

RESOLUTION #23-52
A RESOLUTION SETTING THE OFFICIAL PAY PLAN FOR 2024

Be it resolved by the governing body of Brookings County, South Dakota:

That the official Pay Series and Management Salary Compensation increase as indicated in the attachments hereto is administered for the year 2024 to become effective January 1, 2024.

Passed and approved this 19th day of December 2023.


 Ryan Krogman, Chairperson
 Brookings County Commission

ATTEST


 Lori Schultz, Finance Officer
 Brookings County

Brookings County Outdoor Adventure Center	FTE	GRADE
Director	1	E-11
Office Manager	1	N-5
PT Membership Assistant	4 (8 @ .5)	N-3 (Steps 1 & 2 only)
Commission Department	FTE	GRADE
Commission Department Director	1	E-13
County Commissioners	2.5 (5 @ .5)	30% Grade 12 (Step 1 only)
Information Technology Administrator	1	N-11
GIS Technician	1	N-9
HR Generalist	1	N-9
Veterans Service Officer	1	N-8
Information Technology Support Specialist	1	N-8
Office Coordinator	1	N-5
Maintenance Supervisor	1	N-5
General Maintenance Worker	2	N-4
County 4-H	FTE	GRADE
PT 4-H Program Assistant	1 (2 @ .5)	N-5 (Steps 1 & 2 only)
County Health	FTE	GRADE
Office Coordinator	1	N-5
County Development Department	FTE	GRADE
Director	1	E-11
Deputy Director	1	N-9
Office Manager	1	N-5
Equalization Department	FTE	GRADE
Director	1	E-11
Deputy Director	1	N-9
Appraiser	3	N-7
Office Coordinator	2	N-5

Finance Department	FTE	GRADE
Finance Officer	1	E-13
Deputy Finance Officer	1	N-9
Finance Specialist	2	N-7
Finance Technician	1	N-5
Finance Assistant	3	N-4
Temporary Election Worker	1 (4 @ .25)	N-1 (Step 1 only)

Highway Department	FTE	GRADE
Highway Superintendent	1	E-13
Lead Foreman	1	N-9
Road Foreman	1	N-8
Shop Foreman	1	N-8
Mechanic, Fabricator/Welder	1	N-7
Heavy Equipment Operator	6	N-6
Office Manager	1	N-5
Equipment Operator	5	N-5
Sign Technician	1	N-5
Truck Driver	1 (2 @ .5-split employee)	N-5

Register of Deeds	FTE	GRADE
Register of Deeds	1	E-11
Deputy Register of Deeds	1	N-6
Office Coordinator	1	N-5

Sheriff's Department/Jail	FTE	GRADE
Sheriff	1	E-15
Assistant Sheriff	1	E-13
Jail Administrator	1	E-12
Detention Center Nurse	1	N-11
Deputy-Sergeant	3	N-11
Deputy	11	N-9
Courtroom Sheriff's Deputy	1	N-9
Corrections Corporal	4	N-7
Correctional Officer	17	N-6
Office Technician	1	N-6
Office Coordinator	1	N-5
PT Deputy Sheriff	.5	N-9 (Steps 1 & 2 only)
PT Correctional Officer	3 (6 @ .5)	N-6 (Steps 1 & 2 only)
Coroner	.15	15% Grade 11 (Step 1 only)
PT Detention Center Nurse	.25	N-11 (Step 1 only)
Animal Control Officer	.25	N-9 (Step 1 only)
Jail Greeter	.5	N-1 (Step 1 only)

State's Attorney	FTE	GRADE
State's Attorney	1	E-19
Chief Deputy State's Attorney	1	E-16
Deputy State's Attorney	1	E-13
Legal Assistant	4	N-7
Human Services Assistant	1	N-6
Office Manager	1	N-5

Weed Department

Supervisor

Truck Driver

Seasonal Workers

FTE

1

1 (2 @ .5-split employee)

1 (2 @.5)

GRADE

E-7

N-5

N-3 (Steps 1 & 2 Only)

N=Non-Exempt Position; E=Exempt Position

2024 Wage Ranges

Pay Grade	Minimum	Mid-Point	Maximum
1	\$34,736	\$39,118	\$44,053
2	\$37,254	\$41,954	\$47,247
3	\$39,955	\$44,996	\$50,672
4	\$42,851	\$48,258	\$54,346
5	\$45,958	\$51,756	\$58,286
6	\$49,290	\$55,509	\$62,512
7	\$52,864	\$59,533	\$67,044
8	\$56,696	\$63,849	\$71,905
9	\$60,807	\$68,478	\$77,118
10	\$65,215	\$73,443	\$82,709
11	\$69,943	\$78,768	\$88,705
12	\$75,014	\$84,478	\$95,136
13	\$80,453	\$90,603	\$102,034
14	\$86,286	\$97,172	\$109,431
15	\$92,541	\$104,217	\$117,365
16	\$99,251	\$111,772	\$125,874
17	\$106,446	\$119,876	\$135,000
18	\$114,164	\$128,567	\$144,787
19	\$122,441	\$137,888	\$155,284

Percentage Based Positions

E	County Commissioners	\$22,504
E	Coroner	\$10,491

Finance

Director		1	1	1	1	1	1	1	1	1	1	1
Deputy		1	1	1	1	1	1	1	1	1	1	1
Finance Specialist		2	2	2	2	2	2	2	2	2	2	2
Finance Technician		1	1	1	1	1	1	1	1	1	1	1
Finance Assistant		3	3	2.5	3	3	3	3	3	3	3	3
Temp Election Workers	0.25	0.75	0.75	1	1	1	1	1	1	1	1	1
Total		8.75	8.75	8.5	9							

