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PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:	April 04, 2023	[]	Consent Ordinance	[x]	Regular Public Hearing
Department: Submitted By: Submitted For:	Human Resources and OFMB Human Resources and OFMB County Administration			. ,	C

I. EXECUTIVE BRIEF

Motion and Title: Staff requests Board direction regarding: Amending Resolution No. R-2017-1096 relating to personnel classifications and pay grades for County Commission Administrative Assistants and County Commission Secretaries.

Summary: On January 31, 2023, the Board directed staff to return with options for budgetary/staffing changes based on recommendations provided by the Board of Commissioners. Suggestions from the Board included providing flexibility to hire a new Commission staff member 10% above the minimum of the pay grade minimum or providing a fixed budget which allows the Commissioners the flexibility to hire the number of staff they want at the rate of pay they want dependent upon the hire's experience. Countywide (DO)

Background and Policy Issues: The resolution establishing guidelines for budgeting for County Commission District Offices, which addresses issues concerning travel, equipment, auto allowance, staffing, salaries, has been amended numerous time since its formal adoption in 1988. The Board of County Commission (BCC) requested staff bring an item to discuss the Commission district budgets. The current resolution allows for each district to have a budget for office expenses, travel, county vehicle and/or auto allowances, and salaries and benefits for the Commissioner and staff. The budget for each district includes three positions: two full-time County Commission Administrative Assistants and one full-time Commission Secretary. Each of the titles has four levels and the Commissioner may move staff through those levels. The Commission Administrative Assistant I begins at a pay grade 32 (\$56,305-\$97,880) and could progress to an E1 paygrade (\$82,682-\$158,633) after four years of service. The Commission Secretary begins at a pay grade 24 (\$45,853-\$79,709) and could progress to a pay grade 30 (\$53,487-\$92,982) after four years of service.

Attachments:

1.	Commission	Staffing	Resolution	Scenarios	2023	PowerF	'oint
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2. 2017 Agenda Item Summary

3. Resolution No. R-2017-1096

Recommended by:

Approved by:

Department Director

Assistant County Administrator

Date

31.6

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years		2023	2024	2025	2026	2027
Capital Expenditures						
Operating Costs		N/A	N/A	N/A	N/A	N/A
External Revenues						
Program Income(County)						
In-Kind Match(County						
NET FISCAL IMPACT						
#ADDITIONAL FTE						
POSITIONS (CUMULATIVE)						
s Item Included in Current Budget' Does this item include the use of fe						
Sudget Account No: Fund	Agency	C	rganization		Object	
3. Recommended Sources of Fun	ıds/Summarv	of Fiscal I	mpact:			
	_		'Ar - :			
he Fiscal impact of this item is un	determined at	this time.				
C. Departmental Fiscal Review:	<u></u>					
III A. OFMB Fiscal and/or Contra	i. REVIEW C					
HE STAND 3/22 OFMB	123		Total	h Suu Contract I	n a col Dev. & Con	fout of
Assistant County Attorn	ney					
C. Other Department Review						



Commission Staffing

Commission Resolution Scenarios

April 2023



Commission Resolution History

	2013 Resolution		2017	Resolution (current	1
CCAA I	(New Hire)	PG 32	CCAA I	(New Hire)	PG 32
CCAA II	(2 years)	PG 34	CCAA II	(1 year)	PG 34
CCAA Senio	r (4 years)	PG E1	CCAA III	(2 years)	PG 36
			CCAA Sr.	(4 years)	PGE1
CCS I	(New Hire)	PG 24	CCS I	(New Hire)	PG 24
CCS II	(2 years)	PG 26	CCS II	(1 year)	PG 26
CCS Senior	(4 years)	PG 28	CCS III	(2 years)	PG 28
			CCS Senior	(4 years)	PG 30



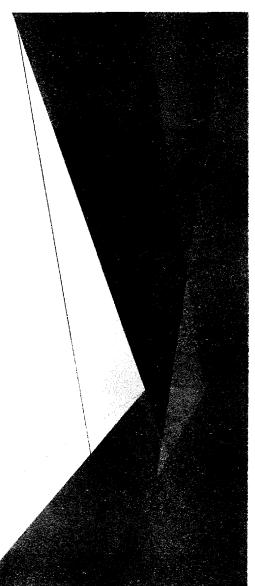
CCAA County Commission Administrative Assistant
 CCS - County Commission Secretary

