

County of Jefferson
Office of the County Administrator



Historic Courthouse
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December 15, 2023

To: The Honorable Members of the Board of Legislators

This shall serve as notice that a *Special Session of the Board of Legislators will be held on Wednesday, December 20, 2023 at 2:00 p.m.* in the Chambers of the Board of Legislators, 195 Arsenal Street, Watertown, NY.

The agenda is as follows:

PUBLIC HEARING Local Law Intro No. 5 of 2023

ROLL CALL OF MEMBERS

PRIVILEGE OF THE FLOOR

LOCAL LAWS, RESOLUTIONS AND MOTIONS

1. Local Law Intro No. 5 of 2023 A Local Law Amending the Jefferson County Administrative Policies and Procedures for Management and Management Confidential Employees and Approving the Management Compensation Plan
(Take from table and adopt)

If you need additional information relative to the Board Session agenda item, please feel free to contact me.

Sincerely,

Robert F. Hagemann, III
Clerk of the Board

Enc.

COUNTY OF JEFFERSON

Local Law Intro Number 5 of 2023

A LOCAL LAW AMENDING THE JEFFERSON COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES FOR MANAGEMENT AND MANAGEMENT CONFIDENTIAL EMPLOYEES AND APPROVING THE MANAGEMENT COMPENSATION PLAN.

By Legislator: Patrick R. Jareo

BE IT ENACTED by the County Legislature of the County of Jefferson as follows:

Whereas, as part of the Administrative Policies and Procedures Section 3.02 governing Management and Management Confidential employees adopted by Resolution No 18 of 1989, as amended, the Jefferson County Board of Supervisors approved a compensation plan which provides for compensation to be paid in accordance with a schedule of grades and steps, and

Whereas, the Management Compensation Plan was re-structured in 1994, in order to provide a consistent and equitable basis for determination of salary for management and management confidential employees, and

Whereas, the Management Compensation Plan has not been reviewed or significantly altered beyond cost of living adjustments since 1994, and

Whereas, by Resolution 167 of 2023, this Board of Legislators authorized a formal compensation study and engaged the Burke Group to research and advise on current regional market compensation for positions encompassed by the Management Compensation Plan with the intention to make County salary levels commensurate with current market conditions inclusive of comparable counties, and

Whereas, The Board of Legislators desires to adopt an amended Management Compensation Plan which provides for compensation increases to be paid in accordance with a revised schedule of grades and steps, and

Whereas, the Board of Legislators desires to alter the Employment Policy Manual for Department Heads, Management Employees and Management Confidential Employees Section II. 2. Longevity to read: "Employees who have been continuously employed on a full time basis with the County receive a longevity incentive of 4% of the base salary for their grade after 5, 10, 15, and 20 years of service. The longevity incentive is added to their salary in the payroll period nearest their longevity anniversary date.", and

Whereas, the Board of Legislators desires to provide for an adjustment of 3.0% to the flat professional schedule and part time security personnel rates.

Section 1. The Board of Legislators adopts the Jefferson County the administrative and management salary schedules as set forth in Exhibit "A" and the management

titles and grades as set forth in Exhibit "B". Said schedules to be effective January 1, 2024.

- Section 2. For the calendar year 2024 the flat professional schedule and part time security personnel rates are increased by 3.0%.
- Section 3. The Employment Policy Manual for Department Heads, Management Employees and Management Confidential Employees Section II. 2. Longevity is amended to read: "Employees who have been continuously employed on a full time basis with the County receive a longevity incentive of 4% of the base salary for their grade after 5, 10, 15, and 20 years of service. The longevity incentive is added to their salary in the payroll period nearest their longevity anniversary date."
- Section 4. Upon its effective date, and otherwise applicable to the first payroll period commencing January 1, 2024, the Jefferson County management and management confidential salary schedule shall apply to all positions identified therein and shall continue in effect unless or until amended, repealed or replaced.
- Section 5. This local law is adopted subject to a permissive referendum as to the change in salary of an elected or appointed officer effective during their term of office and the Clerk of the Board is directed to publish notice of the same as required by law.
- Section 6. All local laws and resolutions of the Board of Legislators of Jefferson County, to the extent that the same are inconsistent with this local law, are hereby superceded by this local law.
- Section 7. The Employment Policy Manual for Department Heads, Management Employees and Management Confidential employees shall be amended pursuant to this local law.
- Section 8. If any clause, sentence, paragraph, subdivision, section, or part of this law or the application thereof to any person, individual, corporation, firm, partnership, entity, or circumstance shall be adjudged by a court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part of this law, or in its application to the person, individual, corporation, firm, partnership, entity, or circumstances directly involved in the controversy in which such order or judgement shall be rendered.
- Section 9. This local law shall become effective in accordance with the provisions of the Municipal Home Rule Law of the State of New York.

