

Schedule 4 Personnel and Compensation Authorization

The following number and salary grade of all county employees by department by fund are hereby authorized, and compensation for each is established in the Salary Range Pay Scale attached hereto or as listed in this Schedule for the Year 2024. Included in the 2024 Payroll Budget are seven (7) days of 2023 calendar payroll at the 2024 pay rate. (12/25 - 12/31/23 payable on 1/12/24 payroll)

Current Headcount Authorized	Fund / Dept #	Position Title	Grade/Class
FUND 1000 COUNTY JUDGE			
1	0100	County Judge (75%)	Elected Official
1	0100	Chief Engineer (25%)	Non-graded
1	0100	Director of Communications	Non-graded
1	0100	Administrator of Public Safety	Non-Graded
1	0100	Facilities Administrator	Non-Graded
1	0100	Office Manager	14
6		Total Employees	
FUND 1000 COUNTY CLERK			
1	0101	County Clerk	Elected Official
1	0101	Chief Deputy	19
1	0101	Election/Voters Registration Administrator	16
1	0101	Election Coordinator	16
1	0101	Probate Administrator	14
1	0101	Mapper Researcher	10
1	0101	Assistant Election Coordinator	10
2	0101	Deputy Clerk - Supervisor	10
2	0101	Deputy Clerk - Probate	10
1	0101	Absentee Coordinator	10
1	0101	Absentee Coordinator (Temporary - 3 months)	10
5	0101	Deputy County Clerk	8
1	0101	Deputy County Clerk - Records Manager	8
1	0101	Staff Assistant - Elections	6
	0101	Part-time Elections Worker	
	0101	Part-time Deputy Clerks (**Part-Time also in Fund 3005-Co Clerk's Cost Fund)	
20		Total Employees	
FUND 1000 QUORUM COURT			
15	0107	Justices of the Peace	See Special Rates of Pay
FUND 1000 BUILDING MAINTENANCE AND CUSTODIAL SERVICES			
1	0108	Master Electrician	18
1	0108	Facilities Maintenance and Construction Supervisor	14
1	0108	Facilities Custodial Supervisor	14
1	0108	General Services Assistant	12
1	0108	Assistant Custodial Supervisor	10
2	0108	Maintenance Service Technician	9
9	0108	Building Custodian/Maintenance	3
16		Total Employees	
FUND 1000 ELECTION COMMISSION			
	0109	Election Commissioners	See Special Rates of Pay
FUND 1000 PLANNING			
1	0110	Director of Planning	22
1	0110	Senior Planner	15
2	0110	County Planner	12
10	0110	Planning Board of Appeals	See Special Rates of Pay
7	0110	Planning Board Members	See Special Rates of Pay
4		Total Employees	

