

Request for Board Action Details

File #: 2023-082

Type: Administrative Item **Status:** Passed

In control: Board of Commissioners

On agenda: 3/7/2023 **Final action:** 3/7/2023

Title: Salary Schedule and Grade for a New, Unrepresented Job Classification: County Engineer - Unclassified

Sponsors: Human Resources

Indexes:

Code sections:

Attachments: 1. County Engineer - Position Description, 2. Resolution

Date	Ver.	Action By	Action	Result
3/7/2023	1	Board of Commissioners	approved	Pass

Sponsor: Human Resources

Title

Salary Schedule and Grade for a New, Unrepresented Job Classification: County Engineer - Unclassified

Recommendation

1. Approve the salary schedule and grade for a new, unrepresented job classification: County Engineer - Unclassified.
2. Approve designation of a new classification to the unclassified service in accordance with Minnesota Statutes 383A.286, Subdivision 3:
 - Job Classification: County Engineer - Unclassified
 - Schedule: 98B
 - Grade: 40
 - Annual Salary Range: \$98,982 - \$147,096
3. Approve the change in designation of a current classified, managerial position to an unclassified position within the Public Works department in accordance with the Personnel Act, Minnesota Statutes 383A.286, Subdivision 3.

Background and Rationale

Human Resources is requesting the creation of a new, unrepresented job classification: County Engineer - Unclassified within the Public Works department. This request reflects an addition to the structure that the Director of Public Works supports. The newly created County Engineer position is responsible for:

- Providing professional expertise to the Ramsey County Board of Commissioners, Minnesota Department of Transportation, municipal partners, and other state and regional agencies. Building collaborative partnerships to support state, regional and local transportation initiatives. Participating in an array of committees, boards and task forces to enhance transportation infrastructure and related development impacting Ramsey County and the metropolitan region.
- Directing the development and management of the department's operating budget and capital improvement program budget. Direct the monitoring of expenditures to ensure they are compliant with state and federal rules.

- Directing and managing state, regional and federal contract and grant applications and monitor compliance with funding requirements. Coordinate grant work with the Federal Highway Administration, Metropolitan Council and Minnesota Department of Transportation.
- Directing and managing the selection of professional consultants and contractors, negotiation and execution of contracts and agreements with vendors, and monitoring contracted services performance to ensure the delivery of effective services in compliance with applicable laws, rules, regulations and policies.

The Human Resources department followed its normal process for conducting the classification study. The philosophy behind Ramsey County's compensation program is to create a program that supports Ramsey County's [vision, mission, and goals](https://www.ramseycounty.us/your-government/leadership/boardcommissioners/vision-mission-and-goals) by utilizing its Talent Priority strategies. Ramsey County is committed to administering a compensation program in a manner that is fair and equitable. Ramsey County will position itself at the 65th percentile of its relevant core comparators, ensuring that our organization is competitive within the public service sector.

To be in alignment with the market, it is recommended that the County Engineer job classification is allocated to salary schedule 98B grade 40 (\$98,982 - \$147,096 annually). The recommended salary is based on the Ramsey County's job evaluation procedures and policies and is consistent with county compensation policy and practices (Resolution 95-356 and the Personnel Act - Minnesota Statutes 383A.282). The County Engineer - Unclassified position meets the standards and criteria of the Personnel Act - Minnesota Statutes 383A.286, Subdivision 3, to be placed in the unclassified service.

The request for change in designation of a current classified, managerial position aligns with countywide process and in accordance with the Personnel Act, Minnesota Statutes 383A.286, Subdivision 3.

County Goals (Check those advanced by Action)

☐ Well-being ☐ Prosperity ☐ Opportunity ☒ Accountability

Racial Equity Impact

This position is being created to meet a statutory requirement to have a designated County Engineer. Offering competitive wages and being intentional about attracting and hiring diverse applicants who are reflective of the Ramsey County community will have a positive impact in the community.

Community Participation Level and Impact

There was no community engagement involved with this request for board action. However, this role will have significant impact on the county's Public Works presence in the community and will frequently represent the county on a range of technical and policy matters.

☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Fiscal Impact

This request for board action will not require an additional complement increase for Public Works. Public Works will use existing funding from the 2022-23 budget and no additional funding is needed for this request.

Last Previous Action

None.

Attachments

1. County Engineer - Position Description