

## PERSONNEL AUTHORIZATION ORDINANCE

BE IT ORDAINED by the Wake County Board of Commissioners:

**Section 1: AUTHORIZED POSITIONS.** The following full-time equivalent positions are hereby authorized in the County government by organizational unit and fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Department, Division and Fund (All Positions are in the General Fund unless otherwise noted)	Authorized Full-time Equivalent Positions
Board of Commissioners	4.000
County Manager	17.000
County Attorney	19.000
Board of Elections	24.000
Budget and Management Services	8.000
Facilities, Design & Construction	13.000
Finance	
General Fund	28.000
Debt Service Fund	2.000
Finance Total	30.000
Human Resources	28.750
Information Services	97.750
Register of Deeds	41.000
Revenue	69.000
Soil and Water Conservation District	6.000
Community Services	
CS Management and Budget	5.000
Parks, Recreation and Open Space	34.000
Veteran Services	3.500
Geographic Information Services	18.000
Libraries	246.000
Planning and Development Services	52.000
Community Services Total	358.500
Environmental Services	
General Fund	
ES Administration	9.000
Environmental Health & Safety	36.000
Water Quality Division	39.000
Animal Care, Control and Adoption Center	41.000
Total General Fund	125.000
Solid Waste Fund	15.000
South Wake Landfill Fund	5.000
Environmental Services Total	145.000

Department, Division and Fund	Authorized Full-time Equivalent Positions
General Services	
General Fund	
Administrative Support	13.000
Central Services	7.000
Field Services	34.000
Physical Plant	66.000
Security	6.000
Total General Fund	126.000
Fleet Fund	17.000
General Services Total	143.000
Human Services	
General Fund	
Social Services	567.000
Child Welfare	272.700
Children, Youth and Family	264.153
Public Health	76.240
Health Clinics	169.850
Behavioral Health	0.000
Administrative Operations	228.350
Total General Fund	1,578.293
Grants Fund	17.800
Affordable Housing	8.000
Transportation Fund	3.000
Human Services Total	1,607.093
Emergency Medical Services	273.000
Fire Services	17.000
Emergency Management	
General Fund	5.000
Grants Fund	2.000
Emergency Management Total	7.000
CCBI	77.500
Sheriff	
General Fund	
Law Enforcement	436.000
Detention	569.000
Total General Fund	1,005.000
Grants Fund	5.000
Sheriff Total	1,010.000
Capital Area Workforce Development	18.000
TOTAL FTEs ALL FUNDS	4,013.593

**Section 2: AUTHORIZATION TO TRANSFER POSITIONS.** The County Manager, or his designee, is hereby authorized to transfer and/or reclassify full-time equivalent positions within the same fund.

**Section 3: INCREASE IN AUTHORIZATION.** With the exception of changes allowed through Section 2, any changes to the full-time equivalent (FTE) amounts authorized in Section 1 of this ordinance must be approved by the Board of Commissioners.

**Section 4: SALARY SCHEDULE.** The salary minimums, midpoints and maximums are hereby established for the salary schedule effective July 1, 2016.

Non-Exempt Schedule			
Band	Minimum	Midpoint	Maximum
<i>Band 3 and 4 combined</i>			
<b>4</b>	29,640	40,014	50,388
	14.25	19.24	24.23
<b>5</b>	32,614	44,029	55,444
	15.68	21.17	26.66
<b>6</b>	35,880	48,438	60,996
	17.25	23.29	29.33
<b>7</b>	39,478	53,295	67,113
	18.98	25.62	32.27
<b>8</b>	43,430	58,631	73,831
	20.88	28.19	35.50
<b>9</b>	47,777	64,499	81,221
	22.97	31.01	39.05
<b>10</b>	52,561	70,957	89,354
	25.27	34.11	42.96
<b>11</b>	57,824	78,062	98,301
	27.80	37.53	47.26
<b>26 *</b>	39,478	53,295	67,113
	18.98	25.62	32.27
<b>27 *</b>	43,430	58,631	73,831
	20.88	28.19	35.50

