



# **CROOK COUNTY WORK SESSION AGENDA**

**Wednesday, May 8, 2024 at 9:00 am**

**Crook County Administration Conference Room I 203 NE Court St. I  
Prineville OR**

Members of the public and media are welcome to attend in person or via Zoom: Phone: 1-253-215-8782; Meeting ID: 962 4214 4333; Passcode: 970900

## **PUBLIC COMMENT**

### **DISCUSSION**

**1. Approval of fee waiver cards for livestock producers disposing of carcasses at the County Landfill**

Requester: Ellie Gage

Presenter: Seth Crawford

**2. Request to waive fees for dumpster and tipping fees on or after May 31, 2024**

Requester: Randen Traughber

CED Earthwin Global Inc.

**3. Military Airspace Consultant Contract with Ann Beier**

Requester: John Eisler

Presenter: Will Van Vactor

**4. Proposed Fee Increases for Community Development**

Requester: Will Van Vactor

Community Development Director

**5. Consider adopting compensation study report prepared by JB Reward Systems**

Requester: Andy Parks

Contract County Administrator

## **ADMINISTRATOR REPORT**

**6. Consider ratifying the appointment of Facilities Director.**

Andy Parks, Contract County Administrator

# COMMISSIONER UPDATES

## EXECUTIVE SESSION

The Crook County Board of Commissioners will now meet in executive session under ORS 192.660(2)(h) for the purpose of consulting with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; and ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.

Representative of the news media and designated staff shall be allowed to attend the executive session.\* All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

7. **ORS 192.660(2)(h) Consulting with Counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.**
8. **ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.**

## NOTICE AND DISCLAIMER

The Crook County Board of Commissioners is the governing body of Crook County, Oregon, and holds work sessions to deliberate upon matters of County concern. As part of its efforts to keep the public apprised of its activities, the Crook County Board of Commissioners has published this PDF file. This files contains the material to be presented before the County Board of Commissioners for its next scheduled work session.

Please note that while County staff members make a dedicated effort to keep this file up to date, documents and content may be added, removed, or changed between when this file is posted online and when the County Board of Commissioners meeting is held. The material contained herein may be changed at any time, with or without notice.

CROOK COUNTY MAKES NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY, ACCURACY, FITNESS FOR A PARTICULAR PURPOSE, OR FOR ANY OTHER MATTER. THE COUNTY IS NOT RESPONSIBLE FOR POSSIBLE ERRORS, OMISSIONS, MISUSE, OR MISINTERPRETATION.

Please also note that this file does not contain any material scheduled to be discussed at an executive session, or material the access to which may be restricted under the terms of Oregon law.

If you are interested in obtaining additional copies of any of the documents contained herein, they

may be obtained by completing a Crook County Public Records Request form. Request forms are available on the County's website or at the County Administration office at 203 NE Court Street, in Prineville.

### **Additional Items**

Additional items may be discussed that arise too late to be included as a part of this notice. For information about adding agenda items, please contact the County Administration office at 447-6555. Assistance to handicapped individuals is provided with advance notice.

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Contact: Seth Crawford (seth.crawford@co.crook.or.us (541) 447-6555) | Agenda published on 05/07/2024 at 9:08 AM

## AGENDA ITEM REQUEST



**Date:**

**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

**Requested by:**

**Presenters:**

**Legal review (only if requested):**

**Elected official sponsor (if applicable):**



**Crook County Wolf Depredation Compensation  
Committee**

**Carcass Disposal Fee Waiver Card**

**Rancher Name:**

**Address:**



## AGENDA ITEM REQUEST



**Date:**

May 1 2024

**Meeting date desired:**

May 8, 2024

**Subject:**

Waived fees for dumpster and tipping fees at the dump on or after May 31, 2024

**Background and policy implications:**

May 31st - Community River Reclamation Project  
Crooked River clean up and weed management work day

**Budget/fiscal impacts:**

Please note what the budget and fiscal impacts of the item are, e.g., provide the budgeted amount for the item and the actual cost. Explain any potential budget adjustments, if the actual cost is greater than budget.

**Requested by:**

Randen Traughber, CED, Earthwin Global Inc. randen@earthwin.org,  
541-480-1286

**Presenters:**

Randen Traughber CED Earthwin Global Inc

**Legal review (only if requested):**

Need to discuss further – The desire is for department heads to be proactive with legal, financial, HR, etc., should legal review/initials be standard operating procedure? Should review/initials expand to finance, HR, IT, facilities, if applicable?

**Elected official sponsor (if applicable):**

If the item request is submitted after the due date/time, an elected official sponsor is needed.

earthwin™



# Support Crook County youth.

*Restore river health.  
Reclaim 26 acres of  
Crooked River frontage.*



CREATING A NEW PARK FOR OUR COMMUNITY

Just south of Crooked River Park

May  
**31<sup>st</sup>**

Show up anytime between  
**9:00 AM - 6:00 PM**  
*(Many hands make light work)*

SCAN FOR INFORMATION,  
LOCATION & REGISTRATION



## AGENDA ITEM REQUEST



**Date:**

*April 30, 2024*

**Meeting date desired:**

*May 8<sup>th</sup>, 2024 Work Session*

**Subject:**

*Military Airspace Consultant Contract with Ann Beier*

**Background and policy implications:**

*The County received a grant from the US Dep't of Defense in August of last year to update our Comprehensive Plan to address potential conflicts with military airspace flightpaths and to update the County's commercial energy code. Ann Beier's role will be to provide outreach, host public meetings, and lead the comprehensive plan amendment process.*

**Budget/fiscal impacts:**

*The contract provides \$100/hr for Ann Beier's services, with a not-to-exceed amount of \$75,000. The cost of her services are fully paid by the US DOD grant funds.*

**Requested by:**

*John Eisler; Asst. County Counsel  
John.Eisler@CrookCountyOR.gov  
541-416-3919*

**Presenters:**

*Will Van Vactor*

**Legal review (only if requested):**

*Legal drafted*

**Elected official sponsor (if applicable):**

*N/A*

## PERSONAL SERVICES CONTRACT

This Personal Services Contract (Agreement) by and between Ann Beier, an individual (Contractor), and Crook County, a political subdivision of the State of Oregon (County), entered into effective May 15<sup>th</sup>, 2024, authorizes Contractor to carry out and complete the services as described below in consideration of the mutual covenants set forth herein.

1. **PROJECT:** The services as described on Exhibit D to this Agreement are to be provided by Contractor in connection with a Project identified as follows: Military Airspace Comprehensive Plan amendment and Zoning Ordinance update.
2. **DURATION:** This Agreement shall run from May 15, 2024 (“effective date”) through December 31, 2025, unless terminated or extended according to the provisions of this Agreement.
3. **SCOPE OF SERVICES:** Contractor will perform the services as described on Exhibit D.
4. **FEE FOR SERVICES:** Contractor’s fee for the services identified on Exhibit D to this Agreement shall be compensated at a rate of \$100.00 per hour, with total compensation under this Agreement not to exceed \$75,000.00.
5. **EXTRA SERVICES:** Contractor may also perform Extra Services (services not specified in the Scope of Services), provided Contractor and County have agreed in advance and in writing to the scope and fees for such Extra Services.
6. **EXHIBITS:** The following documents which are attached to this Agreement are incorporated herein and by this reference made part hereof:  
  
Exhibit A: Required Terms for All Public Contracts  
Exhibit B: Independent Contractor Status  
Exhibit C: Required Federal Terms  
Exhibit D: Scope of Services
7. **TAX DUTIES AND LIABILITIES:** Contractor shall be responsible for all taxes applicable to any payments received pursuant to this Agreement and is currently and will remain fully compliant with tax laws, as certified in Exhibit A. County shall not withhold, pay, or in any other manner be responsible for payment of any taxes on behalf of Contractor.
8. **SUBMITTAL OF W-9 BEFORE PAYMENT:** Contractor must provide County with a fully completed W-9 form upon execution of the Agreement and prior to beginning services. Contractor will not be paid until a fully completed W-9 form is submitted.
9. **REIMBURSEMENT OF EXPENSES:** Contractor will be reimbursed for all vehicle miles driven in the performance of this Agreement at the then-current GSA.gov POV rate, currently for 2024 at \$0.67 per mile. Contractor shall not be entitled to reimbursement by County for any expenses incurred by Contractor unless otherwise agreed in writing.
10. **PAYMENT BY COUNTY:** Unless otherwise agreed to within this Agreement, County will pay invoices on the 10th or 25th days of the month based upon date the invoice is received.

11. **INDEMNIFICATION AND HOLD HARMLESS:** The Contractor shall assume all responsibilities for the work, and bear all losses and damages directly or indirectly resulting to the Contractor, the County, or to others on account of the character or performance of the work, unforeseen difficulties, accidents, or any other cause whatsoever. The Contractor shall assume defense of, indemnify and save harmless the County, its officials, agents, and employees from all claims, liability, loss, damage and injury of every kind, nature and description, directly or indirectly resulting from activities in the performance of the Agreement, the ownership, maintenance or use of motor vehicles in connection therewith, or the acts, omissions, operations, or conduct of the Contractor or any subcontractor under the Agreement or any way arising out of the Agreement, irrespective of whether any act, omission or conduct of the County connected with the Agreement is a condition or contributory cause of the claim, liability loss, damage or injury and irrespective of whether act, omission, or conduct of the Contractor or subcontractor is merely a condition rather than a cause of a claim, liability, loss damage or injury. The Contractor shall not be liable for nor be required to defend or indemnify, the County relative to claims for damage or damages resulting solely from acts or omissions of the County, its officials, agents or employees. The absence of or inadequacy of the liability insurance required in section 15 below shall not negate Contractor's obligations in this paragraph.
12. **CONTRACTOR STATUS:** Contractor certifies it is a "Contractor" under ORS 670.600 and relevant law as it pertains to this contract and as further described in incorporated Exhibit B.
13. **CONFORMANCE WITH NATIONAL POLICY REQUIREMENTS AND OREGON PUBLIC CONTRACT LAWS:** Contractor shall fully comply with the National Policy Requirements and Oregon laws for public contracts, as more fully set forth in the Exhibits.
14. **TERMINATION:**
- 14.1. Either party may terminate this Agreement after giving ten (10) days' prior written notice to the other of intent to terminate without cause. The parties shall deal with each other in good faith during the ten (10) day period after notice of intent to terminate without cause has been given;
- 14.2. With reasonable cause, either party may terminate this Agreement effective immediately after giving written notice of termination for cause. Reasonable cause shall include material violation of this Agreement or any act exposing the other party to liability to others for personal injury or property damage;
- 14.3. Notwithstanding any other provision of this Agreement, County shall not be obligated for Contractor's performance hereunder or by any provision of this Agreement during any of County's future fiscal years unless and until the Crook County Court appropriates funds for this Agreement in County's budget for such future fiscal year. In the event that funds are not appropriated for this Agreement, then this Agreement shall terminate as of June 30 of the last fiscal year for which funds were appropriated.
15. **INSURANCE:**
- 15.1. **GENERAL INSURANCE:** Contractor shall maintain in force for the duration of this agreement a Commercial General Liability insurance policy written on an occurrence basis with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury or property damage. The policy will contain a "per project" Aggregate endorsement. Automobile Liability (owned, non-owned and hired) insurance with limits not

less than \$2,000,000 per occurrence shall be maintained. The County, its employees, officials and agents will be named as an Additional Insured where operations are being conducted related to this Agreement, on the General Liability policy as respects to work or services performed under this Agreement to the extent that the death or bodily injury to persons or damage to property arises out of the fault of Contractor or the fault of Contractor's agents, representatives or subcontractors. This insurance will be primary over any insurance the County may carry on its own. Contractor understands that County is a public entity subject to the requirements of the Oregon Governmental Tort Claims Act, ORS 30.260 et seq. In the event that County's financial obligations or liabilities are modified by any amendment to the liability limits imposed by the Oregon Governmental Tort Claims Act, Contractor agrees that the limits regarding liability insurance set forth in this section 15.1 will be modified to conform to such limits. Contractor and County shall sign an amendment to this Agreement incorporating such modification.

- 15.2. WORKERS' COMPENSATION: Contractor shall provide and maintain workers' compensation coverage with limits not less than \$500,000 for its employees, officers, agents, or partners, as required by applicable workers' compensation laws as defined in ORS 656.027 and ORS 701.035(5). If Contractor is exempt from coverage, a written statement signed by Contractor so stating the reason for exemption shall be provided to the County.
- 15.3. EVIDENCE OF INSURANCE COVERAGE: Evidence of the required insurance coverages issued by an insurance company satisfactory to the County shall be provided to the County by way of a County approved certificate of insurance before any work or services commence.
  - 15.3.1. NOTICE OF CANCELLATION OR MATERIAL CHANGE IN COVERAGE: The certificate of insurance shall contain a requirement that the insurance company notify the County 30 days prior to any cancellation or material change in coverage. If the approved insurance company will not provide this 30-day notice, Contractor shall provide written notice to County within 2 calendar days after Contractor becomes aware that its coverage has been canceled or has been materially changed. Regardless of what circumstances caused Contractor's insurance coverage to cease or be modified, it is Contractor's responsibility to notify County. Failure to maintain proper insurance or provide notice of cancellation or modification shall be grounds for immediate termination of this contract.
- 15.4. EQUIPMENT AND MATERIAL: Contractor shall be responsible for any loss, damage, or destruction of its own property, equipment, and materials used in conjunction with the work.
- 15.5. SUBCONTRACTOR: The Contractor shall require all subcontractors to provide and maintain general liability, auto liability, professional liability (as applicable), and workers' compensation insurance with coverage's equivalent to those required of the general contractor in this Agreement. Contractor shall require certificates of insurance from all subcontractors as evidence of coverage.
- 15.6. EXCEPTION OR WAIVERS: Any exception or waiver of these requirements shall be subject to review and approval from the County.

