

R-25-53

RESOLUTION ADOPTING THE AMENDED 2024 COMPENSATION PLAN FOR ALL COUNTY EMPLOYEES, INCLUDING THOSE OF ELECTED COUNTY OFFICIALS, AND RESCINDING RESOLUTION R-25-17

WHEREAS, the Clear Creek County Board of County Commissioners ("Board") desires to maintain a competitive compensation plan to attract, retain and motivate qualified employees while adhering to the County's fiscal responsibilities; and

WHEREAS, on January 7, 2025, the Board adopted the 2024 Compensation Plan ("Plan") by Resolution R-25-09; and

WHEREAS, on January 21, 2025, the Board adopted the 2024 Amended Compensation Plan ("Plan") by Resolution R-25-17; and

WHEREAS, since adoption of the Plan, staff identified certain position titles, pay steps and classifications in need of additional updates; and

WHEREAS, these updates have been reviewed for consistency and do not materially impact the overall structure of the Plan or the 2025 budget; and

WHEREAS, these changes are included in an Amended 2024 Compensation Plan ("Amended Plan"), comprised of Exhibits A and B of this Resolution; and

WHEREAS, the Board recognizes the importance of a comprehensive compensation plan that reflects changes in the job market, updated job descriptions, and findings from the 2024 market study conducted using Payfactors from Payscale; and

WHEREAS, the Board strives to ensure equity and consistency in pay practices across all County employees, including those under elected officials and the Sheriff's Office, while maintaining role-specific compensation structures such as step plans for certain Sheriff's Office positions; and

WHEREAS, the Board is committed to data-driven compensation practices by utilizing Payfactors from Payscale to align salary grades and ranges with 100% of the survey market value of the midpoint for a given salary grade, ensuring transparency and competitiveness; and

WHEREAS, the Amended Plan has a multi-year application, recognizing that employment positions, responsibilities, and economic conditions evolve over time, necessitating periodic adjustments to ensure the Amended Plan remains effective and relevant; and,

WHEREAS, the Amended Plan is a "living document" subject to non-fundamental changes to reflect changing circumstances influencing compensation of employees; and

WHEREAS, the Board affirms that transitioning employees into the Amended Plan



will be managed equitably, with adjustments to address pay compression and to ensure all eligible employees are compensated appropriately relative to their assigned ranges; and

WHEREAS, the Board supports the implementation of performance-based pay increases to reward contributions and align with the County's goals of fostering accountability and excellence among its workforce; and

WHEREAS, the Board acknowledges the need for cost-of-living adjustments (COLAs) and regular range reviews to maintain alignment with market conditions and ensure long-term sustainability of the Amended Plan; and

WHEREAS, the County Manager, in consultation with the Human Resources Director, shall have the authority to make non-fundamental changes to the Amended Plan, provided the Board is timely apprised, and such changes are subject to further Board action as necessary; and

WHEREAS, all County employee positions, including those of County elected officials, with the exception of Sheriff's Office Detentions Deputy and Sheriff's Office Deputy Sheriff- Patrol, are included in the Non-Exempt and Exempt Salary Grades/Ranges tables attached hereto as Exhibit A and the salary grades for the two Sheriff's Office positions of Non-Certified Deputy and Certified Deputy are listed in a separate table, attached hereto as Exhibit B; and

WHEREAS, it is recommended that the Amended Plan be effective immediately; and

WHEREAS, the Amended Plan includes strategies for competitive pay, market benchmarking, and adjustments for range penetration, ensuring that all new hires are compensated commensurate with their experience and qualifications; and

WHEREAS, the Board affirms that any recommendations for modifications to the Amended Plan will be prepared with input from subject matter experts, ensuring consistency with organizational needs and alignment with market data.

NOW, THEREFORE, BE IT RESOLVED, by the Clear Creek County Board of County Commissioners:

1. **Adoption of the 2024 Amended Compensation Plan:** Effective immediately upon adoption of this Resolution, the 2024 Amended Compensation Plan is adopted as stated on the grid of salary grades and job positions attached hereto as Exhibit A and Exhibit B.
2. **New Hire Starting Rates:** New hire starting rates will be determined based on experience, skills, and market conditions. Hiring managers are authorized to offer compensation up to 10% above the minimum salary range. Offers exceeding this require approval from the County Manager or the relevant Elected Official.
3. **Performance-Based Pay:** Performance reviews will be conducted annually on the employee's work anniversary date, and future pay increases will be contingent on satisfactory performance evaluations. Employees who do not meet expectations will not receive increases



until performance improves, as documented in subsequent evaluations.

