

2017 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 18, 2016, through December 16, 2017, unless sooner amended. **ORDINANCE NUMBER: 2016-24**

Skill Level	Hourly	Hire-in	Hourly	1 Year	Hourly	3 Years	Hourly	5 Years	Hourly	10 Years +
COMOT = Computer, Office Machine Operation, Technical										
COMOT 1	16.782	30,544	17.827	32,446	18.418	33,520	18.885	34,370	19.452	35,402
COMOT 2	15.684	28,544	16.662	30,325	17.213	31,327	17.649	32,122	18.179	33,086
COMOT 3	14.388	26,187	15.287	27,822	15.791	28,740	16.193	29,471	16.679	30,355

Salary based on 35 hour work week. To get hourly pay, divide salary by 1820 hrs.

LTC = Labor, Trades, and Crafts

LTC 1	18.431	38,336	19.560	40,685	20.145	41,901	20.755	43,171	21.378	44,466
LTC 2	16.543	34,409	17.554	36,511	18.071	37,588	18.615	38,720	19.174	39,882
LTC 3	14.111	29,352	14.976	31,149	15.414	32,061	15.879	33,028	16.355	34,019
LTC 4	12.849	26,726	13.634	28,358	14.046	29,215	14.471	30,099	14.905	31,002
LTC 5	10.232	21,282	10.857	22,582	11.175	23,244	11.521	23,963	11.866	24,682

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

PAT = Professional, Administrative, Technological

PAT 1		42,924		45,500		46,789		48,076		49,518
PAT 2		37,438		39,683		40,808		41,928		43,186
PAT 3		29,519		31,316		32,202		33,088		34,081

EXE = Executive

EXE 1		66,484		70,522		74,513		76,748		79,050
EXE 2		54,935		58,231		61,527		63,373		65,274
EXE 3		50,265		53,281		56,297		57,985		59,725

Civilian POLE = Protective Occupation & Law Enforcement

Correctional Officer	16.410	34,134	17.458	36,312	17.998	37,435	18.538	38,558	19.094	39,715
Correctional CPL			19.462	40,480	20.063	41,732	20.665	42,984	21.286	44,274
Correctional SGT			20.255	42,130	20.881	43,433	21.508	44,736	22.153	46,078
CO/LT/Assnt Cdr			21.333	44,373	21.993	45,745	22.652	47,117	23.332	48,531
Jail Cdr. CPT	Appointed/ Excl'd	46,037	Appointed/ Excl'd	48,975	Appointed/ Excl'd	50,490	Appointed/ Excl'd	52,005	Appointed/ Excl'd	53,565
Jail Matron	Appointed/ Excl'd	40,697								
Commo Officer	16.410	34,134	17.458	36,312	17.998	37,435	18.538	38,558	19.094	39,715
Asst. IDACS Coord.			18.898	39,308	19.482	40,523	20.067	41,739	20.669	42,991
IDACS Coord.			20.104	41,817	20.726	43,110	21.348	44,403	21.988	45,735
Civil Process Server	16.304	33,913	17.345	36,077	17.881	37,193	18.418	38,309	18.970	39,458
Court Secty SGT			19.557	40,678	20.162	41,936	20.766	43,194	21.389	44,490
Court Secty Officer	16.712	34,761	17.779	36,980	18.329	38,124	18.879	39,268	19.445	40,446

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

A

SHELBY COUNTY, INDIANA
Elected Officials

2017

GENERAL FUND ACCOUNTS

Department/Office	Salary
Clerk	46,328
Auditor	49,108
Treasurer	44,774
Recorder	41,726
Sheriff	102,418
*Surveyor	53,814
Coroner	25,216
Prosecutor	5,000
Assessor	44,393
Commissioner	23,667
Council Member	6,602
Judge	5,000

*If Surveyor is not certified, the salary is 2/3 of annual amount.

B

SHELBY COUNTY, INDIANA

2017

First Deputies	Salary
Clerk	34,747
Auditor	36,831
Treasurer	33,581
Assessor	33,295
Recorder	31,295

Pay based on an approximate pay differential of 75% of the approved salary of the *Elected Official*.

Other Appointed Positions	Salary
Prosecutor (Deputy)	5,000
Drainage Board Member	3,784
Council President	500
Commissioner President	500
Deputy Coroner	6,000
Veterans Service Officer	18,298
Weights & Measure Insp.	13,840

Pay based on fixed amounts set forth by county council.

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.