16. GENERAL PROVISIONS:

- 16.1. ENTIRE AGREEMENT: This Agreement signed by both parties is the final and entire agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agents, and representatives
- 16.2. AMENDMENTS: The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever, without prior written approval of County. No modification of this Agreement shall bind either party unless reduced to writing and subscribed by both parties, or ordered by a Court.
- 16.3. ASSIGNMENT/SUBCONTRACT: Contractor shall not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this agreement, in whole or in part, without the prior written approval of County. No such written approval shall relieve Contractor of any obligations of this Agreement, and any transferee or subcontractor shall be considered the agent of Contractor. Contractor shall remain liable as between the original parties to this Agreement as if no such assignment had occurred.
- 16.4. SUB-AGREEMENTS: If this project is funded in whole or in part with grant funds received by County, Contractor, as a sub-recipient of those funds, shall fully comply with all applicable terms, conditions, and requirements of the Grant Agreement, including but not limited to procurement regulations, property and equipment management and records, indemnity, and insurance provisions.
- 16.5. SUCCESSORS IN INTEREST: The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties to this Agreement and their respective successors and assigns.
- 16.6. AUTHORIZED SIGNATURES REQUIRED: Only those persons authorized by the Crook County Purchasing Rules and Procedures may enter into a binding agreement or contract, including a purchase order, for the purchase or sale of goods or services on the part of the County. All persons doing business with the County shall be responsible for being familiar with the Crook County Purchasing Rules and Procedures and for ensuring that the person purporting to act for the County has been duly authorized.
- 16.7. NO ENCUMBRANCES: Any property delivered or granted to County under this Agreement, and Contractor's Services rendered in the performance of Contractor's obligations under this Agreement, shall be provided to County free and clear of any and all restrictions on or conditions of use, transfer, modification, or assignment, and shall be free and clear of any and all liens, claims, mortgages, security interests, liabilities, charges, and encumbrances of any kind.
- 16.8. NO AUTHORITY TO BIND CROOK COUNTY: Contractor has no authority to enter into contracts on behalf of County. This Agreement does not create a partnership between the parties.
- 16.9. HOW NOTICES SHALL BE GIVEN: Any notice given in connection with this Agreement must be in writing and be delivered either by hand to the party or by certified mail, return receipt requested, to the party at the party's address as stated on the work authorization or to Crook County at 300 NE 3<sup>rd</sup> Street, Prineville, OR 97754, attention "Legal Department."
- 16.10. GOVERNING LAW AND VENUE: Any dispute under this Agreement shall be governed by Oregon law, with venue being located in Crook County, Oregon.



- 16.11. SEVERABILITY: If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- 16.12. ACCESS TO RECORDS: County and its duly authorized representatives shall have access to books, documents, papers, and records of Contractor which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts.
- 16.13. CONFIDENTIALITY: During the course of performance of work under this Agreement, Contractor may receive information regarding organizations and County's business practices, employees, clients, etc. Contractor agrees to maintain the confidentiality of such information and to safeguard such information against loss, theft or other inadvertent disclosure
- 16.14. FEDERAL EMPLOYMENT STATUS: In the event payment made pursuant to this Agreement is to be charged against federal funds, Contractor hereby certifies that it is not currently employed by the Federal Government and the amount charged does not exceed Contractor's normal charge for the type of services provided.
- 16.15. COMPLIANCE WITH ALL GOVERNMENT REGULATIONS: Contractor shall comply with all Federal, State and local laws, codes, regulations and ordinances applicable to the work performed under this Agreement. Failure to comply with such requirements shall constitute a breach of contract and shall be grounds for termination of this Agreement. Damages or costs resulting from noncompliance shall be the sole responsibility of Contractor.
- 16.16. FORCE MAJEURE: Neither party to this Agreement shall be held responsible for delay or default caused by fire, riot, acts of God and/or war which is beyond that party's reasonable control. County may terminate this Agreement upon written notice after determining such delay or default will unreasonably prevent successful performance of the Agreement.
- 16.17. RIGHTS IN DATA: All original written material, including programs, card decks, tapes, listings, and other documentation originated and prepared for County pursuant to this Agreement, shall become exclusively the property of County. The ideas, concepts, know-how, or techniques developed during the course of this Agreement by Contractor personnel can be used by either party in any way it may deem appropriate. Material already in Contractor's possession, independently developed by Contractor, outside the scope of this Agreement, or rightfully obtained by Contractor from third parties, shall belong to Contractor. This Agreement shall not preclude Contractor from developing materials which are competitive, irrespective of their similarity to materials which might be delivered the County pursuant to this Agreement. Contractor shall not, however, use any written materials development under this Agreement in developing materials for others, except as provided in this section.
- 16.18. ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT: In the event of any claim or suit against County on account of any alleged patent or copyright infringement arising out of the performance of this Agreement or out of the use of any material furnished or work or services performed hereunder, Contractor shall defend County against any such suit or claim and hold County harmless from any and all expenses, court costs, and attorney's fees in connection with such claim or suit.

- 16.19. EQUIPMENT, TOOLS, MATERIALS, AND/OR SUPPLIES: Contractor will provide all equipment, tools, materials or supplies necessary to fulfill Contractor's obligations under the terms of this Agreement.
- 16.20. ATTORNEY FEES: In the event an action, lawsuit, or proceeding, including appeal therefrom, is brought for failure to observe any of the terms of this Agreement, each party shall bear its own attorney fees, expenses, costs, and disbursements for said action, lawsuit, proceeding, or appeal.
- 16.21. WAIVER: The failure of either party at any time or from time to time to enforce any of the terms of this Agreement shall not be construed to be a waiver of such term or of such party's right to thereafter enforce each and every provision of the Agreement.
- 16.22. TAX CREDITS: Should Contractor become entitled to tax credits or tax deductions directly attributable to the costs of energy-efficiency attributes included in the project, such as those provided for in IRS Notice 2008-40, Contractor and County agree to share equally in any net tax benefit received by Contractor. For the purposes of this provision: (a) "net tax benefit" means the reasonable estimate of the net reduction in Contractor's tax liability for the current period, including any tax benefit, reduced by Contractor's reasonable costs for applying for and calculating the benefit, and (b) "reduction in Contractor's tax liability" means a reduction in the amounts due or to become due for federal and state income taxes of Contractor, Contractor's subcontractors, its partners, members, and shareholders.
- 16.23. COUNTERPARTS: This Personal Services Contract may be executed in one or more counterparts, including electronically transmitted counterparts, which when taken together shall constitute one in the same instrument. Facsimiles and electronic transmittals of the signed document shall be binding as though they were an original of such signed document.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective the date first set forth above.

**For Contractor**

Ann Beier

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Date: \_\_\_\_\_

**For Crook County**

CROOK COUNTY COURT

\_\_\_\_\_  
Seth Crawford, County Commissioner

Date: \_\_\_\_\_

\_\_\_\_\_  
Susan Hermreck, County Commissioner

Date: \_\_\_\_\_

\_\_\_\_\_  
Brian Barney, County Commissioner

Date: \_\_\_\_\_

**EXHIBIT A**  
**REQUIRED TERMS FOR ALL PUBLIC CONTRACTS**

**1. PAYMENTS AND DEBTS:**

- 1.1. Contractor shall promptly, as due, make payment to:
  - 1.1.1. Any person, co-partnership, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of Contractor, of all sums that Contractor agrees to pay for the services and all moneys and sums that Contractor collected or deducted from the wages of employees under any law, contract, or agreement for the purpose of providing or paying for the services;
  - 1.1.2. All persons supplying to Contractor labor or material for the performance of the work provided for in the Agreement;
  - 1.1.3. All contributions or amounts due the Industrial Accident Fund from Contractor or subcontractor incurred in the performance of this Agreement; and
  - 1.1.4. The Department of Revenue all sums withheld from employees under ORS 316.167.
- 1.2. Not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished under this Agreement.

**2. EMPLOYEES:**

- 2.1. Contractor and subcontractors shall either be employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.
- 2.2. Contractor shall comply with the prohibition on wage discrimination of ORS 652.220; failure to do so is a material element of the contract and a breach that entitles County to terminate this Agreement for cause.
- 2.3. For all work under this Agreement, Contractor may not employ an employee for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or when the public policy absolutely requires otherwise, and in such cases, Contractor shall pay the employee at least time-and-a-half pay for:
  - (a) All overtime in excess of eight hours in any one day or 40 hours in any one week if the work week is five consecutive days, Monday through Friday; or all overtime in excess of 10 hours in any one day or 40 hours in any one week if the work week is four consecutive days, Monday through Friday; and
  - (b) All work the employee performs on Saturday and on any legal holiday specified in ORS 279B.020;
- 2.3.1. If this Agreement is for services, Contractor shall pay employees at least time-and-a-half pay for work the employees perform under this Agreement on the legal holidays specified in a collective bargaining agreement or in 279B.020 (1)(b)(B) to (G) and for all time the employees work in excess of 10 hours in any one day or in excess of 40 hours in any one week, whichever is greater;
- 2.3.2. If this Agreement is for personal services, as described in ORS 279A.055, Contractor shall pay its employees who work under this Agreement at least time-and-a-half for all overtime the employees work in excess of 40 hours in any one week, unless said employees are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime;
- 2.3.3. If this Agreement is for services at a county fair, or for another event that Crook County Fair Board authorizes, Contractor shall pay employees who work under this Agreement at least time-and-a-half for work in excess of 10 hours in any one day or 40 hours in any one week.
- 2.4. Contractor may not prohibit any of Contractor's employees from discussing the employee's rate of wage, salary, benefits or other compensation with another employee or another person and may not retaliate against an employee who discusses the employee's rate of wage, salary, benefits or other compensation with another employee or another person.
- 2.5. Contractor shall give notice in writing to employees who work under this Agreement, either at the time of hire or before work begins on the Agreement, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that Contractor may require the employees to work.

**3. OTHER PROVISIONS:**

- 3.1. By executing this Agreement, Contractor represents and warrants that it has complied with the tax laws of this state or a political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317 and 318; Contractor further covenants to continue with said compliance during the term of this Agreement. Noncompliance with this provision is a default for which County may terminate the Agreement, in whole or part, and seek damages under the terms of this Agreement or applicable law.
- 3.2. If this Agreement involves lawn and landscape maintenance, Contractor shall compost or mulch yard waste material at an approved site, if feasible and cost-effective.

## **EXHIBIT B**

### **INDEPENDENT CONTRACTOR STATUS**

Contractor states and represents that contractor is an Independent Contractor as that term is defined in Oregon Revised Statute 670.600 and more specifically represents, states and agrees that in providing the services and scope of work specified in this Agreement:

1. Contractor provides services for remuneration; and
2. Contractor is free from direction and control over the means and manner of providing the services and scope of work subject only to the right of County to specify the desired results; and
3. Contractor is customarily engaged in an independently established business; and
4. Contractor is licensed within the state of Oregon to provide any services for which a license is required under ORS Chapter 671 or 701 and is responsible for obtaining other licenses or certificates necessary to provide the service or scope of work; and
5. Contractor complies with at least three of the following requirements:
  - (a) A business location is maintained that is separate from the business or work location of County; or is in a portion of the Contractor's residence and that portion is used primarily for the business.
  - (b) The Contractor bears the risk of loss related to the provision of services or scope of work such as entering into a fixed price contract, defective work is required to be corrected, the services provided are warranted or indemnification agreements, liability insurance and performance bonds and errors and omissions insurance are provided.
  - (c) Contracted services for two or more different persons or entities within a twelve month period have been obtained, or routinely engaged in business advertising, solicitation, or other marketing efforts reasonably calculated to obtain new contracts to provide similar services.
  - (d) Significant investment in the business has been made such as purchasing tools or equipment, paying for premises or facilities where services are provided, paying for licenses, certificates or specialized training.
  - (e) Possesses authority to hire other persons to assist in providing their services and has the authority to fire those persons.
6. Contractor will immediately inform County in the event that it fails to conduct its services in one or more particulars as represented in 1 through 5 above.

# Exhibit C

## I. NATIONAL POLICY REQUIREMENTS

### NP Article I. Nondiscrimination national policy requirements. (OCTOBER 2015)

**Section A. Cross-cutting nondiscrimination requirements.** By signing this agreement or accepting funds under this agreement, you assure that you will comply with applicable provisions of the national policies prohibiting discrimination:

1. On the basis of race, color, or national origin, in Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), as implemented by DoD regulations at 32 CFR part 195.
2. On the basis of gender, blindness, or visual impairment, in Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), as implemented by DoD regulations at 32 CFR part 196.
3. On the basis of age, in the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), as implemented by Department of Health and Human Services regulations at 45 CFR part 90.
4. On the basis of disability, in the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by Department of Justice regulations at 28 CFR part 41 and DoD regulations at 32 CFR part 56.
5. On the basis of disability in the Architectural Barriers Act of 1968 (42 U.S.C. 4151 et seq.) related to physically handicapped persons' ready access to, and use of, buildings and facilities for which Federal funds are used in design, construction, or alteration.

