

# **2016 WAGE STUDY**

**MEADE COUNTY  
SEPTEMBER 28, 2016**





# Participating Entities

## Counties:

Beadle County  
Brookings County  
Brown County  
Butte County  
Codington County  
Custer County  
Davison County  
Hughes County  
Lawrence County  
Lincoln County  
Meade County  
Minnehaha County  
Pennington County  
Yankton County

## Cities:

City of Aberdeen  
City of Belle Fourch  
City of Box Elder  
City of Brandon  
City of Brookings  
City of Huron  
City of Madison  
City of Mitchell  
City of Pierre  
City of Rapid City  
City of Sioux Falls  
City of Spearfish  
City of Sturgis  
City of Vermillion  
City of Watertown  
City of Yankton

## State:

State of South Dakota

## Private Sector:

SD Department of Labor  
Private Sector Data



# Methodology

- The study as a whole is broken up into three sections:
  - Compensation (Wages)
  - Classification (Job Descriptions)
  - Organization (Staffing)
- Information gathered from outside entities entailed a variety of contact methods, to include: one-on-one conversations (extensive) with representatives from every entity, emails, commission/council minutes, policy handbooks, prior wage studies
- From outside entities, we collected FTE counts, leave policies, longevity policies, benefit packages, wages, positions, and multiple job descriptions
- From Meade County employees, we collected information from a job classification survey and one-on-one visits with employees and supervisors for additional info
- The answers from the survey were used in conjunction with the federal government's Factor Evaluation System (FES) to validate appropriate job classification based on duties and responsibilities
- We took the FES results and compared the jobs to comparable positions in the market to develop an equitable pay scale



# Talking Points

- Recommend adopting revised pay grade system: 5% between grades for hourly (10%/15% for salary), keep 3% between steps- 10 steps total
- The 2017 Wage Scale as proposed will cost less than the approved 2017 provisional personnel budget by approximately \$11,000
- To help fund study, recommend no COLA since we are adjusting wages to market
- Goal: bring most positions within 5% of market value
- Changes in federal overtime law requires reclassification on two positions from salary to hourly: Assistant Facilities Director and Weed and Pest Supervisor
- Recommend review of combining Weed & Pest Department with Highway Department
- Recommend removing tiered positions within the county, placing those positions on a single grade on the wage scale. Affected positions:
  - Deputy Treasurer I & II
  - Deputy Register of Deeds I & II
  - Secretary I & II
  - Planner I & II
  - Appraiser I & II

# **Auditor's Office**

## **Wage Recommendations**

- Auditor - \$2,500 Annual Pay Increase
- Deputy Auditor - From Grade 6 to Grade 4

## **Classification Recommendations**

- Change job titles from “Chief Deputy Auditor” to “Deputy Auditor”



# Auditor's Office

## Average Median Hourly Wage

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Auditor	\$31.83	\$31.50	\$29.18	\$31.79	\$42.34	\$41.99	\$32.55
Deputy Auditor	\$20.27	\$18.85	\$18.79	\$19.76	\$25.14	\$17.35	\$15.73

## Average Annual Salary

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Auditor	\$66,201.87	\$65,520.00	\$60,694.40	\$66,123.20	\$88,071.20	\$87,341.81	\$67,711.00
Deputy Auditor	\$42,161.60	\$39,198.08	\$39,074.74	\$41,105.80	\$52,295.40	\$36,082.64	\$32,714.50

## Comparison (% Difference)

Staffing	FTEs
Elected	1
FTEs	2
PTEs	
STEs*	1
TOTAL	4

Position	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Auditor	1.04%	9.07%	0.12%	-24.83%	-24.20%	-2.23%
Deputy Auditor	7.56%	7.90%	2.57%	-19.38%	16.85%	28.88%

\*Short-Term hire for elections.

