

Ashe County



Request for Proposals

RFP #2023-01

Classification and Total Compensation Study

Issue Date: September 15, 2023

Due Date: October 31, 2023 (3:00pm)

1. INTRODUCTION

Ashe County is soliciting proposals for a Classification and Total Compensation Study to assist with maintaining a competitive and equitable classification and total compensation system for all positions when considered in relation to each other (internally) and when compared to the external labor market.

The County provides a full range of employee benefit programs including health, dental, life insurance, 401(k) contributions, paid leave, retirement, and longevity incentives. Optional insurance programs and flexible benefit accounts are available through third party brokers. Benefits management has focused heavily on program design and offering the highest level and maximum benefits to all employees.

A copy of the current Ashe County Job Classification Plan and Salary Schedule is included as Exhibit A. A list of the current job descriptions can be provided upon request.

2. PROJECT OVERVIEW

The purpose of the Classification and Total Compensation Study is to evaluate the County's existing job classification and compensation programs and provide viable options and strategies that would enhance the County's ability to attract and retain a highly qualified and motivated workforce over the next five to ten years. Ashe County invites qualified management consultants to submit proposals to:

1. Perform a review of the existing classification plan and related job descriptions,
2. Perform a salary study including public and private employers who are providing comparable services,
3. Prepare recommendations for compensation policies, including cost of living increases, career ladders, certification incentives, and to ensure internal pay equity,
4. Examine and compare benefits in relation to other local governments.

3. PROPOSED SCHEDULE

| | |
|---------------------------------------|---------------------------|
| Advertisement of Request for Proposal | September 27, 2023 |
| Deadline for Submission of Questions | October 2, 2023 |
| Answers Provided to Questions | October 6, 2023 |
| Deadline for Submission of Proposals | October 31, 2023, 3:00pm |
| Award of Contract | November 21, 2023 |
| Completion of Work | April 1, 2024 (tentative) |

4. SCOPE OF WORK

Ashe County has established the following objectives for this project. Any changes to the specifications or Scope of Work will be made in the form of an Addendum to this Request for Proposal and will be supplied to all prospective contractors and posted on the Ashe County website. Ashe County may negotiate and refine the final Scope of Work with the selected contractor. Ashe County reserves the right to negotiate additional services with the selected contractor at any time after the initial contract award.

- Study and evaluate full time positions (class/position description) for purposes of determining the proper classification and salary. Meet with department heads and identify sample of employees regarding job duties as needed. Assess any equity concerns that may arise including differences in work hours, work week, etc.
- Conduct a comprehensive salary study to determine if the County's salaries are competitive within the appropriate job market. The current market survey data or survey to be conducted will include the collection and summary of data from an agreed upon set of participants, both public and private, or other survey sources.
- Establish position designations of exempt and nonexempt to ensure compliance with the Fair Labor Standards Act (FLSA).
- Review the effectiveness of the County's overall compensation system, including compression issues, and recommend potential solutions.
- Review our salary structure and pay plan to ensure the County can support recruitment and retention of employees more effectively.
- Review accuracy of position titles and descriptions regarding unique characteristics of the position, essential job functions, minimum qualifications, working conditions, licensing requirements, on-call requirements, and supervisory requirements.
- Provide analysis of existing internal hierarchy and internal career ladders where appropriate and assist County with efforts to more fully develop and clearly outline job progression opportunities and provide recognizable compensation growth.
- Make recommendations to County staff about any changes to the pay plan, strategies, policies, best practices, and other compensation related items in order to maintain a competitive place in the labor market.
- Develop and present final recommendations and implementation plan including impact of implementing recommended adjustments to current salaries both immediately and in the future.
- Recommend effective recruitment strategies for hard-to-fill, high turnover positions. Recommendations should include criteria for designating positions as hard-to-fill/critical (e.g. not being able to fill after repeated advertising, competent talent not applying, gaps in talent as compared to position needs, internal talent not available).
- Review existing Personnel Policy and provide recommendations for additions, changes and deletions based on final report. When necessary, create language that is appropriate and applicable. Provide recommendations on how to update and maintain the Personnel Policy on an ongoing basis.

- Recommend pay treatment for probationary employees and for “trainees” (new hires expected to meet minimum qualifications for a position within a specified timeframe).
- Recommend pay progression methods to include sound practices to prevent salary bypassing and mitigate pay compression. Implementation recommendations must address any pay equity issues discovered as part of this compensation analysis.
- Identify FLSA and DOL compliance issues in classifications, work schedules, overtime/compensatory pay (blended rates), longevity, paid leave, holidays and additional pay such as “on-call, incentive pay and fringe benefits. Recommend best practices regarding FLSA compliant payroll calculations with varying 7-day workweeks (i.e. Sat-Fri, Sun-Sat, etc.) and work schedules, identifying different shift and pay schedules (i.e. E911, fluctuating workweek, 12-hours shifts, 207k employees).
- Evaluate and recommend hiring rate policies for external hires and for internal promotions. Provide salary offer guidelines to facilitate increased fairness in determining hiring rates based on a candidate’s qualifications.
- Determine if changes to position/job descriptions are needed, and if so, create those job descriptions.
- Recommend a classification/compensation system that adheres to the following basic elements and characteristics:
 - Must meet all legal requirements, be totally non-discriminatory, and provide for compliance with all pertinent federal, state, and local requirements.
 - Must be easy for management to administer, maintain, and legally defend.
 - Must easily accommodate organizational change and growth or conversion.
 - Must be based upon sound compensation principles in which both internal and external equity are considered within the pay structure as well as the concepts of equal pay for equal work, equal pay for similar work, and equal pay for comparable work.
 - Must provide process to be used by HR staff for new positions to be incorporated into the compensation plan as well as appropriate adjustments to maintain the compensation plan’s effectiveness.
 - Review existing County timesheet systems and pay cycle and recommend restructure to simplify process for less manual calculations, avoid overpayment and allow for real time leave information.
 - Assist county with training HR and other key staff to implement proposed changes and to maintain the pay and class system moving forward.
- Attend meetings, throughout the process with employees, the County Manager and/or designated staff, and the Board of Commissioners to explain the methodology, survey results, and recommendations.