FUND 1000		ACCOUNTING	
1	0113	Comptroller	Non-Graded
1	0113	Assistant Comptroller	Non-Graded
1	0113	Accounting Manager	22
1	0113	Accounting Specialist	8
1	0113	Accounts Payable	15
1	0113	Grant Administrator	21
1	0113	Payroll Manager	15
1	0113	Purchasing Manager	15
1	0113	Senior Accounting Specialist	10
1	0113	Staff Accountant	15
10			
FUND 1000		HUMAN RESOURCES	
1	0118	Human Resources Director	Non-Graded
1	0118	Human Resources Manager	20
2	0118	Human Resources Specialist	12
		Part-time Clerical Pool	
4		Total Employees	
FUND 1000		INFORMATION TECHNOLOGY	
1	0115	Director of Information Technology	Non-graded
1	0115	Systems Administrator	Non-graded
1	0115	Database Administrator and Project Coordinator	Non-graded
1	0115	Network Administrator	Non-graded
1	0115	Web Administrator	19
1	0115	Software Applications Specialist	18
1	0115	Voice Communications Analyst	18
1	0115	GIS Administrator	20
1	0115	Network Analyst	16
2	0115	Systems Analyst	16
1	0115	Security Analyst	16
1	0115	Procurement and Inventory Coordinator	14
4	0115	IT Support Specialist	14
	0115	Part-time	
17		Total Employees	
FUND 1000		ENVIRONMENTAL SERVICES	
1	0130	Environmental Services Director	16
1	0130	Senior Environmental Officer	13
2	0130	Environmental Officer	11
4		Total Employees	
FUND 1000		COMMUNITY RISK REDUCTION	
1	0140	Senior Building Inspector	16
3	0140	Building Safety Inspector	13
2	0140	Community Risk Reduction Support Specialist	10
6		Total Employees	
FUND 1000		COUNTY SHERIFF	
1	0400	Sheriff	Elected Official
1	0400	Chief Deputy	Non-Graded
2	0400	Major	Major
3	0400	Captain	Captain
1	0400	Crime Analyst	Crime Analyst
6	0400	Lieutenant	Lieutenant
1	0400	Lieutenant - Public Information	Lieutenant
12	0400	Sergeant	Sergeant
18	0400	Detective	Detective
8	0400	Corporal	Corporal
64	0400	Deputy Sheriff (incl Rogers Dist Court, BC-Rogers Office & D St)	Deputy Sheriff
3	0400	Deputy Sheriff - SRO	Deputy Sheriff
2	0400	Animal Control Officer	Animal Control Officer
2	0400	Crime Property Technician	Crime Property Technician
1	0400	Systems Administrator	20
1	0400	Software/Security Applications Specialist	18
1	0400	Office Manager	14
1	0400	IT Support Specialist	14

1	0400	Automotive Shop Superintendent	17
1	0400	Supervisor - Warrants/Records	10
1	0400	Bookkeeper	10
2	0400	Deputy Bookkeeper	8
7	0400	Secretary/Warrants/Records/CID	6
1	0400	Staff Assistant	6
Deputies - Part Time			Deputy Sheriff
141		Total Employees	
FUND 1000 CIRCUIT COURT, DIVISION 1			
1	0401	Courtroom Security Officer	11
1	0401	Court Orders Clerk	7
2		Total Employees	
FUND 1000 CIRCUIT COURT, DIVISION 2			
1	0402	Courtroom Security Officer	11
1	0402	Court Orders Clerk	7
2		Total Employees	
FUND 1000 CIRCUIT COURT, DIVISION 4			
1	0403	Courtroom Security Officer	11
1	0403	Court Orders Clerk	7
2		Total Employees	
FUND 1000 CIRCUIT COURT, DIVISION 5			
1	0404	Courtroom Security Officer	11
1	0404	Court Orders Clerk	7
2		Total Employees	
FUND 1000 CIRCUIT COURT, DIVISION 6			
1	0405	Courtroom Security Officer	11
1	0405	Court Orders Clerk	7
2		Total Employees	
FUND 1000 CIRCUIT COURT, DIVISION 7			
1	0407	Courtroom Security Officer	11
1	0407	Court Orders Clerk	7
2		Total Employees	
FUND 1000 CIRCUIT COURT, DIVISION 3			
1	0414	Specialty Court Administrator	18
1	0414	Courtroom Security Officer	11
1	0414	Drug Court Case Manager/Court Asst.	10
1	0414	Court Orders Clerk	7
4		Total Employees	
FUND 1000 JUVENILE DETENTION			
1	0415	Director of Juvenile Detention Center	18
1	0415	Assistant Director of Juvenile Detention Center	15
7	0415	Juvenile Detention Supervisor	11
1	0415	JDC Administrative Assistant	10
13	0415	Juvenile Detention Worker	9
1	0415	Youth Program Coordinator	10
	0415	Part-time Juvenile Detention Worker	9
24		Total Employees	
FUND 1000 PROSECUTING ATTORNEY			
6	0416	Deputy Prosecutor	Non-graded
1	0416	Office Manager - Legal	14
1	0416	Office Manager-Administration	14
2	0416	Senior Investigator	18
1	0416	Case Management Supervisor	12
3	0416	Felony Case Manager	10
1	0416	Hot Check Coordinator	9
4	0416	Legal Assistant II	9
14	0416	Legal Assistant I	8
		Part-time Law Clerks	
33		Total Employees	