## NOTES

- Positions compared with Cities were in the Finance Office, looking at the Finance Officer and Deputy Finance Officer - which might not be appropriate comparisons per job duties of the office
- No good comparison was found for the State for Auditor (State Auditor used)
- Auditors are typically paid more than the ROD and Treasurer because of broader areas of responsibility and scope of work



# **Commission Assistant/Human Wage Recommendations**

- **Commission Assistant/HR Director - No change**
- **Administrative Assistant - From Grade 6 to Grade 8**

## **Classification Recommendations**

- **No classification recommendations at this time**



# Commission Assistant/HR

## Average Median Hourly Wage

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Comm Asst/HR Director	\$34.69	\$36.45	\$32.90	\$35.09	\$39.28	\$48.99	\$47.30
Admin Asst. - HR/Comm Asst.	\$19.27	\$22.48	\$20.66	\$20.39	\$22.55	\$19.21	\$15.41

## Average Annual Salary

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Comm Asst/HR Director	\$72,155.20	\$75,816.00	\$68,432.00	\$72,987.20	\$81,702.40	\$101,899.20	\$98,384.00
Admin Asst. - HR/Comm Asst.	\$40,081.60	\$46,758.40	\$42,972.80	\$42,411.20	\$46,904.00	\$39,956.80	\$32,052.80

## Comparison (% Difference)

Staffing Comparison	FTEs
Elected	
FTEs	2
PTEs	
Short-Term	
<b>TOTAL</b>	<b>2</b>

Position	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Comm Asst/HR Director	-4.83%	5.44%	-1.14%	-11.69%	-29.19%	-26.66%
Admin Asst. - HR/Comm Asst.	-14.28%	-6.73%	-5.49%	-14.55%	0.31%	25.05%

## NOTES

- Closest comparables for Administrative Assistant for counties without a commission assistant were "Payroll Specialist" and "HR Generalist"



# **Commissioners**

## **Wage Recommendations**

- **County Commissioner - No change**

## **Classification Recommendations**

- **No classification recommendations at this time**



# Commissioners

## Average Annual Salary

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
County Commissioners	\$15,641.60	\$16,827.20	\$15,932.80	\$14,476.80	N/A	N/A	N/A

## Comparison (% Difference)

Staffing Comparison	FTEs
Elected	5
FTEs	
PTEs	
Short-Term	
<b>TOTAL</b>	<b>5</b>

Position	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
County Commissioners	-7.05%	-1.83%	8.05%	N/A	N/A	N/A

## NOTES

- Of the 14 counties surveyed, 4 counties pay chairman additional stipend
- 7 counties give an additional stipend for technology (tablets/cell phones, etc.)
- 10 counties offer health insurance to the commission, 1 offers dental only, and 3 offer no health insurance



# **Communications/911**

## **Wage Recommendations**

- **Communications Supervisor - From Grade 5 to Grade 6**
- **Communications Operator - From Grade 4 to Grade 5**

## **Classification Recommendations**

- **No classification recommendations at this time**



# Communications/911

## Average Median Hourly Wage

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Communication Supervisor	\$18.42	\$23.48	\$22.12	\$22.81	\$25.82	\$14.39	
Communication Operator	\$17.43	\$18.67	\$17.78	\$18.71	\$19.15	\$14.39	

## Average Annual Salary

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Communication Supervisor	\$38,313.60	\$48,838.40	\$46,009.60	\$47,444.80	\$53,705.60	\$29,931.20	\$0.00
Communication Operator	\$36,254.40	\$38,833.60	\$36,982.40	\$38,916.80	\$39,832.00	\$29,931.20	\$0.00

## Comparison (% Difference)

Staffing Comparison	FTEs
Elected	
FTEs	8
PTEs	1
Short-Term	Rally
<b>TOTAL</b>	<b>9</b>

Position	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Communication Supervisor	-21.55%	-16.73%	-19.25%	-28.66%	28.01%	
Communication Operator	-6.64%	-1.97%	-6.84%	-8.98%	21.13%	

## NOTES

- Communications Supervisor has very few accurate comparables, in that Meade County's position functions more as a Lead Dispatcher than the Department Supervisor. Other supervisor positions have a more significant span of control and supervisory duties.



