

## 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, 2018 and ending June 30, 2019.

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	11.000
County Attorney	20.000
Board of Elections	26.000
Budget and Management Services	9.000
Facilities, Design & Construction	13.000
Finance	
General Fund	31.000
Debt Service Fund	3.000
Finance Total	34.000
Human Resources	33.000
Information Services	104.750
Register of Deeds	41.000
Revenue	73.000
Quasi-Governmental	6.000
Community Services	
CS Management and Budget	7.000
Parks, Recreation and Open Space	34.000
Veteran Services	4.000
Geographic Information Services	19.000
Libraries	275.000
Planning and Development Services	56.000
Community Services Total	395.000
Environmental Services	
General Fund	
ES Administration	9.000
Environmental Health & Safety	42.000
Water Quality	45.000
Animal Care, Control and Adoption Center	45.000
Total General Fund	141.000
Solid Waste Fund	15.000
South Wake Landfill Fund	5.000
Environmental Services Total	161.000

Department, Division and Fund (All Positions are in the General Fund unless otherwise noted)	Authorized Full-time Equivalent Positions
General Services	
General Fund	
Administrative Support	13.000
Central Services	7.000
Facility and Field Services	34.000
Physical Plant	66.000
Safety and Security	6.000
Total General Fund	126.000
Fleet Fund	18.000
General Services Total	144.000
Human Services	
General Fund	
Social Services	583.000
Child Welfare	293.200
Public Health	341.134
Health Clinics	175.400
Administration and Operations	189.250
Total General Fund	1,581.984
Grants & Donations Fund	17.000
Transportation Fund	3.000
Human Services Total	1,601.984
Housing	
General Fund	60.350
Housing & Community Revitalization Fund	10.000
Housing Total	70.350
Emergency Medical Services	317.000
Fire Services	
General Fund	22.000
Grants & Donations Fund	2.000
Fire Services Total	24.000
City-County Bureau of Identification	81.000
Sheriff	
General Fund	
Law Enforcement	455.000
Detention	569.000
Sheriff Total	1,024.000
Capital Area Workforce Development	18.000
TOTAL FTEs ALL FUNDS	4,221.084

**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, 2018.

Non-Exempt			
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			
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	Minimum	Midpoint	Maximum
Exempt			
50	\$62,005	\$86,807	\$111,609
	\$29.81	\$41.73	\$53.66
51	\$55,484	\$77,678	\$99,871
	\$26.68	\$37.35	\$48.02
52	\$73,849	\$103,389	\$132,929
	\$35.50	\$49.71	\$63.91
53	\$81,234	\$113,728	\$146,221
	\$39.05	\$54.68	\$70.30
54	\$103,208	\$144,491	\$185,774
	\$49.62	\$69.47	\$89.31
55	\$113,529	\$158,941	\$204,352
	\$54.58	\$76.41	\$98.25
56	\$143,415	\$200,781	\$258,147
	\$65.67	\$89.89	\$114.11
57	\$157,757	\$220,860	\$283,963
	\$75.84	\$106.18	\$136.52
58	\$165,645	\$231,903	\$298,161
	\$79.64	\$111.49	\$143.35

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

Detention Officer Series			
Non-Exempt			
Band	Minimum	Midpoint	Maximum
80	\$36,213	\$48,871	\$61,542
	\$17.41	\$23.50	\$29.59
81	\$39,821	\$53,758	\$67,696
	\$19.15	\$25.85	\$32.55
82	\$43,803	\$59,134	\$74,465
	\$21.06	\$28.43	\$35.80
83	\$48,184	\$65,048	\$81,912
	\$23.17	\$31.27	\$39.38
Exempt			
84	\$53,002	\$74,203	\$95,403
	\$25.48	\$35.67	\$45.87
85	\$58,302	\$81,623	\$104,944
	\$28.03	\$39.24	\$50.45
86	\$64,132	\$89,785	\$115,438
	\$30.83	\$43.17	\$55.50
87	\$76,959	\$107,742	\$138,526
	\$37.00	\$51.80	\$66.60