6. STUDY CONCLUSION

- A. Prepare a written final report of recommendations, including a discussion of methods, techniques, and data used to develop the classification and compensation plan.
- B. Provide all benefits survey results.

C. Prepare a report of the total compensation system and timesheet/pay cycle, including pay, benefits, holiday, overtime/compensatory time recommendation, leave, etc. that compares the County and its relation to the market.

D. Prepare an analysis of the financial impact for various implementation scenarios of the new classification and compensation plan and define funding issues.

E. Provide implementation support and training, as needed.

F. Attend meetings, if requested, throughout the process with employees, the County Manager and/or designated staff, and the Board of County Commissioners to explain the methodology, survey results, and recommendations.

7. SELECTION PROCESS AND AWARD

A. Process

The consultant will be selected following a review, ranking, and recommendation by a board consisting of the Human Resources Director, designated Personnel Committee members, Finance Director, and County Manager. The Review Board may require an interview of the top proposers to be held in Ashe County. A virtual meeting option may be available.

B. Award Criteria

Ashe County reserves the right to award a contract, based on initial proposals received from contractors, without discussion and without conducting further negotiations. Ashe County may also, in its sole discretion, initiate further discussions with contractors that it deems to fall within a competitive range. Award shall be based on the best overall proposal taking into consideration the following factors:

1. Demonstration of the firm's ability to successfully complete all requirements as specified in the Scope of Work
2. Cost of Services
3. Experience in similar consulting services
4. Qualification of project staff, including internal staff and/or staff that may be involved in duties being outsourced
5. Performance History (References)
6. Demonstration of the firm's ability to utilize existing information in order to reduce initial and future costs of service
7. Ashe County shall not be deemed to have finally selected a contractor until a contract has been successfully negotiated and signed by both parties

8. PROPOSAL REQUIREMENTS

A. Proposals are to be organized to facilitate evaluation by the County according to the following outline:

1. A statement of your understanding of the work, descriptions of the approach, illustrations of the procedures to be employed, project schedule including an estimated start date.
2. A synopsis, prepared for management review, covering the salient features of the proposal including overall costs and scope of work.
3. A detailed breakdown and description of the specific steps, services, and study products that will be provided as a result of the Scope of Work previously listed in this RFP. Firms may elect to include in this section any innovative methods or concepts that might be beneficial to the County as long as the minimum assistance requirements from Ashe County as set out in this RFP are met.
4. All study costs should be included in a not-to-exceed amount for each phase of the study and shall be inclusive of professional services, supplies, travel cost (mileage, lodging, if applicable) etc., proposed contract terms and conditions are to be submitted. Do not include cost of "Additional Services" outside the scope of work with response to this item.
5. The proposed implementation schedule to include specific milestones to meet a completion date of April 1, 2024. Recommendations from report will potentially be implemented in the 2024/25 Annual Budget.
6. Additional Services (Optional) – any other related and recommended products or services not specified in this RFP which may be considered essential or beneficial by the firm. These services should be priced separately from item 4 above and shown here.
7. A brief introduction, limited to no more than four (4), pages describing the firm's organization and services; a list identifying the project manager and/or staff who would be assigned to this project as well as their professional experiences, qualifications, responsibilities, and functions; any proposed outsourcing resources with a description of professional experience, qualifications, responsibilities, and functions. Promotional literature and other public relation services should NOT be included.
8. Client References – a list of clients the firm has provided compensation/classification services in the past 5 years, including the organization, contact person, email, address, telephone number, and a brief description of the compensation/classification services provided.
9. Interviews – the proposer agrees to be available for an interview with pertinent staff, if the firm is a finalist in the selection process.
9. A statement that the proposer agrees to:
 - a. deliver at least six (6) copies of the final report to the Human Resources Director; provide the final report, tables, schedules, job descriptions, charts, spreadsheets, procedures manual, salary surveys, benefits survey and other materials necessary for the implementation and maintenance of the compensation/classification system in an electronic medium (USB) in Microsoft Office 365 format;

b. appear at a scheduled Board of County Commissioners' meeting to discuss the recommendations and final report.

9. GENERAL INFORMATION

All inquiries concerning this RFP shall be directed in writing to:

Ashe County Manager's Office

ATTN: Missy Seivers

150 Government Cir, Suite 2500

Jefferson, NC 28640

Email: missy.seivers@ashecountygov.com

The deadline for questions is October 2, 2023. Answers to questions will be provided in the form of an Addendum on October 6, 2023.