# **Equalization/Planning Department Wage Recommendations**

- **E/P Director - No change**
- **Deputy Director of Equalization - No change**
- **Deputy Director of Planning - No change**
- **Planner - No change**
- **Appraiser - No change**
- **Secretary - No change**

## **Classification Recommendations**

- **Consolidate Secretary I into Secretary position**
- **Consolidate Planner I & Planner II positions**
- **Consolidate Appraiser I & Appraiser II positions**



# Equalization/Planning

## Average Median Hourly Wage

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Equalization & Planning Director	\$34.69	\$29.66	\$26.63	\$30.05	\$39.38	\$25.96	\$55.05
Deputy Director of Equalization	\$27.11	\$24.22	\$22.32	\$25.44			\$55.05
Deputy Director of Planning	\$27.11	\$28.38	\$23.64	\$32.78	\$23.72		\$26.70
Planner	\$18.42	\$19.79	\$17.96	\$18.60			\$26.70
Appraiser	\$18.42	\$19.63	\$18.80	\$18.19			\$55.05
Secretary	\$15.23	\$16.68	\$16.15	\$15.99	\$18.68	\$14.39	\$12.61

## Average Annual Salary

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Equalization & Planning Director	\$72,155.20	\$61,692.80	\$55,390.40	\$62,504.00	\$81,910.40	\$53,996.80	\$114,504.00
Deputy Director of Equalization	\$56,388.80	\$50,377.60	\$46,425.60	\$52,915.20	\$0.00	\$0.00	\$114,504.00
Deputy Director of Planning	\$56,388.80	\$59,030.40	\$49,171.20	\$68,182.40	\$49,337.60	\$0.00	\$55,536.00
Planner	\$38,313.60	\$41,163.20	\$37,356.80	\$38,688.00	\$0.00	\$0.00	\$55,536.00
Appraiser	\$38,313.60	\$40,830.40	\$39,104.00	\$37,835.20	\$0.00	\$0.00	\$114,504.00
Secretary	\$31,678.40	\$34,694.40	\$33,592.00	\$33,259.20	\$38,854.40	\$29,931.20	\$26,228.80

## Comparison (% Difference)

Staffing Comparison	FTEs
Elected	0
FTEs	9
PTEs	
Short-Term	
<b>TOTAL</b>	<b>9</b>

Position	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Equalization & Planning Director	14.50%	30.27%	15.44%	-11.91%	33.63%	-36.98%
Deputy Director of Equalization	11.93%	21.46%	6.56%			-50.75%
Deputy Director of Planning	-4.47%	14.68%	-17.30%	14.29%		1.54%
Planner	-6.92%	2.56%	-0.97%			-31.01%
Appraiser	-6.16%	-2.02%	1.26%			-66.54%
Secretary	-8.69%	-5.70%	-4.75%	-18.47%	5.84%	20.78%

- No good comparisons for the Equalization Department were found within Cities and State.



# **Facilities/IT Department**

## **Wage Recommendations**

- **Facilities/IT Director - No change**
- **Assistant Facilities Director - No change (Grade 10 will move to Hourly vs Salary)**
- **IT Technician - From Grade 8 to Grade 7**
- **Maintenance Laborer - See options below**
- **Maintenance Tech - From Grade 5 to Grade 3**
- **Head Custodian - Remove Position**
- **Custodian - No Change**

## **Classification Recommendations**

- **Option 1: Consolidate Maintenance Laborer and Maintenance Technician positions (functionally similar)**
- **Option 2: Consolidate Maintenance Laborer and Custodian positions into Maintenance Laborer on Grade 1 (must change job duties)**
- **Consolidate Head Custodian and Custodian positions**



# Facilities/IT Department

## Average Median Hourly Wage

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Facilities/IT Director	\$34.69	\$33.34	\$31.38	\$36.46	\$35.18	\$25.96	\$29.96
Assistant Facilities Director	\$25.23	\$26.56	\$23.18	\$27.78	\$28.89	\$17.35	\$22.27
IT Technician	\$21.53	\$23.70	\$23.35	\$22.68	\$25.16	\$21.24	\$18.36
Maintenance Technician	\$18.42	\$17.60	\$16.44	\$17.42	\$19.84	\$15.83	\$16.46
Maintenance Laborer	\$15.23	\$16.66	\$16.10	\$15.90	\$18.50	\$14.39	\$16.46
Head Custodian	\$16.52	\$16.88	\$16.66	\$16.95	\$26.50	\$13.01	\$17.91
Custodian	\$14.26	\$15.85	\$15.71	\$14.49	\$16.33	\$11.73	\$11.71