	FUND 3025	PROSECUTING ATTORNEY - VICTIM WITNESS PROGRAM	
1	0416	Victim Assistance Coordinator	10
1	0416	Legal Assistant II	9
4	0416	Legal Assistant I	8
6		Total Employees	
	FUND 3400	PROSECUTING ATTORNEY - JUDICIAL COLLECTIONS FUND	
1	0416	Judicial Collections Administrator	9
2	0416	Judicial Collections - Staff Assistant	6
3		Total Employees	
2024	FUND 1000	COUNTY JAIL	
1	0418	Jail Administrator - Captain	Captain
4	0418	Lieutenant	Lieutenant
7	0418	Sergeant	Sergeant
4	0418	Booking Sergeant	Sergeant
4	0418	Corporal	Corporal
110	0418	Jail Deputy (Reduced by Jail Transport)	Jail Deputy
1	0418	Master Electrician/Maintenance Manager	18
1	0418	Alternative Sentencing Coordinator	14
1	0418	Executive Secretary	12
1	0418	Jail Secretary	6
	0418	Part-Time Jailers	Jail Deputy
134		Total Employees (includes County Detention Facility (Fund 3018))	
0		Less Jail Transport	
135		Net General Fund - Jail	
	FUND 3017	JAIL OPERATIONS & MAINTENANCE	
1	0418	Jail Maintenance Manager	12
1	0418	Jail Deputy	Jail Deputy
2		Total Employees	
	FUND 3018	County Transport	
14	0418	Deputy Sheriff - (Transport Positions)	Deputy Sheriff
	FUND 3412	SHERIFF'S COMMISSARY	
1	0418	Jail Deputy	Jail Deputy
1		Total Employees	
	FUND 1000	COUNTY CORONER	
1	0419	CORONER	Elected Official
2	0419	Deputy Coroner	13
1	0419	Deputy Coroner - Chief Administrative Deputy Coroner	15
	0419	Deputy Coroners	See Special Rates of Pay
4		Total Employees	
	FUND 1000	JUVENILE PROBATION	
1	0480	Chief Juvenile Probation Officer	19
1	0480	Licensed Mental Health Professional - Alternative Placement Adolescent Center	16
1	0480	Licensed Mental Health Professional - Juvenile Probation	16
3	0480	Juvenile Officer Supervisor	14
1	0480	Office Manager	14
2	0480	Juvenile Probation Officer-Team Lead	13
6	0480	Juvenile Intake Officer	12
5	0480	Juvenile Probation Officer	11
2	0480	Legal Secretary/Court Orders Clerk	7
	0480	Part-time Juvenile Probation (Fund 3031-Juvenile Division Fund)	
22		Total Employees	
	FUND 3032	APAC - JUVENILE PROBATION	
4	0480	APAC Youth Care Worker (funded by sustainable State funding source)	8
1	0480	APAC Case Manager (funded by sustainable State funding source)	12
1	0480	Supervisor JDC/APAC Youth Care Worker (funded by sustainable State funding source)	11
6		Total Employees	