10. INSTRUCTIONS FOR SUBMITTING PROPOSALS

Emailed/Sealed proposals must be received by the Ashe County Human Resources Department no later than 3:00 pm EST on October 31, 2023. Hard copy proposals may be mailed or hand-delivered to: Ashe County Human Resources ATTN: Kelsey Wagoner

150 Government Cir, Suite 2500

Jefferson, NC 28640

Label "RFP # 2023-001: Classification and Total Compensation Study "

It is the bidder's responsibility to ensure the bid is received prior to the bid acceptance time. Late bids will not be accepted. The County reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to best serve the interest of the County.

LIMITATIONS This Request for Proposal does not commit Ashe County to award a contract, pay any costs incurred in preparation, or travel to Ashe County, NC to present a proposal to this request, or to procure or contract for services. All proposals submitted in response to this Request for Proposal become the property of the Ashe County Government. Ashe County reserves the right to accept or reject any or all proposals received or to cancel this Request for Proposal in part or in its entirety. After proposals are reviewed, the County will select the proposal in the best interest of the County.

Exhibit A – Ashe County Job Classification Plan and Salary Sched

| ASHE COUNTY, NORTH CAROLINA | | | | | |
|------------------------------------|-------------------------------------|--------------|----------------|------------------|----------------|
| JOB CLASSIFICATION PLAN | | | | | |
| EFFECTIVE JULY 1, 2023 | | | | | |
| 3% COLA | | | | | 3% COLA |
| CLASS # | JOB TITLE | GRADE | MINIMUM | MID-POINT | MAXIMUM |
| 2103 | Custodian I | 55 | \$28,902.00 | \$34,215.00 | \$40,542.00 |
| 2328 | Human Resources Aide | 55 | \$28,902.00 | \$34,215.00 | \$40,542.00 |
| 2304 | Community Social Serv Asst | 57 | \$30,750.00 | \$36,423.00 | \$43,155.00 |
| 2318 | Office Assistant II | 57 | \$30,750.00 | \$36,423.00 | \$43,155.00 |
| 2108 | Custodian II | 58 | \$32,085.00 | \$38,001.00 | \$45,039.00 |
| 2109 | General Utility Worker | 58 | \$32,085.00 | \$38,001.00 | \$45,039.00 |
| 2001 | Park Maintenance Worker | 59 | \$33,441.00 | \$39,612.00 | \$46,950.00 |
| 2005 | Asst Athletic Director | 59 | \$33,441.00 | \$39,612.00 | \$46,950.00 |
| 2006 | Park Office Assistant | 59 | \$33,441.00 | \$39,612.00 | \$46,950.00 |
| 2106 | Bldg/Grounds Maintenance Wrkr | 59 | \$33,441.00 | \$39,612.00 | \$46,950.00 |
| 2314 | Office Assistant III | 59 | \$33,441.00 | \$39,612.00 | \$46,950.00 |
| 2316 | Processing Assistant III | 59 | \$33,441.00 | \$39,612.00 | \$46,950.00 |
| 2003 | Park Maintenance Supervisor | 60 | \$34,881.00 | \$41,334.00 | \$48,990.00 |
| 2005 | Athletic Director | 60 | \$34,881.00 | \$41,334.00 | \$48,990.00 |
| 2008 | Park Manager | 60 | \$34,881.00 | \$41,334.00 | \$48,990.00 |
| 2102 | Chief Custodian | 60 | \$34,881.00 | \$41,334.00 | \$48,990.00 |
| 2107 | Bldg/Grounds Maintenance Mechanic | 60 | \$34,881.00 | \$41,334.00 | \$48,990.00 |
