

October 22, 2025

RE: Proposed 2025 Reclassifications

As part of the ongoing maintenance agreement, DDA reviews market analysis data on all positions and reviews 1/3 of job descriptions each year. As part of this process the employee and supervisor review the current job description and complete a position review form to communicate changes to DDA. Then DDA reviews the following job descriptions using the HAY system. The HAY system is a point factor evaluation process developed specifically for the comparison of local government positions. It is comprised of the following factors:

- Education and Experience
- Managerial Know How
- Problem Solving
- Accountability
- Impact on End Results
- Freedom to Act
- Working Conditions

In reviewing the updated job descriptions, including appeals to initial and recommendations, DDA proposes the following final recommendations:

Dept.	Position	Current Grade	Action
Administration & Human Resources	County Administrator (Appealed)	124	Leave at 124 DDA Recommendation: The job description has not changed. The goal of the County is to be third after Olmstead and Rice. This position is within cents of Rice County's Administrator. It is within the Board's desired pay philosophy. No classification change warranted. The Board may decide to pay at an additional grade.
	Executive Assistant I: Special Projects Lead	113	Leave at 113
	Assistant to the County Administrator	117	Leave at 117
	Outreach and Communications Specialist	113	Leave at 113

Dept.	Position	Current Grade	Action
	HR Generalist	112	Move to 113 DDA Recommendation: Change in classification due to department internal equity and increase in responsibility with HRIS, Leave Administration and the increased impact on end results.
	HR Payroll Analyst (Appealed)	110	Move to 111 DDA Recommendation: Change title to <u>HRIS & Payroll Analyst</u> Change in classification due to department internal equity and due to the increase in responsibility with HRIS and the increased impact on end results. DDA Recommendation: The job descriptions are different, and it is created that way to promote internal growth. No classification change is warranted. Wants to be titled Senior, but only one person in the role.
	HR Specialist (Appealed)	110	Move to 111 DDA Recommendation: Change in classification due to department internal equity and due to the increase in responsibility with HRIS, worker's compensation and the increased impact on end results. DDA Recommendation: The job descriptions are different, and it is created that way to promote internal growth. No classification change is warranted.
	HR Manager	117	Move to 118 DDA Recommendation: Change in classification due to internal equity with other positions in the County, increased impact on end results and increased responsibility with HRIS and new federal regulations.
County Attorney's Office	Admin Asst. Legal Secretary	109	Leave at 109
	Assistant County Attorney I	117	Leave at 117
	Assistant County Attorney II	118	Leave at 118
	Legal Secretary	108	Leave at 108
	Legal Secretary/ Case Aide	109	Leave at 109
	Legal Secretary/ Receptionist	106	Leave at 106
	Treatment Court Coordinator	109	Leave at 109
	Assistant County Attorney III	119	Leave at 119, but change name to <u>Deputy Managing Attorney</u>
	Legal Secretary/ Database Administrator	109	Leave at 109

Dept.	Position	Current Grade	Action
	Victim Witness Coordinator/ Paralegal	110	Leave at 110
Court Services	Admin Office manager	112	Leave at 112
	Juvenile Case Administrator (Appealed)	108	DDA Recommendation: Combine and make a grade 108 as Case Administrator.
	Adult Case Administrator (Appealed)	109	DDA Recommendation: No classification change warranted and discussed with supervisor when we built the new position.
	Probation Officer	112	Move to Grade 113 DDA Recommendation: Change in classification due to increased case management, mental effort and training and development.
	Evidence Based Practices Coordinator	-	New and graded at 115
	STS Coordinator/ Case Administrator	109	Leave at 109
	STS Crew Leader	110	Leave at 110
	Court Services Director	117	Move to 118 DDA Recommendation: Flagged as low to the market. Change in classification due to internal equity within similar county positions and low to the market. Increased case management.
Finance & Taxpayer Services	Finance Director	120	Leave at 120
	Accountant I	109	Move to 111 DDA Recommendation: Flagged as low to the market. Change in classification due to increased roles and responsibilities and increase in impact on end results.
	Accountant II	111	Move to 113 DDA Recommendation: Flagged as low to the market. Change in classification due to increased roles and responsibilities and increase in impact on end results.
	Finance Controller	119	Leave at 119
	Tax and Elections Manager (Appealed)	113	Move to 114 DDA Recommendation: Change in classification due to increased roles and responsibilities of the election process and increased impact on end results. DDA Recommendation: The jobs are not equitable, and no classification change is warranted. Open to title change.