Pay Policy for Promotion

Pay Upon Promotion - An employee's rate of pay is adjusted as follows:

- 1. If the promotion is to a position one (1) pay grade higher than the present position, the employee will receive a 3% increase.
- 2. If the promotion is to a position two (2) pay grades higher, the employee will receive a 6% increase.
- 3. If the promotion is to a position three (3) pay grades above the present grade, the employee will receive either a 10% increase or the minimum of the new pay grade, whichever is higher.

(In no case does the employee's base rate of pay exceed the maximum for the position to which the promotion is made.)



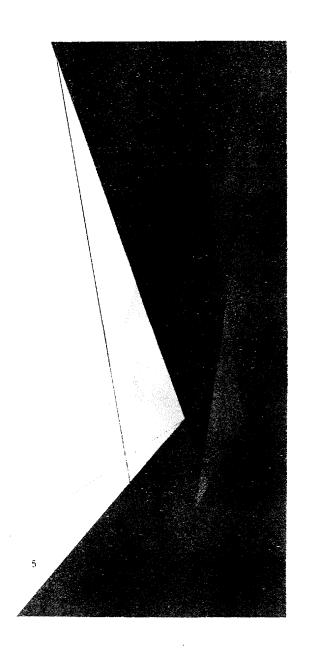
Commission 2017 Resolution Monetary Effects with Terms

County Commissi	on Administrative Assi	stant (current)	County	Commission Secretary	(current)
CCAA! (Upon New Hire)	PG 32	\$27.07/\$56,305.60	CCS I (Upon New Hire	e) PG 24	\$22.04/\$45,853.60
CCAA II (After 1 year)	PG 34 x 3% ATB x 6% Promo =	\$29.55/\$61,474.45	CCS II (After 1 year)	PG 26 x 3% ATB x 6% Promo =	\$24.06/\$50,044.80
CCAA III (After 2 years)	PG 36 x 3% ATB x 6% Promo =	\$32.26/\$67,100.80	CCS III (After 2 years)	PG 28 x 3% ATB x 6% Promo =	\$26.26/\$54,638.91
CCAA III (After 3 years)	PG 36 x 3% ATB =	\$33.22/\$69,097.60	CCS III (After 3 years)	PG 28 x 3% ATB =	\$27.04/\$56,243.20
	Term Two			Term Two	-
CCAA Sr. (After 4 years)	PG 36 x 3% ATB = PG E1 Promo (10% or <u>Min</u>) =	\$34.21/\$72,156.80 \$39.75/\$82,682.08	CCS Sr. (After 4 years)	PG 30 x 3% ATB x 6% Promo =	\$29.52/\$61,401.60
CCAA Sr.	PG E1 \$39.75 x 3% ATE	3 = \$40.94/\$85,155.20	CCS Sr.	PG 30 \$29.54 x 3%	ATB = \$30.40/\$63,232.00
CCAA Sr.	PG E1 \$40.94 x 3% ATE	3 = \$42.17/\$87,713.60	CCS Sr.	PG 30 \$30.43 x 3%	ATB = \$31.31/\$65,124.48
CCAA Sr.	PG E1 \$42.17 x 3% ATE	3 = \$43.43/\$90,334.40	CCS Sr.	PG 30 \$31.34 x 3%	ATB = \$32.24/\$67,059.20

3% ATB used as an example for demonstrative purposes.

Commission 2023 Resolution Option 1 - Status Quo

- Maintain Current Resolution
 - No Changes to Staffing
 - No Changes to Pay Grades

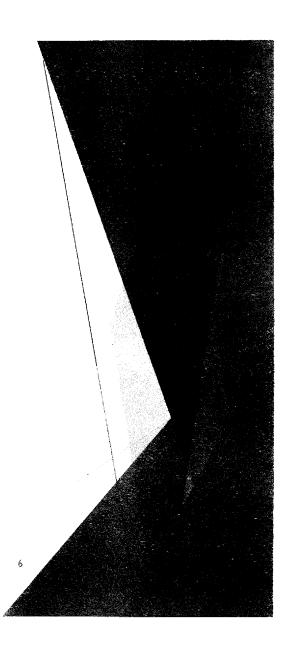


Commission 2023 Resolution Option 2 - One Time 10% at Hire

10% Increase Based on the Suggested Qualifiers as Determined by District's Commissioner

- Graduate Degree + 1 Year of *related experience
- Bachelor's Degree + two years of *related experience
- Associate's Degree + four years of *related experience
- High School Diploma + six years of *related experience

*Related experience in local government operations, legislative policy development; community development/redevelopment; or diverse local community focused initiatives.