Deputy Sheriff Series			
Non-Exempt			
Band	Minimum	Midpoint	Maximum
90	\$40,000	\$56,000	\$72,000
	\$19.24	\$26.93	\$34.62
91	\$46,000	\$62,100	\$78,200
	\$22.12	\$29.86	\$37.60
92	\$50,600	\$68,310	\$86,020
	\$24.33	\$32.85	\$41.36
93	\$55,660	\$75,141	\$94,622
	\$26.76	\$36.13	\$45.49
94	\$61,226	\$82,655	\$104,084
	\$29.44	\$39.74	\$50.04
Exempt			
95	\$67,349	\$94,288	\$121,227
	\$32.38	\$45.33	\$58.28
96	\$80,818	\$113,146	\$145,473
	\$38.85	\$54.40	\$69.94
97	\$88,900	\$124,460	\$160,020
	\$42.74	\$59.84	\$76.93

EMS Series*				
Non-Exempt				
Band	Minimum	Midpoint	Maximum	Shift
100	\$14.25	\$19.24	\$24.23	2080
	\$13.53	\$18.27	\$23.00	2190
	\$10.18	\$13.74	\$17.31	2912
101	\$17.25	\$23.29	\$29.33	2080
	\$16.38	\$22.12	\$27.85	2190
	\$12.32	\$16.63	\$20.95	2912
102	\$18.98	\$25.62	\$32.27	2080
	\$18.03	\$24.34	\$30.65	2190
	\$13.56	\$18.30	\$23.05	2912
103	\$20.88	\$28.19	\$35.50	2080
	\$19.83	\$26.77	\$33.71	2190
	\$14.91	\$20.13	\$25.35	2912
104	\$25.27	\$34.11	\$42.96	2080
	\$24.00	\$32.40	\$40.80	2190
	\$18.05	\$24.37	\$30.68	2912
105	\$27.80	\$37.53	\$47.26	2080
	\$26.40	\$35.64	\$44.89	2190
	\$19.86	\$26.81	\$33.76	2912
Exempt				
106	\$50,440	\$70,616	\$90,792	
107	\$61,032	\$85,445	\$109,858	
108	\$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, 2018. The County Manager, or his designee, is hereby authorized to establish or modify non-exempt position classifications.

<b>Band 1</b>	<b>Band 6</b>	<b>Band 7 cont.'d</b>
Library Page	Administrative Supervisor	Human Services Program Auditor
Park Aide	Assistant Park Manager	Human Services Senior Case Manager
Pre-Vocational Aide	Board of Elections Logistics Specialist	Librarian I
Student Assistant	Consumer Records Manager	Medical Technologist
Swimming Pool Technician	Executive Assistant	Nutritionist
<b>Band 4</b>	Evidence Technician	Paralegal
Administrative Assistant	Facility HVAC Technician	Register of Deeds Supervisor
Animal Health Care Technician	Firefighter-Driver	Social Worker
Animal Shelter Attendant	Forensic Photographer	Trades Specialist
Customer Service Representative	Human Services Case Manager	Veterans Service Officer
Dental Assistant	Licensed Practical Nurse	X-Ray Technician
Executive Secretary	Master Mechanic	<b>Band 8</b>
Facilities Technician	Payroll Specialist	Accountant
Interpreter	Planning Technician	Animal Center Manager
Laboratory Technician	Public Health Educator	Appraiser
Library Assistant	Register of Deeds Specialist	CCBI Agent
Nurse's Aide	Revenue Agent	Dental Hygienist
Park Technician	Senior Accounting Technician	Deputy Fire Marshal
Pharmacy Technician	Senior Identification Technician	Director of Telecommunications
Scale House Attendant	Soil Scientist	Environmental Health Program Specialist
<b>Band 5</b>	Telecommunicator II	Environmental Program Coordinator
Accounting Technician	Vital Records Specialist	Fire Captain
Animal Control Officer	<b>Band 7</b>	Fire Rescue Responder
Certified Medical Assistant	Administrative Services Coordinator I	Forensic Examiner
Elections Specialist	Board of Elections Campaign Finance Specialist	Human Services Program Specialist
Graphic Specialist	Board of Elections Recruitment Coordinator	Human Services Senior Practitioner
Human Resources Technician	Board of Elections Training Specialist	Human Services Supervisor I
Human Services Technician	Buyer	Information - Technology Technician
Identification Technician	CCBI Processing Unit Supervisor	Natural Resource Conservationist
Inmate Activities Coordinator	Conservation Specialist	Planner I
Inventory Control Specialist	Crime Analyst	Public Safety Training Specialist
Mail Center - Warehouse Coordinator	Deputy Clerk to the Board	Ultrasound Technologist
Mapping Technician	Deputy Director of Telecommunications	Wellness Coordinator
Plans & Permits Technician	Detention Classification Coordinator	Workforce Development Specialist
Program Assistant	Early Voting Coordinator	<b>Band 9</b>
Register of Deeds Technician	Environmental Health Specialist	CCBI Senior Agent
Senior Facilities Technician	Facility HVAC Specialist	Emergency Management Specialist
Solid Waste Compliance Officer	General Inspector	Environmental Services Team Leader
Telecommunicator I	Housing Rehabilitation Specialist	Human Services Child Protective Services Investigator Assessor
Vehicle Technician	Human Resources Specialist	Senior Inspector
		Trades Supervisor