FUND 1000 DEPARTMENT OF EMERGENCY MANAGEMENT			
1	0500	Director of Emergency Management	19
1	0500	Public Safety Support Specialist	10
2		Total Employees	
FUND 1000 CENCOM			
1	0501	Director of Emergency Communications	20
1	0501	Deputy Director Operations	16
1	0501	Deputy Director of Training & Skill Assessment	16
1	0501	Quality Assurance Coordinator	14
5	0501	Public Safety Dispatch Supervisor	12
5	0501	Public Safety Dispatch Trainers	10
	0501	Public Safety Dispatcher III	10
23	0501	Public Safety Dispatcher II	9
	0501	Public Safety Dispatcher I	8
	0501	Call Taker / Warrant Entry	8
37		Total Employees	
FUND 1000 FIRE SERVICES			
1	0502	Director of Community Risk Reduction	19
1	0502	Assistant Director of Community Risk Reduction	15
2		Total Employees	
FUND 1000 VETERAN SERVICES			
1	0800	Director of Veteran Services	16
2	0800	Veteran Services Officer	12
1	0800	Staff Assistant	6
4		Total Employees	
FUND 2000 COUNTY ROAD DEPARTMENT			
	0200	County Judge (25%)	Non-Graded
	0200	Chief Engineer (75%)	Non-Graded
1	0200	Administrator of Public Service	Non-Graded
1	0200	Construction Superintendent II	20
1	0200	Shop Superintendent - Fleet Manager	17
1	0200	Administrative Safety/Asset Control Coordinator	17
1	0200	Office Administrator	17
2	0200	Assistant Road Superintendent	15
2	0200	Road Department Supervisor	12
18	0200	Equipment Operator III	11
4	0200	Foreman	11
3	0200	Welder/Mechanic III	11
4	0200	Welder/Mechanic II	10
1	0200	Road Assessment Specialist	10
1	0200	Welder/Mechanic I	9
1	0200	Public Works Data Administrator	9
13	0200	Equipment Operator II	8
4	0200	Equipment Operator I	6
1	0200	Maintenance - Sign Shop	6
1	0200	Formsetter/Finisher	6
1	0200	Staff Assistant	6
8	0200	Truck Driver II	6
9	0200	Truck Driver I	5
1	0200	Tool and Parts Attendent	5
1	0200	General Laborers	3
80		Total Employees	
FUND 3020 9-1-1 ADMINISTRATION			
1	0520	Director of 9-1-1 Operations	18
2	0520	GIS Analyst I	13
3		Total Employees	
FUND 3024 PUBLIC DEFENDER			
7	0417	Deputy Public Defender	Non-graded
1	0417	Office Manager	14
1	0417	Investigator	13
5	0417	Case Manager	10
1	0417	Legal Secretary II	8
15		Total Employees	

FUND 1800		COUNTY TREASURER	
1	0103	Treasurer	Elected Official
1	0103	Chief Deputy - Treasury Manager	22
1	0103	Assistant Treasury Manager	11
3		Total Employees	
FUND 1801		COUNTY COLLECTOR	
1	0104	Collector	Elected Official
1	0104	Financial Administrator	Non-graded
1	0104	Chief Deputy	19
1	0104	Deputy Collector - Supervisor	10
1	0104	Deputy Collector - Assistant Bookkeeper	8
2	0104	Deputy Collector III	7
3	0104	Coordinator Specialty Division	7
6	0104	Deputy Collector II	6
7	0104	Deputy Collector I	5
		Part-time Deputy Collectors	
23		Total Employees	
FUND 3001		COUNTY COLLECTOR - Automation Fund	
1	0104	Operations Manager	17
1	0104	Administrator - Specialty Division	16
1	0104	Operations Supervisor	13
1	0104	Deputy Collector - Supervisor	10
4		Total Employees	
FUND 1802		COUNTY ASSESSOR	
1	0105	Assessor	Elected Official
1	0105	GIS & Mapping Manager	20
1	0105	Chief Deputy	19
1	0105	Supervisor - Real Estate Appraisers	18
1	0105	GIS Project Supervisor	19
1	0105	Software Application Specialist	18
1	0105	GIS Analyst II	15
1	0105	Supervisor Commercial Appraiser	14
1	0105	Real Estate Coordinator	12
	0105	Appraiser Level V	13
	0105	Appraiser Level IV	12
	0105	Appraiser Level III	9
	0105	Appraiser Level II	5
	0105	Appraiser Level I	4
1	0105	Personal Property Manager	14
1	0105	Office Manager	14
1	0105	Manager -Real Estate	13
1	0105	Personal Property Assistant Manager	13
1	0105	Homestead Supervisor	11
1	0105	GIS Technician III	12
1	0105	GIS Technician II	10
2	0105	GIS Technician I	8
	0105	Deputy Assessor IV	9
	0105	Deputy Assessor III	8
	0105	Deputy Assessor II	7
	0105	Deputy Assessor I	6
		Part Time	
92		Total Employees	
FUND 3004		COUNTY ASSESSOR AMENDMENT 79 FUND	
2	0105	Deputy Assessor IV	9
FUND 1803		EQUALIZATION BOARD	
9	0106	Equalization Board Member	See Special Rates of Pay

