

PERSONNEL AUTHORIZATION ORDINANCE FOR FISCAL YEAR 2020

BE IT ORDAINED by the Board of County Commissioners of Wake County, North Carolina, 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, 2019 and ending June 30, 2020.

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	32.000
Budget and Management Services	10.000
Facilities, Design & Construction	16.000
Finance	
General Fund	31.000
Debt Service Fund	3.000
Finance Total	34.000
Human Resources	36.000
Information Services	115.750
Register of Deeds	41.000
Tax Administration	76.000
Quasi-Governmental	6.000
Community Services	
CS Management and Budget	7.000
Parks, Recreation and Open Space	36.000
Veteran Services	4.000
Geographic Information Services	19.000
Libraries	284.500
Planning and Development Services	58.000
Community Services Total	408.500
Environmental Services	
General Fund	
ES Administration	10.000
Environmental Health & Safety	43.000
Water Quality	47.000
Animal Care, Control and Adoption Center	46.000
Total General Fund	146.000
Solid Waste Fund	15.000
South Wake Landfill Fund	5.000
Environmental Services Total	166.000

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	19.000
Facility and Field Services	37.000
Physical Plant	69.000
Safety and Security	7.000
Total General Fund	132.000
Fleet Fund	18.000
General Services Total	150.000
Human Services	
General Fund	
Social Services	593.500
Child Welfare	316.800
Public Health	341.297
Health Clinics	175.400
Administration and Operations	195.000
Total General Fund	1,621.997
Grants & Donations Fund	17.000
Transportation Fund	4.000
Human Services Total	1,642.997
Housing	
General Fund	68.000
Housing & Community Revitalization Fund	8.000
Housing Total	76.000
Emergency Medical Services	341.000
Fire Services	
General Fund	22.000
Grants & Donations Fund	2.000
Fire Services Total	24.000
City-County Bureau of Identification	83.000
Sheriff	
General Fund	
Law Enforcement	461.000
Detention	571.000
Sheriff Total	1,032.000
Capital Area Workforce Development	18.000
TOTAL FTEs ALL FUNDS	4,353.247

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, 2019.

FY 2020 Pay Structure			
Non-Exempt			
Band	Minimum	Midpoint	Maximum
4	\$32,781	\$42,289	\$53,253
	\$15.76	\$20.33	\$25.60
5	\$32,781	\$44,029	\$55,444
	\$15.76	\$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
39	\$130,829	\$183,161	\$235,492
	\$62.90	\$88.06	\$113.22

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	\$38,000	\$49,771	\$61,542
	\$18.27	\$23.93	\$29.59
81	\$42,000	\$54,848	\$67,696
	\$20.20	\$26.37	\$32.55
82	\$50,000	\$62,233	\$74,465
	\$24.04	\$29.92	\$35.80
83	\$55,000	\$68,456	\$81,912
	\$26.45	\$32.91	\$39.38
Exempt			
84	\$65,000	\$80,202	\$95,403
	\$31.25	\$38.56	\$45.87
85	\$80,000	\$92,472	\$104,944
	\$38.47	\$44.46	\$50.45
86	\$90,000	\$102,719	\$115,438
	\$43.27	\$49.38	\$55.50
87	\$100,000	\$119,263	\$138,526
	\$48.08	\$57.34	\$66.60
Deputy Sheriff Series			
Non-Exempt			
Band	Minimum	Midpoint	Maximum
90	\$42,000	\$57,000	\$72,000
	\$20.20	\$27.41	\$34.62
91	\$55,000	\$66,600	\$78,200
	\$26.45	\$32.02	\$37.60
92	\$59,000	\$72,510	\$86,020
	\$28.37	\$34.87	\$41.36
93	\$67,000	\$80,811	\$94,622
	\$32.22	\$38.86	\$45.50
94	\$76,000	\$90,042	\$104,084
	\$36.54	\$43.29	\$50.05
Exempt			
95	\$85,000	\$103,114	\$121,227
	\$40.87	\$49.58	\$58.29
96	\$100,000	\$122,737	\$145,473
	\$48.08	\$59.01	\$69.94
97	\$110,000	\$135,010	\$160,020
	\$52.89	\$64.91	\$76.94

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, 2019. The County Manager, or his designee, is hereby authorized to establish or modify non-exempt position classifications.