0

Highway

Superintendent		1	1	1	1	1	1	1	1	1	1	1
County Engineer		0	0	0	0	0	0	0	0	0	0	0
Lead Foreman		1	1	1	1	1	1	1	1	1	1	1
Road Foreman		1	1	1	1	1	1	1	1	1	1	1
Shop Foreman/Mechanic		1	1	1	1	1	1	1	1	1	1	1
Equip Fabricator/Welder		1	1	1	1	1	1	1	1	1	1	1
Heavy Equip/Hazmat		1	1	1	1	0	0	0	0	0	0	0
Heavy Equip Operator		5	5	5	5	6	6	6	6	6	6	6
Office Manager		1	1	1	1	1	1	1	1	1	1	1
Equipment Operator		5	5	5	5	5	5	5	5	5	5	5
Sign Technician		1	1	1	1	1	1	1	1	1	1	1
Truck Driver	Split	0.5	0.5	0.5	1	1	1	1	1	1	1	1
Total		18.5	18.5	18.5	19							

0

Register of Deeds

Register		1	1	1	1	1	1	1	1	1	1	1
Deputy		1	1	1	1	1	1	1	1	1	1	1
2nd Deputy/Admin Asst		1	1	1	1	1	1	1	1	1	1	1
Total		3										

0

Sheriff's/Jail

Sheriff		1	1	1	1	1	1	1	1	1	1	1
Assistant Sheriff		1	1	1	1	1	1	1	1	1	1	1
Jail Administrator		1	1	1	1	1	1	1	1	1	1	1
Deputy - Sergeant		2	2	2	2	3	3	3	3	3	3	3
Deputy		6	7	7	7	7	8	8	8	10	11	11
Corrections Sergeant		1	1	1	1	0	0	0	0	0	0	0
Courthouse Deputy		0	0	0	1	1	1	1	1	1	1	1
Corrections Corporal		0	0	0	0	0	0	0	0	0	0	4
Correctional Officer		6	6	6	6	7	7	7	7	10	17	17
Office Manager		1	1	1	1	1	1	1	1	1	1	1
Administrative Assist		1	1	1	1	1	1	1	1	1	1	1
PT Deputy Sheriff	0.33	1	1	1	1	1	1	0.5	0.66	0.33	0.5	0.5
Temp Deputy Sheriff		0	0	0	0	0	0	0	1	0	0	0
PT Correctional Officer	0.5	6	7	7	7	6	6	6	10.5	10	7	3
Coroner		0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15
Detention Center Nurse		0.25	0.25	0.25	0.25	0.25	0.25	0.5	1	1	1.25	1.25
Jail Greeter		0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Animal Control Officer		0	0	0	0	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Total		27.9	29.9	29.9	30.9	31.15	32.15	31.9	36.9	42.56	46.48	46.65

0.17

State's Attorney

State's Attorney		1	1	1	1	1	1	1	1	1	1	1
Deputy SA		2	1	1	1	1	1	0	0	0	0	1
Chief Deputy		0	0	1	1	1	1	0	0	0	0	1
Deputy SA I		0	0	0	0	0	0	1	1	1	1	0
Deputy SA II		0	0	0	0	0	0	1	1	1	1	0
Legal Office Administrator		0	0	0	0	0	0	0	0	0	0	0
Victim/Witness Assist		1	1	1	1	1	1	1	0	0	0	0
Legal Assistant		3	3	3	3	3	3	3	4	4	4	4
Human Services Assistant		0	0	0	0	0	0	0	0	1	1	1
Office Coordinator		0	0	0	0	0	1	1	1	1	1	1
Intern		0	0	0	0.5	0.5	0.5	0.5	0.5	0	0	0
Total		7	6	7	7.5	7.5	8.5	8.5	8.5	9	9	9

0

Weed

Supervisor		1	1	1	1	1	1	1	1	1	1	1
Enforcement Officer		0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0	0
Seasonal PT	5 @ .5	0	0	0	0	1.5	1.5	1.5	1	1	1	1
PT Office Assistant		0	0	0	0	0	0	0	0	0	0	0
Truck Driver	Split	0.5	0.5	0.5	1	1	1	1	1	1	1	1
Total		2	2	2	2.5	4	4	4	3.5	3.5	3	3

0

BCOAC

Director		0	0	0	0	0	1	1	1	1	1	1
BCOAC Assistant		0	0	0	0	0	0	0	0	1	1	1
PI Membership Assists	0.5	0	0	0	0	0	2	3	3	4.5	4	4
Maintenance		0	0	0	0	0	0.25	0.5	0.5	0	0	0
Total		0	0	0	0	0	3.25	4.5	4.5	6.5	6	6

0

Grand Total		87.15	91.25	92.5	94	95.75	101	103	107.5	115.66	119.58	120.75
<i>Added or Subtracted/Year</i>		<i>87.15</i>	<i>4.1</i>	<i>1.25</i>	<i>1.5</i>	<i>1.75</i>	<i>5.25</i>	<i>2</i>	<i>4.5</i>	<i>8.16</i>	<i>3.92</i>	<i>1.17</i>

1.17