

**PERSONNEL AUTHORIZATION ORDINANCE FOR FISCAL YEAR 2021**

**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, 2020 and ending June 30, 2021.

Department, Division and Fund (All Positions are in the General Fund unless otherwise noted)	Authorized Full-time Equivalent Positions
Board of Commissioners	3.000
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	15.000
Finance	
General Fund	30.500
Debt Service Fund	3.000
Finance Total	33.500
Human Resources	36.000
Information Services	111.750
Register of Deeds	40.000
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	17.000
Libraries	252.500
Planning and Development Services	58.000
Community Services Total	374.500
Environmental Services	
General Fund	
ES Administration	12.000
Environmental Health & Safety	43.000
Water Quality	44.000
Animal Care, Control and Adoption Center	45.000
Total General Fund	144.000
Solid Waste Fund	15.000
South Wake Landfill Fund	5.000
Environmental Services Total	164.000

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	596.500
Child Welfare	314.800
Public Health	339.797
Health Clinics	176.400
Administration and Operations	196.500
Total General Fund	1,623.997
Grants & Donations Fund	20.000
Transportation Fund	4.000
Human Services Total	1,647.997
Housing	
General Fund	82.000
Housing & Community Revitalization Fund	9.000
Housing Total	91.000
Emergency Medical Services	421.000
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	453.000
Detention	533.000
Sheriff Total	986.000
Capital Area Workforce Development	18.000
TOTAL FTEs ALL FUNDS	4,361.747

**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, 2020.

FY 2021 Salary Schedule								
General								
Minimum			Midpoint			Maximum		
MR	1 <sup>st</sup> Quartile		2 <sup>nd</sup> Quartile		3rd Quartile		4th Quartile	
10	\$32,780	\$38,109	\$38,110	\$43,429	\$43,430	\$48,759	\$48,760	\$54,090
11	\$33,600	\$39,059	\$39,060	\$44,519	\$44,520	\$49,979	\$49,980	\$55,440
12	\$34,630	\$40,689	\$40,690	\$46,749	\$46,750	\$52,809	\$52,810	\$58,870
13	\$36,360	\$42,719	\$42,720	\$49,079	\$49,080	\$55,449	\$55,450	\$61,810
14	\$38,180	\$44,859	\$44,860	\$51,539	\$51,540	\$58,219	\$58,220	\$64,900
15	\$41,990	\$49,339	\$49,340	\$56,689	\$56,690	\$64,039	\$64,040	\$71,390
16	\$46,190	\$54,279	\$54,280	\$62,359	\$62,360	\$70,449	\$70,450	\$78,530
17	\$50,810	\$59,709	\$59,710	\$68,599	\$68,600	\$77,489	\$77,490	\$86,380
18	\$55,890	\$65,679	\$65,680	\$75,459	\$75,460	\$85,239	\$85,240	\$95,020
19	\$61,480	\$72,239	\$72,240	\$82,999	\$83,000	\$93,759	\$93,760	\$104,520
20	\$68,180	\$81,819	\$81,820	\$95,449	\$95,450	\$109,089	\$109,090	\$122,730
21	\$78,410	\$94,089	\$94,090	\$109,769	\$109,770	\$125,449	\$125,450	\$141,130
22	\$90,170	\$108,199	\$108,200	\$126,239	\$126,240	\$144,269	\$144,270	\$162,300
23	\$103,690	\$124,429	\$124,430	\$145,169	\$145,170	\$165,909	\$165,910	\$186,650
24	\$119,250	\$143,099	\$143,100	\$166,949	\$166,950	\$190,799	\$190,800	\$214,650
25	\$131,170	\$157,409	\$157,410	\$183,639	\$183,640	\$209,879	\$209,880	\$236,110
26	\$144,290	\$173,149	\$173,150	\$202,009	\$202,010	\$230,869	\$230,870	\$259,720
27	\$158,720	\$190,459	\$190,460	\$222,209	\$222,210	\$253,949	\$253,950	\$285,700

Attorney								
Minimum			Midpoint			Maximum		
AT	1st Quartile		2nd Quartile		3rd Quartile		4th Quartile	
10	\$35,880	\$42,159	\$42,160	\$48,439	\$48,440	\$54,719	\$54,720	\$61,000
11	\$73,850	\$88,619	\$88,620	\$103,389	\$103,390	\$118,159	\$118,160	\$132,930
12	\$81,230	\$97,479	\$97,480	\$113,729	\$113,730	\$129,969	\$129,970	\$146,220
13	\$98,290	\$117,949	\$117,950	\$137,609	\$137,610	\$157,269	\$157,270	\$176,930
14	\$108,120	\$129,749	\$129,750	\$151,369	\$151,370	\$172,999	\$173,000	\$194,620