<b>Band 10</b>	<b>Band 81</b>	<b>Band 94</b>
Chief Deputy Fire Marshal	Detention Officer - Master	Deputy Sheriff - Lieutenant
Emergency Management Team Leader	<b>Band 82</b>	<b>Band 100</b>
Human Resources Supervisor	Detention Officer - Sergeant	Emergency Medical Technician
Lead Inspector	<b>Band 83</b>	<b>Band 101</b>
Nurse	Detention Officer - Lieutenant	EMS Logistics Specialist
<b>Band 11</b>	<b>Band 90</b>	Paramedic
CCBI Field Shift Supervisor	Deputy Sheriff	<b>Band 102</b>
Latent Print Supervisor	Deputy Sheriff - 1st Class	Advanced Practice Paramedic
Nursing Supervisor	Deputy Sheriff - Master	Paramedic Field Training Officer
<b>Band 50</b>	<b>Band 91</b>	<b>Band 103</b>
Physician Extender	Deputy Sheriff - Investigator	EMS Program Coordinator
<b>Band 70</b>	<b>Band 92</b>	EMS Training Specialist
Legal Assistant	Deputy Sheriff - Senior Investigator	<b>Band 104</b>
<b>Band 80</b>	<b>Band 93</b>	EMS Supervisor
Detention Officer	Deputy Sheriff - Sergeant	<b>Band 105</b>
		EMS Shift Supervisor

**Section 6: EXEMPT CLASSIFICATIONS.** The following exempt position classification schedule is hereby established effective July 1, 2018. The County Manager, or his designee, is hereby authorized to establish or modify exempt position classifications.

<b>Band 29</b>	<b>Band 29 cont.'d</b>	<b>Band 30 cont.'d</b>
Administrative Services Coordinator II	Senior Appraiser	Risk Management Supervisor
Business Auditor	Senior Executive Assistant	Senior Human Resources Consultant
CCBI Crime Lab Quality Manager	Senior Soil Scientist	Solid Waste Facilities Manager
Chemist	Workforce Development Coordinator	Workforce Development Manager
Communications Specialist	<b>Band 30</b>	<b>Band 31</b>
Consumer Records Director	Budget & Management Analyst	Assistant Purchasing Director
Criminal Justice Planner	Business Officer	Business Analytics Manager
Environmental Planner	Code Enforcement Complaint Coordinator	Chief Veterinarian
Housing Rehabilitation Coordinator	Communications Manager	Data Analyst
Human Resources Consultant	Computer System Administrator	Deputy CCBI Director
Human Services Clinician	Conservation District Administrator	Deputy Director Board of Elections
Human Services Program Consultant	Emergency Management Coordinator	Deputy Fire Services Director
Human Services Supervisor II	Financial Systems Administrator	Director of Nursing
Information - Technology Specialist	Fiscal & Policy Analyst	Environmental Consultant
Investment Analyst	GIS Analyst	Environmental Health Manager
Librarian II	Human Resources Officer	Facilities Engineer
Mapping Supervisor	Human Services Program Manager	Facilities Project Manager
Medical Laboratory Manager	Information - Technology Analyst	Human Resources Manager
Nutritionist Supervisor	Information Services Customer Service Supervisor	Information - Technology Business Analyst
Park Manager	Inspections Supervisor	Land Development Administrator
Planner II	Internal Auditor	Long Range Planning Administrator
Risk Management Specialist	Management & Policy Analyst	Regional Center Director
Safety Coordinator	Payroll Manager	Regional Library Supervisor
Senior Accountant	Planner III	Senior Budget & Management Analyst