4. **Addressing Pay Compression:** Regular audits will be conducted to address and correct pay compression issues, ensuring long-term employees are compensated equitably in comparison to new hires within the same range.
5. **Equitable Adjustments:** Eligible employees will receive a wage adjustment to move to the minimum of the new range or 100% of the market increase, whichever is greater. Employees currently above the maximum of their new pay range will not receive additional increases until the range maximum exceeds their current pay.
6. **Budgeting for Wage Increases:** It is recommended that the County budget for a 3% increase in total salary and wage costs annually, subject to economic conditions, to be distributed equitably among all employees.
7. **Non-Fundamental Changes:** The County Manager is authorized to make non- fundamental changes to the Amended Plan, in consultation with the Human Resources Director, provided the Board is timely informed and retains ultimate oversight.

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NOW, THEREFORE BE IT FURTHER RESOLVED, that Resolution R-25-17 is rescinded effective upon the adoption of this Resolution R-25-53.

BE IT EVEN FURTHER RESOLVED that this Resolution shall remain in full force and effect until amended or rescinded by the Clear Creek County Board of County Commissioners.

ADOPTED this 20th day of May 2025 at a regularly scheduled meeting of the Clear Creek County Board of County Commissioners.

George Marlin, Chair

Rebecca Lloyd, Commissioner

Jodie Hartman-Ball, Commissioner

ATTEST:

Deputy Clerk and Recorder For
Brenda L. Corbett, Clear Creek
County Clerk and Recorder

[Signatures continue on following page]



The Amended 2024 Compensation Plan for All County Employees, Including Those of Elected County Officials, attached hereto as Exhibit A, are hereby accepted and approved:

Matthew Harris, County Sheriff

Brenda Corbett, County Clerk & Recorder

Chris Hegmann, County Coroner

Carol Lee, County Treasurer & Public Trustee

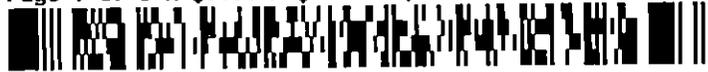
Donna Gee, County Assessor

Gary Faselt, County Surveyor

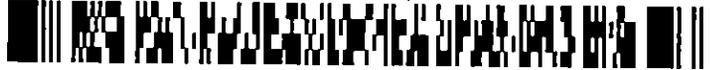


EXHIBIT A
Exempt and Non Exempt Grade and Range by Job Title
Rev 05-2025

Range	Type	Job Title	Minimum	Midpoint	Maximum	Spread
10	Non-exempt	MYN Youth Advisor	\$ 32,552.00	\$ 38,064.00	\$ 43,576.00	34%
		Election Judge	\$ 15.65	\$ 18.30	\$ 20.95	
11	Non-exempt	Laborer/TS seasonal	\$ 36,088.00	\$ 42,640.00	\$ 49,088.00	36%
		Shelter Assistant	\$ 17.35	\$ 20.50	\$ 23.60	
12	Non-exempt	Facilities Maintenance Worker*	\$ 40,248.00	\$ 47,736.00	\$ 55,224.00	37%
		Laborer/Cashier TS	\$ 19.35	\$ 22.95	\$ 26.55	
		Property Transfer Technician/Mail Clerk				
		Trails Technician				
		Deputy Coroner I				
13	Non-exempt	Bus Operator	\$ 44,928.00	\$ 53,456.00	\$ 61,984.00	38%
		Deputy Clerk Treasurer*	\$ 21.60	\$ 25.70	\$ 29.80	
		Administrative Assistant II R&B				
		Trek Teen Council Coordinator				
14	Non-exempt	MYN Youth Program Coordinator	\$ 50,128.00	\$ 59,904.00	\$ 69,680.00	39%
		Records Technician	\$ 24.10	\$ 28.80	\$ 33.50	
		Ambulance Billing Specialist				
		Animal Control/CEO*				
		Appraiser Trainee*				
		Bookkeeper-Admin HS				
		Child Support Admin Tech				
		Deputy Clerk and Recorder*				
		Facilities Tech I*				
		Inmate Program Coordinator				
		Planning & Building Services Assistant*				
		Accounting Specialist S.O.				
		Shelter Assistant Manager				
		IM Eligibility Case Manager-HS				
15	Non-exempt	Administrative Assistant S.O.*	\$ 55,952.00	\$ 67,080.00	\$ 78,312.00	40%
		Deputy Clerk-Senior*	\$ 26.90	\$ 32.25	\$ 37.65	
		Building Inspector*				
		Caseworker I				
		HR Generalist*				
		Equipment Operator I				
		Planner*				
		Permit Services Technician*				
		Code Enforcement Officer*				
		Trails Supervisor*				
		Office Administrator- HS				
		Facilities Technician II*				
		Deputy Coroner II				
		Entry-Level Mechanic				
		MYN Youth Involvement Coordinator				
		Court Security Officer				
Digital Evidence Custodian						
Accounts Payable Specialist						
Level 2 - Help Desk Tech*						
Emergency Medical Technician**						