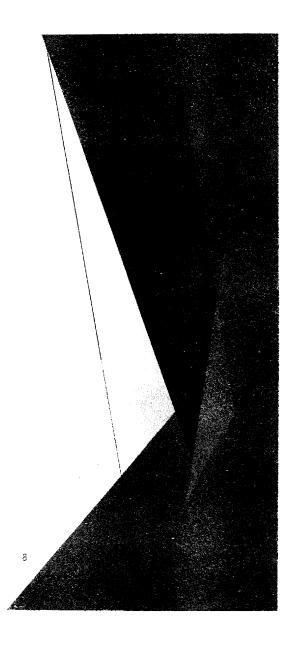
Commission 2023 Resolution Option 2 - One Time 10% at Hire

County Commi	ssion Administr	ative Assistar	nt (Option 2)	County	Com	mission Secretary (Opt	ion 2)
CCAA I (Upon New Hire) PG 32	\$27.07 x 10%	= \$29.77/\$61,921.60	CCS I (Upon New Hire)	PG 24	\$22.04 x 10%	= \$24.24/\$50,419.20
CCAA II (After 1 year)	PG 34 \$29.77 x 3% A	TB x 6% Promo =	\$32.50/\$67,600.00	CCS II (After 1 year)	PG 26	\$24.24 × 3% ATB × 6% Promo =	\$26.46/\$55,036.80
CCAA III (After 2 years)	PG 36 \$32.50 x 3% A	TB x 6% Promo =	\$35.48/\$73,798.40	CCS III (After 2 years) \$28.88/\$60,070.40	PG 28	\$26.46 x 3% ATB x 6% Promo =	
CCAA III (After 3 years)	PG 36 \$35.48 x 3% A	TB =	\$36.54/\$76,003.20	CCS III (After 3 years)	PG 28	\$28.88 x 3% ATB =	\$29.74/\$61,859.20
	Term T	Two 🚽				Term Two	•
CCAA Sr. (After 4 years)	PG 36 \$36.54 x 3% AT PG E1 Promo (<u>10%</u> or		\$37.63/\$78,270.40 \$41.39/\$86,091.20	CCS Sr. (After 4 years)	PG 30	\$29.74 x 3% ATB x 6% Promo =	\$32.47/\$67,537.60
CCAA Sr.	PG E1	\$41.39 x 3% ATB =	\$42.63/\$88,670.40	CCS Sr.	PG 30	\$32.47 × 3% ATB	= \$33.44/\$69,555.20
CCAA Sr.	PG E1	\$42.63 x 3% ATB =	\$43.90/\$91,312.00	CCS Sr.	PG 30	\$33.44 x 3% ATB	= \$34.44/\$71,635.20
CCAA Sr.	PG E1	\$43.90 x 3% ATB =	\$45.21/\$94,036.80	CCS Sr.	PG 30	\$34.44 x 3% ATB	= \$35.47/\$73,777.60
						7	
3% ATB used as an ex	xample for demonstra	tive purposes.					

Commission 2023 Resolution Option 3 - Flexible Budget

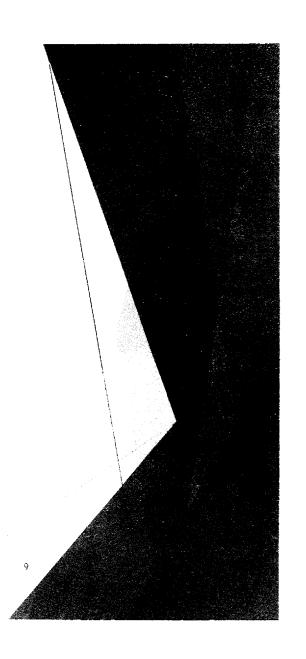
- Flat Budget of \$250,000.00
- 3 FTEs with Number of Positions Determined by the District's Commissioner *
- Pay Grade 00
 - Starting Pay Grade Minimum of PG 32 (\$56,305.60)
 - Starting Rate Dependent upon Qualifications (DOQ) as Determined by District Commissioner
- Eliminates Need for County Promotions
- Annual Compensation Determined by District's Commissioner

Does not include any operational costs for staffing more than 3 FTEs (i.e. Part Time Positions).



