

**MINUTES**  
**DECATUR COUNTY BOARD OF COMMISSIONERS**  
**WORK SESSION – CLASSIFICATION/COMPENSATION STUDY**  
**APRIL 16, 2019**  
**3:00 P.M.**

Present: Chairman Pete Stephens, Vice Chairman Dennis Brinson, Commissioners Steve Brock, George Anderson and Greg Murray, County Administrator Alan Thomas, County Clerk Beverly King, Sheriff Wiley Griffin, Probate Judge Edwin Perry, Magistrate Court Judge Maggie Smith and Alex Daman.

Chairman Stephens called the Work Session to order at 3:00 p.m.

**Presentation of Classification/Compensation Study – Mr. Alex Daman,**

Chairman Stephens recognized Mr. Alex Daman, Public Service Assistant with Carl Vinson Institute of Government.

Mr. Daman stated that Decatur County entered into an agreement with Carl Vinson Institute of Georgia to develop a new classification and compensation plan for all departments covered under the County's personnel plan. The objectives of the project were to:

- Develop new position descriptions.
- Develop a new classification system by using a point-factor-comparison job evaluation system to rank jobs and measure differences in job content.
- Collect and analyze wage survey data.
- Analyze and format the wage survey data for use in establishing competitive pay levels and develop a recommended compensation plan.
- Train Decatur County administrative personnel in each component of the classification and compensation plan development to ensure the implementation and maintenance of the system.

The first step involved conducting series of project orientation meetings with administrator, supervisors and employees from Decatur County to develop new position descriptions for all positions within Decatur County. After developing the position descriptions, a classification plan to group together similar positions for pay purposes was developed. The next phase of the project was to collect and analyze a variety of salary survey data in order to make assessments about the compensation paid by other organizations. Finally, the Institute of Government utilized the salary survey data and classification plan to develop a competitive compensation plan for Decatur County's consideration.

Mr. Daman highlighted on some of the presentation points:

**Estimated Cost of Implementation: Pay Band Compensation Plan**

- Employee Classification Change Costs: \$184,525 (2.48%)
- Compression Adjustment Costs: \$116,829 (1.53%)
- Total Implementation Cost \$301,353

**Compensation Plan Considerations:**

- The compensation plan features a pay band design (grade and step design available for consideration).
- The final difference percentage (classification and compression change) adjustments County employees for the proposed pay band compensation plan range from 0.00% to 40.95%.
- Fifty-one employees (51) will have no adjustment.
- Twenty-seven employees (27) will have a final difference percentage (classification and compression changes) adjustments above 10%.
- Average adjustment (classification and compression change) for all employees is 4.53% or \$1,507.
- The Institute of Government can develop a grade and step compensation plan for Decatur County.

**Total Compensation Consideration:**

Total Compensation is comprised of a combination of both wage and non-wage benefits. Institute of Government only examined the wages / salaries component of total compensation for this project.

- Wages / Salaries  
While wages / salaries are the most prominent component of an employee's compensation package, it is important as an organization to assess other areas of compensation and utilize them as recruitment / retention tools.
- Benefits (Health benefits, retirement benefits, paid leave, etc.)

Sheriff Griffin questioned Mr. Daman on how he categorized the different departments. Sheriff Griffin expressed concerns on the competitive survey based on just South Georgia agencies, he thinks Decatur County should be based on

a broader labor market. Sheriff Griffin stated that he was having problems hiring deputies and keeping them based on the salaries that he has to offer them.

Commissioner Brock assured Sheriff Griffin that the Board is looking at this problem and that they are trying to address it before Taurus opens their business in Decatur County.

Chairman Stephens stated that this problem goes back to the seven years that the County couldn't afford to give the employees any raises. Chairman Stephens stated that he thinks this plan will help address some of those issues.

County Administrator Thomas stated that on Page 14 of the Classification and Compensation Plan for Decatur County that Mr. Daman presented to the Board, the Sheriff's department, DCCI and the Fire Department were the three highest departments in the plan to adjust.

County Administrator Thomas stated that his recommendation to this Board in the new budget will be to implement this plan. County Administrator Thomas stated that it would basically cost this much to implement a 3% Cost of Living Raise across the Board. County Administrator Thomas stated that the estimated cost for this plan is around \$300,000 but with the overtime taken in consideration would end up costing around \$500,000.

County Administrator Thomas thanked Mr. Daman for his service and stated that he looks forward to working with him as the Board moves forward in deciding on this plan.

Mr. Daman thanked the Board for allowing him to give his presentation and he welcomed any feedback that they may have. Mr. Daman stated that he was scheduled to come back to the first Commissioners' meeting in May to meet with them again.

County Administrator Thomas stated that Tax Commissioner Mark Harrell couldn't be present due to a mandatory meeting he had to attend, and that Commissioner Davis had to attend another meeting as well, but that he would go over this information with them.


Attached to the minutes is the power point presentation given by Mr. Daman

#### CLOSING REMARKS

All of the Commissioners thanked everyone for attending this work session and stated that this survey was well needed. The Commissioners thanked Mr. Daman for his presentation and stated that they look forward to working with him if the Board decides to implement this plan.

There being no further business, the meeting on motion by Commissioner Brock, was duly adjourned. Commissioner Anderson seconded the motion. A vote was taken and unanimously approved.

Approved:  \_\_\_\_\_  
Chairman

Attested:  \_\_\_\_\_  
County Clerk