Exempt Schedule			
Band	Minimum	Midpoint	Maximum
<i>Band 28 and 29 combined</i>			
<b>29</b>	50,440	70,616	90,792
	24.25	33.95	43.65
<b>30</b>	55,484	77,678	99,871
	26.68	37.35	48.02
<b>31</b>	61,032	85,445	109,858
	29.34	41.08	52.82
<b>32</b>	67,136	93,990	120,844
	32.28	45.19	58.10
<b>33</b>	73,849	103,389	132,929
	35.50	49.71	63.91
<b>34</b>	81,234	113,728	146,221
	39.05	54.68	70.30
<b>35</b>	89,358	125,101	160,844
	42.96	60.14	77.33
<b>36</b>	98,293	137,611	176,928
	47.26	66.16	85.06
<b>37</b>	108,123	151,372	194,621
	51.98	72.77	93.57
<b>38</b>	118,935	166,509	214,083
	57.18	80.05	102.92

**\*Band 26 changes to Band 7 effective October 16, 2016**

**\*Band 27 changes to Band 8 effective October 16, 2016**

Medical Series				
Band	Class Title	Minimum	Midpoint	Maximum
Non Exempt				
50	Physician Extender	62,005	86,807	111,609
		29.81	41.73	53.66
Exempt				
51	Psychologist	50,440	68,094	85,748
		24.25	32.74	41.23
52	Pharmacist	73,849	103,389	132,929
		35.50	49.71	63.91
53	Pharmacy Director	81,234	113,728	146,221
		39.05	54.68	70.30
54	Dentist	89,358	125,101	160,844
		42.96	60.14	77.33
55	Dental Director	98,293	137,611	176,928
		47.26	66.16	85.06
56	Physician	143,415	200,781	258,147
		65.67	89.89	114.11
57	Physician Director	157,757	220,860	283,963
		75.84	106.18	136.52
58	Medical Director	165,645	231,903	298,161
		79.64	111.49	143.35

Legal Series				
Band	Class Title	Minimum	Midpoint	Maximum
Non Exempt				
70	Legal Assistant	35,880	48,438	60,996
		17.25	23.29	29.33
Exempt				
71	Assistant County Attorney	73,849	103,389	132,929
		35.50	49.71	63.91
72	Sr. Assistant County Attorney	81,234	113,728	146,221
		39.05	54.68	70.30
73	Deputy County Attorney	98,293	137,611	176,928
		47.26	66.16	85.06
74	Sr. Deputy County Attorney	108,123	151,372	194,621
		51.98	72.77	93.57

EMS Series*					
Band	Class Title	Shift	Minimum	Midpoint	Maximum
Non-Exempt					
100	EMT	2080	14.25	19.24	24.23
		2190	13.53	18.27	23.00
		2912	10.18	13.74	17.31
101	EMS Logistics Specialist & Paramedic	2080	17.25	23.29	29.33
		2190	16.38	22.12	27.85
		2912	12.32	16.63	20.95
102	Advanced Practice Paramedic & Field Training Officer	2080	18.98	25.62	32.27
		2190	18.03	24.34	30.65
		2912	13.56	18.30	23.05
103	EMS Program Coordinator & EMS Training Specialist	2080	20.88	28.19	35.50
		2190	19.83	26.77	33.71
		2912	14.91	20.13	25.35
104	EMS Supervisor	2080	25.27	34.11	42.96
		2190	24.00	32.40	40.80
		2912	18.05	24.37	30.68
Exempt					
105	EMS Chief of Management Services	2080	50,440	70,616	90,792
106	Deputy EMS Director & Emergency Services Manager	2080	61,032	85,445	109,858
107	EMS Operations Director	2080	98,293	137,611	176,928

***\*Classes not subject to 7k exemption therefore hourly rates shown are based on built in overtime and shift type***

**Section 5: NON EXEMPT POSITION CLASSIFICATIONS.** The following non-exempt position classification schedule is hereby established effective July 1, 2016. The County Manager, or his designee, is hereby authorized to establish or modify non-exempt position classifications.