| 2305 | Community Social Serv Technician | 60 | \$34,881.00 | \$41,334.00 | \$48,990.00 |
| 2307 | Data Entry Specialist | 60 | \$34,881.00 | \$41,334.00 | \$48,990.00 |
| 1103 | Cook Supervisor II | 61 | \$36,357.00 | \$43,086.00 | \$51,081.00 |
| 1202 | Telecommunicator I | 61 | \$36,357.00 | \$43,086.00 | \$51,081.00 |
| 1301 | Detention Officer I | 61 | \$36,357.00 | \$43,086.00 | \$51,081.00 |
| 1502 | Equipment Operator/Landfill Spec | 61 | \$36,357.00 | \$43,086.00 | \$51,081.00 |
| 1503 | Equip Oper/Schlse Attnd | 61 | \$36,357.00 | \$43,086.00 | \$51,081.00 |
| 1505 | Truck Driver | 61 | \$36,357.00 | \$43,086.00 | \$51,081.00 |
| 1913 | Security Officer | 61 | \$36,357.00 | \$43,086.00 | \$51,081.00 |
| 2104 | Asst. Bldgs & Grounds Director | 61 | \$36,357.00 | \$43,086.00 | \$51,081.00 |
| 2313 | Income Maintenance Technician | 61 | \$36,357.00 | \$43,086.00 | \$51,081.00 |
| 2315 | Office Assistant IV | 61 | \$36,357.00 | \$43,086.00 | \$51,081.00 |
| 2317 | Processing Assistant IV | 61 | \$36,357.00 | \$43,086.00 | \$51,081.00 |
| 2339 | Accounting Assistant I | 61 | \$36,357.00 | \$43,086.00 | \$51,081.00 |
| 2340 | Personnel Assistant | 61 | \$36,357.00 | \$43,086.00 | \$51,081.00 |
| 2342 | Housekeeper | 61 | \$36,357.00 | \$43,086.00 | \$51,081.00 |
| 2401 | Secretary | 61 | \$36,357.00 | \$43,086.00 | \$51,081.00 |
| 2701 | Animal Shelter Attendant | 61 | \$36,357.00 | \$43,086.00 | \$51,081.00 |
| 1104 | Kitchen Manager | 62 | \$37,926.00 | \$44,961.00 | \$53,292.00 |
| 1204 | Telecommunicator II | 62 | \$37,926.00 | \$44,961.00 | \$53,292.00 |
| 1302 | Detention Officer II | 62 | \$37,926.00 | \$44,961.00 | \$53,292.00 |
| 1306 | Detention Processing Assistant | 62 | \$37,926.00 | \$44,961.00 | \$53,292.00 |
| 1805 | E911 Addressing Coordinator | 62 | \$37,926.00 | \$44,961.00 | \$53,292.00 |
| 1807 | Inspections Clerk | 62 | \$37,926.00 | \$44,961.00 | \$53,292.00 |
| 1915 | Gun Permitting Clerk | 62 | \$37,926.00 | \$44,961.00 | \$53,292.00 |
| 1916 | Records Clerk | 62 | \$37,926.00 | \$44,961.00 | \$53,292.00 |
| 2101 | Carpenter | 62 | \$37,926.00 | \$44,961.00 | \$53,292.00 |
| 2202 | Deputy Register of Deeds | 62 | \$37,926.00 | \$44,961.00 | \$53,292.00 |
| 2403 | Soil & Water Education Specialist | 62 | \$37,926.00 | \$44,961.00 | \$53,292.00 |
| 2502 | Tax Appraisal Clerk/Real Property | 62 | \$37,926.00 | \$44,961.00 | \$53,292.00 |
| 2503 | Tax Appraisal Clerk/Motor Vehicles | 62 | \$37,926.00 | \$44,961.00 | \$53,292.00 |
| 2507 | PUV/Exemption/Exclusion Specialist | 62 | \$37,926.00 | \$44,961.00 | \$53,292.00 |
| 2509 | Motor Vehicle Registration Clerk | 62 | \$37,926.00 | \$44,961.00 | \$53,292.00 |
| 2531 | Deputy Tax Collector | 62 | \$37,926.00 | \$44,961.00 | \$53,292.00 |
| 2532 | Tax Collection Clerk/Real Property | 62 | \$37,926.00 | \$44,961.00 | \$53,292.00 |
| 2533 | Tax Collection Clerk/Motor Vehicles | 62 | \$37,926.00 | \$44,961.00 | \$53,292.00 |
| 2572 | Tax Mapping Clerk | 62 | \$37,926.00 | \$44,961.00 | \$53,292.00 |