Level	Salary
I	39,863
II	46,508
III	53,151

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SHELBY COUNTY, INDIANA

2017

Miscellaneous Pay Rates:

<u>Department/Office</u>	<u>Salary</u>
Coroner's Deputies	\$150.00 Per Case
Part-Time Hourly Rates	\$7.25 - \$20.00

Assessor - Upon achieving a Level 2 certification the County Assessor will receive \$1,000 annually for this certification. Additionally, upon achieving a Level 3 certification the County Assessor will receive \$1,500 annually for this certification. Total additional compensation for a County Assessor who has achieved both their Level 2 and Level 3 certification is \$2,500 annually.

Deputy Assessor - Upon achieving a Level 2 certification a Deputy Assessor will receive \$500 annually for this certification. Additionally, a Deputy Assessor who achieves the Level 3 certification will receive \$500 annually for this certification. Total additional compensation for a Deputy Assessor who has achieved both their Level 2 and Level 3 certification is \$1,000 annually.

(Pursuant to I.C. 36-2-5-3.5)

D

SHELBY COUNTY, INDIANA

2017

Community Corrections - SO (Special Occupation Career Field)

NON-GENERAL FUND ACCOUNT

Pay adjustments will be conducted annually, per the Community Corrections Advisory Board and County Council approval. Effective: Paydate of 01/12/2017

Position	Annual Salary	Hire - In Rate
Executive Director	56,650	50,000-55,000
*Evidence Based Coordinator	34,938	33,920
Adult Case Manager 1	41,210	33,920
Adult Case Manager 2	36,349	33,920
Adult Case Manager 3	35,636	33,920
Adult Case Manager 0	38,040	33,920
Community Service Coordinator	34,938	33,920
**Field Coordinator/Supervisor	43,638	33,920
Juvenile Case Manager	34,938	33,920
Field Officer I	34,938	33,920
Field Officer II	34,938	33,920
Field Officer Float(s)	\$17.90-\$19.19	\$17.90 hr.
Community Service Assistant	\$18.63 hr.	\$17.90 hr.
Part-Time Receptionist	\$13.28 hr.	\$13.28 hr.
Field Officer/Case Manager	34,938	33,920
<i>*Plus stipend for position</i>	\$5,000 to Assistant Director Annually for Add'l duties-Stipend	
<i>**Included in annual salary-Not in hire-in rate</i>	\$3,000 for Field Coordinator/Supervisor	

January 1, 2017

Probation

Pay plan is in compliance with the Indiana Judicial Conference "2017 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	33,112	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	35,643	
Probation Officer	2-3 Years	39,651	
Probation Officer	3-4 Years	44,315	
Probation Officer	4-9 Years	45,759	
Probation Officer	10-14 Yrs.	50,355	
Probation Officer	15-19 Yrs	55,369	
Probation Officer	20+ Yrs.	60,904	
Chief Probation Officer	Minimum salary based on number of years of experience plus number of probation officers supervised.		NOTE: The amounts for supervisory roles are <u>in addition</u> to the minimum salary based on years of experience.
Number of probation officers supervised	1-3	5,000	
	4-8	7,500	
	9-15	10,000	
	16+	15,000	
Asst. Chief Probation Officer	9-15	5,000	
	16+	10,000	
Supervisor Probation Officer	16+	5,000	
Bilingual Officer		3,000	

E

SHELBY COUNTY SHERIFF'S DEPARTMENT - 2017

YEAR	DEPUTY	CORPORAL	SERGEANT	LIEUTENANT	CAPTAIN	MAJOR
0	37,283					45,494
1	38,653					47,568
2	41,388	44,710	46,451	47,980		50,817
3	44,127	47,449	49,400	51,028		54,066
4	46,863	50,185	52,302	54,093		57,329
5	49,602	52,924	55,258	57,147	58,984	60,587
6	50,596	53,916	56,304	58,229	60,098	59,938
7	51,591	54,912	57,374	59,273	61,178	62,850
8	52,586	55,884	58,344	60,338	62,278	63,987
9	53,581	56,902	59,455	61,424	63,400	65,140
10	54,577	57,898	60,408	62,328	64,295	66,238

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.

