

PERSONNEL AUTHORIZATION ORDINANCE

BE IT ORDAINED by the Wake County Board of Commissioners, that the following budget ordinance for the Personnel Authorization is hereby adopted:

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, 2017 and ending June 30, 2018.

Department, Division and Fund (All Positions are in the General Fund unless otherwise noted)	Authorized Full-time Equivalent Positions
Board of Commissioners	4.000
Communications	10.000
County Manager	9.000
County Attorney	20.000
Board of Elections	24.000
Budget and Management Services	10.000
Facilities, Design & Construction	13.000
Finance	
General Fund	29.000
Debt Service Fund	3.000
Finance Total	32.000
Human Resources	29.750
Information Services	101.750
Register of Deeds	41.000
Revenue	71.000
Quasi-Governmental	6.000
Community Services	
CS Management and Budget	5.000
Parks, Recreation and Open Space	34.000
Veteran Services	4.000
Geographic Information Services	19.000
Libraries	250.000
Planning and Development Services	54.000
Community Services Total	366.000
Environmental Services	
General Fund	
ES Administration	9.000
Environmental Health & Safety	40.000
Water Quality Division	42.000
Animal Care, Control and Adoption Center	43.000
Total General Fund	134.000
Solid Waste Fund	15.000
South Wake Landfill Fund	5.000
Environmental Services Total	154.000

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	18.000
General Services Total	144.000
Human Services	
General Fund	
Social Services	568.000
Child Welfare	292.200
Public Health	340.622
Health Clinics	171.200
Administrative Operations	237.350
Total General Fund	1,609.372
Grants Fund	17.000
Affordable Housing	8.000
Transportation Fund	3.000
Human Services Total	1,637.372
Emergency Medical Services	292.000
Fire Services	
General Fund	22.000
Grants Fund	2.000
Fire Services Total	24.000
CCBI	78.500
Sheriff	
General Fund	
Law Enforcement	450.000
Detention	571.000
Sheriff Total	1,021.000
Capital Area Workforce Development	18.000
TOTAL FTEs ALL FUNDS	4,106.372

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, 2017.

Non-Exempt Schedule			
Band	Minimum	Midpoint	Maximum
4	31,325	42,289	53,253
	15.06	20.33	25.60
5	32,614	44,029	55,444
	15.68	21.17	26.66
6	35,880	48,438	60,996
	17.25	23.29	29.33
7	39,478	53,295	67,113
	18.98	25.62	32.27
8	43,430	58,631	73,831
	20.88	28.19	35.50
9	47,777	64,499	81,221
	22.97	31.01	39.05
10	52,561	70,957	89,354
	25.27	34.11	42.96
11	57,824	78,062	98,301
	27.80	37.53	47.26

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

Medical Series				
Band	Class Title	Minimum	Midpoint	Maximum
Exempt				
50	Physician Extender	62,005	86,807	111,609
		29.81	41.73	53.66
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*

Detention and Sworn Officer Series				
Band	Class Title	Minimum	Midpoint	Maximum
Non Exempt				
80	Detention Officer	36,201	48,871	61,542
		17.40	23.50	29.59
81	Detention Officer - Master	39,821	53,758	67,696
		19.14	25.85	32.55
82	Detention Officer - Sergeant	43,803	59,134	74,465
		21.06	28.43	35.80
83	Detention Officer - Lieutenant	48,184	65,048	81,912
		23.17	31.27	39.38
Exempt				
84	Detention Officer - Captain	53,002	74,203	95,403
		25.48	35.67	45.87
85	Detention Officer - Major	58,302	81,623	104,944
		28.03	39.24	50.45
86	Assistant Director of Detention Services	64,132	89,785	115,438
		30.83	43.17	55.50
87	Director of Detention Services	76,959	107,742	138,526
		37.00	51.80	66.60
Non Exempt				
90	Deputy Sheriff Deputy Sheriff - First Class Deputy Sheriff - Master	40,000	56,000	72,000
		19.23	26.92	34.62
91	Deputy Sheriff - Investigator	46,000	62,100	78,200
		22.12	29.86	37.60
92	Deputy Sheriff - Senior Investigator	50,600	68,310	86,020
		24.33	32.84	41.36
93	Deputy Sheriff - Sergeant	55,660	75,141	94,622
		26.76	36.13	45.49
94	Deputy Sheriff - Lieutenant	61,226	82,655	104,084
		29.44	39.74	50.04
Exempt				
95	Deputy Sheriff - Captain	67,349	94,288	121,227
		32.38	45.33	58.28
96	Deputy Sheriff - Major	80,818	113,146	145,473
		38.85	54.40	69.94
97	Chief of Staff - Sheriff	88,900	124,460	160,020
		42.74	59.84	76.93

Section 5: NON EXEMPT POSITION CLASSIFICATIONS. The following non-exempt position classification schedule is hereby established effective July 1, 2017. The County Manager, or his designee, is hereby authorized to establish or modify non-exempt position classifications.