Dept.	Position	Current Grade	Action
	Appraiser Trainee (Appealed)	107	Leave at 107 DDA Recommendation: moved the Appraiser II position so it would be two grade difference between the job classifications. The job description considers hazards of the work and the complexity of the job. This is why we created the career ladder. No classification changes warranted.
	Appraiser I (Appealed)	109	Leave at 109 DDA Recommendation: moved the Appraiser II position so it would be two grade difference between the job classifications. The job description considers hazards of the work and the complexity of the job. This is why we created the career ladder. No classification changes warranted.
	Appraiser II (Appealed)	110	Move to 111 DDA Recommendation: Change in classification due to internal equity and career ladder roles and responsibilities. DDA Recommendation: moved the Appraiser II position so it would be two grade difference between the job classifications. The job description considers hazards of the work and the complexity of the job. This is why we created the career ladder. No classification changes warranted.
	Appraiser III (Appealed)	113	Leave at 113 DDA Recommendation: moved the Appraiser II position so it would be two grade difference between the job classifications. The job description considers hazards of the work and the complexity of the job. This is why we created the career ladder. No classification changes warranted.
	Senior Appraiser	115	Leave at 115
	County Assessor	118	Leave at 118
	Assessment Specialist Property Transfer Specialist (Appealed)	109	Leave at 109 DDA Recommendation: Change in classification to <u>Assessment Specialist I</u> DDA Recommendation: No classification change warranted and discussed with supervisor when we built the new position.
	Assessment Specialist Manager (Appealed)	113	Leave at 113
	Property Transfer Specialist II	109	Move to 111 DDA Recommendation: Change in classification to <u>Assessment Specialist II</u> . There is a requirement for a CMA or a CAT.

Dept.	Position	Current Grade	Action
Land Use Management	Building Code Specialist	107	Leave at 107
	Building Official	115	Leave at 115
	Building Inspector	112	Leave at 112
	Permit Supervisor	109	Leave at 109
	Sanitarian	111	Leave at 111
	Septic Well Inspector	109	Leave at 109
	LUM Director	118	Move to 119 DDA Recommendation: Change in classification due to internal equity with other positions in the County, increased impact on end results.
	Administrative Assistant	106	Leave at 106
	Zoning Assistant	109	Leave at 109
	Planning and Zoning Administrator	115	Leave at 115
	Permit Supervisor	109	Leave at 109
Surveyor, Recorder, GIS	GIS Systems Specialist	113	Leave at 113
	GIS Specialist	111	Leave at 111
	Land Records Coordinator	109	Leave at 109
	Deputy Recorder	111	Leave at 111
	Recorder Clerk	107	Leave at 107
	Deputy Surveyor	116	Leave at 116
	Chief Deputy Surveyor	-	New and graded at 117
	County Surveyor	118	Move to 119 DDA Recommendation: Classification change due to reorganization of department roles and responsibilities and the increased impact on end results.
	Administrative Assistant	106	Leave at 106
Vets & Extension	Extension Admin Assistant	106	Leave at 106
	Vet Services Director	117	Leave at 117
	Assistant Veteran Services Officer	110	Move to 112 DDA Recommendation: Classification change due to increased case management and impact on end results.
	Vet Services Admin Assistant	107	Leave at 107
HHS	HHS Deputy Director II	-	New and graded at 120

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