**Section B. Other nondiscrimination requirements. RESERVED.**

### NP Article II. Environmental national policy requirements. (OCTOBER 2015)

**Section A. Cross-cutting environmental requirements.** You must:

1. Comply with applicable provisions of the Clean Air Act (42 U.S.C. 7401, et seq.) and Clean Water Act (33 U.S.C. 1251, et seq.).
2. Immediately identify to us, as the Federal awarding agency, any potential impact that you find this award may have on:
  - a. The quality of the human environment, including wetlands, and provide any help we may need to comply with the National Environmental Policy Act (NEPA, at 42 U.S.C. 4321 et seq.) and assist us to prepare Environmental Impact Statements or other environmental documentation. In such cases, you may take no action that will have an adverse environmental impact (e.g., physical disturbance of a site such as breaking of ground) or limit the choice of reasonable alternatives until we provide written notification of Federal compliance with NEPA.

- b. Flood-prone areas, and provide any help we may need to comply with the National Flood Insurance Act of 1968 and Flood Disaster Protection Act of 1973 (42 U.S.C. 4001 et seq.), which require flood insurance, when available, for federally assisted construction or acquisition in flood-prone areas.
  - c. Use of land and water resources of coastal zones, and provide any help we may need to comply with the Coastal Zone Management Act of 1972 (16 U.S.C. 1451, et seq.).
  - d. Coastal barriers along the Atlantic and Gulf coasts and Great Lakes' shores, and provide help we may need to comply with the Coastal Barriers Resource Act (16 U.S.C. 3501 et seq.), concerning preservation of barrier resources.
  - e. Any existing or proposed component of the National Wild and Scenic Rivers system, and provide any help we may need to comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.).
  - f. Underground sources of drinking water in areas that have an aquifer that is the sole or principal drinking water source, and provide any help we may need to comply with the Safe Drinking Water Act (42 U.S.C. 300h-3).
3. Comply with applicable provisions of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), as implemented by the Department of Housing and Urban Development at 24 CFR part 35. The requirements concern lead-based paint in buildings owned by the Federal Government or housing receiving Federal assistance.

**Section B. Other environmental requirements. RESERVED.**

**NP Article III. National policy requirements concerning live organisms. (OCTOBER 2015)**

**Section A. Cross-cutting requirements concerning live organisms. You must:**

- 1. **Human subjects.** You must protect the rights and welfare of individuals that participate as human subjects in research under this award in accordance with DoD regulations at 32 CFR part 219 and DoD Instruction 3216.2.
- 2. **Animals.**
  - a. You must comply with applicable provisions of Department of Agriculture rules at 9 CFR parts 1-4 and DoD Instruction 3216.1, which implement the Laboratory Animal Welfare Act of 1966 (7 U.S.C. 2131-2156) and provide for humane transportation, handling, care, and treatment of animals used in research, experimentation, testing, or training under this award. You may not begin any animal work under the award that the awarding DoD Component has not reviewed and approved, as specified in paragraph 2.d of Enclosure 3 to DoD Instruction 3216.1.

- b. Your animal care program must meet the standards set forth in the National Academy of Sciences publication “Guide for the Care and Use of Laboratory Animals” (eighth edition, 2011, which may be found currently at <http://www.nap.edu/catalog/12910/guide-for-the-care-and-use-of-laboratory-animals-eighth>).
- c. You must immediately identify to us, as the Federal awarding agency, any potential impact that you find this award may have on endangered species, as defined by the Endangered Species Act of 1973, as amended (“the Act,” 16 U.S.C. 1531-1543), and implementing regulations of the Departments of the Interior (50 CFR parts 10-24) and Commerce (50 CFR parts 217-227). You also must provide any help we may need to comply with 16 U.S.C. 1536(a) (2). This is not in lieu of responsibilities you have to comply with provisions of the Act that apply directly to you as a U.S. entity, independent of receiving this award.

**Section B. Other requirements concerning live organisms. RESERVED.**

**NP Article IV. Other national policy requirements. (OCTOBER 2015)**

**Section A. Cross-cutting requirements.**

1. **Debarment and suspension.** You must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR part 180, as adopted by DoD at 2 CFR part 1125. This includes requirements concerning your principals under this award, as well as requirements concerning your procurement transactions and subawards that are implemented in PROC Articles I through III and SUB Article II.
2. **Drug-free workplace.** You must comply with drug-free workplace requirements in Subpart B of 32 CFR part 26, which is the DoD implementation of 41 U.S.C. Chapter 81, “Drug-Free Workplace.”
3. **Lobbying.**
  - a. You must comply with the restrictions on lobbying in 31 U.S.C. 1352, as implemented by DoD at 32 CFR part 28, and submit all disclosures required by that statute and regulation.
  - b. You must comply with the prohibition in 18 U.S.C. 1913 on the use of Federal funds, absent express Congressional authorization, to pay directly or indirectly for any service, advertisement or other written matter, telephone communication, or other device intended to influence at any time a Member of Congress or official of any government concerning any legislation, law, policy, appropriation, or ratification.
  - c. If you are a nonprofit organization described in section 501(c)(4) of title 26, United States Code (the Internal Revenue Code of 1968), you may not engage in lobbying activities as defined in the Lobbying Disclosure Act of 1995 (2 U.S.C., chapter 26). If we determine that you have engaged in lobbying activities, we will cease all payments to

you under this and other awards and terminate the awards unilaterally for material failure to comply with the award terms and conditions.

4. **Officials not to benefit.** You must comply with the requirement that no member of Congress shall be admitted to any share or part of this agreement, or to any benefit arising from it, in accordance with 41 U.S.C. 6306.

5. **Hatch Act.** If applicable, you must comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508) concerning political activities of certain State and local government employees, as implemented by the Office of Personnel Management at 5 CFR part 151, which limits political activity of employees or officers of State or local governments whose employment is connected to an activity financed in whole or part with Federal funds.

6. **Native American graves protection and repatriation.** If you control or possess Native American remains and associated funerary objects, you must comply with the requirements of 43 CFR part 10, the Department of the Interior implementation of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C., chapter 32).

7. **Fly America Act.** You must comply with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. 40118), commonly referred to as the “Fly America Act,” and implementing regulations at 41 CFR 301-10.131 through 301-10.143. The law and regulations require air transport of people or property to, from, between or within a country other than the United States, the cost of which is supported under this award, to be performed by or under a cost-sharing arrangement with a U.S. flag carrier, if service is available.

8. **Use of United States-flag vessels.** You must comply with the following award term specified by the Department of Transportation at 46 CFR 381.7, in regulations implementing the Cargo Preference Act of 1954:

- a. Pursuant to Pub. L. 83-664 (46 USC 55305), at least 50 percent of any equipment, materials or commodities procured, contracted for or otherwise obtained with funds under this award, and which may be transported by ocean vessel, must be transported on privately owned United States-flag commercial vessels, if available.
- b. Within 20 days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, “on-board” commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph 98.a of this section shall must be furnished to both our award administrator (through you in the case of your contractor’s bill-of-lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590.

9. **Research misconduct.** You must comply with requirements concerning research misconduct in Enclosure 4 to DoD Instruction 3210.7, “Research Integrity and Misconduct.” The Instruction implements the Government wide research misconduct policy that the Office of Science and



Technology Policy published in the Federal Register (65 FR 76260, December 6, 2000), available through the U.S. Government Printing Office web site:

<http://www.gpo.gov/fdscys/browse/collection.action?Code=FR>).

**10. Requirements for an Institution of Higher Education Concerning Military Recruiters and Reserve Officers Training Corps (ROTC).**

- a. As a condition for receiving funds available to the DoD under this award, you agree that you are not an institution of higher education (as defined in 32 CFR part 216) that has a policy or practice that either prohibits, or in effect prevents:
  - (1) The Secretary of a Military Department from maintaining, establishing, or operating a unit of the Senior Reserve Officers Training Corps(ROTC)—in accordance with 10 U.S.C. 654 and other applicable Federal laws—at that institution (or any subelement of that institution);
  - (2) Any student at that institution (or any subelement of that institution) from enrolling in a unit of the Senior ROTC at another institution of higher education.
  - (3) The Secretary of a Military Department or Secretary of Homeland Security from gaining access to campuses, or access to students (who are 17 years of age or older) on campuses, for purposes of military recruiting in a manner that is at least equal in quality and scope to the access to campuses and to students that is provided to any other employer; or
  - (4) Access by military recruiters for purposes of military recruiting to the names of students (who are 17 years of age or older and enrolled at that institution or any subelement of that institution); their addresses, telephone listings, dates and places of birth, levels of education, academic majors, and degrees received; and the most recent educational institutions in which they were enrolled.
  - (5) If you are determined, using the procedures in 32 CFR part 216, to be such an institution of higher education during the period of performance of this award, we:
    - (a) Will cease all payments to you of DoD funds under this award and all other DoD grants and cooperative agreements; and
    - (b) May suspend or terminate those awards unilaterally for material failure to comply with the award terms and conditions.

**11. Historic preservation. You must identify to us any:**

- a. Any property listed or eligible for listing on the National Register of Historic Places that will be affected by this award, and provide any help we may need, with respect to this award, to comply with Section 106 of the National Historic Preservation Act of 1966 (16

U.S. C. 470f), as implemented by the Advisory Council on Historic Preservation regulations at 36 CFR part 800 and Executive Order 11593, "Identification and Protection of Historic Properties," [3 CFR, 1971-1975 Comp., p. 559].

- b. Potential under this award for irreparable loss or destruction of significant scientific, prehistorical, historical, or archeological data, and provide any help we may need, with respect to this award, to comply with the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1, et seq.).

**12. Relocation and real property acquisition.** You must comply with applicable provisions of 49 CFR part 24, which implements the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4601, et seq.) and provides for fair and equitable treatment of persons displaced by federally assisted programs or persons whose property is acquired as a result of such programs.

**13. Confidentiality of patient records.** You must keep confidential any records that you maintain of the identity, diagnosis, prognosis, or treatment of any patient in connection with any program or activity relating to substance abuse education, prevention, training, treatment, or rehabilitation that is assisted directly or indirectly under this award, in accordance with 42 U.S.C. 290dd-2.

**14. Pro-Children Act.**

You must comply with applicable restrictions in the Pro-Children Act of 1994 (Title 20, Chapter 68, Subchapter X, Part B of the U.S. Code) on smoking in any indoor facility:

- a. Constructed, operated, or maintained under this award and used for routine or regular provision of kindergarten, elementary or secondary education or library services to children under the age of 18.
- b. Owned, leased, or contracted for and used under this award for the routine provision of federally funded health care, day care, or early childhood development (Head Start) services to children under the age of 18.

**15. Constitution Day.** You must comply with Public Law 108-447, Div. J, Title I, Sec. 111 (36 U.S.C. 106 note), which requires each educational institution receiving Federal funds in a Federal fiscal year to hold an educational program on the United States Constitution on September 17th during that year for the students served by the educational institution.

**16. Trafficking in persons.** You must comply with requirements concerning trafficking in persons specified in the award term at 2 CFR 175.15(b), as applicable.

**17. Whistleblower protections.** You must comply with 10 U.S.C. 2409, including the:

- a. Prohibition on reprisals against employees disclosing certain types of information to specified persons or bodies; and

b. Requirement to notify your employees in writing, in the predominant native language of the workforce, of their rights and protections under that statute

## **EXHIBIT D SCOPE OF WORK**

The main objective of this project is to address land uses that conflict with the military airspace over Crook County. The area is defined by GIS data maps provided by the Department of Defense. As part of the project, the County will also update its Commercial Energy Code.

Crook County is proposing three main phases to this project: analysis, adoption, and implementation. Each phase includes a public outreach and stakeholder engagement component and is outlined below:

### ***1. Analysis***

The first step is to determine, with Department of Defense input, stakeholder input, and a review of relevant literature, possible encroachment scenarios including structure height, transmission infrastructure, lighting, communication facilities, airports or other air traffic, and other potential uses and development which present or may present a conflict. This step should include a glint/glare analysis to determine when mitigation of such may be required within military training routes 500 feet from ground level. Similarly, potential development and uses must be analyzed that could be adversely impacted using military airspace.

This phase includes hosting two public meetings as well as a variety of online tools to solicit and engage the public as is consistent with Oregon Statewide Land Use Planning Goal 1 (Citizen Involvement).

Once a comprehensive list of possible land use development and activities that might present an encroachment has been developed, an audit of existing land use plans, including the Comprehensive Plan, Transportation Systems Plan, and the County Code will be completed to determine any currently permissible uses that may present an encroachment to military airspace. The consultant will also use available information, including GIS, to identify existing turbines, communication towers, or other structures or approved development that may represent a potential conflict. That information will be shared with the Department of Defense to work on any possible retroactive mitigation measures.