<b>Band 31 cont.'d</b>	<b>Band 34</b>	<b>Band 56</b>
Senior Geographic Information Services Analyst	Deputy Finance Director	Physician
Watershed Manager	Deputy GSA Director	<b>Band 57</b>
<b>Band 32</b>	Deputy Human Resources Director	Physician Director
Animal Services Director	Human Services Deputy Director	<b>Band 58</b>
Appraisal - Collection Manager	Information Services Database Supervisor	Medical Director
Assistant Library Director	Information - Technology Manager	<b>Band 71</b>
Assistant to the County Manager	Internal Audit Director	Assistant County Attorney
Budget Manager	Library Director	<b>Band 72</b>
Community Services Manager	Planning, Development & Inspections Director	Senior Assistant County Attorney
Deputy Director Register of Deeds	<b>Band 35</b>	<b>Band 73</b>
Environmental Health & Safety Director	Assistant Information Technology Director	Deputy County Attorney
Environmental Services Manager	<b>Band 36</b>	<b>Band 74</b>
ERP Systems Manager	Budget & Mgt Services Director	Senior Deputy County Attorney
Facilities & Field Services Director	CCBI Director	<b>Band 84</b>
Financial Services Manager	Communications Director	Detention Officer - Captain
Fleet Director	Community Services Director	<b>Band 85</b>
Health Services Administrator	Emergency Management Director	Detention Officer - Major
Human Services Asst Division Director	Environmental Services Director	<b>Band 86</b>
Information Technology Engineer	Facilities, Design & Construction Director	Asst Director of Detention Services
Information Tech Project Manager	Finance Director	<b>Band 87</b>
Purchasing Director	Fire Services Director	Director of Detention Services
Safety & Security Director	General Services Director	<b>Band 95</b>
Senior Facilities Engineer	Housing Director	Deputy Sheriff - Captain
Senior Facilities Project Manager	Human Resources Director	<b>Band 96</b>
Special Aide to the Sheriff	Information Technology Director	Deputy Sheriff - Major
Strategy & Performance Officer	Revenue Director	<b>Band 97</b>
Water Quality Manager	<b>Band 37</b>	Chief of Staff - Sheriff
<b>Band 33</b>	Human Services Director	Chief of Operations - Sheriff
Assistant County Manager	<b>Band 38</b>	<b>Band 106</b>
Asst Director - Budget & Mgt Services	Deputy County Manager	EMS Chief of Management Services
Benefits & Wellness Manager	<b>Band 39</b>	<b>Band 107</b>
Building Inspections Director	Senior Deputy County Manager	Deputy EMS Director
Deputy Revenue Assessor	<b>Band 50</b>	Emergency Services Manager
Enterprise Architect	Physician Extender	<b>Band 108</b>
Human Services Division Director	<b>Band 51</b>	EMS Chief Operating Officer
Human Services Finance Officer	Psychologist	<b>Appointed-Elected Unbanded Classifications- 00</b>
Information Services – Div. Supervisor	<b>Band 52</b>	Clerk to the Board
Mgmt Services Director - Sheriff	Pharmacist	County Attorney
Parks, Recreation & Open Space Director	<b>Band 53</b>	County Commissioner
Physical Plant Director	Pharmacy Director	County Manager
Solid Waste Management Director	<b>Band 54</b>	Director of Elections
Water Quality Director	Dentist	Register of Deeds
Workforce Development Director	<b>Band 55</b>	Sheriff
	Dental 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 Universal Living Wage Formula Calculation used by the County is based on the average housing cost of a Studio / Efficiency and a One Bedroom according to Housing and Urban Development's (HUD) Fair Market Rents in the Raleigh - Cary MSA. As of April 1, 2018, the housing costs were \$14.25 for a Studio / Efficiency and \$17.17 for a One Bedroom. The average of these amounts is \$15.71, to which a \$1.50 an hour credit for health insurance is applied resulting in a Living Wage Formula Calculation of \$14.21. On an annual basis, the County current Living Wage Rate is compared to the April 1 calculated amount to determine if an adjustment is needed. For FY19, no adjustment is needed as the current rate exceeds \$14.21.
- d. The Living Wage Rate for fiscal year 2019 shall be fifteen dollars and six cents (\$15.06) per hour (\$16.56 less \$1.50 credit for health insurance).
- e. 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, 2018.

**Section 9: ALCOHOLIC BEVERAGE CONTROL BOARD OFFICIALS COMPENSATION.** The Board of Commissioners authorizes the compensation for the Alcoholic Beverage Control Board within Wake County. Compensation will be set at \$400 per meeting for Alcoholic Beverage Control Board members and \$500 per meeting for the chair of the Alcohol Control Board, effective July 1, 2018. The ABC Board revenues from alcohol sales will provide for this compensation, not Wake County property taxes.

**Adopted this the 4th day of June 2018.**