Evaluation/Maintenance	_____
Total	_____

Company Name

Address

City/State/Zip

Phone Number

Signature of Company Representative