Following the identification of specific potential land uses that could present encroachment, the contractor will work to identify potential mitigation measures. This analysis will, similarly, be done through public and stakeholder outreach, literature review, and comparative analysis with other jurisdictions. The contractor will leverage the GIS military airspace data to specifically identify critical corridors that may present significant adverse impacts to military airspace.

Mitigation measures may involve a variety of potential solutions including a notification buffer, early notification procedure, adopted zoning overlay map, communication facilities standards, and modifications to standards for commercial energy facilities. With the outreach component to analysis, the County estimates six months from commencement of analysis to advancement to the hearings and adoption phase.

Lastly, as part of the analysis phase, the consultant will help Crook County establish an up-to-date baseline map of permitted and constructed energy and communication projects.

**Contractor Deliverables:**

- **Public Meetings:** Successfully host two public meetings in accordance with Oregon Public Meeting laws to initiate public involvement in the project;
- **Progress Reports:** Both an initial list, following preliminary analysis and public meetings, of potential conflicts with military airspace and a subsequent list following Department of Defense input of conflicts with critical corridors and potential mitigation options;
- **Maps:** Creation of, with staff assistance, a baseline map of existing and permitted commercial energy and communication facilities.

**2. Outreach**

The first goal of the Oregon Statewide Land Use Planning Goals is citizen involvement. This is the foundation of land use plans and planning, and a critical component to preparing regulations, criteria, and tools for adoption.

For the project, there will be a robust outreach schedule, to coincide with concurrent planning update outreach. This includes work sessions to invite feedback on the analysis and proposals for regulation and notification requirements.

One requirement from the State of Oregon (Oregon Revised Statute 215.503) is that we send a mailed notice to all property owners when changes are proposed to the Comprehensive Plan Zoning Map and County Code. There will be two such mailed notices to inform citizens of work, one that is sent prior to the outreach phase and one that is sent prior to the legislative process. This is the first step in raising public awareness over the proposed amendments to plans and maps.

The multiple work sessions will be split among the identified projects, collecting input from the Planning Commission, members of the public, and federal or state agencies affected by the changes. Data collected for each project will be provided at these sessions in the form of online and in person visuals, proposed Comprehensive Plan language and maps, proposed code language, and clear outlines on the process for adoption.

In addition, staff will conduct interviews or convene a focus group of past, present, and future developers for large-scale projects to get targeted input on proposed criteria, including early notification requirements.

**Contractor Deliverables:**

- **Public Meetings:** Attend public meetings and work sessions.
- **Informational Materials:** Prepare documents and materials for public outreach, including maps, proposed code language, and explanations of the procedure to update the comprehensive plan and code language.

### **3. Adoption**

Legislative updates to any land use plans in the State of Oregon involve a prescribed process that includes public hearings and approval from the State Department of Land Conservation and Development. This phase will include an update to the Comprehensive Plan Zoning Map with the adoption of the military airspace as an overlay zone, an amendment to the Comprehensive Plan to identify key policy initiatives and action items to mitigate adverse impacts, and to the Crook County Zoning Ordinance Code.

The likely product outcomes of our work will be: an overlay zone map of military airspace; to develop overlay zone criteria including early Department of Defense notification requirements at the time of pre-application; specific policies for the Comprehensive Plan; development standards for communications facilities; modified standards for private airports; and amendments to our energy facilities chapter consistent with notification requirements of Oregon House Bill 2329 (2019) to notice Department of Defense. The notification requirements will be drafted to initiate early contact between the property owner and/or developer and the Department of Defense, and to reduce the need for mitigation measures during the permitting process. We also anticipate additional modifications to the Commercial Energy Facilities chapter of the Crook County Code (Chapter 18.161) based on mitigation measures identified during the project analysis phase and to otherwise bring that chapter into harmony with HB 2329.

Adoption of these changes to our land use plans requires notification of all property owners in Crook County via a mailer with proscribed language (Oregon Revised Statutes 215.503). At a minimum, there will be three public hearings (one Planning Commission and two at the County Court) whereby consultant and planning staff will present revised plans, a staff report with evidence, findings, and conclusion, and any public testimony. There are also additional notification requirements for hearings.

The final materials, adopted by Ordinance, are then organized into an official record which is transmitted, when approved, to the Department of Land Conservation and Development for their acknowledgment.

The procedures which govern the hearings process necessitate a minimum of three months for legislative amendments, but with notification and hearing preparation, conservatively we estimate for a six-month timeline following analysis to approval.

#### **Contractor Deliverables:**

- **Public Meetings:** Attendance at minimum of one Planning Commission and two County Court meetings with prepared materials to adequately inform and advise County decision makers.
- **Documents:** Draft overlay maps, draft notification requirements and code language; a specific comprehensive plan policy; notification/planning/development standards for commercial energy and private airports. Finalization of said documents prior to County adoption.

#### **4. Implementation**

The final phase of the project, once the Ordinance amendments and map have been adopted, is implementation. Our project proposal includes the creation of an implementation manual to give staff and the public clear guidelines on the process and requirements. The implementation manual will also promote compatible development and provide recommendations for additional mitigation strategies property owners can employ.

Additionally, the consultant will assist County staff in creating a closing report (the "Report"). The Report will consist of:

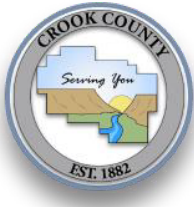
- A description of the methodology employed and steps taken to complete the project;
- Lessons learned during the process, challenges overcome, and challenges remaining;
- Results and benefits realized and projected for the County's residents;
- Department of Defense best practices achieved during the project; and
- Recommended improvements to the OLDCC Installation Resilience program.

While implementation itself will be ongoing, we anticipate the creation of an implementation manual to take an additional two months following adoption.

#### **Contractor Deliverables:**

- **Manual:** Production of the implementation manual for County staff to carry out the program.
- **Report:** Production of thorough closing Report, detailing all of the requirements mentioned above.

## AGENDA ITEM REQUEST



**Date:**

April 30, 2024

**Meeting date desired:**

May 8, 2024

**Subject:**

Proposed Fee Increases for Community Development

**Background and policy implications:**

The department is proposing a 5% fee increase to offset inflationary increases in program costs, help maintain a necessary reserve fund balance, and to continue to provide current service levels to the community. In addition to the 5% increase, there are a few fees being added for application types that were missing and a small number of fees being adjusted at a higher rate to cover the cost of service.

**Budget/fiscal impacts:**

**Requested by:**

Will Van Vactor

[will.vanvactor@crookcountyor.gov](mailto:will.vanvactor@crookcountyor.gov) | 541.447.3211

**Presenters:**

Will Van Vactor

Katrina Weitman

**Legal review (only if requested):**

**Elected official sponsor (if applicable):**



**CROOK COUNTY FEE SCHEDULE | Fiscal Year 2024-25**

Department	Fee Description	(\$) 23-24	(\$) 24-25	Change From Prior	Comments
				-	
<b>Community Development (CD)</b>				-	
CD - Building Services	The International Code Council Building Valuation Table has been adopted by Crook County and is published in February of every year and adopted through the County Court effective April 1st of every year. The current valuation table is as follows:				
CD - Building Services	<b>Building (Structural) Permits:</b>			-	Plus applicable State Surcharge
CD - Building Services	Total Valuation \$1 to \$5,000, plus:	80.14	115.75	35.61	Minimum Building Valuation is \$5,000, Minimum Structural Permit Fee is <b>\$115.75</b> .
CD - Building Services	Each additional \$1,000 between \$5,001 to \$25,000	9.52	9.52	-	<b>\$115.75</b> for the first \$5,000 plus \$9.52 for each additional \$1,000 or fraction thereof, to and including \$25,000
CD - Building Services	Each additional \$1,000 between \$25,001 to \$50,000	7.13	7.13	-	<b>\$306.15</b> for the first \$25,000 plus \$7.13 for each additional \$1,000 or fraction thereof, to and including \$50,000
CD - Building Services	Each additional \$1,000 between \$50,001 to \$100,000	4.76	4.76	-	<b>\$484.40</b> for the first \$50,000 plus \$4.76 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 over \$100,001	3.97	3.97	-	<b>\$722.40</b> for the first \$100,000 plus \$3.97 for each additional \$1,000 or fraction thereof
CD - Building Services	1.) 12% State Surcharge	12%	12%	-	Required to be added to Building Permit Fees as per the State of Oregon, ORS 455.210(4) & (5) and 455.220(1)
CD - Building Services	2.) Structural Plan Review – % of Building Permit Fee	75%	75%	-	
CD - Building Services	3.) Code Compliance Fee for New Residential, Single Family Dwelling, and Manufactured Dwellings valuations will be 0.18% of building valuation	0.18%	0.18%	-	Maximum fee of \$370.00; Supports code enforcement program
CD - Building Services	4.) Code Compliance Fee for New Accessory and Residential Addition Building valuations 0.18% of building valuation (Maximum fee of \$270.00)	0.18%	0.18%	-	Maximum fee of \$270.00; Supports code enforcement program
CD - Building Services	5.) Compliance Fee for Commercial Structures Valuations 0.18% of building valuations (Maximum fee of \$525.00)	0.18%	0.18%	-	Maximum fee of \$525.00; Supports code enforcement program
CD - Building Services	6.) Advanced Planning Fee – Calculated on the valuation of the building project to support long range planning projects that are not fee supported in the amount of 0.30% of the building valuation	0.30%	0.30%	-	Maximum fee of <b>\$100,000</b> ; Fee waived on projects with valuation under \$300,000; supports long range planning projects that are not fee supported
CD - Building Services	7.) Agricultural Building Exemption Review	65.00	68.25	3.25	
CD - Building Services	8.) Residential Demolition Permit Fee	95.00	99.75	4.75	
CD - Building Services	9.) Commercial Demolition Permit Fee	240.00	252.00	12.00	
CD - Building Services	10.) Additional Plan Review - Plan modifications, per hour – 1/2 hour minimum	95.00	120.00	25.00	per hour <b>with a minimum 1/2 hr</b>
CD - Building Services	11.) Refund processing fee	78.75	82.70	3.95	refunds must be requested within 180 days of application; refunds are not available for any work that has been performed
CD - Building Services	12.) Change of Occupancy Review	170.00	178.50	8.50	
CD - Building Services	13.) Complex/large project consultation or review fee, per hour – 2 hour minimum	170.00	178.50	8.50	per hour; may include charges for review from technical experts as ACS
CD - Building Services	14.) Re-Roofing, Residential	162.75	170.90	8.15	
CD - Building Services	15.) Re-Roofing, Commercial Only	Based on the Valuation of the Project	Based on the Valuation of the Project		
CD - Building Services	16.) Fire Life Safety Plan Review – % of Building Permit Fee	40%	40%	-	Required on all structures over 4000 sq. ft. and/or any project deemed necessary by the Building Official
CD - Building Services	17.) Re-Inspection Fee	110.00	120.00	10.00	
CD - Building Services	18.) Investigation fee, per hour	110.00	120.00	10.00	per hour

**CROOK COUNTY FEE SCHEDULE | Fiscal Year 2024-25**

<b>Department</b>	<b>Fee Description</b>	<b>(\$) 23-24</b>	<b>(\$) 24-25</b>	<b>Change From Prior</b>	<b>Comments</b>
CD - Building Services	19.) Each additional inspection	110.00	120.00	10.00	
CD - Building Services	20.) Inspection outside normal business hours, per hour – 2 hour minimum	85.00	120.00	35.00	per hour
CD - Building Services	21.) Inspection for which no fee is indicated, per hour	110.00	120.00	10.00	per hour
CD - Building Services	22.) Permit Reinstatement due to expired permit (within a 6-month window)	50% of current fee for new permit	50% of current fee for new permit		New Permit Fee thereafter
	<b>Permit Extension</b>		50		
CD - Building Services	23.) Permit History Research Fee, per hour	80.00	80.00	-	
CD - Building Services	24.) Copies, per page	0.25	0.25	-	
CD - Building Services	25.) Oversize copies, per page	5.00	5.00	-	
CD - Building Services	26.) Permit Shipping	10.00	10.00	-	
CD - Building Services	27.) Phased Plan Review “per phase” for Residential/Commercial	\$315 + 10% of total project building permit fee	\$315 + 10% of total project building permit fee		Not to exceed \$1,500.00 for each phase
CD - Building Services	28.) Deferred Plan Review – 65% of permit fee on deferred portion valuation; \$300.00 minimum fee	65%	65%	-	\$300.00 minimum fee
CD - Building Services	29.) Temporary Certificate of Occupancy – Commercial	415.00	435.75	20.75	
CD - Building Services	30.) Temporary Certificate of Occupancy – Residential	247.00	259.35	12.35	
CD - Building Services	31.) Temporary Gold Seal Job Trailer Placement Inspection		-	-	
CD - Building Services	a.) Single-wide unit	500.00	525.00	25.00	
CD - Building Services	b.) Double-wide unit	600.00	630.00	30.00	
CD - Building Services	c.) Triple-wide unit	710.00	745.50	35.50	
CD - Building Services	32.) Administrative/Clerical Fee	78.75	82.50	3.75	
CD - Building Services	33.) Residential Fire Sprinklers Standalone System:		-	-	
CD - Building Services	0 to 2,000 sq. ft.	159.00	165.00	6.00	
CD - Building Services	2,001 to 3,600 sq. ft.	165.50	175.00	9.50	
CD - Building Services	3,601 to 7,200 sq. ft.	210.50	220.00	9.50	
CD - Building Services	Over 7,200 sq. ft.	256.75	270.00	13.25	
CD - Building Services	<b>Manufactured Home Park Fees:</b>			-	
CD - Building Services	Valuation: Table 1			-	
CD - Building Services	Total Valuation \$1 to \$500, plus:	25.00	25.00	-	
CD - Building Services	Each additional \$100 between \$501 to \$2,000	2.20	2.20	-	\$25.00 for the first \$500 plus \$2.20 for each additional \$100 or fraction thereof, to and including \$2,000
CD - Building Services	Each additional \$1,000 between \$2,001 to \$25,000	9.90	9.90	-	\$58.00 for the first \$2,000 plus \$9.90 for each additional \$1,000 or fraction thereof, to and including \$25,000
CD - Building Services	Each additional \$1,000 between \$25,001 to \$50,000	7.15	7.15	-	\$285.70 for the first \$25,000 plus \$7.15 for each additional \$1,000 or fraction thereof, to and including \$50,000
CD - Building Services	Each additional \$1,000 between \$50,001 to \$100,000	4.95	4.95	-	\$464.45 for the first \$50,000 plus \$4.95 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 between \$100,001 to \$500,000	3.85	3.85	-	\$711.95 for the first \$100,000 plus \$3.85 for each additional \$1,000 or fraction thereof, to and including \$500,000
CD - Building Services	Each additional \$1,000 between \$500,001 to \$1,000,000	2.20	2.20	-	\$2,251.95 for the first \$500,000 plus \$2.20 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
CD - Building Services	Each additional \$100 over \$1,000,001	2.20	2.20	-	\$3,351.95 for the first \$1,000,000 plus \$2.20 for each additional \$100 or fraction thereof