FUND 1805		CIRCUIT CLERK/COURTS		
1	0102	Financial Administrator		Non-graded
1	0102	Court Administrator		15
1	0102	Supervisor - Bookkeeper		12
1	0102	Supervisor-Child Support/Juvenile		11
2	0102	Supervisor-Court Records		11
4	0102	Deputy Clerk - Bookkeeper		9
1	0102	Deputy Clerk - Court Records Manager		9
14	0102	Deputy Clerk - Courts		8
		Part Time		
25		Total Employees		

3006		CIRCUIT CLERK/RECORDER		
1	0102	Circuit Clerk/Recorder		Elected Official
1	0102	Software Specialist Administrator		18
1	0102	Office Manager - Circuit Clerk		14
1	0102	IT Support Specialist		14
1	0102	Recorder Administrator		14
1	0102	Supervisor - Recorder		11
6	0102	Deputy Clerk - Recorder		7
12		Total Employees		

SPECIAL RATES OF PAY

Reserve Deputies	\$1.00 per month
Equalization Board Members	\$125 per meeting day, + mileage \$291.56 per Finance/Committee of
Justices of the Peace	Whole/Quorum Court Mtg/Special Comm. + mileage
Election Commissioners	\$125 per meeting, + mileage
Poll workers	\$14.00 hr minimum
Poll Sheriffs	\$16.00 hr minimum
Deputy Coroners	\$100 per Call
Planning Board Members	\$125 per meeting, + mileage
On-Call Pay - BCSO CID Detectives	\$ 100 per day - identified positions
On-Call Pay - CEMCOM	\$100/day/shift/EE
Shift Differential - CENCOM	\$1/Hr From \$500 to \$2000 per year; ACA sec. 14-15-
Professional Recognition Payments - ASSESSOR	205 Act 357 of 2023
Clothing Allowance	\$400/Yr - identified positions pd per pay
Certificate Pay - BCSO/Jail per approved plan	See attached schedule
Certificate Pay - Facilities Management per approved plan	See attached schedule
Certificate Pay - CENCOM per approved plan	See attached schedule
Certificate Pay - Environmental per approved plan	See attached schedule

STATE RANGES	ELECTED OFFICIALS	2024 SALARY*
160,285	County Judge	152,271
160,285	County Sheriff	152,271
150,884	County Clerk	143,340
150,884	Circuit Clerk	143,340
150,884	Treasurer	143,340
150,884	Collector	143,340
150,884	Assessor	143,340
150,884	Coroner	143,340

NON-GRADED POSITIONS	Min	Mid	Max
Deputy Public Defender	67,031.86	83,789.82	100,547.78
Administrator of Public Safety	74,536.95	93,171.19	111,805.42
Administrator of Public Service	74,536.95	93,171.19	111,805.42
Facilities Administrator	74,536.95	93,171.19	111,805.42
Network Administrator	72,961.17	91,201.46	109,441.75
Database Admin / Project Coordinator	72,961.17	91,201.46	109,441.75
Systems Administrator	72,961.17	91,201.46	109,441.75
Deputy Prosecutor	76,021.60	95,027.00	114,032.40
Financial Administrator - Circ Clerk	76,101.85	95,127.31	114,152.77
Financial Administrator - Collector	76,101.85	95,127.31	114,152.77
Assistant Controller	76,101.85	95,127.31	114,152.77
Director of Communications	80,163.73	100,204.66	120,245.59
Human Resources Director	101,974.86	127,468.58	152,962.30
Chief Deputy Sheriff	101,974.86	127,468.58	152,962.30
Chief Engineer	101,974.86	127,468.58	152,962.30
Information Technology Director	101,974.86	127,468.58	152,962.30
Comptroller	112,172.35	140,215.44	168,258.53