Non-Exempt		
Band 1		
Library Page	Park Aide	Pre-Vocational Aide
Student Assistant	Swimming Pool Technician	
Band 4		
Administrative Assistant	Animal Health Care Technician	Animal Shelter Attendant
Customer Service Representative	Dental Assistant	Executive Secretary
Facilities Technician	Interpreter	Laboratory Technician
Library Assistant	Nurses Aide	Park Technician
Pharmacy Technician	Scale House Attendant	
Band 5		
Accounting Technician	Animal Control Officer	Certified Medical Assistant
Elections Specialist	Graphics Specialist	Human Resources Technician
Human Services Technician	Identification Technician	Inmate Activities Coordinator
Inventory Control Specialist	Mail Center - Warehouse Coordinator	Mapping Technician
Plans and Permits Technician	Program Assistant	Register of Deeds Technician
Senior Facilities Technician	Solid Waste Compliance Officer	Telecommunicator I
Vehicle Technician		
Band 6		
Administrative Supervisor	Assistant Park Manager	Board of Elections Logistics Specialist
Consumer Records Manager	Evidence Technician	Executive Assistant
Facility HVAC Technician	Fire Services Operations and Logistics Specialist	Firefighter-Driver
Forensic Photographer	Human Services Case Manager	Licensed Practical Nurse
Master Mechanic	Payroll Specialist	Planning Technician
Public Health Educator	Register of Deeds Specialist	Revenue Agent
Senior Accounting Technician	Senior Identification Technician	Soil Scientist
Telecommunicator II	Vital Records Specialist	
Band 7		
Administrative Services Coordinator I	Board of Elections Campaign Finance Specialist	Board of Elections Early Voting Coordinator
Board of Elections Recruitment Coordinator	Board of Elections Training Specialist	Buyer
CCBI Processing Unit Supervisor	Conservation Specialist	Crime Analyst
Deputy Clerk to the Board	Deputy Director of Telecommunications	Detention Classification Coordinator
Environmental Health Specialist	Facility HVAC Specialist	General Inspector
Housing Rehabilitation Specialist	Human Resources Specialist	Human Services Program Auditor
Human Services Senior Case Manager	Librarian I	Medical Technologist
Nutritionist	Paralegal	Register of Deeds Supervisor
Social Worker	Trades Specialist	Veterans Service Officer
X-Ray Technician		

Band 8		
Accountant	Animal Center Manager	Appraiser
CCBI Agent	Dental Hygienist	Deputy Fire Marshal
Director of Telecommunications	Environmental Health Program Specialist	Environmental Program Coordinator
Fire Captain	Fire Rescue Responder	Forensic Examiner
Human Services Program Specialist	Human Services Senior Practitioner	Human Services Supervisor I
Information /Technology Technician	Natural Resource Conservationist	Planner I
Public Safety Training Specialist	Ultrasound Technologist	Wellness Coordinator
Workforce Development Specialist		
Band 9		
CCBI Senior Agent	Emergency Management Specialist	Environmental Services Team Leader
Human Services Child Protective Services Investigator Assessor	Senior Inspector	Trades Supervisor
Band 10		
Chief Deputy Fire Marshal	Emergency Management Team Leader	Human Resources Supervisor
Human Services Program Integrity Supervisor	Lead Inspector	Nurse
Band 11		
CCBI Field Shift Supervisor	Executive Aide to the Sheriff	Latent Print Supervisor
Nursing Supervisor		
Band 50		
Physician Extender		
Band 70		
Legal Assistant		

Detention Officer Series		
Band 80	Detention Officer	
Band 81	Detention Officer - Master	
Band 82	Detention Officer - Sergeant	
Band 83	Detention Officer - Lieutenant	

Deputy Sheriff Series		
Band 90	Deputy Sheriff	Deputy Sheriff - 1st Class
	Deputy Sheriff - Master	
Band 91	Deputy Sheriff - Investigator	
Band 92	Deputy Sheriff - Senior Investigator	
Band 93	Deputy Sheriff - Sergeant	
Band 94	Deputy Sheriff - Lieutenant	

EMS Series		
Band 100	Emergency Medical Technician	
Band 101	EMS Logistics Specialist	Paramedic
Band 102	Advanced Practice Paramedic	Paramedic - Field Training Officer
	EMS Compliance Officer	
Band 103	EMS Program Coordinator	
Band 104	EMS Supervisor	EMS Training Specialist
Band 105	EMS Shift Supervisor	

Section 6: EXEMPT CLASSIFICATIONS. The following exempt position classification schedule is hereby established effective July 1, 2019. The County Manager, or his designee, is hereby authorized to establish or modify exempt position classifications.