**CROOK COUNTY FEE SCHEDULE | Fiscal Year 2024-25**

<b>Department</b>	<b>Fee Description</b>	<b>(\$) 23-24</b>	<b>(\$) 24-25</b>	<b>Change From Prior</b>	<b>Comments</b>
CD - Building Services	Valuation: Table 2 – Spaces per Acre			-	Table 2 is based on the 1990 evaluation of Mobile Home Parks published by Oregon Department of Revenue; Deduct 10% from the valuation of parks constructed east of the Cascade Summit
CD - Building Services	Park - Class A (contains paved streets, curbs, and no sidewalks):			-	"Class A" contains paved streets, curbs, and no sidewalks
CD - Building Services	4 or fewer spaces per acre, per space	5,901.00	5,901.00	-	
CD - Building Services	5 spaces per acre, per space	5,517.00	5,517.00	-	
CD - Building Services	6 spaces per acre, per space	5,197.00	5,197.00	-	
CD - Building Services	7 spaces per acre, per space	4,941.00	4,941.00	-	
CD - Building Services	8 spaces per acre, per space	4,685.00	4,685.00	-	
CD - Building Services	9 spaces per acre, per space	4,493.00	4,493.00	-	
CD - Building Services	10 spaces per acre, per space	4,365.00	4,365.00	-	
CD - Building Services	11 spaces per acre, per space	4,301.00	4,301.00	-	
CD - Building Services	12 spaces per acre, per space	4,237.00	4,237.00	-	
CD - Building Services	Park - Class B (contains paved streets, no curbs, and no sidewalks):			-	"Class B" contains paved streets, no curbs, and no sidewalks
CD - Building Services	4 or fewer spaces per acre, per space	5,504.00	5,504.00	-	
CD - Building Services	5 spaces per acre, per space	5,120.00	5,120.00	-	
CD - Building Services	6 spaces per acre, per space	4,800.00	4,800.00	-	
CD - Building Services	7 spaces per acre, per space	4,544.00	4,544.00	-	
CD - Building Services	8 spaces per acre, per space	4,288.00	4,288.00	-	
CD - Building Services	9 spaces per acre, per space	4,096.00	4,096.00	-	
CD - Building Services	10 spaces per acre, per space	3,968.00	3,968.00	-	
CD - Building Services	11 spaces per acre, per space	3,904.00	3,904.00	-	
CD - Building Services	12 spaces per acre, per space	3,804.00	3,804.00	-	
CD - Building Services	Park - Class C (contains no paved streets, no curbs, but have a sidewalk on one side of each street):			-	"Class C" contains no paved streets, no curbs, but have a sidewalk on one side of each street
CD - Building Services	4 or fewer spaces per acre, per space	5,312.00	5,312.00	-	
CD - Building Services	5 spaces per acre, per space	5,028.00	5,028.00	-	
CD - Building Services	6 spaces per acre, per space	4,608.00	4,608.00	-	
CD - Building Services	7 spaces per acre, per space	4,352.00	4,352.00	-	
CD - Building Services	8 spaces per acre, per space	4,269.00	4,269.00	-	
CD - Building Services	9 spaces per acre, per space	3,904.00	3,904.00	-	
CD - Building Services	10 spaces per acre, per space	3,776.00	3,776.00	-	
CD - Building Services	11 spaces per acre, per space	3,712.00	3,712.00	-	
CD - Building Services	12 spaces per acre, per space	3,648.00	3,648.00	-	
CD - Building Services	Additional plan review, per hour – 1/2 hour minimum	85.00	85.00	-	Per hour; required when approved plan is added to, changed, or revised; minimum 1/2 hour
CD - Building Services	Consultation fee, per hour – 1 hour minimum	160.00	160.00	-	
CD - Building Services	Plan check fee for Manufactured Home Park - % of valuation	65%	65%	-	% of Table 1 Valuation

**CROOK COUNTY FEE SCHEDULE | Fiscal Year 2024-25**

<b>Department</b>	<b>Fee Description</b>	<b>(\$) 23-24</b>	<b>(\$) 24-25</b>	<b>Change From Prior</b>	<b>Comments</b>
CD - Building Services	<b>Recreation Park Fees:</b>			-	
CD - Building Services	Valuation: Table 1			-	
CD - Building Services	Total Valuation \$1 to \$500, plus:	25.00	25.00	-	
CD - Building Services	Each additional \$100 between \$501 to \$2,000	2.20	2.20	-	\$25.00 for the first \$500 plus \$2.20 for each additional \$100 or fraction thereof, to and including \$2,000
CD - Building Services	Each additional \$1,000 between \$2,001 to \$25,000	9.90	9.90	-	\$58.00 for the first \$2,000 plus \$9.90 for each additional \$1,000 or fraction thereof, to and including \$25,000
CD - Building Services	Each additional \$1,000 between \$25,001 to \$50,000	7.15	7.15	-	\$285.70 for the first \$25,000 plus \$7.15 for each additional \$1,000 or fraction thereof, to and including \$50,000
CD - Building Services	Each additional \$1,000 between \$50,001 to \$100,000	4.95	4.95	-	\$464.45 for the first \$50,000 plus \$4.95 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 between \$100,001 to \$500,000	3.85	3.85	-	\$711.95 for the first \$100,000 plus \$3.85 for each additional \$1,000 or fraction thereof, to and including \$500,000
CD - Building Services	Each additional \$1,000 between \$500,001 to \$1,000,000	2.20	2.20	-	\$2,251.95 for the first \$500,000 plus \$2.20 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
CD - Building Services	Each additional \$100 over \$1,000,001	2.20	2.20	-	\$3,351.95 for the first \$1,000,000 plus \$2.20 for each additional \$100 or fraction thereof
CD - Building Services	Valuation: Table 2 – Spaces per Acre			-	
CD - Building Services	Park - Class A			-	"Class A" contains paved streets, curbs, and no sidewalks
CD - Building Services	6 or fewer spaces per acre, per space	2,637.00	2,637.00	-	
CD - Building Services	8 spaces per acre, per space	2,470.00	2,470.00	-	
CD - Building Services	10 spaces per acre, per space	2,320.00	2,320.00	-	
CD - Building Services	12 spaces per acre, per space	2,189.00	2,189.00	-	
CD - Building Services	14 spaces per acre, per space	2,074.00	2,074.00	-	
CD - Building Services	16 spaces per acre, per space	1,978.00	1,978.00	-	
CD - Building Services	18 spaces per acre, per space	1,907.00	1,907.00	-	
CD - Building Services	20 spaces per acre, per space	1,849.00	1,849.00	-	
CD - Building Services	22 spaces per acre, per space	1,798.00	1,798.00	-	
CD - Building Services	Park - Class B			-	"Class B" contains paved streets, no curbs, and no sidewalks
CD - Building Services	6 or fewer spaces per acre, per space	2,483.00	2,483.00	-	
CD - Building Services	8 spaces per acre, per space	2,317.00	2,317.00	-	
CD - Building Services	10 spaces per acre, per space	2,176.00	2,176.00	-	
CD - Building Services	12 spaces per acre, per space	2,035.00	2,035.00	-	
CD - Building Services	14 spaces per acre, per space	1,920.00	1,920.00	-	
CD - Building Services	16 spaces per acre, per space	1,824.00	1,824.00	-	
CD - Building Services	18 spaces per acre, per space	1,754.00	1,754.00	-	
CD - Building Services	20 spaces per acre, per space	1,696.00	1,696.00	-	
CD - Building Services	22 spaces per acre, per space	1,645.00	1,645.00	-	
CD - Building Services	Park - Class C			-	"Class C" contains no paved streets, no curbs, but have a sidewalk on one side of each street
CD - Building Services	6 or fewer spaces per acre, per space	2,483.00	2,483.00	-	
CD - Building Services	8 spaces per acre, per space	1,317.00	1,317.00	-	
CD - Building Services	10 spaces per acre, per space	2,176.00	2,176.00	-	
CD - Building Services	12 spaces per acre, per space	2,035.00	2,035.00	-	
CD - Building Services	14 spaces per acre, per space	1,920.00	1,920.00	-	
CD - Building Services	16 spaces per acre, per space	1,824.00	1,824.00	-	
CD - Building Services	18 spaces per acre, per space	1,754.00	1,754.00	-	
CD - Building Services	20 spaces per acre, per space	1,696.00	1,696.00	-	
CD - Building Services	22 spaces per acre, per space	1,645.00	1,645.00	-	

**CROOK COUNTY FEE SCHEDULE | Fiscal Year 2024-25**

<b>Department</b>	<b>Fee Description</b>	<b>(\$) 23-24</b>	<b>(\$) 24-25</b>	<b>Change From Prior</b>	<b>Comments</b>
CD - Building Services	Plan check fee for Recreation Park - % of valuation	65%	65%	-	% of Table 1 Valuation
CD - Building Services	<b>Solar Fees:</b>			-	
CD - Building Services	1.) Solar Photo voltaic – prescriptive (roof-mounted)☒	173.25	182.00	8.75	
CD - Building Services	2.) Solar Photo voltaic – non-prescriptive	based on the valuation	based on the valuation		Fee is based on the valuation of the project – see Structural Permit fee table for rates
CD - Building Services	<b>Mechanical Permits:</b>			-	All Mechanical Permits are subject to a State Surcharge of 12% of the total permit fee. Minimum mechanical permit application fee is <b>\$115.75.</b>
CD - Building Services	All mechanical Permits are subject to a state Surcharge of 12% of the total Permit fee. The minimum mechanical permit application fee is <b>\$115.75.</b>	110.25	115.75	5.50	
CD - Building Services	The Mechanical Plan Review Fee is based on valuation of 75% of the determined Permit Fee, where applicable.			-	
CD - Building Services	Commercial Mechanical Permits are based on the valuation of the project – see Building (Structural) Permit fee table for rates.			-	
CD - Building Services	1.) Air Conditioner	14.75	15.50	0.75	
CD - Building Services	2.) Air handling unit up to 10,000 cfm	14.75	15.50	0.75	
CD - Building Services	3.) Air handling unit 10,001 cfm and over	19.50	20.50	1.00	
CD - Building Services	4.) Appliance vent installation, relocation or replacement not included in an appliance	11.75	12.35	0.60	
CD - Building Services	5.) Attic/crawl space fans	8.50	8.95	0.45	
CD - Building Services	6.) Chimney /liner/flue/vent	12.25	12.85	0.60	
CD - Building Services	7.) Clothes dryer exhaust	12.25	12.85	0.60	
CD - Building Services	8.) Decorative gas fireplace	12.25	12.85	0.60	
CD - Building Services	9.) Evaporative cooler other than portable	8.50	8.95	0.45	
CD - Building Services	10.) Floor furnace, including vent	12.25	12.85	0.60	
CD - Building Services	11.) Flue Vent for water heater or gas fireplace	10.25	10.75	0.50	
CD - Building Services	12.) Furnace/burner including duct work/vent/liner	19.50	20.50	1.00	
CD - Building Services	13.) Gas or wood fireplace/insert	19.50	20.50	1.00	
CD - Building Services	14.) Gas Fuel piping outlets	12.25	12.85	0.60	
CD - Building Services	15.) Heat pump	18.25	19.15	0.90	
CD - Building Services	16.) Hood served by mechanical exhaust, including ducts for hood	8.50	8.95	0.45	
CD - Building Services	17.) Hydronic hot water system	78.25	82.15	3.90	
CD - Building Services	18.) Mini spit system	18.25	19.15	0.90	
CD - Building Services	19.) Oil tank/gas/diesel generators	18.25	19.15	0.90	
CD - Building Services	20.) Pool or spa heater, kiln	12.25	12.85	0.60	
CD - Building Services	21.) Propane or natural gas vented room heaters, gas fired appliances, includes vent	19.50	20.50	1.00	
CD - Building Services	22.) Range hood/other kitchen equipment	11.75	12.35	0.60	
CD - Building Services	23.) Suspended heater, recessed wall heater, or floor mounted floor heater	12.25	12.86	0.61	
CD - Building Services	24.) Ventilation fan connected to single duct	8.50	8.95	0.45	
CD - Building Services	25.) Ventilation system not a portion of heating or air-conditioning system	8.50	8.95	0.45	
CD - Building Services	26.) Water heater	49.00	51.45	2.45	
CD - Building Services	27.) Wood/pellet stove	19.50	20.50	1.00	
CD - Building Services	28.) Other heating/cooling	12.25	12.85	0.60	