## Average Annual Salary

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Facilities/IT Director	\$72,155.20	\$69,347.20	\$65,270.40	\$75,836.80	\$73,174.40	\$53,996.80	\$62,316.80
Assistant Facilities Director	\$52,478.40	\$55,244.80	\$48,214.40	\$57,782.40	\$60,091.20	\$36,088.00	\$46,321.60
IT Technician	\$44,782.40	\$49,296.00	\$48,568.00	\$47,174.40	\$52,332.80	\$44,179.20	\$38,188.80
Maintenance Technician	\$38,313.60	\$36,608.00	\$34,195.20	\$36,233.60	\$41,267.20	\$32,926.40	\$34,236.80
Maintenance Laborer	\$31,678.40	\$34,652.80	\$33,488.00	\$33,072.00	\$38,480.00	\$29,931.20	\$34,236.80
Head Custodian	\$34,361.60	\$35,110.40	\$34,652.80	\$35,256.00	\$55,120.00	\$27,060.80	\$37,252.80
Custodian	\$29,660.80	\$32,968.00	\$32,676.80	\$30,139.20	\$33,966.40	\$24,398.40	\$24,356.80

## Comparison (% Difference)

Staffing Comparison	FTEs
Elected	0
FTEs	8
PTEs	
Short-Term	1
<b>TOTAL</b>	<b>9</b>

Position	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Facilities/IT Director	4.05%	10.55%	-4.85%	-1.39%	33.63%	15.79%
Assistant Facilities Director	-5.01%	8.84%	-9.18%	-12.67%	45.42%	13.29%
IT Technician	-9.16%	-7.79%	-5.07%	-14.43%	1.37%	17.27%
Maintenance Technician	4.66%	12.04%	5.74%	-7.16%	16.36%	11.91%
Maintenance Laborer	-8.58%	-5.40%	-4.21%	-17.68%	5.84%	-7.47%
Head Custodian	-2.13%	-0.84%	-2.54%	-37.66%	26.98%	-7.76%
Custodian	-10.03%	-9.23%	-1.59%	-12.68%	21.57%	21.78%



# **Highway Department**

## **Wage Recommendations**

- **Superintendent - No change**
- **Assistant Superintendent - From Grade 10 to Grade 11**
- **Office Coordinator - From Grade 5 to Grade 4**
- **Shop Foreman - No Change**
- **Mechanic - From Grade 5 to Grade 6**
- **Equipment Operator - From Grade 4 to Grade 5**

## **Classification Recommendations**

- **No classification recommendations at this time**

## **Organizational Recommendations**

- **See Weed & Pest recommendations**



# Highway

## Average Median Hourly Wage

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Highway Superintendent	\$34.69	\$33.45	\$31.12	\$33.40	\$36.79	\$25.96	
Assistant Highway Superintendent	\$25.23	\$27.14	\$24.48	\$31.45	\$28.28	\$21.24	
Highway Office Coordinator	\$18.42	\$18.02	\$16.96	\$19.17	\$18.53	\$17.35	\$14.30
Highway Shop Foreman	\$20.27	\$23.22	\$21.53	\$22.01	\$25.35	\$17.35	
Mechanic	\$18.42	\$20.71	\$20.29	\$20.72	\$22.33	\$17.35	\$21.27
Highway Equipment Operator	\$17.43	\$19.58	\$19.31	\$18.90	\$19.74	\$17.35	\$15.63

## Average Annual Salary

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Highway Superintendent	\$72,155.20	\$69,576.00	\$64,729.60	\$69,472.00	\$76,523.20	\$53,996.80	\$0.00
Assistant Highway Superintendent	\$52,478.40	\$56,451.20	\$50,918.40	\$65,416.00	\$58,822.40	\$44,179.20	\$0.00
Highway Office Coordinator	\$38,313.60	\$37,481.60	\$35,276.80	\$39,873.60	\$38,542.40	\$36,088.00	\$29,744.00
Highway Shop Foreman	\$42,161.60	\$48,297.60	\$44,782.40	\$45,780.80	\$52,728.00	\$36,088.00	\$0.00
Mechanic	\$38,313.60	\$43,076.80	\$42,203.20	\$43,097.60	\$46,446.40	\$36,088.00	\$44,241.60
Highway Equipment Operator	\$36,254.40	\$40,726.40	\$40,164.80	\$39,312.00	\$41,059.20	\$36,088.00	\$32,510.40

## Comparison (% Difference)

Staffing Comparison	FTEs
Elected	
FTEs	23
PTEs	
Short-Term	
<b>TOTAL</b>	<b>23</b>