Class Title		
Band 1	Band 6 cont'd	Band 8 cont'd
Library Page	Human Services Case Manager	Human Services Sr. Practitioner
Park Aide	Licensed Practical Nurse	Human Services Program Specialist
Pre-Vocational Aide	Master Mechanic	Human Services Supervisor I
Student Assistant	Medical Technologist	Information/Technology Technician
Swimming Pool Technician	Payroll Specialist	Natural Resource Conservationist
Band 4	Planning Technician	Planner I
Administrative Assistant	Public Health Educator	Public Safety Training Specialist
Animal Healthcare Technician	Register of Deeds Specialist	Telecommunications Supervisor
Animal Shelter Attendant	Revenue Agent	Ultrasound Technologist
Customer Service Representative	Senior Accounting Technician	Wellness Coordinator
Dental Assistant	Senior Identification Technician	Workforce Development Specialist
Executive Secretary	Soil Scientist	Band 9
Facilities Technician	Telecommunicator II	CCBI Senior Agent
Interpreter	Band 7	Environmental Services Team Leader
Laboratory Technician	Administrative Services Coordinator I	Human Services CPS Investigator/Assessor
Library Assistant	Board of Elections Campaign Finance Specialist	Senior Inspector
Nurses Aide	Board of Elections Recruitment Coordinator	Trades Supervisor
Park Technician	Board of Elections Training Specialist	Band 10
Pharmacy Technician	Buyer	Chief Deputy Fire Marshal
Property Evidence Clerk	CCBI Processing Unit Supervisor	Emergency Management Team Leader
Scale House Attendant	Conservation Specialist	Human Resources Supervisor
Band 5	Crime Analyst	Lab Supervisor
Accounting Technician	Deputy Clerk to the Board	Lead Inspector
Animal Control Officer	Detention Classification Coordinator	Nurse
Certified Medical Assistant	Environmental Health Specialist	Band 11
Elections Specialist	Facility HVAC Specialist	CCBI Field Shift Supervisor
Executive Assistant	General Inspector	Latent Print Supervisor
Graphics Specialist	Housing Rehabilitation Specialist	Nursing Supervisor
Human Resources Technician	Human Resources Specialist	Band 50
Human Services Technician	Human Services Program Auditor	Physician Extender
Identification Technician	Human Services Senior Case Manager	Band 70
Inmate Activities Coordinator	Librarian I	Legal Assistant
Inventory Control Specialist	Nutritionist	Band 80
Mail Center - Warehouse Coordinator	Paralegal	Detention Officer
Mapping Technician	Register of Deeds Supervisor	Band 81
Plans & Permits Technician	Social Worker	Detention Officer - Master
Program Assistant	Trades Specialist	Band 82
Register of Deeds Technician	Veterans Services Officer	Detention Officer - Sergeant
Senior Facilities Technician	X-Ray Technician	Band 83
Solid Waste Compliance Officer	Band 8	Detention Officer - Lieutenant
Telecommunicator I	Accountant	Band 90
Vehicle Technician	Animal Center Manager	Deputy Sheriff
Band 6	Appraiser	Deputy Sheriff - First Class
Administrative Supervisor	CCBI Agent	Deputy Sheriff - Master
Assistant Park Manager	Dental Hygienist	Band 91
Benefits Specialist	Deputy Fire Marshal	Deputy Sheriff - Investigator
Board of Elections Logistic Specialist	Emergency Management Specialist	Band 92
Consumer Records Manager	Environmental Health Program Specialist	Deputy Sheriff - Senior Investigator
Evidence Technician	Environmental Program Coordinator	Band 93
Facility HVAC Technician	Fire Captain	Deputy Sheriff - Sergeant
Firefighter/Driver	Fire/Rescue Responder	Band 94
Forensic Photographer	Forensic Examiner	Deputy Sheriff - Lieutenant

Section 6: EXEMPT CLASSIFICATIONS. The following exempt position classification schedule is hereby established effective July 1, 2017. The County Manager, or his designee, is hereby authorized to establish or modify exempt position classifications.