Seconded by Legislator: James A. Nabywaniec

Exhibit A

2024 ADMINISTRATIVE SCHEDULE					
GRADE	LEVEL A	LEVEL B	LEVEL C	LEVEL D	RATE
1	117,731	121,263	124,901	128,648	132,508
2	110,533	113,849	117,264	120,782	124,406
3	103,302	106,401	109,593	112,881	116,267
4	96,544	99,440	102,423	105,496	108,661
5	89,392	92,074	94,836	97,681	100,612
6	80,898	83,325	85,825	88,399	91,051
7	73,211	75,407	77,669	79,999	82,399
8	67,788	69,821	71,916	74,074	76,296
9	62,767	64,649	66,589	68,587	70,644
10	58,117	59,861	61,656	63,506	65,411
11	54,062	55,684	57,355	59,075	60,848
12	50,291	51,799	53,353	54,954	56,603

2024 MANAGEMENT CONFIDENTIAL							
SALARY SCHEDULE							
GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
MC1	45882	47375	49195	50905	52798	54709	56729
	25.21	26.03	27.03	27.97	29.01	30.06	31.17
MC2	41077	42242	43589	44954	46483	48139	49741
	22.57	23.21	23.95	24.70	25.54	26.45	27.33
MC3	39348	40459	41569	42825	44062	45409	47011
	21.62	22.23	22.84	23.53	24.21	24.95	25.83
MC4	37674	38657	39712	40768	41896	43025	44517
	20.70	21.24	21.82	22.40	23.02	23.64	24.46
40 HR WRK WK	43056	44179	45386	46592	47882	49171	50877
MC5	36127	37001	37983	38930	39894	41023	42097
	19.85	20.33	20.87	21.39	21.92	22.54	23.13
40 HR WRK WK	41288	42286	43410	44491	45594	46883	48110

JEFFERSON COUNTY MANAGEMENT TITLES & GRADES - 2024

GRADE 1

COUNTY ATTORNEY
PUBLIC DEFENDER

GRADE 2

COMMISSIONER OF SOCIAL SERVICES
DEPUTY COUNTY ADMINISTRATOR
DIRECTOR OF COMMUNITY SERVICES
PUBLIC HEALTH DIRECTOR

GRADE 3

CHIEF ASSISTANT DISTRICT ATTORNEY
DEPUTY COUNTY ATTORNEY
DEPUTY PUBLIC DEFENDER
DIRECTOR OF COUNTY PLANNING
DIRECTOR OF HUMAN RESOURCES
DIRECTOR OF INFORMATION TECHNOLOGY
SHERIFF

GRADE 4

COUNTY SUPERINTENDENT OF HIGHWAYS
DEPUTY COMMISSIONER OF SOCIAL SERVICES
DEPUTY PUBLIC HEALTH DIRECTOR
DIRECTOR OF PATIENT SERVICES
DIRECTOR OF PREVENTIVE SERVICES
PROBATION DIRECTOR (GROUP B)
SENIOR ASSISTANT COUNTY ATTORNEY I
SENIOR ASSISTANT DISTRICT ATTORNEY I
SENIOR ASSISTANT PUBLIC DEFENDER I
SENIOR SOCIAL SERVICES ATTORNEY I
SUPERINTENDENT OF BUILDINGS & GROUNDS