Position	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Highway Superintendent	3.71%	11.47%	3.86%	-5.71%	33.63%	
Assistant Highway Superintendent	-7.04%	3.06%	-19.78%	-10.79%	18.79%	
Highway Office Coordinator	2.22%	8.61%	-3.91%	-0.59%	6.17%	28.81%
Highway Shop Foreman	-12.70%	-5.85%	-7.91%	-20.04%	16.83%	
Mechanic	-11.06%	-9.22%	-11.10%	-17.51%	6.17%	-13.40%
Highway Equipment Operator	-10.98%	-9.74%	-7.78%	-11.70%	0.46%	11.52%



# **Jail**

## **Wage Recommendations**

- **Jail Administrator - No change**
- **Jail Secretary - From Grade 3 to Grade 4**
- **Correctional Supervisor - From Grade 5 to Grade 6**
- **Correctional Officer - From Grade 4 to Grade 5**
- **Control Room Operator - No change**
- **Cook - No Change**

## **Classification Recommendations**

- **Reclassify “Secretary II (Jail)” to “Jail Secretary”**



# Jail

## Correctional Officer

### Hourly Difference from Average

Correctional Officer	Average Min	Average Max	Average (Including Entities with No Pav Scale)
County	-\$1.99	-\$2.47	-\$2.23
Counties (Minus Pennington and Minnehaha)	-\$1.49	-\$1.03	-\$1.26
Black Hills Counties	-\$2.19	-\$3.69	-\$2.94
City	N/A	N/A	N/A
State	\$2.57	-\$2.42	\$0.08
Private Sector	N/A	N/A	N/A



# Jail

## Average Median Hourly Wage

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Jail Administrator	\$27.11	\$27.78	\$25.94	\$32.43		\$23.37	
Jail Secretary	\$16.52	\$18.38	\$18.23	\$17.25	\$18.68	\$17.35	\$13.26
Correctional Officer Lead	\$18.42	\$20.66	\$19.53	\$21.78		\$19.21	
Correctional Officer	\$17.43	\$19.66	\$18.68	\$20.36		\$17.35	
Control Room Operator	\$15.23	\$16.46	\$16.46	\$16.46			
Cook	\$14.26	\$15.57	\$15.57	\$14.73		\$13.01	\$11.74

## Average Annual Salary

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Jail Administrator	\$56,388.80	\$57,782.40	\$53,955.20	\$67,454.40	\$0.00	\$48,609.60	\$0.00
Jail Secretary	\$34,361.60	\$38,230.40	\$37,918.40	\$35,880.00	\$38,854.40	\$36,088.00	\$27,580.80
Correctional Officer Lead	\$38,313.60	\$42,972.80	\$40,622.40	\$45,302.40	\$0.00	\$39,956.80	\$0.00
Correctional Officer	\$36,254.40	\$40,892.80	\$38,854.40	\$42,348.80	\$0.00	\$36,088.00	\$0.00
Control Room Operator	\$31,678.40	\$34,236.80	\$34,236.80	\$34,236.80	\$0.00	\$0.00	\$0.00
Cook	\$29,660.80	\$32,385.60	\$32,385.60	\$30,638.40	\$0.00	\$27,060.80	\$24,419.20

## Comparison (% Difference)

Staffing Comparison	FTEs
Elected	
FTEs	22
PTEs	7
Short-Term	Rally
<b>TOTAL</b>	<b>29</b>

Position	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Jail Administrator	-2.41%	4.51%	-16.40%		16.00%	
Jail Secretary	-10.12%	-9.38%	-4.23%	-11.56%	-4.78%	24.59%
Correctional Officer Lead	-10.84%	-5.68%	-15.43%		-4.11%	
Correctional Officer	-11.34%	-6.69%	-14.39%		0.46%	
Control Room Operator	-7.47%	-7.47%	-7.47%			
Cook	-8.41%	-8.41%	-3.19%		9.61%	21.47%

\*13 Full-Time Correctional Officers, 6 Part-Time, 4 Cooks, 3.5 Control Room Operators, 2 Administrative

### NOTES

- Lack of good comparisons for Control Room Operator, Correctional Officers perform this duty in most counties
- Lack of good comparisons for Cook, most counties contract these services