| ASHE COUNTY, NORTH CAROLINA | | | | | | |
|------------------------------------|-------------------------------------|--------------|----------------|------------------|----------------|---------|
| 3% COLA | JOB CLASSIFICATION PLAN | | | | | |
| | EFFECTIVE JULY 1, 2023 | | | | | 3% COLA |
| CLASS # | JOB TITLE | GRADE | MINIMUM | MID-POINT | MAXIMUM | |
| 1205 | Telecommunicator III | 63 | \$39,537.00 | \$46,863.00 | \$55,569.00 | |
| 1303 | Detention Officer III | 63 | \$39,537.00 | \$46,863.00 | \$55,569.00 | |
| 1407 | Deputy Election Director | 63 | \$39,537.00 | \$46,863.00 | \$55,569.00 | |
| 1507 | Equipment Operator II | 63 | \$39,537.00 | \$46,863.00 | \$55,569.00 | |
| 1701 | Clerk to the Board | 63 | \$39,537.00 | \$46,863.00 | \$55,569.00 | |
| 1702 | Secretary/Clerk to the Board | 63 | \$39,537.00 | \$46,863.00 | \$55,569.00 | |
| 1815 | Inspections Office Manager | 63 | \$39,537.00 | \$46,863.00 | \$55,569.00 | |
| 1901 | Deputy I | 63 | \$39,537.00 | \$46,863.00 | \$55,569.00 | |
| 1914 | Administrative Coordinator | 63 | \$39,537.00 | \$46,863.00 | \$55,569.00 | |
| 2201 | Assistant Register of Deeds | 63 | \$39,537.00 | \$46,863.00 | \$55,569.00 | |
| 2308 | Income Maint Caseworker I wa II | 63 | \$39,537.00 | \$46,863.00 | \$55,569.00 | |
| 2329 | Office Assistant V | 63 | \$39,537.00 | \$46,863.00 | \$55,569.00 | |
| 2341 | Processing Asst V | 63 | \$39,537.00 | \$46,863.00 | \$55,569.00 | |
| 2348 | Comm Social Svc Asst | 63 | \$39,537.00 | \$46,863.00 | \$55,569.00 | |
| 2510 | Motor Vehicle Reg Clerk II | 63 | \$39,537.00 | \$46,863.00 | \$55,569.00 | |
| 2702 | Animal Control Ofcr/Cruelty Inv. | 63 | \$39,537.00 | \$46,863.00 | \$55,569.00 | |
| | | | | | | |
| 1203 | Telecommunicator IV | 64 | \$41,268.00 | \$48,921.00 | \$58,011.00 | |
| 1304 | Detention Officer IV | 64 | \$41,268.00 | \$48,921.00 | \$58,011.00 | |
| 1506 | Mechanic/Truck Driver | 64 | \$41,268.00 | \$48,921.00 | \$58,011.00 | |
| 1902 | Deputy II | 64 | \$41,268.00 | \$48,921.00 | \$58,011.00 | |
| 2004 | Assistant Recreation Director | 64 | \$41,268.00 | \$48,921.00 | \$58,011.00 | |
| | | | | | | |
| 1508 | Diesel Mechanic/Truck Driver | 65 | \$43,029.00 | \$51,030.00 | \$60,501.00 | |
| 1603 | Deputy Finance Officer I | 65 | \$43,029.00 | \$51,030.00 | \$60,501.00 | |
| 1801 | Building Codes Inspector I | 65 | \$43,029.00 | \$51,030.00 | \$60,501.00 | |
| 1809 | Code Enforcement Officer | 65 | \$43,029.00 | \$51,030.00 | \$60,501.00 | |
| 2309 | Income Maint Caseworker II | 65 | \$43,029.00 | \$51,030.00 | \$60,501.00 | |
| 2319 | Social Worker I wa II | 65 | \$43,029.00 | \$51,030.00 | \$60,501.00 | |
| 2327 | Child Support Agent I | 65 | \$43,029.00 | \$51,030.00 | \$60,501.00 | |
| 2344 | Accounting Asst III | 65 | \$43,029.00 | \$51,030.00 | \$60,501.00 | |
| 2501 | Business/Personal Property Appr | 65 | \$43,029.00 | \$51,030.00 | \$60,501.00 | |
| 2505 | Tax Appraiser | 65 | \$43,029.00 | \$51,030.00 | \$60,501.00 | |
| 2535 | Delinquent Tax Specialist | 65 | \$43,029.00 | \$51,030.00 | \$60,501.00 | |
| 2703 | Animal Control Supervisor/Sgt | 65 | \$43,029.00 | \$51,030.00 | \$60,501.00 | |
| | | | | | | |
| 1201 | Telecommunicator V | 66 | \$44,889.00 | \$53,241.00 | \$63,129.00 | |
| 1703 | Admin Assistant to County Manager | 66 | \$44,889.00 | \$53,241.00 | \$63,129.00 | |
| 1802 | Building Codes Inspector II | 66 | \$44,889.00 | \$53,241.00 | \$63,129.00 | |
| 1903 | Deputy III | 66 | \$44,889.00 | \$53,241.00 | \$63,129.00 | |
| 2350 | Accounting Tech IV | 66 | \$44,889.00 | \$53,241.00 | \$63,129.00 | |
| 2346 | Accounting Assistant III | 66 | \$44,889.00 | \$53,241.00 | \$63,129.00 | |
| 2508 | Motor Vehicle Reg. Supervisor | 66 | \$44,889.00 | \$53,241.00 | \$63,129.00 | |
| 2511 | Bus/Pers Property Supervisor | 66 | \$44,889.00 | \$53,241.00 | \$63,129.00 | |
| 2512 | Tax Appr Real Prop I | 66 | \$44,889.00 | \$53,241.00 | \$63,129.00 | |
| 2534 | Tax Collections Supervisor | 66 | \$44,889.00 | \$53,241.00 | \$63,129.00 | |
| 2571 | Mapping Supervisor | 66 | \$44,889.00 | \$53,241.00 | \$63,129.00 | |
| | | | | | | |
| 1401 | Election Director | 67 | \$46,830.00 | \$55,530.00 | \$65,865.00 | |
| 1509 | Trctr Trlr/Front-Ldr/Roll-Off Drvr | 67 | \$46,830.00 | \$55,530.00 | \$65,865.00 | |
| 1605 | Accounting Assistant IV | 67 | \$46,830.00 | \$55,530.00 | \$65,865.00 | |
| 1803 | Building Codes Inspector III | 67 | \$46,830.00 | \$55,530.00 | \$65,865.00 | |
| 1806 | Emergency Management Coord | 67 | \$46,830.00 | \$55,530.00 | \$65,865.00 | |
| 1904 | Deputy IV | 67 | \$46,830.00 | \$55,530.00 | \$65,865.00 | |
| 2302 | Administrative Assistant II | 67 | \$46,830.00 | \$55,530.00 | \$65,865.00 | |
| 2310 | Income Maint Caseworker III | 67 | \$46,830.00 | \$55,530.00 | \$65,865.00 | |
| 2311 | Income Maint Supervisor I | 67 | \$46,830.00 | \$55,530.00 | \$65,865.00 | |
| 2333 | Child Support Agent II | 67 | \$46,830.00 | \$55,530.00 | \$65,865.00 | |
| 2351 | Accounting Tech V/Sheriff Secretary | 67 | \$46,830.00 | \$55,530.00 | \$65,865.00 | |
| 2402 | Soil Technician | 67 | \$46,830.00 | \$55,530.00 | \$65,865.00 | |
| 2513 | Tax Appr Real Prop II | 67 | \$46,830.00 | \$55,530.00 | \$65,865.00 | |
| 2601 | Veterans Service Officer | 67 | \$46,830.00 | \$55,530.00 | \$65,865.00 | |
| 2704 | Animal Control Director | 67 | \$46,830.00 | \$55,530.00 | \$65,865.00 | |