Class Title		
<b>Band 1</b>	<b>Band 6 cont'd</b>	<b>Band 8 cont'd</b>
Library Page	Deputy Sheriff - First Class	Dental Hygienist
Park Aide	Detention Officer - Master	Deputy Fire Marshal
Pre-Vocational Aide	Evidence Technician	Deputy Sheriff - Senior Investigator
Student Assistant	Facility HVAC Technician	Detention Officer - Lieutenant
Swimming Pool Technician	Firefighter/Driver	Emergency Management Specialist
<b>Band 4</b>	Forensic Photographer	Environmental Health Program Specialist
Administrative Assistant	Human Services Case Manager	Environmental Services Team Leader
Animal Healthcare Technician	Licensed Practical Nurse	Fire Captain
Animal Shelter Attendant	Master Mechanic	Fire/Rescue Responder
Customer Service Representative	Medical Technologist	Forensic Examiner
Dental Assistant	Payroll Specialist	Human Services Sr. Practitioner
Executive Secretary	Planning Technician	Information/Technology Technician
Facilities Technician	Public Health Educator	Natural Resource Conservationist
Interpreter	Register of Deeds Specialist	Public Safety Training Specialist
Laboratory Technician	Senior Accounting Technician	Trades Supervisor
Library Assistant	Senior Identification Technician	Ultrasound Technologist
Nurses Aide	Soil Scientist	<b>Band 26/7*</b>
Park Technician	Telecommunicator II	Administrative Services Coordinator I
Pharmacy Technician	<b>Band 7</b>	Librarian I
Property Evidence Clerk	Board of Elections Campaign Finance Specialist	<b>Band 27/8*</b>
Scale House Attendant	Board of Elections Recruitment Coordinator	Human Services Program Specialist
<b>Band 5</b>	Board of Elections Training Specialist	Human Services Supervisor I
Accounting Technician	Buyer	Planner I
Animal Control Officer	CCBI Processing Unit Supervisor	Telecommunications Supervisor
Detention Officer	Conservation Specialist	Workforce Development Specialist
Elections Specialist	Crime Analyst	<b>Band 9</b>
Executive Assistant	Deputy Clerk to the Board	Lead Inspector
Graphics Specialist	Deputy Sheriff - Investigator	<b>Band 10</b>
Human Resources Technician	Deputy Sheriff - Master	Chief Deputy Fire Marshal
Human Services Technician	Detention Classification Coordinator	Deputy Sheriff - Sergeant
Identification Technician	Detention Officer - Sergeant	Emergency Management Team Leader
Inmate Activities Coordinator	Environmental Health Specialist	Lab Supervisor
Inventory Control Specialist	Environmental Program Coordinator	Nurse
Mail Center - Warehouse Coordinator	Facility HVAC Specialist	Senior Inspector
Mapping Technician	General Inspector	<b>Band 11</b>
Plans & Permits Technician	Housing Rehabilitation Specialist	CCBI Field Shift Supervisor
Program Assistant	Human Resources Specialist	Deputy Sheriff - Lieutenant
Register of Deeds Technician	Human Services Program Auditor	Latent Print Supervisor
Revenue Agent	Human Services Senior Case Manager	Nursing Supervisor
Senior Facilities Technician	Nutritionist	<b>Band 50</b>
Solid Waste Compliance Officer	Paralegal	Physician Extender
Telecommunicator I	Social Worker	<b>Band 70</b>
Vehicle Technician	Trades Specialist	Legal Assistant
<b>Band 6</b>	Veterans Services Officer	
Administrative Supervisor	X-Ray Technician	
Assistant Park Manager	<b>Band 8</b>	
Benefits Specialist	Accountant	
Board of Elections Logistic Specialist	Animal Center Manager	
Consumer Records Manager	Appraiser	
Deputy Sheriff	CCBI Agent	

**Section 6: EXEMPT CLASSIFICATIONS.** The following exempt position classification schedule is hereby established effective July 1, 2016. The County Manager, or his designee, is hereby authorized to establish or modify exempt position classifications.