CCBI								
Minimum			Midpoint			Maximum		
BI	1st Quartile		2nd Quartile		3rd Quartile		4th Quartile	
10	\$32,980	\$38,749	\$38,750	\$44,519	\$44,520	\$50,289	\$50,290	\$56,060
11	\$36,280	\$42,619	\$42,620	\$48,969	\$48,970	\$55,319	\$55,320	\$61,670
12	\$39,900	\$46,889	\$46,890	\$53,869	\$53,870	\$60,849	\$60,850	\$67,840
13	\$43,890	\$51,569	\$51,570	\$59,259	\$59,260	\$66,939	\$66,940	\$74,620
14	\$48,280	\$56,729	\$56,730	\$65,179	\$65,180	\$73,629	\$73,630	\$82,080
15	\$53,110	\$62,409	\$62,410	\$71,699	\$71,700	\$80,989	\$80,990	\$90,290
16	\$58,420	\$68,649	\$68,650	\$78,869	\$78,870	\$89,089	\$89,090	\$99,320
17	\$64,260	\$75,509	\$75,510	\$86,759	\$86,760	\$97,999	\$98,000	\$109,250
18	\$71,260	\$85,519	\$85,520	\$99,769	\$99,770	\$114,019	\$114,020	\$128,280
19	\$81,950	\$98,349	\$98,350	\$114,739	\$114,740	\$131,129	\$131,130	\$147,520

EMS*									
Minimum			Midpoint			Maximum			
EM	Shift	1st Quartile		2nd Quartile		3rd Quartile		4th Quartile	
10	2190	\$15.76	\$18.51	\$18.52	\$21.27	\$21.28	\$24.03	\$24.04	\$26.80
11	2190	\$19.70	\$23.14	\$23.15	\$26.59	\$26.60	\$30.04	\$30.05	\$33.49
12	2190	\$22.66	\$26.61	\$26.62	\$30.58	\$30.59	\$34.54	\$34.55	\$38.52
13	2190	\$28.24	\$32.46	\$32.47	\$36.70	\$36.71	\$40.93	\$40.94	\$45.18
14	2190	\$31.06	\$35.71	\$35.72	\$40.37	\$40.38	\$45.02	\$45.03	\$49.69
15	2080	\$53,980	\$64,779	\$64,780	\$75,569	\$75,570	\$86,369	\$86,370	\$97,170
16	2080	\$64,780	\$77,729	\$77,730	\$90,689	\$90,690	\$103,649	\$103,650	\$116,600
17	2080	\$103,650	\$124,369	\$124,370	\$145,099	\$145,100	\$165,829	\$165,830	\$186,560

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

Fire and Emergency Management								
Minimum			Midpoint			Maximum		
FE	1st Quartile		2nd Quartile		3rd Quartile		4th Quartile	
10	\$38,180	\$44,859	\$44,860	\$51,539	\$51,540	\$58,219	\$58,220	\$64,900
11A	\$46,190	\$54,279	\$54,280	\$62,359	\$62,360	\$70,449	\$70,450	\$78,530
11B	\$46,190	\$54,279	\$54,280	\$62,359	\$62,360	\$70,449	\$70,450	\$78,530
12	\$50,810	\$59,709	\$59,710	\$68,599	\$68,600	\$77,489	\$77,490	\$86,380
13	\$61,480	\$72,239	\$72,240	\$82,999	\$83,000	\$93,759	\$93,760	\$104,520
14	\$68,180	\$81,819	\$81,820	\$95,449	\$95,450	\$109,089	\$109,090	\$122,730
15	\$119,250	\$143,099	\$143,100	\$166,949	\$166,950	\$190,799	\$190,800	\$214,650

Health Services								
Minimum			Midpoint			Maximum		
HS	1st Quartile		2nd Quartile		3rd Quartile		4th Quartile	
10	\$32,780	\$38,109	\$38,110	\$43,429	\$43,430	\$48,759	\$48,760	\$54,090
11	\$33,600	\$39,059	\$39,060	\$44,519	\$44,520	\$49,979	\$49,980	\$55,440
12	\$34,630	\$40,689	\$40,690	\$46,749	\$46,750	\$52,809	\$52,810	\$58,870
13	\$36,360	\$42,719	\$42,720	\$49,079	\$49,080	\$55,449	\$55,450	\$61,810
14	\$38,180	\$44,859	\$44,860	\$51,539	\$51,540	\$58,219	\$58,220	\$64,900
15	\$41,990	\$49,339	\$49,340	\$56,689	\$56,690	\$64,039	\$64,040	\$71,390
16	\$46,190	\$54,279	\$54,280	\$62,359	\$62,360	\$70,449	\$70,450	\$78,530
17	\$53,120	\$62,419	\$62,420	\$71,719	\$71,720	\$81,009	\$81,010	\$90,310
18	\$61,090	\$71,779	\$71,780	\$82,469	\$82,470	\$93,159	\$93,160	\$103,850
19	\$70,690	\$84,829	\$84,830	\$98,969	\$98,970	\$113,109	\$113,110	\$127,240
20	\$84,830	\$101,799	\$101,800	\$118,759	\$118,760	\$135,729	\$135,730	\$152,690
21	\$101,800	\$122,149	\$122,150	\$142,509	\$142,510	\$162,869	\$162,870	\$183,230
22	\$122,150	\$146,579	\$146,580	\$171,019	\$171,020	\$195,449	\$195,450	\$219,880
23	\$146,580	\$175,899	\$175,900	\$205,219	\$205,220	\$234,539	\$234,540	\$263,850
24	\$175,900	\$211,079	\$211,080	\$246,259	\$246,260	\$281,439	\$281,440	\$316,620
25	\$211,080	\$253,299	\$253,300	\$295,519	\$295,520	\$337,729	\$337,730	\$379,950

