
Items Discussed:

- Assessor’s new position for Plat Technician I. Proposed Pay Grade 8. Open to Assessors office only. There are a couple of part time employees who may be interested in this position. Ron moved to approve, Danny seconded the motion.

- Parking: Employees are not to park in County Parking Lot. Juror’s end up parking in the lot for County cars as there isn’t enough parking with employees parked in the County Lot. Dan proposes to change current policy to read Parking in other than designated areas....Mark Hansen moved, Blake Mueller seconded the motion. Danny Clark was opposed.

The parking lot across from Hart’s is very confusing as to where the public can park as almost all the spots are marked reserved.

- Grievance change proposals: Grievance Proposals. Due process is required by law. We can modify to remove the 5 panel committee and get a mediator. Or have a complaint procedure. ICRMP recommends the right to be heard and due process. Legal Counsel needs to be involved. Dan says we have conflicting policies. The employees need to feel they have a process they can go with. Legal Counsel, Human Resources and the Elected Official. Possible change to Mediation that couldn’t overrule the elected official.

- Policy change for 212 Salary Administration. On Market Analysis section. Change Cost of Living Increase language and replace with Market Analysis. Legal Counsel to review new wording.

- Health Insurance: We have had a terrible claim year. Blue Cross recommended and 18% increase. It looks like we will be about 9% increase. If they put that in, COLA would be less than 1%. Roger would like this run by the employees.

Items for in a couple weeks for salary ranges.

Cheryl Matthiesen
Roger Christensen
BONNEVILLE COUNTY
REQUEST FOR CHANGE IN JOB CLASS SPECIFICATION
AND/OR PAY ALLOCATION

THIS SECTION IS TO BE COMPLETED BY THE REQUESTING DEPARTMENT

Requesting Department: Assessor
Position Title: Plat Technician I
Date: 6/24/2016
Number: 1035.3

Check one: ☐ New Class Specification ☐ Replace Existing Class Specification ☐ No Change in Class Specification

Attach a copy of the proposed job class specification and indicate the title of the position being replaced if applicable:

Comments:

Approved by: ____________________________
Elected Official or Department Head’s Signature

PAY ALLOCATION COMMITTEES RECOMMENDATION

Check One:
☐ Allocate New Position ☐ Reallocate Existing Position ☐ No change in Allocation

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PROPOSED PAY GRADE: 8    TOTAL POINTS: 479.40

Comments:

Committee Members: Name: Blake Mueller
Title: Assessor
Name: John Henderson
Title: HR Director
Name: Roger Christensen
Title: Commissioner

EXECUTIVE COMMITTEE RECOMMENDATION

☐ Approve ☐ Disapprove Date: 6-24-14
Comment:

BOARD OF COUNTY COMMISSIONERS ACTION

☐ Approved Effective Date: 6-24-14 ☐ Disapproved
Comment:

Signature: Roger S. Christensen Date: 6-24-14
Chairman

DISTRIBUTION: Original - Personnel Copy - Commissioners Minutes Copy - Department H:\Executive Committee Agenda\June 24 2016\Plat Tech 1 Job Class Specification.doc Rev 4/30/2002
BONNEVILLE COUNTY
JOB CLASSIFICATION

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<th>Plat Technician I</th>
<th>Index Code:</th>
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GENERAL PURPOSE

Performs a variety of entry level clerical and routine technical duties as needed to expedite the updating and maintenance of county property related documents, records, maps and plats.

SUPERVISION RECEIVED

Works under the general supervision of the Plat/Mapping Supervisor.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Reviews property related documents to verify readiness for data entry and platting verifies accuracy and completeness; processes deeds, escrow contracts, divorce decrees, probates, trustee deeds and other legal documents influencing property ownership or description; prepares documents to reflect changes in property ownership and posts the same to Assessor's records; retrieves information from property tax information system; processes forms as needed to inform Valuations Technician, treasurer, clerk, and other interested parties of changes on plat books for ownership and legal description.

Maintains property companion sheets to show property histories.

Assists the general public to access, review and make copies of property documents, plats and maps; collects fees for service and issues receipts.

Performs general computer inquiry as needed to research ownership changes, new parcels; etc.; operates software to determine closure and area.

Learn how to draw and scale metes and bounds, property splits, assist Plat Tech or Plat/Mapping Supervisor with typing plats, splits, and combinations when needed.

Performs document searches to resolve problems in property descriptions, ownership, etc. Contact various entities to remedy discrepancies or problems with property descriptions.

Performs related duties as required.

MINIMUM QUALIFICATIONS

New: 06/16
212 Salary Administration
Effective Date: 3/7/2011
Revision Date: 3/7/2011

It is the policy of Bonneville County to develop and maintain a salary administration plan for regular non-exempt employees to insure compliance with federal and state regulations. The salary administration plan is also designed to attract and retain qualified employees, promote consistency in the application of pay practices, provide appropriate incentives for employees to develop job knowledge, skills and abilities and maintain high work performance standards.