Class Title		
<b>Band 29</b>	<b>Band 31 cont'd</b>	<b>Band 34 cont'd</b>
Administrative Services Coordinator II	Deputy Director Board of Elections	Human Services Deputy Director
Business Auditor	Deputy Fire Services Director	Information/Technology Manager
CCBI Crime Laboratory Quality Manager	Deputy Sheriff - Captain	Internal Audit Director
Chemist	Director of Nursing - Detention Services	Library Director
Communications Specialist	Emergency Services Manager	<b>Band 36</b>
Consumer Records Director	Facilities Project Manager	Budget & Management Services Director
Criminal Justice Planner	Human Resources Manager	CCBI Director
Detention Officer - Captain	Human Services Assistant Division Director	Chief Information Officer
Environmental Planner	Information/Technology Business Analyst	Communications Director
Housing Rehabilitation Coordinator	Land Development Administrator	Community Services Director
Human Resources Consultant	Long Range Planning Administrator	Emergency Management Director
Human Services Clinician	Regional Center Director	Environmental Services Director
Human Services Program Consultant	Regional Library Supervisor	Facilities, Design & Construction Director
Human Services Supervisor II	Senior Facilities Engineer	Finance Director
Information/Technology Specialist	Senior GIS Analyst	Fire Services Director
Investment Analyst	Watershed Manager	General Services Director
Librarian II	<b>Band 32</b>	Human Resources Director
Mapping Supervisor	Animal Services Director	Revenue Director
Nutritionist Supervisor	Appraisal/Collection Manager	<b>Band 37</b>
Park Manager	Assistant Library Director	Human Services Director
Planner II	Assistant to the County Manager	<b>Band 38</b>
Risk Management Specialist	Budget Manager	Deputy County Manager
Safety Coordinator	Community Services Manager	<b>Band 51</b>
Senior Accountant	Deputy Director Register of Deeds	Psychologist
Senior Appraiser	Environmental Health and Safety Director	<b>Band 52</b>
Senior Executive Assistant	Environmental Services Manager	Pharmacist
Senior Soil Scientist	ERP Systems Manager	<b>Band 53</b>
Workforce Development Coordinator	Facilities and Field Services Director	Pharmacy Director
<b>Band 30</b>	Financial Services Manager	<b>Band 54</b>
Budget and Management Analyst	Fleet Director	Dentist
Business Officer	Health Services Administrator	<b>Band 55</b>
Code Enforcement Complaint Coordinator	Information/Technology Engineer	Dental Director
Communications Manager	Information/Technology Project Manager	<b>Band 56</b>
Computer System Administrator	Intergovernmental Relations Manager	Physician
Conservation District Administrator	Purchasing Director	<b>Band 57</b>
Detention Officer - Major	Safety & Security Director	Physician Director
Emergency Management Coordinator	Senior Facilities Project Manager	<b>Band 58</b>
Environmental Consultant	Special Aide to Sheriff	Medical Director
Environmental Health Manager	Workforce Development Director	<b>Band 71</b>
Facilities Engineer	<b>Band 33</b>	Assistant County Attorney
Financial Systems Administrator	Benefits and Wellness Manager	<b>Band 72</b>
GIS Analyst	Building Inspections Director	Sr. Assistant County Attorney
Human Resources Officer	Deputy Revenue Assessor	<b>Band 73</b>
Human Services Program Manager	Deputy Sheriff - Major	Deputy County Attorney
Information Services Customer Service Supervisor	Director of Detention Services	<b>Band 74</b>
Information/Technology Analyst	Human Services Division Director	Sr. Deputy County Attorney
Inspections Supervisor	Human Services Finance Officer	<b>Appointed-Elected Unbanded Classifications - 00</b>
Internal Auditor	Information Services Division Supervisor	Clerk to the Board
Management and Policy Analyst	Management Services Director - Sheriff	County Attorney
Payroll Manager	Parks, Recreation & Open Space Director	County Commissioner
Planner III	Physical Plant Director	County Manager
Risk Management Supervisor	Planning, Development & Inspections Director	Director of Elections
Senior Human Resources Consultant	Solid Waste Management Director	Register of Deeds
Solid Waste Facilities Manager	Water Quality Director	Sheriff
Workforce Development Manager	<b>Band 34</b>	<b>IS Unbanded Classifications - 00</b>
<b>Band 31</b>	Chief of Staff - Sheriff	Deputy Chief Information Officer
Assistant Director of Detention Services	Deputy Finance Director	Information Services Database Supervisor
Chief Veterinarian	Deputy General Services Director	
Deputy CCBI Director	Deputy Human Resources Director	