**CROOK COUNTY FEE SCHEDULE | Fiscal Year 2024-25**

<b>Department</b>	<b>Fee Description</b>	<b>(\$) 23-24</b>	<b>(\$) 24-25</b>	<b>Change From Prior</b>	<b>Comments</b>
CD - Building Services	29.) Other fuel appliance	12.25	12.85	0.60	
CD - Building Services	30.) Other environment exhaust/ventilation	8.50	8.95	0.45	
CD - Building Services	31.) Mechanical – Additional plan review, per hour – <b>1/2</b> hour minimum	95.00	120.00	25.00	Per hour - 1/2 hr minimum
CD - Building Services	32.) Mechanical – Re-inspection fee	110.00	120.00	10.00	
CD - Building Services	33.) Mechanical – Inspections outside normal business hours, per hour – 2 hour minimum	85.00	120.00	35.00	Per hour
CD - Building Services	34.) Mechanical – Inspections for which no fee is specifically indicated, per hour – <b>2-hour minimum</b>	85.00	120.00	35.00	Per hour
CD - Building Services	35.) Mechanical – Investigation fee, per hour – <b>2-hour minimum</b>	110.00	120.00	10.00	Per hour
CD - Building Services	36.) Mechanical – Minimum fee	110.25	115.75	5.50	
CD - Building Services	<b>Plumbing Permits:</b>			-	All Plumbing Permits are subject to a State Surcharge of 12% of the total Permit fee; The minimum Plumbing Permit Application Fee is <b>\$115.75.</b>
CD - Building Services	All Plumbing Permits are subject to a State Surcharge of 12% of the total Permit fee			-	
CD - Building Services	The minimum Plumbing Permit Application Fee is <b>\$115.75.</b>			-	
CD - Building Services	The Plumbing Plan Review Fee is 75% of the Permit fee.			-	
CD - Building Services	1.) Sanitary Sewer – first 100 feet	81.75	85.85	4.10	Permit fee, where applicable
CD - Building Services	2.) Storm Sewer – first 100 feet	81.75	85.85	4.10	
CD - Building Services	3.) Water Service – first 100 feet	81.75	85.85	4.10	
CD - Building Services	4.) Backflow preventer	81.75	85.85	4.10	
CD - Building Services	5.) Each additional 100 feet of water, sewer, or storm sewer line	67.25	70.60	3.35	
CD - Building Services	6.) Water heater	49.00	51.45	2.45	
CD - Building Services	7.) Reinspection fee, per inspection	110.00	120.00	10.00	
CD - Building Services	8.) Plumbing – additional inspection, per inspection	110.00	120.00	10.00	
CD - Building Services	9.) Plumbing – Inspections for which no fee is specifically indicated, per hour – <b>2-hour minimum</b>	85.00	120.00	35.00	
CD - Building Services	10.) Plumbing – Inspections outside normal business hours, per hour – 2 hour minimum	85.00	120.00	35.00	
CD - Building Services	11.) Plumbing – Investigation fee, per hour – <b>2-hour minimum</b>	110.00	120.00	10.00	
CD - Building Services	12.) Plumbing – Additional plan review, per hour – <b>1/2</b> hour minimum	95.00	120.00	25.00	
CD - Building Services	13.) Single Family Residence – additional bath/kitchen	210.00	220.50	10.50	
CD - Building Services	14.) First Kitchen & Bathroom	315.00	330.75	15.75	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	15.) First Kitchen & 2 Bathrooms	420.00	441.00	21.00	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	16.) First Kitchen & 3 Bathrooms	525.00	551.25	26.25	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	17.) Each fixture as marked on application	27.25	28.60	1.35	
CD - Building Services	18.) Re-piping of existing fixtures, per fixture	27.25	28.60	1.35	
CD - Building Services	19.) Residential Fire Sprinklers (connected to potable water) 13D:			-	
CD - Building Services	0 to 2,000 sq. ft.	159.00	165.00	6.00	
CD - Building Services	2,001 to 3,600 sq. ft.	165.50	175.00	9.50	
CD - Building Services	3,601 to 7,200 sq. ft.	210.50	220.00	9.50	
CD - Building Services	Over 7,200 sq. ft.	256.75	270.00	13.25	
CD - Building Services	<b>Medical Gas Permits:</b>			-	
CD - Building Services	Total Valuation \$1 to \$5,000, plus:	122.25	122.25	-	Minimum Medical Gas Valuation is \$5,000, Minimum Medical Gas Fee is <b>\$122.25</b>
CD - Building Services	Each additional \$100 between \$5,001 to \$10,000	2.00	2.00	-	\$122.25 for the first \$5,000 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$10,000

**CROOK COUNTY FEE SCHEDULE | Fiscal Year 2024-25**

<b>Department</b>	<b>Fee Description</b>	<b>(\$) 23-24</b>	<b>(\$) 24-25</b>	<b>Change From Prior</b>	<b>Comments</b>
CD - Building Services	Each additional \$1,000 between \$10,001 to \$100,000	12.50	12.50	-	\$222.25 for the first \$10,000 plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 over \$100,001	8.50	8.50	-	\$1,347.25 for the first \$100,000 plus \$8.50 for each additional \$1,000 or fraction thereof
CD - Building Services	<b>Manufactured Home Permits:</b>			-	
CD - Building Services	1.) Manufactured Home permits are subject to a \$30.00 State Administration Fee	30.00	30.00	-	State Administration Fee
CD - Building Services	2.) Manufactured Home Placement Fee	609.00	640.00	31.00	Total of <b>\$746.80</b> with 12% State Surcharge + \$30.00 State Administration Fee
CD - Building Services	3.) Manufactured Home Code Books	35.00	35.00	-	
CD - Building Services	4.) Manufactured Home – Inspections outside normal business hours, per hour – 2 hour minimum	85.00	120.00	35.00	Per hour, plus 12% State Surcharge
CD - Building Services	5.) Manufactured Home – Inspections for which no fee is specifically indicated, per hour – 2 hour minimum	85.00	120.00	35.00	Per hour, plus 12% State Surcharge
CD - Building Services	6.) Manufactured Home – Investigation fee, per hour – 2 hour minimum	110.00	120.00	10.00	Per hour, plus 12% State Surcharge
CD - Building Services	7.) Re-inspection fee, per inspection	110.00	120.00	10.00	Plus 12% State Surcharge
CD - Building Services	<b>Electrical Permits:</b>			-	Plus applicable State Surcharge; minimum permit fee is 110.25
CD - Building Services	1.) All electrical Permits are subject to a State Surcharge of 12% of the total permit fee	12%	12%	-	
CD - Building Services	2.) Electrical Plan Review – % of Permit Fee when required	25%	25%	-	
CD - Building Services	3.) Master Electrical Application Permit fee	100.00	100.00	-	
CD - Building Services	4.) Master Electrical inspection fee, per hour	100.00	120.00	20.00	per hour
CD - Building Services	5.) Residential, per unit, service included			-	Multi-family is based on largest unit using residential square footage with each additional unit at 50%
CD - Building Services	a.) 1,000 sq. ft. or less	183.25	192.40	9.15	
CD - Building Services	b.) Each additional 500 sq. ft. or portion thereof	30.50	32.05	1.55	
CD - Building Services	6.) Limited energy	42.75	44.90	2.15	
CD - Building Services	7.) Each manufactured home or modular dwelling service or feeder	110.25	115.75	5.50	
CD - Building Services	8.) Service or feeders:			-	installation, alteration, relocation
CD - Building Services	a.) 200 amps or less / 5KVA or less	118.00	123.90	5.90	
CD - Building Services	b.) 201 to 400 amps	139.25	146.20	6.95	
CD - Building Services	c.) 401 to 599 amps	234.00	245.70	11.70	
CD - Building Services	d.) 600 to 1,000 amps	306.75	322.10	15.35	
CD - Building Services	e.) Over 1,000 amps or volts	698.00	732.90	34.90	
CD - Building Services	f.) Reconnect only	110.25	115.75	5.50	
CD - Building Services	9.) Temporary service or feeders:			-	installation, alteration, relocation
CD - Building Services	a.) 200 amps or less	110.25	115.75	5.50	
CD - Building Services	b.) 201 to 400 amps	128.25	134.65	6.40	
CD - Building Services	c.) 401 to 599 amps	185.00	194.25	9.25	
CD - Building Services	d.) 600 to 1,000 amps	306.75	322.10	15.35	See services or feeders section above
CD - Building Services	e.) Over 1,000 amps or volts	698.00	732.90	34.90	See services or feeders section above
CD - Building Services	10.) Branch circuits:			-	New, alteration, extension per panel
CD - Building Services	a.) Fee for branch circuits with purchase of a service or feeder fee	8.75	9.20	0.45	
CD - Building Services	b.) Fee for branch circuits without purchase of a service or feeder fee			-	
CD - Building Services	i.) First branch circuit	81.75	85.85	4.10	

**CROOK COUNTY FEE SCHEDULE | Fiscal Year 2024-25**

Department	Fee Description	(\$) 23-24	(\$) 24-25	Change From Prior	Comments
CD - Building Services	ii.) Each additional branch circuit	8.75	9.20	0.45	
CD - Building Services	11.) Miscellaneous (service or feeder not included):		-	-	service or feeder not included
CD - Building Services	a.) Each pump or irrigation circle	81.75	85.85	4.10	
CD - Building Services	b.) Each sign or outline lighting	81.75	85.85	4.10	
CD - Building Services	c.) Signal circuit(s) or a limited-energy panel, alteration or extension	81.75	85.85	4.10	
CD - Building Services	d.) Reinspection Fee, per inspection	110.00	120.00	10.00	
CD - Building Services	e.) Inspection outside normal business hours, per hour – 2 hour minimum	85.00	120.00	35.00	
CD - Building Services	f.) Inspection for which no fee is specifically indicated, per hour	85.00	120.00	35.00	
CD - Building Services	g.) Additional plan review, per hour - 1/2 hr minimum	110.00	120.00	10.00	
CD - Building Services	h.) Investigation fee, per hour	110.00	120.00	10.00	
CD - Building Services	12. Commercial Electrical Multi-Family			-	
CD - Building Services	a.) Multi-family limited energy by floor	81.75	85.85	4.10	
CD - Building Services	b.) Multi-family protective signaling by floor	81.75	85.85	4.10	
CD - Building Services	13.) Renewable Energy – Solar			-	
CD - Building Services	a.) 5KVA or Less	110.25	115.75	5.50	
CD - Building Services	b.) 5KVA to 15KVA	138.75	145.70	6.95	
CD - Building Services	c.) 15.01KVA to 25KVA	185.00	194.25	9.25	
CD - Building Services	d.) Each additional KVA over 25KVA*	6.25	6.50	0.25	\$194.25 for the first 25KVA plus \$6.50 for each additional KVA; *maximum permit charge at calculation of 100KVA (\$681.75)
CD - Building Services	14.) Wind Energized Systems			-	
CD - Building Services	a.) 25.01 KVA through 50 KVA / 601 to 1000 amps	238.35	250.25	11.90	
CD - Building Services	b.) 50.01 KVA through 100 KVA / over 1,000 amps or volts	572.25	600.85	28.60	
CD - Code Enforcement	<b>Code Enforcement:</b>			-	
CD - Code Enforcement	Code Enforcement Hourly Rate, per hour	75.00	75.00	-	As Permitted by Crook County Code Title 1, cost recovery
CD - Code Enforcement	Site investigation, per hour – 2 hour minimum	75.00	75.00	-	
CD - Code Enforcement	Code compliance letter, research and investigation, per hour – 2 hour minimum	75.00	75.00	-	
CD - Code Enforcement	Code compliance hearing fee	250.00	265.00	15.00	
CD - On-Site	<b>On-Site (Septic Systems) Permits:</b>			-	<b>On-Site may charge twice the established fee for a septic permit or approval if work is commenced before the required Permits have been issued.</b>
CD - On-Site	State surcharge	100.00	100.00	-	Fee schedule for on-site septic program <u>includes the state surcharge of \$100.00 for all site evaluation, permits, and other activity</u> where an application is required: all state fee schedules are subject to change based on legislative action and may be revised throughout the year.
CD - On-Site	Code Compliance Fee	55.00	60.00	5.00	Added to all new construction permits, authorizations, and alterations
CD - On-Site	Site Evaluation Fee	830.00	870.00	40.00	
CD - On-Site	Septic Systems			-	
CD - On-Site	Standard system, first 1,000 gallons	1,000.00	1,050.00	50.00	
CD - On-Site	Capping fill, first 1,000 gallons	1,225.00	1,285.00	60.00	
CD - On-Site	Grey water sump, first 1,000 gallons	505.00	530.00	25.00	