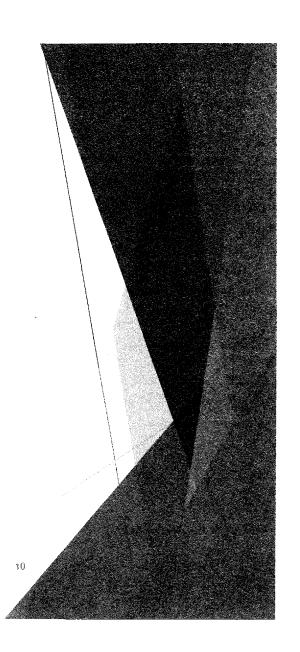
Commission 2023 Resolution Options Recap

- Option 1 Status Quo Maintain Current Resolution
- Option 2 One Time 10% Increase at Time of Hire
- Option 3 Flexible Budget
 - Flat Budget of \$250,000.00
 - 3 FTE's with Number of Positions Determined by District's Commissioner
 - All Positions are Commission Aides (Same Titles)
 - Pay Grade 00 (Minimum Starting Pay Grade 32 = \$56,305.60)
 - Eliminates Need for County Promotions
 - Annual Compensation Determined by District's Commissioner



Commission 2023 Resolution

Questions?



Agenda Item #: 5/9 - 1

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date: August 15, 2017 [] Consent [X] Regular
[] Ordinance [] Public Hearing
Department: County Administration

I. EXECUTIVE BRIEF

Motion and Title: Staff requests Board direction regarding: Adoption of a resolution of the Board of County Commissioners of Palm Beach County, Florida, amending Resolution No. R-2017-0218, Section 4(B)(1), relating to personnel classifications and pay grades for County Commission Administrative Assistants and County Commission Secretaries, to become effective the first payroll period beginning after October 1, 2017.

Summary: On September 10, 2013, the Board approved a change in pay policy for County Commission staff which created a progression plan for Commission support staff and allowed all employees that held the position of County Commission Administrative Assistant to be eligible, at the discretion of the Commissioner, for a promotion to an E01 pay grade. On February 7, 2017, the Board directed staff to work with Commissioner Bernard to address salary concerns for commission staff. The proposed amended resolution would provide for an additional step in the Commission support staff progression plan, and an amended schedule for progression eligibility. On the effective date of the amended resolution, Commission staff would be eligible, at the discretion of the Commissioner, to be placed into whichever pay grade their tenure dictates, consistent with the resolution. Countywide (DO)

Background & Policy Issues: The resolution establishing guidelines for budgeting for County Commission District Offices, which addresses issues concerning travel, equipment, auto allowances, staffing and salaries, has been amended numerous times since its formal adoption in 1988. The previous version of the resolution required all newly hired staff to start at the base of the entry level pay grade, regardless of education or experience and made no special provision for re-hired staff with previous experience in the same role. The most recent amendment to the resolution was approved on March 14, 2017 (R-2017-0218) and provides for the recognition of the value of the services of former Palm Beach County Commission employees seeking re-employment with the County and allows a Commissioner to re-hire such an employee, after a break in service, to the minimum salary of the pay grade of his or her former job classification.

