

AGENDA ITEM - E

Staff Report

TO: Board of County Commissioners
FROM: Chanda Johnson, Human Resources Director
CC: Ray Rears, County Manager
DATE: May 24, 2022
ITEM: Reclassify Finance Director Grade
NEXT STEP: Decision Requested

ORDINANCE
 MOTION
 INFORMATION

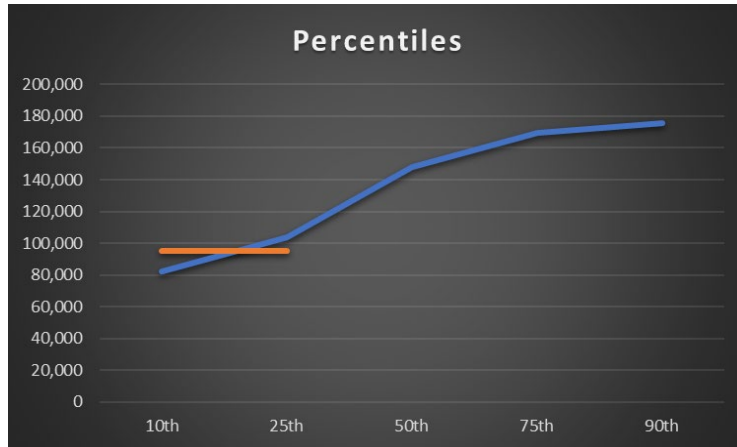
I. REQUEST OR ISSUE:

The Finance Director position has been open for recruitment since July 7th, 2021 or for nearly eleven months. In total we have received 44 applicants and an average of 75% of applicants were not qualified for the position. The position however has no current applicants and remains unfilled after three unsuccessful conditional offers made to candidates. Last week, a qualified candidate who had expressed interest, rescinded their intent to apply stating the position did not meet their salary expectations. The last qualified candidate, in which a conditional offer was made, declined the position—in part due to salary concerns. Our last application received for the position was dated May 6th, 2022, and the candidate did not meet the minimum requirements to move forward in the hiring process.

Data from the 2021 Employers Council—Public Employers Survey shows the difference between Gilpin County's compensation for the Finance Director position and 17 participating Counties across Colorado.

Percentiles Reported

Participating Counties	Average / Weighted Average	10th	25th	50th	75th	90th	Average Min.	Average Max.
17	136,323	82,200	103,687	147,763	169,745	175,697	105,426	157,092



Gilpin County compensation intersects at roughly the 20th percentile.

Of the participating Counties the average salary for the Director of Finance position was \$136,323.00. This is \$1,439 short from our maximum rate of \$137,762 for our Finance Director position. Below is our minimum, mid and maximum range for the Finance Director Position in the 2022 Gilpin County pay plan as part of Grade 24:

Min	Mid	Max
\$95,008	\$116,385	\$137,762

A neighboring county offers this position a pay range of \$126,501 - 196,101.

Gilpin County also competes for talent among local municipalities, amongst the 45 municipal participants the average range for the position was \$111,032 - \$159,095. The average salary for a municipal Finance Director position was \$138,567 or weighted average of \$141,112.

The data utilized in this survey is from 2021. It is reasonable to expect a conservative 2-3% increase from these numbers provided last year. A recent Forbes study found that an average salary increase of 3.4% is expected in 2022.

Market Increases

The County will conduct periodic labor market reviews to determine the extent to which pay trends have changed in the labor market relative to specific positions and/or salary

ranges. Should the review result in a decision to adjust the pay structure, the change will be anchored at the midpoint of the salary range with minimum and maximum adjusted accordingly.

Employee pay may or may not be changed as a result of pay structure adjustments. The labor market may suggest changes for specific jobs only. Likewise, the labor market may suggest change across the board. The results of each review will be handled on an independent basis with no requirement of the County to take any action or implement any adjustment. No employee shall be paid below the range minimum.

Employees who are paid more than the range maximum should not receive a base pay increase until their pay is again within the salary range. The needs of the county justify the request for a market increase of this position. The Finance Director has a significant role in accurate business reporting, forecasting, budgeting and financial monitoring.

II. RECOMMENDED ACTION / NEXT STEP:

Recommend increasing the salary grade for the Finance Director position from salary grade 24 to salary grade 26.

Gilpin County - Pay Structure - Jan 2022					
(narrowed lower ranges - 4.5% increase over 2020)					
Grade	Min	Mid	Max	Range Spread	Midpoint Distance
*24	\$95,008	\$116,385	\$137,762	45%	10%
25	\$104,509	\$128,023	\$151,538	45%	10%
*26	\$114,960	\$140,826	\$166,692	45%	10%
27	\$126,456	\$154,908	\$183,361	45%	10%
28	\$139,101	\$170,399	\$201,697	45%	10%

Staff is recommending a market increase of the Finance Director position from grade 24 to grade 26 within the Gilpin County Pay Structure. Staff is making this recommendation due to the difficulty in finding an interested and qualified applicant and the importance this position will have on the organization.

Filling this position is critical for the county in developing a professional budget, evaluating property, evaluating lodging and gaming tax measures and the associated impacts, all while ensuring accuracy in regards to ongoing tax changes proposed by the Colorado General Assembly.

III. FISCAL IMPACTS:

	Min	Mid
Grade 24	\$95,008	\$116,385
Grade 26	\$114,960	\$140,826
Annual Cost Increase	\$19,952	\$24,441

If the position is adjusted for a market increase and filled this year, no change in the budget is expected in 2022, given the position has been and remains unfilled for most of the year.

V. LEGAL ISSUES:

None.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

None.

VII. SUMMARY AND ALTERNATIVES:

The Board of County Commissioners may:

Suggested motions:

1. I move to approve the recommendation of a market increase to the Finance Director position from grade 24 to grade 26.
2. I move to approve an alternative market increase for the Finance Director position to X.
3. I move to deny the request to reclassify the Finance Director position.