



## MEMORANDUM

**TO:** Archuleta County Board of County Commissioners  
**FROM:** Robert Smith – Human Resources Administrator  
**SUBMISSION DATE:** June 26, 2019  
**RE:** Consideration and Approval of Update to the Position Classification Pay Scale  
**BOCC MEETING DATE:** July 2, 2019

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### **EXECUTIVE SUMMARY/BACKGROUND INFORMATION:**

The position Classification Pay Scale is a document approved by the BoCC that sets the compensation structure and lists all budgeted positions for Archuleta County. From time to time, needed changes in positions are made administratively by the County Administrator or an Elected Official (Sheriff, Clerk & Recorder, Assessor or Treasurer) requiring updates to the pay scale.

- Changing the Planner position approved for this years to a Planning Technician. (budget neutral change)
- Reclassifying the DHS Attorney position from a Regular full time position to a Contracted position. (budget neutral change)
- Add a part-time DHS Compliance & Program Coordinator position. This was created through the elimination of one (1) full-time Case Worker II position. (budget neutral change)
- Change the Planning Manager position to a Director of Development. (budget neutral change)
- Removing the Lead Mechanic position - it is not included in the 2019 budget. (budget neutral change)

- Remove the Part-Time Dispatcher position - this was changed to a full-time position at the request of the Combined Dispatch Board and approved by the BoCC. (Increase offset through change in approved Dispatch Center budget allocations)

**FINANCIAL CONSIDERATION:** All changes have been accounted for in the 2019 budget.

**STAFF RECOMMENDATION:** Staff proposes to approve the update to the Position Classification Pay Scale and related documentation as presented.

**ALTERNATIVES:** None

**ATTACHMENTS:**

- Position Classification Pay Scale with all additions and/or deletions listed in red.
- Position Classification Pay Scale with all changes included. (Clean Copy)