Attachments:

1. Amended Resolution

Recommended by:	Manay & Bolton Assistant County Administrator	7/26/17 Date
Approved by:	County Administrator	9/9/1-7 Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of	f Fiscal Im	pact:			
Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures					
Operating Costs	but her	100 Mar			
External Revenues	****		OR AN		
Program Income (County)				MATERIAL AND ADDRESS OF THE ADDRESS	
In-Kind Match (County)		-	## No.	-	Section (Control Control
NET FISCAL IMPACT	*	Managed Annual Annual Annual Annual Annual		par lead	
# ADDITIONAL FTE POSITIONS (Cumulative)	eol				
Is Item included in	Budget?	Yes	N	loX	
Budget Account No: Fund _	Depa	rtment U	nit Obj	ect	
B. Recommended Sources	of Funds/S	Summary of Fis	cal Impact:		
The estimated FY 2018 fiscal necessary at this time. A bustness brought forward adjustment current employees.	udget trans	sfer will be incl	uded with the	FY 2018 mid-	year balance
C. Departmental Fiscal Rev	iew:				
III. REVIEW COMMENTS:					
A. OFMB Fiscal and/or C	Contract De	evelopment & C	Control Comm	ients:	
Contract Dev. and	1/28/19 Control	Jawley	818	// >	
B. Legal Sufficiency:			,		

C. Other Department Review

Assistant County Attorney

R-2017-1096

Document Type

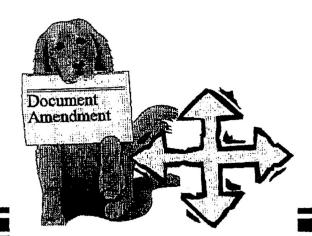


Amending R-number

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RESOLUTION NO. R-2017- 1096

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING RESOLUTION NO. R-2010-0224, AS AMENDED BY RESOLUTION NO. R-2013-0324, AS AMENDED BY RESOLUTION NO. R2013-1281, AS AMENDED BY RESOLUTION NO. R2017-0218, AMENDING THE PROGRESSION PLAN FOR COUNTY COMMISSION ADMINISTRATIVE ASSISTANTS AND COUNTY COMMISSION SECRETARIES, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is vital that government exercise its power and perform its duties according to laws, policies, established procedures, and sound management practices; and

WHEREAS, government must be held accountable for the use of public funds; and

WHEREAS, the Board of County Commissioners recognize the value of the services of former Palm Beach County Commission employees seeking re-employment with the County

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY
COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that: Resolution No. R-20100224, AS AMENDED BY RESOLUTION NO. R-2013-0324, AS AMENDED BY RESOLUTION
NO. R2013-1281, AS AMENDED BY RESOLUTION NO. R2017-1281 is amended as follows:

- The County Commission office budget shall be composed of eight cost centers: one for each Commission district, and one for Shared Expenses.
- 2. Shared Expenses costs shall include office supplies for the Governmental Center Commissioners' offices, copier charges and supplies, Board memberships, maintenance of equipment, communication costs except cell phone costs and usage, and data processing costs. Signature authority for the Shared Expenses cost center shall be the Mayor or the Commission Office Manager.
- 3. Commissioners are authorized to modify their district budgets by moving funds between line items, except that salary and benefit budget lines shall not be increased by transfers from other operating accounts and provided that expenditures do not exceed the overall annual budget established for such district office. Signature authority for each district budget shall be the Commissioner of that district or the Commissioner's specific

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designee.

- 4. All expenditures of public funds must be in accordance with State law. All expenses paid from public funds must be for a County purpose. The use of Commission staff during regularworking hours and County-owned equipment for personal or political purpose is prohibited.
- 5. All expenses shall be charged to the appropriate budget account as identified in the most current State Chart of Accounts.
- 6. To establish budgetary controls over Commission expenses, the following rules shall take effect immediately and may be waived only by a majority vote of the entire Board of County Commissioners.

SECTION 1. TRAVEL

- A. Each Commissioner may budget an annual amount for Travel and Per Diem and Registration Fees accounts (4001 and 4941, respectively).
- B. Authority to approve travel for a County commissioner and his or her staff is hereby provided to each County Commissioner provided that adequate funds are available within the individual County Commissioner's budget.

SECTION 2. COUNTY VEHICLES AND AUTO ALLOWANCES

Commissioners and Commission staff shall be subject to the Countywide policies and procedures promulgated by the County Administrator in PPM#CW-F-008, as they may relate to the assignment of County vehicles or the payment for use of private vehicles for County business.