# **Register of Deeds Office**

## **Wage Recommendations**

- **Register of Deeds - No change**
- **Deputy Register of Deeds - No change**

## **Classification Recommendations**

- **Consolidate Deputy RoD I and Deputy RoD II into Deputy Register of Deeds position**



# Register of Deeds Office

## Average Median Hourly Wage

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Register of Deeds	\$31.83	\$28.77	\$26.94	\$27.80	\$36.85		\$17.41
Deputy Register of Deeds	\$16.52	\$17.52	\$17.31	\$16.22	\$17.37	\$14.39	\$17.41

## Average Annual Salary

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Register of Deeds	\$66,206.40	\$59,841.60	\$56,035.20	\$57,824.00	\$76,648.00	\$0.00	\$36,212.80
Deputy Register of Deeds	\$34,361.60	\$36,441.60	\$36,004.80	\$33,737.60	\$36,129.60	\$29,931.20	\$36,212.80

## Comparison (% Difference)

Staffing Comparison	FTEs
Elected	1
FTEs	3
PTEs	
Short-Term	
<b>TOTAL</b>	<b>4</b>

Position	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Register of Deeds	10.64%	18.15%	14.50%	-13.62%		82.83%
Deputy Register of Deeds	-5.71%	-4.56%	1.85%	-4.89%	14.80%	-5.11%

## NOTES

- Many counties have position of Clerk vs Deputy



# **Sheriff's Office**

## **Wage Recommendations**

- **Sheriff - No change**
- **Chief Deputy Sheriff - Not currently filled/No change**
- **Sergeant - No change**
- **Investigator - Increase from Grade 8 to Grade 9**
- **Deputy Sheriff - Increase from Grade 7 to Grade 8**
- **Office Manager - Decrease from Grade 6 to Grade 4**
- **Secretary - No change**

## **Classification Recommendations**

- **Consolidate Receptionist, Secretary I and Secretary II into Secretary position**



# Sheriff's Office

## Deputy Sheriff

### Hourly Difference from Average

Deputy Sheriff	Average Min	Average Max	Average (Including Entities with No Pay Scale)
County	-\$2.47	-\$2.34	-\$2.33
Counties (Minus Pennington and Minnehaha)	-\$2.24	-\$1.21	-\$1.69
Black Hills Counties	-\$2.51	-\$1.84	-\$2.01
City	-\$2.59	-\$4.10	-\$3.35
State	-\$2.38	-\$8.25	-\$5.32
Private Sector			



# Sheriff's Office

## Average Median Hourly Wage

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Sheriff	\$42.94	\$38.81	\$35.97	\$39.59	\$43.17	\$42.78	
Chief Deputy Sheriff	\$30.31	\$31.81	\$28.33	\$33.28	\$36.83	\$37.09	
Sergeant	\$27.11	\$26.06	\$24.73	\$26.29	\$27.81	\$32.88	
Investigator	\$21.53	\$23.37	\$22.75	\$23.10	\$25.69	\$25.59	
Deputy Sheriff	\$20.27	\$22.60	\$21.96	\$22.28	\$23.62	\$25.59	
Office Manager	\$19.27	\$19.44	\$17.80	\$19.41	\$20.89	\$17.35	\$14.30
Secretary	\$16.52	\$16.68	\$16.09	\$16.45	\$18.68	\$14.39	\$12.61

## Average Annual Salary

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Sheriff	\$89,315.20	\$80,724.80	\$74,817.60	\$82,347.20	\$89,793.60	\$88,982.40	\$0.00
Chief Deputy Sheriff	\$63,044.80	\$66,164.80	\$58,926.40	\$69,222.40	\$76,606.40	\$77,147.20	\$0.00
Sergeant	\$56,388.80	\$54,204.80	\$51,438.40	\$54,683.20	\$57,844.80	\$68,390.40	\$0.00
Investigator	\$44,782.40	\$48,609.60	\$47,320.00	\$48,048.00	\$53,435.20	\$53,227.20	\$0.00
Deputy Sheriff	\$42,161.60	\$47,008.00	\$45,676.80	\$46,342.40	\$49,129.60	\$53,227.20	\$0.00
Office Manager	\$40,081.60	\$40,435.20	\$37,024.00	\$40,372.80	\$43,451.20	\$36,088.00	\$29,744.00
Secretary	\$34,361.60	\$34,694.40	\$33,467.20	\$34,216.00	\$38,854.40	\$29,931.20	\$26,228.80