Information Technology								
Minimum			Midpoint			Maximum		
IT	1st Quartile		2nd Quartile		3rd Quartile		4th Quartile	
10	\$43,430	\$51,029	\$51,030	\$58,629	\$58,630	\$66,229	\$66,230	\$73,830
11	\$47,770	\$56,129	\$56,130	\$64,489	\$64,490	\$72,849	\$72,850	\$81,210
12	\$52,550	\$61,749	\$61,750	\$70,939	\$70,940	\$80,139	\$80,140	\$89,330
13	\$57,800	\$67,919	\$67,920	\$78,039	\$78,040	\$88,149	\$88,150	\$98,270
14	\$63,590	\$74,709	\$74,710	\$85,839	\$85,840	\$96,969	\$96,970	\$108,100
15	\$70,510	\$84,609	\$84,610	\$98,719	\$98,720	\$112,819	\$112,820	\$126,920
16	\$81,090	\$97,309	\$97,310	\$113,519	\$113,520	\$129,739	\$129,740	\$145,960
17	\$93,250	\$111,899	\$111,900	\$130,549	\$130,550	\$149,199	\$149,200	\$167,850
18	\$107,240	\$128,689	\$128,690	\$150,139	\$150,140	\$171,579	\$171,580	\$193,030

Sheriff's Office								
Minimum			Midpoint			Maximum		
SO	1st Quartile		2nd Quartile		3rd Quartile		4th Quartile	
10	\$42,000	\$49,499	\$49,500	\$56,999	\$57,000	\$64,499	\$64,500	\$72,000
11	\$55,000	\$60,799	\$60,800	\$66,599	\$66,600	\$72,399	\$72,400	\$78,200
12	\$59,000	\$65,759	\$65,760	\$72,509	\$72,510	\$79,269	\$79,270	\$86,020
13	\$67,000	\$73,909	\$73,910	\$80,809	\$80,810	\$87,719	\$87,720	\$94,620
14	\$76,000	\$83,019	\$83,020	\$90,039	\$90,040	\$97,059	\$97,060	\$104,080
15	\$85,000	\$94,059	\$94,060	\$103,109	\$103,110	\$112,169	\$112,170	\$121,230
16	\$100,000	\$111,369	\$111,370	\$122,739	\$122,740	\$134,109	\$134,110	\$145,470
17	\$110,000	\$122,509	\$122,510	\$135,009	\$135,010	\$147,519	\$147,520	\$160,020

Detention								
Minimum			Midpoint			Maximum		
DT	1st Quartile		2nd Quartile		3rd Quartile		4th Quartile	
10	\$38,000	\$43,889	\$43,890	\$49,769	\$49,770	\$55,659	\$55,660	\$61,540
11	\$42,000	\$48,419	\$48,420	\$54,849	\$54,850	\$61,269	\$61,270	\$67,700
12	\$50,000	\$56,119	\$56,120	\$62,229	\$62,230	\$68,349	\$68,350	\$74,470
13	\$55,000	\$61,729	\$61,730	\$68,459	\$68,460	\$75,179	\$75,180	\$81,910
14	\$65,000	\$72,599	\$72,600	\$80,199	\$80,200	\$87,799	\$87,800	\$95,400
15	\$80,000	\$86,239	\$86,240	\$92,469	\$92,470	\$98,709	\$98,710	\$104,940
16	\$90,000	\$96,359	\$96,360	\$102,719	\$102,720	\$109,079	\$109,080	\$115,440
17	\$100,000	\$109,629	\$109,630	\$119,259	\$119,260	\$128,889	\$128,890	\$138,530

**Section 5: POSITION CLASSIFICATIONS.** The County Manager is the Chief Personnel Officer and has delegated the authority to administer and maintain the position classification plan to the Human Resources Director.

**Section 6: 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.

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 a four-year average housing cost of a One Bedroom according to Housing and Urban Development's (HUD) Fair Market Rents in the Raleigh MSA, less \$1.50 an hour credit for health insurance. On January 1 of every year, the County's current Living Wage Rate is compared to the calculated amount to determine if an adjustment is needed.

d. The Living Wage Rate for fiscal year 2021 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. In the event of an economic downturn, it may be necessary to maintain the Living Wage Rate based on the previous year.

**Adopted this the 15<sup>th</sup> day of June 2020.**