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Posted By: Evelyn Baker
Witnessed By: _____

**MINUTES OF A WORK SESSION
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
MAY 12, 2008**

The Jackson County Board of Commissioners held a Work Session on May 12, 2008, 4:00 p.m. Room A201, Justice & Administration Building, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Joe Cowan, Vice Chair	Absent: Brian McMahan, Chairman
Tom Massie, Commissioner	
William Shelton, Commissioner	
Mark Jones, Commissioner	
Kenneth L. Westmoreland, County Manager	
Evelyn B. Baker, Clerk to the Board	

Vice Chair Cowan called the Work Session to order and stated the purpose was to receive a compensation and classification study report from The Mercer Group, Inc. Philip Robertson of Mercer presented a written report and gave an overview of the study:

(1) PURPOSE AND OBJECTIVES:

- (a) Recognize changes in position duties and responsibilities which have resulted from workforce productivity, technological enhancements or advances, and organizational changes;
- (b) Respond to and reflect changing market conditions as they affect salary range designations for various classes of positions;
- (c) Ensure equity and consistency among similarly classified positions;
- (d) Facilitate final decisions on matters of classification and compensation policy, procedure, and implementation of study recommendations.

Primary Objectives:

- (e) Ensure that salaries for the county's permanent employees included in the study are competitive with comparable public and private sector employers in the relevant labor market;
- (f) Ensure that the internal equity of all positions included in the study is appropriate.

(2) METHODOLOGY: A Factor Evaluation System was used to provide a numerical rating for all positions within the county. The ten factors were used in the evaluation to provide a method of classifying positions based on the work performed. Benchmark positions were selected for a comparison study.

(3) PAY PLANS: Two new pay plans were developed to place the county in a more competitive position with minimum salaries:

- (a) General employee pay plan (30 grades/5% spread between grades): On average, the current minimum pay ranges (not actual pay) are 6% below, midpoint 11% above and maximum 24% above the Master Market Average of all comparable organizations.
- (b) Sheriff's Office pay plan (13 grades/5% spread between grades): On average, the current minimum pay ranges (not actual pay) are 10% below, midpoint 9% above and maximum 23% above the Master Market Average of all comparable organizations.

(4) COUNTY MANAGER: Mr. Westmoreland stated employees have been satisfied with the current career ladder/longevity step program and Mercer integrated its recommendations with that policy for the FY2008-09 proposed budget. However, the recommendations are more than the county can budget in one year and he recommended that implementation be over a two-fiscal year basis.

It was the consensus that the compensation and classification study be accepted.

There being no further business, Commissioner Shelton moved to adjourn the work session. Commissioner Jones seconded the Motion. Motion carried.

Attest:

Approved:

Evelyn B. Baker, Clerk

Joe Cowan, Vice Chair