## Comparison (% Difference)

Staffing Comparison	FTEs
Elected	1
FTEs*	22
PTEs	3
Short-Term	Rally
<b>TOTAL</b>	<b>26</b>

**\*17 Certified Full-Time Deputies, 1 Uncertified**

Position	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Sheriff	10.64%	19.38%	8.46%	-0.53%	0.37%	
Chief Deputy Sheriff	-4.72%	6.99%	-8.92%	-17.70%	-18.28%	
Sergeant	4.03%	9.62%	3.12%	-2.52%	-17.55%	
Investigator	-7.87%	-5.36%	-6.80%	-16.19%	-15.87%	
Deputy Sheriff	-10.31%	-7.70%	-9.02%	-14.18%	-20.79%	
Office Manager	-0.87%	8.26%	-0.72%	-7.75%	11.07%	34.76%
Secretary	-0.96%	2.67%	0.43%	-11.56%	14.80%	31.01%



# **State's Attorney's Office**

## **Wage Recommendations**

- **State's Attorney - Move to same rate as Sheriff**
- **Chief Deputy State's Attorney - No change (requires more data)**
- **Deputy State's Attorney - No change**
- **Receptionist - No change**
- **Secretary II - No change (Grade 3)**

## **Classification Recommendations**

- **Consolidate "Receptionist" into "Secretary"**
- **Rename "Secretary II" to "Legal Secretary"**



# State's Attorney's Office

## Average Median Hourly Wage

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
State's Attorney	\$40.42	\$43.51	\$42.28	\$38.99	\$49.10	\$40.62	\$51.76
Chief Deputy State's Attorney	\$34.69	\$38.12	\$35.77	\$36.72	\$49.51	\$33.70	\$51.76
Deputy State's Attorney	\$30.31	\$30.69	\$29.35	\$29.70	\$40.79	\$29.87	\$51.76
Legal Secretary	\$16.52	\$17.58	\$17.07	\$17.27	\$21.31	\$13.01	\$20.54

## Average Annual Salary

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
State's Attorney	\$84,073.60	\$90,500.80	\$87,942.40	\$81,099.20	\$102,128.00	\$84,489.60	\$107,660.80
Chief Deputy State's Attorney	\$72,155.20	\$79,289.60	\$74,401.60	\$76,377.60	\$102,980.80	\$70,096.00	\$107,660.80
Deputy State's Attorney	\$63,044.80	\$63,835.20	\$61,048.00	\$61,776.00	\$84,843.20	\$62,129.60	\$107,660.80
Legal Secretary	\$34,361.60	\$36,566.40	\$35,505.60	\$35,921.60	\$44,324.80	\$27,060.80	\$42,723.20

## Comparison (% Difference)

Staffing Comparison	FTEs
Elected	1
FTEs	5
PTEs	0.5
Short-Term	Rally
<b>TOTAL</b>	<b>6.5</b>

Position	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
State's Attorney	-7.10%	-4.40%	3.67%	-17.68%	-0.49%	-21.91%
Chief Deputy State's Attorney	-9.00%	-3.02%	-5.53%	-29.93%	2.94%	-32.98%
Deputy State's Attorney	-1.24%	3.27%	2.05%	-25.69%	1.47%	-41.44%
Legal Secretary	-6.03%	-3.22%	-4.34%	-22.48%	26.98%	-19.57%

## NOTES

- Legal Secretary - the Private Sector comparison included paralegals, which require more education and training than a legal secretary that give them more responsibilities hence the disparity



# **Treasurer's Office**

## **Wage Recommendations**

- **Treasurer - No change**
- **Chief Deputy Treasurer - From Grade 6 to Grade 4**
- **Deputy Treasurer - From Grade 3 to Grade 2**

## **Classification Recommendations**

- **Consolidate tiered positions of “Deputy Treasurer I” & “Deputy Treasurer II” into “Deputy Treasurer”**



# Treasurer's Office

## Average Median Hourly Wage

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Treasurer	\$31.83	\$29.97	\$27.88	\$30.56	\$42.34	\$41.99	\$22.88
Chief Deputy Treasurer	\$19.27	\$21.98	\$20.15	\$25.69	\$28.75	\$17.35	\$15.73
Deputy Treasurer	\$16.52	\$16.98	\$16.56	\$16.83	\$20.67	\$14.39	\$15.73

