

## Request for Board Action Details

**File #:** 2024-450

**Type:** Administrative Item      **Status:** Passed  
**In control:** Board of Commissioners

**On agenda:** 10/8/2024      **Final action:** 10/8/2024

**Title:** Salary Plan and Grade of Shelter Wellness Assistant and Shelter Wellness Supervisor Job Classifications - Unclassified, Seasonal

**Sponsors:** Human Resources

**Indexes:**

**Code sections:**

**Attachments:** 1. Job Description - Shelter Wellness Assistant, 2. Job Description - Shelter Wellness Supervisor, 3. Resolution

Date	Ver.	Action By	Action	Result
10/8/2024	1	Board of Commissioners	approved	Pass

**Sponsor:** Human Resources

**Title**  
Salary Plan and Grade of Shelter Wellness Assistant and Shelter Wellness Supervisor Job Classifications - Unclassified, Seasonal

**Recommendation**

Approve designation of two new job classifications within the Housing Stability Department to the unclassified service in accordance with Minnesota Statutes 383A.286, Subdivision 3

- Job Classification: Shelter Wellness Assistant - Unclassified, Seasonal
  - Schedule: 01A
  - Grade: 22
  - Annual Salary Range: \$51,331 - \$75,621
- Job Classification: Shelter Wellness Supervisor - Unclassified, Seasonal
  - Schedule: 01A
  - Grade: 25
  - Annual Salary Range: \$57,556 - \$84,875

**Background and Rationale**

Human Resources is recommending the creation of two new unrepresented seasonal job classifications: Shelter Wellness Assistant and Shelter Wellness Supervisor.

These job classifications will replace the use of the Custodial/Laundry Worker and Social Worker 4 job classifications within the seasonal warming centers. The new job classifications will better represent the job duties being performed and provide more equitable pay. Shelter operations within Housing Stability has evolved and shelter specific job classifications are needed to accurately classify and compensate the seasonal workers who perform these critical and unique jobs.

The Shelter Wellness Assistant will be responsible for performing custodial and food service duties in a shelter

facility and assisting residents and staff as directed. They will work directly with individuals experiencing homelessness in a shelter/warming center environment.

The Shelter Wellness Supervisor will be responsible for supervising and leading the activities of the shelter wellness assistants at designated Ramsey County facilities; directing the work of shelter wellness staff, maintaining documentation of daily activities and events; assisting in scheduling shifts and assigning duties; and acting in a manner that allows for the resolution of issues and/or concerns that are decisive and timely.

The Shelter Wellness Assistant and Shelter Wellness Supervisor will work overnight during the winter months to provide safety, care, and transportation to residents experiencing homelessness.

Ramsey County is committed to administering a classification and compensation program in a manner that is fair and equitable. Human Resources conducted a comprehensive compensation study while incorporating Talent Priority recommendations for classifications that align with Ramsey County's vision, mission, and goals.

Ramsey County will position itself at the 65<sup>th</sup> percentile of its relevant core comparators ensuring that our organization is competitive within the public service sector.

- To be in alignment with the market and consider internal equity, it is recommended that the following job classifications are allocated to:
  - Shelter Wellness Assistant: Salary Plan 01A, Grade 22 (\$51,331 - \$75,621 annually/\$24.68 - \$36.36 hourly)
  - Shelter Wellness Supervisor: Salary Plan 01A, Grade 25 (\$57,556 - \$84,875 annually/\$27.67 - \$40.81 hourly)
- The 65<sup>th</sup> percentile of the comparable market is encompassed in the recommended salary plans and grades.

The recommended salary is based on the Ramsey County's job evaluation procedures and policies and is consistent with the county's compensation policy and practices (Minnesota Statutes 383A.282).

The Shelter Wellness Assistant and Shelter Wellness Supervisor meet the standards and criteria of Minnesota Statutes 383A.286 to be placed in the unclassified service.

**County Goals** (Check those advanced by Action)

- Well-being       Prosperity       Opportunity       Accountability

**Racial Equity Impact**

This action will provide salary ranges that align with the county's compensation philosophy to achieve equitable pay. Offering competitive wages and being intentional about attracting and hiring diverse applicants who are reflective of the community we serve will have a positive impact on our community.

**Community Participation Level and Impact**

There is no community participation. The creation of new job classifications and salary allocation is an internal operational function pursuant to applicable statutes and rules.

- Inform       Consult       Involve       Collaborate       Empower

**Fiscal Impact**

These positions will be funded through the Office of Economic Opportunity (OEO) direct allocation grant money. The funding is available through April 2025. Housing Stability will be requesting additional funding through both OEO and the Emergency Solutions Grant in order to continue operating warming spaces as well as transportation after 2025.

**Last Previous Action**

None.

**Attachments**

1. Job Description - Shelter Wellness Assistant
2. Job Description - Shelter Wellness Supervisor