| ASHE COUNTY, NORTH CAROLINA | | | | | |
|------------------------------------|--------------------------------------|--------------|----------------|------------------|----------------|
| JOB CLASSIFICATION PLAN | | | | | |
| EFFECTIVE JULY 1, 2023 | | | | | |
| 3% COLA | | | | | 3% COLA |
| CLASS # | JOB TITLE | GRADE | MINIMUM | MID-POINT | MAXIMUM |
| 1504 | Coll Mgr/Haz Waste Coord | 68 | \$48,843.00 | \$57,918.00 | \$68,712.00 |
| 1510 | Landfill Operations Supervisor | 68 | \$48,843.00 | \$57,918.00 | \$68,712.00 |
| 1905 | Deputy V | 68 | \$48,843.00 | \$57,918.00 | \$68,712.00 |
| 2324 | Human Services Coordinator II | 68 | \$48,843.00 | \$57,918.00 | \$68,712.00 |
| 2514 | Tax Appr Real Prop III | 68 | \$48,843.00 | \$57,918.00 | \$68,712.00 |
| 1305 | Detention Officer V | 69 | \$50,946.00 | \$60,564.00 | \$72,696.00 |
| 1804 | Building Codes Insp IV/Fire Marshall | 69 | \$50,946.00 | \$60,564.00 | \$72,696.00 |
| 1906 | Deputy VI | 69 | \$50,946.00 | \$60,564.00 | \$72,696.00 |
| 2312 | Income Maint Supervisor II | 69 | \$50,946.00 | \$60,564.00 | \$72,696.00 |
| 2320 | Social Worker II | 69 | \$50,946.00 | \$60,564.00 | \$72,696.00 |
| 2326 | Day Care Training Specialist | 69 | \$50,946.00 | \$60,564.00 | \$72,696.00 |
| 2331 | Child Support Supervisor I | 69 | \$50,946.00 | \$60,564.00 | \$72,696.00 |
| 2352 | Administrative Officer I | 69 | \$50,946.00 | \$60,564.00 | \$72,696.00 |
| 1651 | Human Resources Coordinator | 69 | \$50,946.00 | \$60,564.00 | \$72,696.00 |
| 3001 | Airport Manager | 69 | \$50,946.00 | \$60,564.00 | \$72,696.00 |
| 1604 | Deputy Finance Officer II | 70 | \$53,193.00 | \$63,090.00 | \$74,853.00 |
| 2325 | Human Services Coordinator III | 70 | \$53,193.00 | \$63,090.00 | \$74,853.00 |
| 1808 | Building Codes Inspector V | 71 | \$55,500.00 | \$65,853.00 | \$78,126.00 |
| 1816 | Director of Emergency Management | 71 | \$55,500.00 | \$65,853.00 | \$78,126.00 |
| 2002 | Parks & Recreation Director | 71 | \$55,500.00 | \$65,853.00 | \$78,126.00 |
| 2105 | Bldgs & Grounds Maint Director | 71 | \$55,500.00 | \$65,853.00 | \$78,126.00 |
| 2321 | Social Worker III | 71 | \$55,500.00 | \$65,853.00 | \$78,126.00 |
| 2338 | Income Maintenance Supervisor III | 71 | \$55,500.00 | \$65,853.00 | \$78,126.00 |
| 2345 | Child Support Supervisor I | 71 | \$55,500.00 | \$65,853.00 | \$78,126.00 |
| 2353 | Accounting Specialist II | 71 | \$55,500.00 | \$65,853.00 | \$78,126.00 |
| 2902 | Computer Support Tech II | 71 | \$55,500.00 | \$65,853.00 | \$78,126.00 |
| 1812 | County Planner | 72 | \$57,891.00 | \$68,676.00 | \$81,498.00 |
| 1813 | Building Codes Inspector VI | 72 | \$57,891.00 | \$68,676.00 | \$81,498.00 |
| 1907 | Deputy VII | 72 | \$57,891.00 | \$68,676.00 | \$81,498.00 |
| 2203 | Register of Deeds | 72 | \$57,891.00 | \$68,676.00 | \$81,498.00 |
| 2347 | Social Worker Supr II | 72 | \$57,891.00 | \$68,676.00 | \$81,498.00 |
| 2323 | CPA Social Worker III (I/A & T Pos.) | 72 | \$57,891.00 | \$68,676.00 | \$81,498.00 |
| 1602 | Asst. Finance Officer | 73 | \$60,429.00 | \$71,694.00 | \$85,092.00 |
| 1810 | Director of Planning & Comm. Dev. | 73 | \$60,429.00 | \$71,694.00 | \$85,092.00 |
| 2343 | Social Worker Supervisor II | 73 | \$60,429.00 | \$71,694.00 | \$85,092.00 |
| 2903 | Computer Tech III | 73 | \$60,429.00 | \$71,694.00 | \$85,092.00 |
| 1909 | Major - Chief Deputy Sheriff | 74 | \$63,066.00 | \$74,832.00 | \$88,818.00 |
| 2349 | Income Maintenance Administrator | 74 | \$63,066.00 | \$74,832.00 | \$88,818.00 |
| 2506 | Real Property Appraisal Supervisor | 74 | \$63,066.00 | \$74,832.00 | \$88,818.00 |
| 1650 | Human Resource Manager | 75 | \$65,847.00 | \$78,138.00 | \$92,742.00 |
| 1814 | Chief Building Inspector | 75 | \$65,847.00 | \$78,138.00 | \$92,742.00 |
| 2337 | Social Worker Supervisor III | 75 | \$65,847.00 | \$78,138.00 | \$92,742.00 |
| 2801 | Dir. of Enterprise & Economic Dev. | 75 | \$65,847.00 | \$78,138.00 | \$92,742.00 |
| 2904 | Computer Support Tech IV | 75 | \$65,847.00 | \$78,138.00 | \$92,742.00 |
| 1501 | Environmental Services Director | 76 | \$68,700.00 | \$81,528.00 | \$96,774.00 |
| 1601 | Finance Officer | 76 | \$68,700.00 | \$81,528.00 | \$96,774.00 |
| 2360 | Social Work Program Manager | 76 | \$68,700.00 | \$81,528.00 | \$96,774.00 |
| 2504 | Tax Administrator | 76 | \$68,700.00 | \$81,528.00 | \$96,774.00 |
| 2361 | Human Services Deputy Director | 77 | \$71,742.00 | \$85,140.00 | \$101,067.00 |
| 1610 | Director of Fiscal Operations | 78 | \$74,868.00 | \$88,857.00 | \$105,486.00 |
| 1910 | Sheriff | 80 | \$81,339.00 | \$96,552.00 | \$114,627.00 |
| 2901 | Director of Information Technology | 80 | \$81,339.00 | \$96,552.00 | \$114,627.00 |
| 2332 | Attorney I | 80 | \$81,339.00 | \$96,552.00 | \$114,627.00 |
| 2306 | County Social Services Director | 84 | \$95,940.00 | \$113,904.00 | \$135,264.00 |