JEFFERSON COUNTY MANAGEMENT TITLES & GRADES CONTINUED

GRADE 5

ASSISTANT COUNTY ATTORNEY II
ASSISTANT DISTRICT ATTORNEY II
ASSISTANT PUBLIC DEFENDER II
COUNTY AUDITOR
COUNTY CLERK
COUNTY TREASURER
DEPUTY DIRECTOR OF INFORMATION TECHNOLOGY
DIRECTOR OF AVIATION
DIRECTOR OF FIRE & EMERGENCY MANAGEMENT SERVICES
DIRECTOR OF HOUSING/SPECIAL INITIATIVES
DIRECTOR OF INCOME MAINTENANCE
DIRECTOR OF INSURANCE
DIRECTOR OF REAL PROPERTY TAX SERVICES II
DIRECTOR OF SOCIAL SERVICES
INFORMATION SECURITY ANALYST
SOCIAL SERVICES ATTORNEY II
SUPERVISING PUBLIC HEALTH NURSE
UNDERSHERIFF

GRADE 6

ASSISTANT BUILDINGS AND GROUNDS SUPERINTENDENT
ASSISTANT COUNTY ATTORNEY
ASSISTANT DISTRICT ATTORNEY
ASSISTANT PUBLIC DEFENDER
BRIDGE CONSTRUCTION & MAINTENANCE SUPERVISOR
BUILDING CONSTRUCTION/MAINTENANCE/HVAC SUPERVISOR
CASE SUPERVISOR, GRADE A
CORRECTION LIEUTENANT
DEPUTY SHERIFF LIEUTENANT
DEPUTY COUNTY TREASURER
DIRECTOR OF ADMINISTRATIVE SERVICES
DIRECTOR OF EMPLOYMENT & TRAINING
DIRECTOR OF OFFICE FOR THE AGING
HIGHWAY CONSTRUCTION & MAINTENANCE SUPERVISOR
HUMAN RESOURCES ASSOCIATE
PROBATION SUPERVISOR I
PURCHASING AGENT
SAFETY AND SECURITY SUPERVISOR
SOCIAL SERVICES ATTORNEY

JEFFERSON COUNTY MANAGEMENT TITLES & GRADES CONTINUED

GRADE 7

ADMINISTRATIVE SUPERVISOR-HIGHWAY
ASSISTANT AIRPORT MANAGER
CONFIDENTIAL ASSISTANT/FISCAL AFFAIRS
COORDINATOR OF MENTAL HEALTH SERVICES
CORRECTION SECOND LIEUTENANT
DEPUTY COUNTY CLERK
DEPUTY COUNTY CLERK-DMV
DEPUTY DIRECTOR OF FIRE & EMERGENCY MANAGEMENT SERVICES
DIRECTOR OF CODE ENFORCEMENT
DIRECTOR OF EMERGENCY MEDICAL SERVICES
PUBLIC HEALTH FISCAL DIRECTOR
SOLID WASTE MAINTENANCE SUPERVISOR

GRADE 8

AIRPORT FISCAL & OPERATIONS MANAGER
ASSISTANT EMPLOYMENT AND TRAINING DIRECTOR
CHILD SUPPORT COORDINATOR
DIRECTOR OF VETERANS' SERVICE AGENCY
DIRECTOR OF WEIGHTS & MEASURES A
EMPLOYEE BENEFITS SPECIALIST
INCOME MAINTENANCE SUPERVISOR
REAL PROPERTY TAX SERVICES SUPERVISOR
SUPERVISING DOG CONTROL OFFICER

GRADE 9

911 MANAGER
DEPUTY DIRECTOR OF OFFICE FOR THE AGING
GRANT SPECIALIST
HUMAN RESOURCES SPECIALIST

GRADE 10

GRADE 11

GRADE 12

DEPUTY COMMISSIONER OF ELECTIONS

JEFFERSON COUNTY MANAGEMENT CONFIDENTIAL TITLES & GRADES

GRADE MC1

CONFIDENTIAL SECRETARY TO CLERK OF THE BOARD
PARALEGAL
SECRETARY TO DISTRICT ATTORNEY

GRADE MC2

CONFIDENTIAL ASSISTANT TO THE SHERIFF
CONFIDENTIAL SECRETARY TO THE COMMISSIONER
CONFIDENTIAL SECRETARY TO THE COUNTY ATTORNEY
CONFIDENTIAL SECRETARY TO THE PUBLIC DEFENDER
HUMAN RESOURCES ASSISTANT

GRADE MC3

ASSIGNED COUNSEL COORDINATOR
SECRETARY

GRADE MC4

SENIOR DOG CONTROL OFFICER

GRADE MC5

DOG CONTROL OFFICER
TYPIST