**Section 7: LIVING WAGE POLICY.** It is the policy of the County of Wake that persons working for the County as regular employees whose scheduled hours exceed 1040 annually be paid as further described in this section.

Section 7(A): PAYMENT OF MINIMUM COMPENSATION TO EMPLOYEES.

a. Eligibility: The County shall pay all regular employees an amount equal to or greater than the Minimum Wage Rate as defined in Section 7.2(c). A regular employee is defined as being in a Board authorized position and having regularly scheduled straight-time hours in excess of 1040.

b. Emergency Medical Positions: Employees working in emergency medical positions with scheduled overtime will be considered to have met or exceeded the Minimum Wage Rate if their calculated gross annual salary (i.e. straight-time hourly rate times scheduled straight-time hours plus one and one half times straight-time hourly rate times scheduled overtime hours) is greater than or equal to the Minimum Wage Rate times 2080 hours.

c. Wage Rate Calculation: The Minimum Wage Rate shall be fifteen dollars (\$15) per hour or the Universal Living Wage Formula for the Raleigh - Cary MSA as calculated based on the local cost of housing according to the Housing and Urban Development's (HUD) Fair Market Rents, whichever is greater, less \$1.50 an hour credit for employer provided health insurance.

d. Annual Adjustment: The County Manager shall calculate or cause to be calculated the Minimum Wage Rate for employees on an annual basis and shall make such adjustments in the County's pay plan to ensure the Minimum Wage Rates as stated herein is paid to all eligible employees

**Section 8: SALARY ADJUSTMENT FOR COMPRESSION.** The Fiscal Year 2017 Budget includes appropriation of \$2.945 million in a salary reserve to fund salary adjustments and related benefits for addressing salary compression. Salaries will be adjusted based on the number of years of service in an employee's current classification multiplied by a Compression Factor to be established by the County Manager. The result of the calculation will be referred to as "Compression Adjusted Salary." If an employee's salary is below the Compression Adjusted Salary, the employee's salary will be increased to the Compression Adjusted Salary. If an employee's salary is above the Compression Adjusted Salary, there is no compression and no salary adjustment. The County Manager, or his designee, is hereby authorized to: 1) establish the Compression Factor, 2) adjust the salary and wages paid to individual employees with an effective date of July 1, 2016 and 3) increase departmental appropriations for the related salary and benefit costs.

**Section 9: ELECTED OFFICIALS COMPENSATION.** Funding is provided for a 3.00% compensation adjustment for the members of the Board of Commissioners, the members of the Wake County Board of Education, the Register of Deeds and the Sheriff effective July 1, 2016. An additional 3% adjustment is included for Sheriff and Register of Deeds for compression and labor market adjustment, also effective July 1, 2016 for a total of 6%.

**ADOPTED this the 20th day of June 2016.**