16	Non-exempt	Public Health Administrative Assistant* Deputy Coroner III Equipment Operator II Public Works Technician Assistance Coordinator HS Engineering Technician* Kitchen Manager Licensed Appraiser* Administrative Specialist R&B Chief Deputy Treasurer and Public Trustee* Human Resources Analyst*	\$ 62,400.00 \$ 30.00	\$ 75,088.00 \$ 36.10	\$ 87,880.00 \$ 42.25	41%
17	Non-exempt	Plans Examiner* GIS Specialist* Shop Foreman R&B Equipment Operator III HR Specialist* Senior Mechanic Critical Care Paramedic (FTO \$1.50 increase)** Community Paramedic/911**	\$ 69,576.00 \$ 33.45	\$ 84,136.00 \$ 40.45	\$ 98,800.00 \$ 47.50	42%
18	Non-exempt	Chief Deputy Coroner Building Maintenance Supervisor*	\$ 77,584.00 \$ 37.30	\$ 94,224.00 \$ 45.30	\$ 110,968.00 \$ 53.35	43%
19	Non-exempt	Investigator Executive Assistant/Senior Paralegal*	\$ 86,528.00 \$ 41.60	\$ 105,560.00 \$ 50.75	\$ 124,592.00 \$ 59.90	44%
22	Exempt	Caseworker III MYN Manager Open Space Coordinator* Transit Supervisor Environmental Health Technician* Veterans Service Officer* Planning & Building Services Operations Manager*	\$ 60,500.00	\$ 73,200.00	\$ 85,900.00	44%
23	Exempt	Public Health Nurse* Environmental Health Specialist Manager* Shelter Manager Grants Administrator	\$ 69,000.00	\$ 84,200.00	\$ 99,400.00	46%
24	Exempt	Public Information Officer* Transfer Station Facility Manager Strategic Communication Manager Adult Protection Supervisor School Resource Officer Caseworker Supervisor Emergency Management Director Behavioral Health Co-Responder Capital Projects Manager District Supervisor-R&B Nurse Practitioner - Public Health* Systems Administrator* Senior Accountant	\$ 78,700.00	\$ 96,800.00	\$ 114,900.00	48%



25	Exempt	Special Projects/Water Resources Manager* Captain: Quality Assurance Clinical Education** Sergeant - Detentions Sergeant-Patrol Non Certified Sergeant Psychologist EMS Captain** Administrative Sergeant Assistant to the County Manager* Planning Manager*	\$ 89,800.00	\$ 111,300.00	\$ 132,900.00	50%
26	Exempt	Internal Services Director Lieutenant Patrol Lieutenant Detentions Correctional Nurse CCHAT Director - LCSW Chief Building Official*	\$ 102,400.00	\$ 128,000.00	\$ 153,600.00	52%
27	Exempt	Assistant to the Public Works Director/County Engineer Public Health Director Captain-Patrol Captain-Detentions Captain Admin and Special Services-SO EMS Director Administrative Services Director	\$ 116,900.00	\$ 147,200.00	\$ 177,600.00	54%
28	Exempt	Public Works Director Strategic & Community Planning Director Human Services Director Undersheriff	\$ 133,300.00	\$ 169,300.00	\$ 205,300.00	56%
29	Exempt	Finance Director Deputy County Manager Assistant County Attorney Human Resources Director IT Director	\$ 152,100.00	\$ 194,700.00	\$ 237,300.00	58%

hourly rate and annualized salary is based on 32 hours
 per week

* Based on 32 hours per week
 ** Based on 56 hours per week



EXHIBIT B
CCC Sheriff 7 Step Plan
Rev 05-2025

Step	Job Title	Annual Pay	Hourly	Spread
1	Non Certified Deputy	\$ 69,967.90	\$ 33.64	
2	Non Certified Deputy	\$ 72,067.04	\$ 34.65	3.00%
3	Non Certified Deputy	\$ 74,229.01	\$ 35.69	3.00%
4	Non Certified Deputy	\$ 76,455.87	\$ 36.76	3.00%
5	Non Certified Deputy	\$ 78,749.68	\$ 37.86	3.00%
6	Non Certified Deputy	\$ 81,111.47	\$ 39.00	3.00%
7	Non Certified Deputy	\$ 84,015.04	\$ 40.17	3.00%

Step	Job Title	Annual Pay	Hourly	Spread
1	Certified Deputy	\$ 90,902.53	\$ 43.70	
2	Certified Deputy	\$ 93,629.60	\$ 45.01	3.00%
3	Certified Deputy	\$ 96,438.49	\$ 46.36	3.00%
4	Certified Deputy	\$ 99,331.64	\$ 47.76	3.00%
5	Certified Deputy	\$ 102,311.59	\$ 49.19	3.00%
6	Certified Deputy	\$ 105,380.94	\$ 50.66	3.00%
7	Certified Deputy	\$ 108,542.37	\$ 52.18	3.00%