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

Band 32		
Animal Services Director	Appraisal/Collection Manager	Assistant Library Director
Assistant to the County Manager	Business Administration Director	Budget Manager
Community Services Manager	Environmental Health and Safety Director	Environmental Services Manager
ERP Systems Manager	Facilities and Field Services Director	Financial Services Manager
Fleet Director	Health Services Administrator	Human Services Assistant Division Director
Information/Technology Engineer	Information/Technology Project Manager	Purchasing Director
Safety & Security Director	Senior Facilities Engineer	Senior Facilities Project Manager
Special Aide to the Sheriff	Water Quality Manager	
Band 33		
Assistant County Manager	Building Inspections Director	Enterprise Architect
Human Services Division Director	Human Services Finance Officer	Information Services Division Supervisor
Management Services Director - Sheriff	Parks, Recreation & Open Space Director	Physical Plant Director
Public Information Officer - Sheriff	Senior Human Resources Manager	Solid Waste Management Director
Strategic Performance Director	Water Quality Director	Workforce Development Director
Band 34		
Benefits and Wellness Director	Human Resources Compliance Manager	Deputy Human Services Director
Information Services Database Supervisor	Information/Technology Manager	Internal Audit Director
Library Director	Planning, Development and Inspections Director	
Band 35		
Assistant Information Technology Director	Chief Data Officer	Controller
Deputy Budget & Management Services Director	Deputy Register of Deeds Director	Deputy Board of Elections Director
Deputy Community Services Director	Deputy Environmental Services Director	Deputy General Services Director
Deputy Human Resources Director	Deputy Revenue Assessor	
Band 36		
Budget & Management Services Director	CCBI Director	Communications Director
Community Services Director	Emergency Management Director	Environmental Services Director
Facilities, Design and Construction Director	Fire Services Director	General Services Director
Housing Director	Human Resources Director	Information Technology Director
Tax Administrator		
Band 37		
Human Services Director		
Band 38		
Deputy County Manager		
Band 39		
Senior Deputy County Manager		

Medical Series		
Band 50	Physician Extender	
Band 51	Psychologist	
Band 52	Pharmacist	Physician Extender Supervisor
Band 53	Pharmacy Director	
Band 54	Dentist	
Band 55	Dental Director	
Band 56	Physician	
Band 57	Physician Director	
Band 58	Medical Director	

Legal Series		
Band 71	Assistant County Attorney	
Band 72	Senior Assistant County Attorney	
Band 73	Deputy County Attorney	
Band 74	Senior Deputy County Attorney	

Detention Officer Series		
Band 84	Detention Officer - Captain	
Band 85	Detention Officer - Major	
Band 86	Assistant Director of Detention Services	
Band 87	Director of Detention Services	

Deputy Sheriff Series		
Band 95	Deputy Sheriff - Captain	
Band 96	Deputy Sheriff - Major	
Band 97	Chief of Operations - Sheriff	Chief of Staff - Sheriff

EMS Series		
Band 106	EMS Assistant Chief	
Band 107	Deputy EMS Director	Emergency Services Manager
Band 108	EMS Chief Operating Officer	

Appointed-Elected Unbanded Classifications- 00		
Clerk to the Board	County Attorney	County Commissioner
County Manager	Director of Elections	Register of Deeds
Sheriff		

Section 7: LIVING WAGE POLICY. It is the policy of Wake County that persons working for the County as regular employees whose scheduled hours exceed 1,040 annually be paid as further described in this Section.

Section 7(A): 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 1,040 hours.

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 2,080 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 MSA. As of April 1, 2019, the housing costs were \$16.27 for a Studio / Efficiency and \$18.25 for a One Bedroom. The average of these amounts is \$17.26, to which a \$1.50 an hour credit for health insurance is applied resulting in a Living Wage Formula Calculation of \$15.76. 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.

d. The Living Wage Rate for fiscal year 2020 shall be fifteen dollars and seventy-six cents (\$15.76) per hour (\$17.26 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. The salary minimums in Bands 4 and 5 established for the salary schedule effective July 1, 2019 are adjusted to reflect the living wage rate.

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 Elections, the Register of Deeds, and the Sheriff effective July 1, 2019.

Adopted this the 3rd day of June 2019.