CROOK COUNTY FEE SCHEDULE | Fiscal Year 2024-25

Department	Fee Description	(\$) 23-24	(\$) 24-25	Change From Prior	Comments
CD - On-Site	Pressure distribution, first 1,000 gallons	1,455.00	1,525.00	70.00	
CD - On-Site	Redundant, first 1,000 gallons	765.00	805.00	40.00	
CD - On-Site	Sand filter, first 1,000 gallons	1,800.00	1,890.00	90.00	
CD - On-Site	Saprolite system, first 1,000 gallons	925.00	970.00	45.00	
CD - On-Site	Seepage trench, first 1,000 gallons	1,220.00	1,280.00	60.00	
CD - On-Site	Steep slope, first 1,000 gallons	1,220.00	1,280.00	60.00	
CD - On-Site	Tile dewatering, first 1,000 gallons	2,525.00	2,650.00	125.00	
CD - On-Site	Each additional 500 gallons above 1,000 gallons or part thereof ("commercial" septic systems)	180.00	190.00	10.00	\$2,650 for the first 1,000 gallons plus \$190 for each additional 500 gallons or part thereof
CD - On-Site	Plan Review		-	-	
CD - On-Site	Commercial facility system, 0 to 600 gallons	-	-	-	Covered under the permit fee
CD - On-Site	Commercial facility system, 601 to 1,000 gallons	280.00	295.00	15.00	
CD - On-Site	Each additional 500 gallons or part thereof above 1,000 to 2,500 gallons	85.00	90.00	5.00	\$295 for the first 1,000 gallons plus \$90 for each additional 500 gallons or part thereof
CD - On-Site	Renewal/reinstatement/transfer permit	430.00	450.00	20.00	Within 1 year of expiration of original permit
CD - On-Site	Major septic system repair, single family dwelling	545.00	645.00	100.00	
CD - On-Site	Minor septic system repair, single family dwelling	360.00	400.00	40.00	
CD - On-Site	Major commercial septic system repair	590.00	620.00	30.00	
CD - On-Site	Minor commercial septic system repair	385.00	405.00	20.00	
CD - On-Site	Major septic system alteration/relocation (drain field)	880.00	925.00	45.00	
CD - On-Site	Minor septic system alteration/relocation (tank)	535.00	560.00	25.00	
CD - On-Site	ATT Annual Report Review – in-house	50.00	55.00	5.00	
CD - On-Site	ATT Systems Permit – with/without pressure distribution	1,515.00	1,590.00	75.00	
CD - On-Site	ATT Systems – O&M Inspection	420.00	440.00	20.00	
CD - On-Site	Holding tank Permit	940.00	985.00	45.00	
CD - On-Site	Holding tank inspection report – in-house	50.00	55.00	5.00	
CD - On-Site	Holding tank inspection annual – field	260.00	275.00	15.00	
CD - On-Site	Authorization, field visit required	675.00	750.00	75.00	Permit issued under the authorization will be without the repair fee
CD - On-Site	Authorization, no field visit required	325.00	340.00	15.00	
CD - On-Site	Evaluation/renewal of temporary/hardship authorization	300.00	350.00	50.00	
CD - On-Site	Existing system evaluation – field	665.00	700.00	35.00	
CD - On-Site	Sewage disposal service, pumper truck inspection, first truck	155.00	165.00	10.00	
CD - On-Site	Sewage disposal service, each additional truck	65.00	70.00	5.00	
CD - On-Site	Accela yearly O&M entry fee, each	5.00	5.00	-	
CD - On-Site	Re-inspection fee	200.00	150.00	(50.00)	When a pre-covered inspection correction requires a subsequent reinspection due to the previous corrections not being made. No further inspections until the reinspection fee is paid.
CD - On-Site	Pump evaluation Fee	50.00	50.00	-	For all permits that specify the use of a pump or dosing system except for Sand Filter, ATT, Recirculating gravel filter and pressurized distribution systems
CD - On-Site	On-site specialist consultation fee, in-house, per hour – 1-hour minimum	105.00	105.00	-	
CD - On-Site	On-site specialist consultation fee, field, per hour – 1-hour minimum	210.00	210.00	-	
CD - On-Site	Refund/Administrative fee	50.00	50.00	-	
CD - On-Site	<b>On-Site may charge twice the established fee for a septic permit or approval if work is commenced before the required Permits have been issued.</b>				
CD - On-Site	Notice: A \$100.00 surcharge to offset DEQ administrative and oversight costs and are assessed by DEQ for each site evaluation, construction, repair, renewal authorization, and all other				

**CROOK COUNTY FEE SCHEDULE | Fiscal Year 2024-25**

Department	Fee Description	(\$) 23-24	(\$) 24-25	Change From Prior	Comments
CD - Planning	<b>Planning Fees:</b>				
CD - Planning	Unless otherwise stated in "Comments", all Planning fees will also have an additional Code Compliance fee per application, as calculated below.			-	Note: Code Compliance fees may double for violation cases
CD - Planning	1.) Code Compliance Fees for planning applications:			-	
CD - Planning	Planning Fees totaling \$0-200	-	-	-	
CD - Planning	Planning Fees totaling \$201-500	55.00	60.00	5.00	
CD - Planning	Planning Fees totaling \$501-1,000	105.00	110.00	5.00	
CD - Planning	Planning Fees totaling \$1,001-5,000	160.00	170.00	10.00	
CD - Planning	Planning Fees totaling \$5,001-Over	525.00	550.00	25.00	
CD - Planning	2.) Appeals - Remands			-	No Code Compliance Fee
CD - Planning	Appeal to Planning Commission	250.00	250.00	-	*\$250 or as set by statute
CD - Planning	Appeal to County Court	\$3,500 + 20% of original	\$3,500 + 20% of original		Appellant must also provide transcripts of relevant meeting tapes at appellant's expense
CD - Planning	Remand from LUBA	\$2,000 deposit + actual cost	\$2,000 deposit + actual cost		Actual costs with deposit required at time of appeal submission - Covers costs for notices mailed, copy charges, staff time and other costs.
CD - Planning	CD/USB records, each	10.00	10.00	-	
CD - Planning	3.) Documents Purchased			-	No Code Compliance Fee
CD - Planning	Duplication fees, per page	0.25	0.25	-	
CD - Planning	Duplication of oversize exhibits, per page	5.00	5.00	-	
CD - Planning	Local Appeal Record on CD/USB, per CD/USB	10.00	10.00	-	
CD - Planning	4.) Land Partitions			-	Code Compliance Fee to be added
CD - Planning	Land partitions, 2 to 3 lots	1,800.00	1,890.00	90.00	
CD - Planning	Measure 49 Land Partition	2,090.00	2,195.00	105.00	
CD - Planning	Farm partition/forest partition, 2 to 3 lots	1,800.00	1,890.00	90.00	
CD - Planning	Non-farm partition, 2 to 3 lots, including Site Plan Reviews	3,535.00	3,710.00	175.00	
CD - Planning	Property Line Adjustment	970.00	1,020.00	50.00	
CD - Planning	Property Line Adjustment with notice	1,220.00	1,280.00	60.00	
CD - Planning	Lot Combining/Uncombining	680.00	715.00	35.00	
CD - Planning	Final Plat Review	180.00	190.00	10.00	
CD - Planning	Replat	1,800.00	1,890.00	90.00	
CD - Planning	Validation of a unit of land	1,800.00	1,890.00	90.00	
CD - Planning	5.) Conditional Use Permits			-	Code Compliance Fee to be added
CD - Planning	Administrative	1,800.00	1,890.00	90.00	e.g. dog kennels, home occupations
CD - Planning	With hearing	3,960.00	4,158.00	198.00	e.g. bed & breakfast; golf course, multi-family residential
CD - Planning	Modification of conditions, administrative	1,220.00	1,280.00	60.00	
CD - Planning	Modification of conditions, with hearing	3,385.00	3,555.00	170.00	
CD - Planning	Mineral aggregate	10,565.00	11,095.00	530.00	
CD - Planning	Commercial energy	11,490.00	12,065.00	575.00	Additional fee will apply if a goal exception is required
CD - Planning	Forest dwelling	2,810.00	2,950.00	140.00	
CD - Planning	6.) Amendments			-	Code Compliance Fee to be added
CD - Planning	Comprehensive plan amendment	5,230.00	5,490.00	260.00	
CD - Planning	Comprehensive plan amendment, required goal exception	6,680.00	7,015.00	335.00	
CD - Planning	Zone map change, Measure 56 notice required	5,230.00	5,490.00	260.00	
CD - Planning	Zone map change, if no Measure 56 notice required	4,255.00	4,465.00	210.00	
CD - Planning	Zone text change, Measure 56 notice required	5,230.00	5,490.00	260.00	
CD - Planning	Zone text change, if no Measure 56 notice required	4,255.00	4,465.00	210.00	

**CROOK COUNTY FEE SCHEDULE | Fiscal Year 2024-25**

Department	Fee Description	(\$) 23-24	(\$) 24-25	Change From Prior	Comments
CD - Planning	7.) Site Plan Reviews			-	Code Compliance Fee to be added
CD - Planning	Residential	970.00	1,020.00	50.00	
CD - Planning	Accessory Structure	260.00	275.00	15.00	
CD - Planning	Accessory Structure – with verification of existing dwelling	335.00	350.00	15.00	
CD - Planning	Accessory Structure – under 200 sq. ft. with no plumbing, electrical or mechanical	85.00	90.00	5.00	
CD - Planning	Accessory Dwelling Unit	1,111.00	1,165.00	54.00	
CD - Planning	Accessory Farm Help Dwelling	1,510.00	1,585.00	75.00	
CD - Planning	Accessory Farm Family Dwelling	1,510.00	1,585.00	75.00	
CD - Planning	Administrative	1,510.00	1,585.00	75.00	
CD - Planning	Farm Dwelling	1,510.00	1,858.00	348.00	
CD - Planning	Non-Farm Dwelling on existing parcel	2,810.00	2,950.00	140.00	
CD - Planning	Accessory Forest-Family Dwelling	1,510.00	1,585.00	75.00	
CD - Planning	Lot of Record	1,510.00	1,585.00	75.00	ORS 215.705
CD - Planning	Commercial, Industrial	1,510.00	1,585.00	75.00	
CD - Planning	Utility Facilities, Cell Towers	3,535.00	3,710.00	175.00	
CD - Planning	Site Plan Modification	680.00	715.00	35.00	
CD - Planning	Renewal of expired site plan review (residential zone dwellings)	50%	50%	-	50% of original fee
CD - Planning	8.) Subdivisions / Planned Unit Developments			-	Code Compliance Fee to be added
CD - Planning	Outline development / master plan	\$3,475 + \$220 per lot	\$3,650 + \$230 per lot		Base fee of \$3,650, plus \$230 per lot
CD - Planning	Subdivision name changes, per change	820.00	860.00	40.00	
CD - Planning	Final plat review	2,025.00	2,125.00	100.00	
CD - Planning	Subdivision modification request by applicant with hearing	4,976.00	5,225.00	249.00	
CD - Planning	Public hearing extension request	820.00	860.00	40.00	
CD - Planning	Replat	1,800.00	1,890.00	90.00	
CD - Planning	9.) Destination Resort			-	Code Compliance Fee to be added
CD - Planning	Conditional Use Permit, Modification	17,882.00	18,775.00	893.00	
CD - Planning	Subdivision Phase	\$3,965.00 + \$220 per lot	\$4,165 + \$230 per lot		Base fee of \$4,165, plus \$230 per lot
CD - Planning	Site plan review – Residential	1,255.00	1,318.00	63.00	
CD - Planning	Site plan review – Commercial	1,400.00	1,470.00	70.00	
CD - Planning	Final development review	3,710.00	3,895.00	185.00	
CD - Planning	Final plat review	2,025.00	2,125.00	100.00	
CD - Planning	Replat	1,800.00	1,890.00	90.00	
CD - Planning	10.) Other Permit Fees			-	Code Compliance Fee to be added
CD - Planning	Legal parcel/lot determination			-	
CD - Planning	First legal lot 1 to 4 lots	1,220.00	525.00		
CD - Planning	Each additional lot 5+ lots	1,800.00	315.00		
CD - Planning	Complex project fee	Actual costs, \$1,100 deposit req'd	Actual costs, \$1,100 deposit req'd		Actual costs will be charged; \$1,100 deposit required
CD - Planning	Variance			-	
CD - Planning	Without public hearing	970.00	1,020.00	50.00	
CD - Planning	With public hearing	3,385.00	3,555.00	170.00	
CD - Planning	Declaratory ruling	1,510.00	1,585.00	75.00	