SECTION 3. POLICY-COMMISSION SALARIES

- A. <u>Budgeting (Relating to Staff Salaries).</u> The salary budget shall increase annually in accordance with annual Countywide salary policy for as long as the Commissioner is in office. If a current County employee joins the staff of a Commissioner, the budget shall be adjusted accordingly based on the pay action that should occur pursuant to County policy.
- B. <u>Future Commissioners.</u> Budget will be established at time of election based on three positions: two full-time County Commission Administrative Assistants, and one full-time Commission Secretary.

SECTION 4. STAFFING AND SALARIES

A. <u>Temporary Staff.</u> The County Commission may, from time to time, adopt and budget for programs providing for the employment of students. The use of temporary employees on a contract basis to temporarily replace or augment Commission staff shall be authorized as provided by the adopted fiscal year budget. Temporary employees shall not receive benefits and shall be paid only for actual time worked.

B. <u>Permanent Staff.</u>

1. Personnel Classifications.

Effective with the pay period ending after October 1, 2017, County Commission staff will be classified as follows, subject to the approval of the Commissioner. Employees will be initially hired at the base of the entry level pay grade. After one year, the employee will be eligible, at the Commissioner's discretion, to move up to the second level. After one more year, for a total of two years in the position, the employee will be eligible, at the Commissioner's discretion, to move to the third level of progression, as noted in the table below. Following two additional years of service, after a total of four years in the position, the employee will be eligible, at the Commissioner's discretion, to move to the fourth and final level of progression..

County Commission Administrative Assistant Pay Grades	
County Commission Administrative Assistant I (New Hire)	32
County Commission Administrative Assistant II (following 1 year of service)	34
County Commission Administrative Assistant III (following an additional year of service, total of 2)	36
Senior County Commission Administrative Assistant (following 2 additional years of service, total of 4)	E01

County Commission Secretary Pay Grades				
County Commission Secretary I (New Hire)	24			
County Commission Secretary II (following 1 year of service)	26			
Senior County Commission Secretary I (following an additional year of service, total of 2)	28			
Senior County Commission Secretary II (following 2 additional years of service, total of 4)	30			

New hires will be required to start at the base of the entry level pay grade, regardless of education or experience. However, a new hire for a County Commission Administrative Assistant or a Commission Secretary who was previously employed by Palm Beach County in the same capacity may, at a Commissioner's discretion, be hired at the minimum salary of the

pay grade of their former job classification.

The pay grades for County Commission Administrative Assistants and Commission Secretaries may be adjusted periodically as determined by Human Resources review.

2. Staffing.

Commissioners shall be authorized three (3) full-time equivalent staff members: two full-time County Commission Administrative Assistants, and one full-time Commission Secretary. Commissioners may hire staff in a different job classification with a lower pay grade (e.g. Clerk Typist), but in no instance may Commissioners hire staff in a different job classification with a higher pay grade than the pay grades for the job classifications listed above. Commissioners' staff shall normally be entitled to any across-the-board pay increases and longevity pay increases available to other County employees as approved annually by the Board of County Commissioners, subject to availability of budget and approval of the Commissioner. In no case may staff salary exceed the maximum of the designated pay grade; however, employees at the maximum of the pay grade may receive a lump-sum bonus in lieu of across-the-board pay increases and longevity pay increases.

3. <u>Tenure.</u>

Commission staff shall be considered Non-Merit System employees and shall serve at the will and pleasure of the Commission.

4. Benefits.

Commission staff shall receive employee benefits pursuant to applicable County policy.

This Resolution shall take effect immediately upon its adoption.

The foregoing Resolution was offered by Bernard, who moved for its adoption. The motion was seconded by Commissioner Berger, and upon being put to a vote, the vote was as follows:

Commissioner Paulette Burdick, Mayor

Aye

Commissioner Melissa McKinlay, Vice Mayor

Commissioner Hal R. Valeche

Aye

Commissioner Dave Kerner

Commissioner Steven L. Abrams

Aye

Commissioner Mary Lou Berger

Aye

Aye

The Mayor thereupon declared the Resolution duly passed and adopted this

15th day of August, 2017.

PALM BEACH COUNTY, FLORIDA, BY ITS BOARD OF COUNTY COMMISSIONERS

SHARON BROCK, CLERK & GOMETROLLER

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

County Attorney

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