APS Investigator 01	\$44,808	(SO)	(Adult Protective Services-Pros. Ofc.)
APS Investigator 02	\$43,503	(SO)	(Adult Protective Services-Pros. Ofc.)
Victim Assistance Coordinator	\$50,591	(SO)	(Prosecutor's Ofc.)
Investigator	\$37,586	(SO)	(Prosecutor's Ofc.)
YAP Director	\$44,290	(SO)	(Youth Assistance Program-Sup. Court 1)

F

Highway Administration 2017 Wage and Salary Chart

Position Title/Classification	Hourly Rate	Hire-in	Hourly Rate	1 Year	Hourly Rate	3 Years	Hourly Rate	5 Years	Hourly Rate	10 Yrs +
Superintendent		56,583		59,978		63,373		65,274		67,232
Assistant Superintendent		44,212		46,865		48,193		49,518		51,005
Highway Clerk		29,400		31,236		32,267		33,086		34,078
Commissioner's Executive Asst.		36,388		38,712		39,907		41,142		42,414

Highway Labor Trades and Crafts Workers

HLTC 1	19.669	40,911	20.924	43,522	21.571	44,868	22.218	46,214	22.885	47,601
HLTC 2	18.407	38,287	19.582	40,731	20.188	41,991	20.794	43,251	21.417	44,548
HLTC 3-CDL	16.403	34,119	17.450	36,296	17.990	37,419	18.530	38,542	19.086	39,698
HLTC 4-Non CDL	14.332	29,811	15.247	31,714	15.719	32,695	16.190	33,676	16.676	34,686
HLTC 5	12.252	25,484	13.034	27,110	13.437	27,949	13.840	28,787	14.255	29,651

Salary for HLTC's based on 40 hour work week - To get hourly pay, divide salary by 2080 hours

2017 Wage and Salary Chart(s) Policies

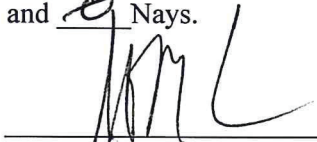
1. New hires in the COMOT, PAT, POLE, LTC, positions are to be compensated at the hire-in pay rate. In the event that an applicant possesses exceptional skill and knowledge an Elected Official or Department Head may request a different placement on the pay schedule up to 5 years. Such requests must document equivalent training and experience and be submitted to Human Resources, the Board of Commissioners, and the County Council for approval *prior to* making an offer of employment to such applicant 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 full-time anniversary date of hire and are to be computed to the closest pay period. If a person has a break in service (i.e. leaves employment, terminates, resigns, retires, etc...) with Shelby County Government and they later become re-employed, they will start over at the hire-in rate and benefits for that position. The new hire date will become the first physical day of re-employment. The step level a person has achieved is retained, if there is no break in service, when they are transferred, promoted, or demoted. Longevity/step-increases will be in accordance with the 2017 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 2017 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 part-time to full-time he/she will be considered a new-hire and will be compensated at the hire-in rate unless paragraph 1 above applies.
3. 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.
4. 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 may 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 a frivolous request. There is an established procedure below that must be followed for all requests. This includes providing the request, and updated job description, to reclassify the position to the Human Resource Director between the dates of January 1 and February 15th, he/she will then convene the Factoring Committee. The Factoring Committee and the firm of Waggoner, Irwin, and Scheele will conduct a review and assessment of the updated 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. A request to reclassify the position will not be considered unless there has been a significant change in the responsibility of the

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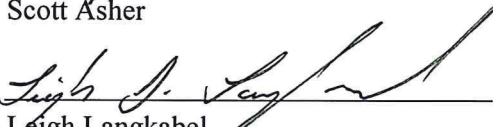
position, and the subsequent rewrite of the individual job description. It should be noted that at this time Special Occupation (SO) positions are not factored due to their unique and varied requirements, job descriptions, and funding avenues. A request will ONLY be accepted for review from the dates of January 1 through February 15th. Any reclassification decision will be effective on the following year's budget.

5. 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.)
6. For elected Surveyor position- If the elected individual is not licensed then his/her salary will be 2/3 of the amount of the current salary.
7. ANY potential new position, regardless of the funding source, must go through the Human Resources Department first. He/She will have the new job description factored by WIS, Inc and then convene the factoring committee for a meeting. A recommendation will then be made to have the position added (and at what classification) or denied to the Commissioner's and to the County Council for final approval.

ADOPTED BY THE COMMON COUNCIL this 15th day of November, 2016, by a vote of 7 Ayes and 9 Nays.



Scott Asher




Leigh Langkabel



Ryan Claxton



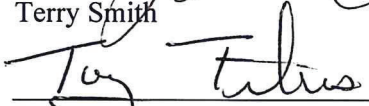
Bryan Fischer



Linda Sanders



Terry Smith



Tony Titus

Attest: 

Mary Phares, Shelby County Auditor

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