In accordance with these objectives the county has established a pay classification plan. All regular non-exempt positions have been allocated to a pay grade within the plan. The pay classification plan establishes the minimum, maximum and interim pay rates for each pay grade. Allocation of positions to a pay grade is based on a variety of both external and internal factors, including but not limited to prevailing wages, internal equity, ability to pay, and other organizational and financial considerations.

Market Analysis - The Board of County Commissioners, with the assistance of the Human Resource Department, periodically reviews the classified employee salary administration plan and makes market and other adjustments as they deem necessary and appropriate. Elected officials and managers may request consideration for changes in the allocation of specific positions within the pay plan based on material changes in the minimum requirements or duties of a position, changes in prevailing or market wages for similar positions, or other relevant factors.

For unclassified salaried positions and shared positions, the Board of County Commissioners, with the assistance of the Human Resource Department, periodically reviews the salary administration plan and makes market and other adjustments as they deem necessary and appropriate to established salary ranges and wages. Established salary ranges for all unclassified salaried positions are periodically adjusted according to projected budget considerations and market analysis. Elected officials and managers may request consideration for changes in the salary ranges and wages of specific positions within the established salary ranges based on material changes in the minimum requirements or duties of a position, changes in prevailing or market wages for similar positions, or other relevant factors.

Reallocation - Reallocation of a position from one pay grade to another generally will not affect the pay rate of employees currently in the position unless their current pay rate is outside the range for the pay grade to which the position is assigned. If an employee's current pay rate falls within the new pay grade they will usually be assigned the pay step which is commensurate with their current rate. If an employee's current pay rate is below the minimum for the new pay grade the employee's rate will be adjusted to the minimum rate for the new pay grade. If an employee's current pay rate is higher than the maximum for the new pay grade their pay rate will be red lined or frozen until it falls below the maximum for the assigned pay grade.

Merit Pay or Step Increases - Non-exempt employees who meet all established work performance and other requirements may be granted merit pay increases or step increases in accordance with the provisions of the pay plan subject to the approval of their manager and the Board of County Commissioners. All requests for personnel actions including promotions, transfers and merit pay increases must be submitted to the Human Resource Department in a timely manner with all required documentation for the consideration and approval of the Board of County Commissioners.

Promotion - Promotion is generally defined as the transfer, or advancement of an employee from one position to another position with a higher pay grade with an associated pay increase.
Qualified employees may be promoted from entry to working or advanced level positions within a designated job group without a vacancy. Qualified employees may also be promoted to fill vacancies within their department or work group without a competitive job announcement. Qualified employees may also apply for and be promoted to vacant positions in other county offices or departments. Generally, current employees will be given preference over otherwise equally qualified applicants.

Employees who are promoted to a position with a higher pay grade may be granted a pay increase depending on their qualifications and experience, generally not less than the established entry rate or more than rate for the corresponding pay step in the pay range for the new position. However, managers may underfill a position with an employee or applicant who does not meet the minimum requirements for the position at a rate below the established entry rate for the position when it is deemed necessary or appropriate.

**Temporary Assignments** - Bonneville County reserves the right to make changes in work assignments or responsibilities as needed to meet temporary demands due to absence and other circumstances. Temporary changes in an employee’s work assignment or responsibilities generally shall not affect the employee’s regular employment status or pay classification. However, employees temporarily assigned to a position with a higher pay grade for a period which exceeds or is expected to exceed two full pay periods may be granted a temporary pay increase with the approval of their manager and the Board of County Commissioners.

**Transfer** - A transfer is defined as the voluntary or involuntary reassignment of an employee from one job class to another without an accompanying change in pay generally for reasons not associated with misconduct or work performance issues.

**Demotion** - A demotion is defined as the voluntary or involuntary reassignment of an employee from one job class to another with an accompanying reduction in pay. Employees who are demoted shall generally be required to take a pay reduction equivalent to at least one pay step or the maximum for the position to which they are demoted to, whichever is greater.

**Exempt Salaried Positions** - Salaries for employees in positions designated as exempt are set by the respective elected officials and the Board of County Commissioners with consideration for the knowledge, skill and ability required for the position; prevailing wages for the type of work being performed; individual qualifications and experience; and other relevant factors. Request for pay increases for exempt employees should generally be submitted with annual budget requests for consideration by the Board of County Commissioners.

All advancements, promotions, transfers, demotions, and other changes in compensation or employment status must be approved by the appropriate elected official or their designated representative and the Board of County Commissioners.

Employees should bring pay-related questions or concerns to the attention of their immediate supervisor or manager. The Human Resources Department is also available to answer specific questions about the salary administration program.
503 EMPLOYEE PARKING

Effective Date:
Revision Date:

Bonneville County controls the use of its public and employee parking areas for the benefit of the public and employees. All Bonneville County employees are expected to park personal vehicles in lots designated for employees with an Employee Parking Permit Sticker displayed in the lower left side of the windshield. Parking Stickers and Maps of designated employee parking areas may be found in the Human Resource Office. Failure to park personal vehicles in designated employee parking areas may result in a parking citation and progressive discipline up to and including termination.