**ASHE COUNTY - 2023/2024 (ANNUAL) SALARY SCHEDULE
EFFECTIVE JULY 1, 2023**

| GRADES | STEP | STEP #1 | STEP #2 | STEP #3 | STEP #4 | STEP #5 | STEP #6 | STEP #7 | STEP #8 | STEP #9 | STEP #10 | STEP #11 | STEP #12 | STEP #13 | STEP #14 | STEP #15 |
|-----------------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|----------|----------|----------|----------|
| Longevity Steps | | Year 4 | Year 7 | Year 9 | Year 11 | Year 13 | Year 15 | Year 16 | Year 18 | Year 20 | Year 22 | Year 24 | Year 26 | Year 28 | Year 30 | Year 32 |
| Grade 55 | 28,059 | 28,902 | 29,601 | 30,333 | 31,071 | 31,827 | 32,601 | 33,402 | 34,215 | 35,058 | 35,916 | 36,795 | 37,698 | 38,622 | 39,564 | 40,542 |
| Grade 56 | 28,659 | 29,520 | 30,255 | 30,972 | 31,737 | 32,511 | 33,300 | 34,122 | 34,947 | 35,805 | 36,684 | 37,581 | 38,505 | 39,468 | 40,413 | 41,412 |
| Grade 57 | 29,853 | 30,750 | 31,503 | 32,271 | 33,060 | 33,867 | 34,701 | 35,553 | 36,423 | 37,314 | 38,226 | 39,168 | 40,125 | 41,097 | 42,117 | 43,155 |
| Grade 58 | 31,149 | 32,085 | 32,871 | 33,672 | 34,497 | 35,346 | 36,213 | 37,095 | 38,001 | 38,943 | 39,891 | 40,869 | 41,871 | 42,903 | 43,953 | 45,039 |
| Grade 59 | 32,466 | 33,441 | 34,290 | 35,091 | 35,976 | 36,834 | 37,737 | 38,664 | 39,612 | 40,587 | 41,583 | 42,603 | 43,656 | 44,721 | 45,825 | 46,950 |
| Grade 60 | 33,864 | 34,881 | 35,736 | 36,636 | 37,515 | 38,433 | 39,375 | 40,359 | 41,334 | 42,348 | 43,386 | 44,451 | 45,549 | 46,668 | 47,817 | 48,990 |
| Grade 61 | 35,298 | 36,357 | 37,266 | 38,169 | 39,114 | 40,059 | 41,049 | 42,069 | 43,086 | 44,148 | 45,231 | 46,362 | 47,481 | 48,648 | 49,848 | 51,081 |
| Grade 62 | 36,819 | 37,926 | 38,859 | 39,813 | 40,809 | 41,808 | 42,816 | 43,869 | 44,961 | 46,074 | 47,187 | 48,366 | 49,539 | 50,760 | 52,008 | 53,292 |
| Grade 63 | 38,385 | 39,537 | 40,524 | 41,523 | 42,540 | 43,584 | 44,640 | 45,744 | 46,863 | 48,021 | 49,200 | 50,466 | 51,675 | 52,926 | 54,237 | 55,569 |
| Grade 64 | 40,065 | 41,268 | 42,285 | 43,323 | 44,388 | 45,483 | 46,596 | 47,757 | 48,921 | 50,127 | 51,363 | 52,626 | 53,925 | 55,254 | 56,616 | 58,011 |
| Grade 65 | 41,775 | 43,029 | 44,106 | 45,186 | 46,299 | 47,439 | 48,606 | 49,800 | 51,030 | 52,272 | 53,553 | 54,876 | 56,235 | 57,624 | 59,049 | 60,501 |
| Grade 66 | 43,581 | 44,889 | 45,996 | 47,127 | 48,303 | 49,497 | 50,697 | 51,945 | 53,241 | 54,561 | 55,884 | 57,258 | 58,677 | 60,123 | 61,611 | 63,129 |
| Grade 67 | 45,465 | 46,830 | 47,976 | 49,179 | 50,412 | 51,615 | 52,899 | 54,207 | 55,530 | 56,901 | 58,299 | 59,760 | 61,221 | 62,727 | 64,272 | 65,865 |
