MEMORANDUM

Date: September 8, 2021

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator

Re: Additional Compensation and Market Adjustments for Certain Job Classifications within the Sheriff’s Department

In my transmittal of the Sheriff’s Department Wage Committee recommendations letter to the Board, I indicated I would ask the Human Resources Director to review all of the classification listed in the letter and make appropriate market adjustments for those classifications that were clearly below the range of acceptable market compensation.

The attached memorandum from Human Resources Director Cathy Bohland mentions these classifications and the adjustments that will be made. These pay adjustments became effective at the pay period beginning August 29, 2021 and have affected 98 incumbents in the department who will receive market adjustments ranging from (2% to 18.00%) percent for an overall annual cost of approximately $520,000.

CHH/mp

c: Jan Lesher, Chief Deputy County Administrator
Carmine DeBonis, Jr., Deputy County Administrator for Public Works
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer, Health and Community Services
Cathy Bohland, Director, Human Resources
Michelle Campagne, Director, Finance and Risk Management
To: C. H. Huckelberry  
County Administrator

From: Cathy Bohland  
Human Resources

Re: Request to Move Classifications to Higher Salary Grades Reflective of Market Data

On August 9, 2021, Human Resources submitted its review of the Sheriff's Department's Wage Committee’s recommendations and conducted market comparisons for eighteen (18) job classifications and identified five (5) classification grades below market:

- 3528/Sheriff's 9-1-1 Call Taker
- 3526/Sheriff's 9-1-1 Dispatch Supervisor
- 3554/Sheriff's Dispatch Manager
- 3252/Fingerprint Technician
- 3253/Evidence Technician

Per an August 18, 2021 memorandum, you directed Human Resources to immediately adjust the pay ranges for those job classifications to be at or slightly above market. A review of these classifications finds that are twelve (12) overall classifications affected by the adjustment of the requested grades, due to being in the same "job family." As a result, Human Resources is asking that the following classifications be moved to the proposed higher salary grades as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>% Below Market</th>
<th>Proposed Grade</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHERIFF'S 9-1-1 CALL TAKER</td>
<td>5%</td>
<td>39</td>
<td>$17.94</td>
</tr>
<tr>
<td>SHERIFF'S 9-1-1 DISPATCHER</td>
<td>5%</td>
<td>45</td>
<td>$20.54</td>
</tr>
<tr>
<td>SHERIFF'S 9-1-1 DISPATCH</td>
<td>15%</td>
<td>55</td>
<td>$23.61</td>
</tr>
<tr>
<td>SHERIFF'S 9-1-1/DISPATCH MANAGER</td>
<td>9%</td>
<td>64</td>
<td>$31.77</td>
</tr>
</tbody>
</table>

1 A job classification can fall within a "job family," which is a grouping of positions that conduct work of a similar nature. When one job classification is adjusted this can affect positions below and/or above the specific classification being adjusted. In order to retain proper progression through the "job family," all classifications within the "job family" must be reviewed and adjusted if necessary.

2 Orange highlights signify the position that received a market study. Yellow highlight indicates a position within the "job family" that was affected by the adjustment of the classifications that were adjusted.
Approval is requested to move the above-mentioned classifications to the proposed higher salary grades effective August 29, 2021.

☑ Approved  □ Disapproved

C. H. Huckelberry  8/27/21

Additionally, Human Resources is identifying all incumbents in the affected job classifications that are being moved to a higher salary grade. To avoid wage compression, Human Resources requests permission to place incumbents into the proposed higher salary grade for their classification and adjust their salaries by the percentage (rounded to the nearest whole number) by which the salary grade moved. Upon approval, Human Resources will provide the name, new grade, and new salary for current incumbents to the Sheriff’s Department and advise the Department to complete a Personnel Action Form to complete the process.

Approval is requested to move current incumbents into the identified higher salary grade and adjust their salary by the percentage amount (rounded to the nearest whole number) by which the salary grade was adjusted, effective August 29, 2021.

☑ Approved  □ Disapproved

C. H. Huckelberry  8/27/21

c:  Jan Lesher, Chief Deputy County Administrator