Class Title		
Band 29	Band 31 cont'd	Band 36 cont'd
Administrative Services Coordinator II	Human Services Assistant Division Director	Environmental Services Director
Business Auditor	Information/Technology Business Analyst	Facilities, Design & Construction Director
CCBI Crime Laboratory Quality Manager	Land Development Administrator	Finance Director
Chemist	Long Range Planning Administrator	Fire Services Director
Communications Specialist	Regional Center Director	General Services Director
Consumer Records Director	Regional Library Supervisor	Human Resources Director
Criminal Justice Planner	Senior GIS Analyst	Information Technology Director
Environmental Planner	Watershed Manager	Revenue Director
Housing Rehabilitation Coordinator	Band 32	Band 37
Human Resources Consultant	Animal Services Director	Chief Information & Innovation Officer
Human Services Clinician	Appraisal/Collection Manager	Human Services Director
Human Services Program Consultant	Assistant Library Director	Band 38
Human Services Supervisor II	Assistant to the County Manager	Deputy County Manager
Information/Technology Specialist	Budget Manager	Band 50
Investment Analyst	Community Services Manager	Physician Extender
Librarian II	Deputy Director Register of Deeds	Band 51
Mapping Supervisor	Environmental Health and Safety Director	Psychologist
Nutritionist Supervisor	Environmental Services Manager	Band 52
Park Manager	ERP Systems Manager	Pharmacist
Planner II	Facilities and Field Services Director	Band 53
Risk Management Specialist	Financial Services Manager	Pharmacy Director
Safety Coordinator	Fleet Director	Band 54
Senior Accountant	Health Services Administrator	Dentist
Senior Appraiser	Information/Technology Engineer	Band 55
Senior Executive Assistant	Information/Technology Project Manager	Dental Director
Senior Soil Scientist	Intergovernmental Relations Manager	Band 56
Workforce Development Coordinator	Purchasing Director	Physician
Band 30	Safety & Security Director	Band 57
Budget and Management Analyst	Senior Facilities Engineer	Physician Director
Business Officer	Senior Facilities Project Manager	Band 58
Code Enforcement Complaint Coordinator	Special Aide to Sheriff	Medical Director
Communications Manager	Workforce Development Director	Band 71
Computer System Administrator	Band 33	Assistant County Attorney
Conservation District Administrator	Benefits and Wellness Manager	Band 72
Emergency Management Coordinator	Building Inspections Director	Sr. Assistant County Attorney
Financial Systems Administrator	Deputy Revenue Assessor	Band 73
Fiscal & Policy Analyst	Human Services Division Director	Deputy County Attorney
GIS Analyst	Human Services Finance Officer	Band 74
Human Resources Officer	Information Services Division Supervisor	Sr. Deputy County Attorney
Human Services Program Manager	Management Services Director - Sheriff	Band 84
Information Services Customer Service Supervisor	Parks, Recreation & Open Space Director	Detention Officer - Captain
Information/Technology Analyst	Physical Plant Director	Band 85
Inspections Supervisor	Planning, Development & Inspections Director	Detention Officer - Major
Internal Auditor	Solid Waste Management Director	Band 86
Management and Policy Analyst	Water Quality Director	Assistant Director of Detention Services
Payroll Manager	Band 34	Band 87
Planner III	Deputy Finance Director	Director of Detention Services
Risk Management Supervisor	Deputy General Services Director	Band 95
Senior Human Resources Consultant	Deputy Human Resources Director	Deputy Sheriff - Captain
Solid Waste Facilities Manager	Human Services Deputy Director	Band 96
Workforce Development Manager	Information Services Database Supervisor	Deputy Sheriff - Major
Band 31	Information/Technology Manager	Band 97
Chief Veterinarian	Internal Audit Director	Chief of Staff - Sheriff
Deputy CCBI Director	Library Director	Appointed-Elected Unbanded Classifications - 00
Environmental Consultant	Band 35	Clerk to the Board
Environmental Health Manager	Assistant Information Technology Director	County Attorney
Facilities Engineer	Band 36	County Commissioner
Deputy Director Board of Elections	Budget & Management Services Director	County Manager
Deputy Fire Services Director	CCBI Director	Director of Elections
Director of Nursing	Chief Information Officer	Register of Deeds
Emergency Services Manager	Communications Director	Sheriff
Facilities Project Manager	Community Services Director	
Human Resources Manager	Emergency Management 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.A(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 Living Wage Rate shall be fifteen dollars and six cents (\$15.06) per hour or the Universal Living Wage Formula for the Raleigh - Cary MSA as calculated based on the local cost of housing according 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 Rate as stated herein is paid to all eligible employees

Section 8: 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, 2017.

ADOPTED this the 19th day of June 2017.