| Grade 68 | 47,418 | 48,843 | 50,040 | 51,276 | 52,542 | 53,832 | 55,182 | 56,526 | 57,918 | 59,346 | 60,816 | 62,313 | 63,852 | 65,436 | 67,050 | 68,712 |
| Grade 69 | 49,461 | 50,946 | 52,221 | 53,529 | 54,870 | 56,238 | 57,645 | 59,088 | 60,564 | 62,079 | 63,630 | 65,223 | 66,855 | 68,526 | 70,233 | 72,696 |
| Grade 70 | 51,642 | 53,193 | 54,498 | 55,845 | 57,225 | 58,635 | 60,084 | 61,572 | 63,090 | 64,650 | 66,267 | 67,890 | 69,564 | 71,283 | 73,050 | 74,853 |
| Grade 71 | 53,883 | 55,500 | 56,868 | 58,290 | 59,715 | 61,206 | 62,694 | 64,248 | 65,853 | 67,461 | 69,132 | 70,836 | 72,588 | 74,394 | 76,233 | 78,126 |
| Grade 72 | 56,202 | 57,891 | 59,316 | 60,801 | 62,286 | 63,819 | 64,977 | 67,011 | 68,676 | 70,368 | 72,117 | 73,899 | 75,723 | 77,601 | 79,524 | 81,498 |
| Grade 73 | 58,668 | 60,429 | 61,923 | 63,453 | 65,016 | 66,624 | 68,271 | 69,966 | 71,694 | 73,473 | 75,288 | 77,154 | 79,065 | 81,021 | 83,031 | 85,092 |
| Grade 74 | 61,227 | 63,066 | 64,626 | 66,225 | 67,875 | 69,540 | 71,256 | 73,026 | 74,832 | 76,680 | 78,579 | 80,529 | 82,521 | 84,570 | 86,664 | 88,818 |
| Grade 75 | 63,927 | 65,847 | 67,476 | 69,144 | 70,878 | 72,630 | 74,412 | 76,251 | 78,138 | 80,070 | 82,068 | 84,087 | 86,175 | 88,311 | 90,501 | 92,742 |
| Grade 76 | 66,699 | 68,700 | 70,404 | 72,141 | 73,929 | 75,762 | 77,637 | 79,554 | 81,528 | 83,550 | 85,623 | 87,744 | 89,916 | 92,148 | 94,431 | 96,774 |
| Grade 77 | 69,651 | 71,742 | 73,515 | 75,339 | 77,199 | 79,113 | 81,072 | 83,079 | 85,140 | 87,252 | 89,409 | 91,632 | 93,900 | 96,234 | 98,625 | 101,067 |
| Grade 78 | 72,687 | 74,868 | 76,722 | 78,624 | 80,565 | 82,569 | 84,612 | 86,712 | 88,857 | 91,062 | 93,324 | 95,634 | 97,968 | 100,437 | 102,933 | 105,486 |
| Grade 79 | 75,885 | 78,162 | 80,100 | 82,086 | 84,117 | 86,199 | 88,344 | 90,531 | 92,778 | 95,079 | 97,437 | 99,858 | 102,336 | 104,874 | 107,478 | 110,145 |
| Grade 80 | 79,269 | 81,339 | 83,352 | 85,419 | 87,534 | 89,721 | 91,932 | 94,209 | 96,552 | 98,943 | 101,400 | 103,914 | 106,494 | 109,140 | 111,849 | 114,627 |
| Grade 81 | 82,933 | 84,765 | 86,865 | 89,022 | 91,224 | 93,495 | 95,814 | 98,190 | 100,620 | 103,122 | 105,687 | 108,303 | 110,994 | 113,751 | 116,577 | 119,475 |
| Grade 82 | 86,781 | 88,335 | 90,528 | 92,772 | 95,076 | 97,431 | 99,849 | 102,300 | 104,868 | 107,472 | 110,139 | 112,875 | 115,680 | 118,551 | 121,500 | 124,518 |
| Grade 83 | 89,773 | 92,055 | 94,344 | 96,684 | 99,075 | 101,538 | 104,058 | 106,641 | 109,284 | 112,002 | 114,786 | 117,636 | 120,564 | 123,555 | 126,630 | 129,774 |
| Grade 84 | 93,144 | 95,940 | 98,322 | 100,761 | 103,275 | 105,825 | 108,453 | 111,144 | 113,904 | 116,733 | 119,634 | 122,607 | 125,655 | 128,781 | 131,979 | 135,264 |