## Average Annual Salary

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Treasurer	\$66,206.40	\$62,337.60	\$57,990.40	\$63,564.80	\$88,067.20	\$87,339.20	\$47,590.40
Chief Deputy Treasurer	\$40,081.60	\$45,718.40	\$41,912.00	\$53,435.20	\$59,800.00	\$36,088.00	\$32,718.40
Deputy Treasurer	\$34,361.60	\$35,318.40	\$34,444.80	\$35,006.40	\$42,993.60	\$29,931.20	\$32,718.40

Staffing Comparison	FTEs
Elected	1
FTEs	5
PTEs	
Short-Term	
<b>TOTAL</b>	<b>6</b>

## Comparison (% Difference)

Position	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Treasurer	6.21%	14.17%	4.16%	-24.82%	-24.20%	39.12%
Chief Deputy Treasurer	-12.33%	-4.37%	-24.99%	-32.97%	11.07%	22.50%
Deputy Treasurer	-2.71%	-0.24%	-1.84%	-20.08%	14.80%	5.02%

## NOTES

- Positions compared with Cities were in the Finance Office, which might not be appropriate comparisons per job duties of the office
- No good comparison was found for the State for Treasurer (State Treasurer used)
- Many counties have position of Clerk vs Deputy
- Lack of good comparisons for Chief Deputy position



# **Veteran Services/Emergency Wage Recommendations**

- **Veteran Services Officer / Emergency Manager - No change**

## **Classification Recommendations**

- **No classification recommendations at this time**



# Veteran Services/Emergency

## Average Median Hourly Wage

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
VSO/EM	\$27.11	\$24.63	\$22.85	\$24.08		\$25.96	\$18.56

## Average Annual Salary

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
VSO/EM	\$56,388.80	\$51,230.40	\$47,528.00	\$50,086.40	\$0.00	\$53,996.80	\$38,604.80

## Comparison (% Difference)

Staffing Comparison	FTEs
Elected	
FTEs	1
PTEs	
Short-Term	
<b>TOTAL</b>	<b>1</b>

Position	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
VSO/EM	10.07%	18.64%	12.58%		4.43%	46.07%

## NOTES

- Comparison includes averages of both Veteran Service Officers and Emergency Managers. (VSO's skew the wages down while EM's skew the wages up)



# **Weed & Pest**

## **Wage Recommendations**

- **Weed & Pest Supervisor - No change**
- **Chief Deputy Weed & Pest - From Grade 4 to Grade 3**

## **Classification Recommendations**

- **Option 1: Rename Chief Deputy to “Weed & Pest Technician” and move from Grade 4 to Grade 3**
- **Option 2: Reclassify Chief Deputy as Equipment Operator and move from Grade 4 to Grade 5**

## **Organizational Recommendations**

- **Bring Weed & Pest Department under the purview of the Highway Superintendent (and Weed & Pest board)**



# Weed & Pest

## Average Median Hourly Wage

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Weed & Pest Supervisor	\$22.08	\$20.52	\$20.00	\$22.02			\$23.05
Weed & Pest Technician	\$17.43	\$16.78	\$16.50	\$16.72	\$19.10	\$11.22	\$15.14

## Average Annual Salary

Position	Meade County	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Weed & Pest Supervisor	\$45,926.40	\$42,681.60	\$41,600.00	\$45,801.60	\$0.00	\$0.00	\$47,944.00
Weed & Pest Technician	\$36,254.40	\$34,902.40	\$34,320.00	\$34,777.60	\$39,728.00	\$23,337.60	\$31,491.20

## Comparison (% Difference)

Staffing Comparison	FTEs
Elected	
FTEs	1
PTEs	1
Short-Term	1
<b>TOTAL</b>	<b>3</b>

Position	Counties	Counties (not including Pennington or Minnehaha)	Black Hills Counties	Cities	State	Private
Weed & Pest Supervisor	7.60%	10.40%	0.27%			-4.21%
Weed & Pest Technician	3.87%	5.64%	4.25%	-8.74%	55.35%	15.13%

## NOTES

- Lack of good comparisons for Weed & Pest Technician, many counties use a position with multiple responsibilities (eg. Highway Department functions)