CROOK COUNTY FEE SCHEDULE | Fiscal Year 2024-25

Department	Fee Description	(\$) 23-24	(\$) 24-25	Change From Prior	Comments
CD - Planning	Declaratory ruling - Measure 49	1,510.00	Actual costs, \$7,500 deposit req'd		Actual cost will be charged; \$7,500 deposit required
CD - Planning	Nonconforming Use Alteration	Actual costs, \$1,500 deposit req'd	Actual costs, \$1,500 deposit req'd		Actual costs will be charged; \$1,500 deposit required
CD - Planning	Sign Permit	530.00	555.00	25.00	
CD - Planning	Temporary Hardship		-	-	
CD - Planning	Dwelling	410.00	430.00	20.00	
CD - Planning	Renewal, every 2 years	35.00	95.00	60.00	
CD - Planning	Temporary Use Permit		-	-	
CD - Planning	Property owner RV on lot for up to 6 months	265.00	280.00	15.00	
CD - Planning	Property owner RV on lot renewal for next 6 months	35.00	40.00	5.00	
CD - Planning	Land Use Compatibility Statement	85.00	90.00	5.00	
CD - Planning	Planning Director Determination (Interpretation-Advisory Only)	1,255.00	1,315.00	60.00	
CD - Planning	Staff Research/Consultation, per hour – 1-hour minimum	80.00	84.00	4.00	
CD - Planning	All land use extension requests	275.00	290.00	15.00	
CD - Planning	Amendments to applications after completeness has been determined	Actual costs, \$315 deposit req'd	Actual costs, \$315 deposit req'd		Actual costs will be charged; \$315 deposit required
CD - Planning	Refund Requests			-	
CD - Planning	Within 30 days of acceptance	75%	75%	-	
CD - Planning	After 30 days of acceptance	50%	50%	-	
CD - Planning	Decision has been issued or incomplete for more than 180 days	no refund	no refund		
CD - Planning	Farm stand reviews	275.00	275.00	-	
CD - Planning	One mile study/ <del>soils report</del> Soils report	220.00	735.00 90.00	515.00	
CD - Planning	Wildlife density analysis	85.00	85.00	-	
CD - Planning	Consultant fee*	Actual costs, \$5,000 deposit req'd	Actual costs, \$5,000 deposit req'd		Actual costs will be charged; \$5,000 deposit required
CD - Planning	*Consultant fees are charged when in the judgment of the Planning Director, Planning Commission, or County Counsel, expertise or resources are required outside the scope of the County's ability to evaluate an application accurately or timely and additional assistance is needed. In some cases, consultation is required by County ordinance. Examples include but are not limited to evaluation of a proposed energy-related facility and related impacts, evaluation of environmental impact of certain industries, evaluation of the impact of certain applications on airport operations or a traffic-impact study.				
CD - Planning	11.) Events				Code Compliance Fee to be added
CD - Planning	Agritourism in County Exclusive Farm Use Zones			-	
CD - Planning	<del>1220</del> Expedited one time single event	160.00	170.00	10.00	
CD - Planning	Single Event	Actual costs, \$580 deposit req'd	Actual costs, \$580 deposit req'd		Actual costs will be charged; \$580 deposit required
CD - Planning	2 to 6 Events without Public Hearing	actual costs, \$790 deposit req'd	actual costs, \$790 deposit req'd		Actual costs will be charged; \$790 deposit required

**CROOK COUNTY FEE SCHEDULE | Fiscal Year 2024-25**

<b>Department</b>	<b>Fee Description</b>	<b>(\$) 23-24</b>	<b>(\$) 24-25</b>	<b>Change From Prior</b>	<b>Comments</b>
CD - Planning	2 to 6 Events with Public Hearing	actual costs, \$1,215 deposit req'd	actual costs, \$1,215 deposit req'd		Actual costs will be charged; \$1,215 deposit required
CD - Planning	7 to 18 Events	actual costs, \$2,865 deposit req'd	actual costs, \$2,865 deposit req'd		Actual costs will be charged; \$2,865 deposit required
	Agritourism renewal		260.00		
CD - Planning	Social Gatherings			-	As identified in Crook County Code 5.04 Article II
CD - Planning	101 to 250 participants	220.00	230.00	10.00	
CD - Planning	251 to 500	550.00	575.00	25.00	
CD - Planning	501 to 1,000	1,100.00	1,155.00	55.00	
CD - Planning	1,001 to 3,000	1,655.00	1,735.00	80.00	
CD - Planning	Mass Gatherings (As identified in Crook County Code 5.04 Article I)	5,510.00	5,785.00	275.00	As identified in Crook County Code 5.04 Article I

**CROOK COUNTY FEE SCHEDULE | Fiscal Year 2024-25**

<b>Department</b>	<b>Fee Description</b>	<b>(\$) 23-24</b>	<b>(\$) 24-25</b>	<b>Change From Prior</b>	<b>Comments</b>
CD - Planning	12.) Road Approach			-	Code Compliance Fee to be added
CD - Planning	Road Approach Permits			-	Collected fees shared between CD-Planning and Road Department or CD-Planning and CD-Code Compliance
CD - Planning	Residential, new	285.00	300.00	15.00	For County-maintained roads or roads approaching County-maintained roads, \$150.00 to CD-Planning and \$150.00 to Road Department. For public and private roads that do not approach state, County, or City roads, \$150.00 to CD-Planning and \$150.00 to CD-Code Compliance.
CD - Planning	Residential, grandfathered	145.00	155.00	10.00	No fee for accesses created prior to 2000. Grandfathered Access permits are for existing single homes only. For County-maintained roads or roads approaching County-maintained roads, \$52.50 to CD-Planning and \$102.50 to Road Department. For public and private roads that do not approach state, County, or City roads, \$52.50 to CD-Planning and \$102.50 to CD-Code Compliance.
CD - Planning	Subdivision / PUD / Destination Resort	1,100.00	1,155.00	55.00	For County-maintained roads or roads approaching County-maintained roads, \$472.50 to CD-Planning and \$682.50 to Road Department. For public and private roads that do not approach state, County, or City roads, \$472.50 to CD-Planning and \$682.50 to CD-Code Compliance.
CD - Planning	Commercial/ industrial or institutional	555.00	585.00	30.00	For County-maintained roads or roads approaching County-maintained roads, \$292.50 to CD-Planning and \$292.50 to Road Department. For public and private roads that do not approach state, County, or City roads, \$292.50 to CD-Planning and \$292.50 to CD-Code Compliance.
CD - Planning	Re-Inspection fee, per inspection	55.00	55.00	-	
CD - Planning	13.) Addressing/Roads			-	
CD - Planning	Addressing			-	
CD - Planning	County (excluding inside city limits)	145.00	150.00	5.00	Includes \$120.00 Address Assignment + \$30.00 Fire Marker
CD - Planning	Inside City limits	115.00	120.00	5.00	
CD - Planning	Utility Address	115.00	120.00	5.00	(may be required for a permit where a utility is requested)
CD - Planning	Fire Marker Fee for Existing, Verified Address	30.00	30.00	-	
CD - Planning	Road Naming	1,960.00	2,055.00	95.00	Code Compliance Fee to be added
CD - Planning	New or replacement road name sign/stop/post	750.00	785.00	35.00	Installed by County Road Dept; within the County right of way on a private or public road and/or intersecting County-maintained road
CD - Planning	Road Vacation	1,500.00	1,575.00	75.00	Collected fees shared \$1030 to County Counsel, \$545 to Road Department

**CROOK COUNTY FEE SCHEDULE | Fiscal Year 2024-25**

<b>Department</b>	<b>Fee Description</b>	<b>(\$) 23-24</b>	<b>(\$) 24-25</b>	<b>Change From Prior</b>	<b>Comments</b>
CD - Planning	Road Development Inspection Fees			-	For Public and Private Roads; Road Inspection costs are paid to a third-party engineering firm. The fees listed reflect the actual costs.
CD - Planning	Traffic Review			-	
CD - Planning	0 to 20 potential average daily trips	1,650.00	1,730.00	80.00	
CD - Planning	21 to 99 potential average daily trips	1,650.00	1,730.00	80.00	
CD - Planning	100 to 200 potential average daily trips	5,000.00	5,250.00	250.00	
CD - Planning	Resorts	15,000.00	15,750.00	750.00	
CD - Planning	Plan Review			-	
CD - Planning	0 to 20 potential average daily trips	3,000.00	3,150.00	150.00	
CD - Planning	21 to 99 potential average daily trips	4,000.00	4,200.00	200.00	
CD - Planning	100 to 200 potential average daily trips	5,000.00	5,250.00	250.00	
CD - Planning	Resorts	15,000.00	15,750.00	750.00	
CD - Planning	Site Observations			-	Includes cost of storm water plan review
CD - Planning	0 to 20 potential average daily trips	2,460.00	2,585.00	125.00	
CD - Planning	21 to 99 potential average daily trips	2,460.00	2,585.00	125.00	
CD - Planning	100 to 200 potential average daily trips	2,460.00	2,585.00	125.00	
CD - Planning	Resorts	5,000.00	5,250.00	250.00	
CD - Planning	Note 1: Fees assume 3 reviews will be adequate. For projects requiring additional visits, additional fees will apply.				
CD - Planning	Note 2: Fees assume 4 site visits will be adequate. For projects requiring additional visits, additional fees will apply.				
CD - Planning	Note 3: Assumes 4 site visits (sub-base, ¾", ½" and paving). For projects requiring additional visits, additional fees will apply.				
CD - Planning	Note 4: Fees shown above are for subdivisions up to 200 potential average daily trips. For subdivisions in excess of 200 potential average daily trips, additional fees will apply.				

**CROOK COUNTY FEE SCHEDULE | Fiscal Year 2024-25**

Department	Fee Description	(\$) 23-24	(\$) 24-25	Change From Prior	Comments
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**CROOK COUNTY FEE SCHEDULE | Fiscal Year 2024-25**

Department	Fee Description	(\$) 23-24	(\$) 24-25	Change From Prior	Comments
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**CROOK COUNTY FEE SCHEDULE | Fiscal Year 2024-25**

Department	Fee Description	(\$) 23-24	(\$) 24-25	Change From Prior	Comments
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**CROOK COUNTY FEE SCHEDULE | Fiscal Year 2024-25**

Department	Fee Description	(\$) 23-24	(\$) 24-25	Change From Prior	Comments
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## Agenda Item Request

**Date:**

*April 23, 2024*

**Meeting dates desired:**

*May 1, 2024*

**Subject:**

*Consider adopting compensation study report prepared by JB Reward Systems*

**Background and policy implications:**

*The County Court executed an agreement to update the County's compensation schedule for unrepresented employees with Vance Jacobson. Mr. Jacobson has completed his review and update of the County's compensation schedule. His work included several discussions with the Sheriff's Office team, and department directors throughout the organization. The update includes career ladders for many positions as well as an implementation plan. If approved, the desired implementation date is with the pay period beginning May 1, 2024.*

**Budget/fiscal impacts:**

*Implementation of the plan is anticipated to cost the county approximately 2.0-3.0% of present salaries to move from the current salary schedule to the new schedule. Additionally, a CPI adjustment is anticipated July 1, 2024. These anticipated costs are built into the proposed fiscal year 2025 budget to be presented in May. The proposed updated schedule moves the County's present schedule, which is at approximately the 35<sup>th</sup> to 38<sup>th</sup> percentile of the market, to the 50<sup>th</sup>-55<sup>th</sup> percentile.*

**Legal Review:**

*NA*

**Requested by:**

*Andy Parks, Contract County Administrator*

**Presenters:**

*Vance Jacobson*

**Attachments**

*Report*

# Crook County Oregon

May 2024

## COMPETITIVE ANALYSIS and DYNAMIC SALARY PROGRAM DIRECTION

# Competitive Trends – What we found

2

- ◆ **THE REGIONAL LABOR MARKET HAS BEEN ‘AN ADVENTURE’**
  - ◆ ‘BEST’ CANDIDATES STARTING 7%-10% ABOVE RANGE MINIMUMS
  - ◆ THE LABOR MARKET HAS BECOME MORE CROSS-INDUSTRY
- ◆ **WHAT WE FOUND**
  - ◆ **SALARY PRACTICES, OVERALL, ALL EMPLOYEE GROUPS**
    - ◆ 38<sup>TH</sup> - 42<sup>ND</sup> PERCENTILE MEANING 60% OF THE MARKET PAYS HIGHER
    - ◆ SALARY RANGES TRENDING TO INCLUDE WIDER SPREAD FROM MIN-TO-MAX
  - ◆ THE COUNTY’S GRID FELL BEHIND AND SOME JOBS PLACED INCORRECTLY
- ◆ **WHAT ARE WE DOING ABOUT IT?**
  - ◆ A MORE AGGRESSIVE ‘MASTER’ SALARY SCHEDULE & MULTI-YEAR ACTION PLAN
  - ◆ GETTING EVERYONE ON THE NEW SCHEDULE AND EQUITY ADJUSTMENTS
  - ◆ A NEED TO RECLASSIFY AND RETITLE SOME POSITIONS
  - ◆ A NEED TO GET BACK TO USING SKILL-BASED CAREER PATHWAYS

# HOW WE DESIGN A RESPONSIVE SALARY PLAN

## 1. Align all jobs

- Measure job content to create top-to-bottom internal job list with:
  - Proper spacing among skill levels
  - internal equity

## 2. Research competitive trends

- Get 'range' information from other municipalities for example:
  - Deschutes
  - Jefferson
  - Jackson
  - Klamath
  - Josephine
  - Douglas
  - Wasco
  - Hood River
  - Benton
  - Umatilla
  - Kyrene

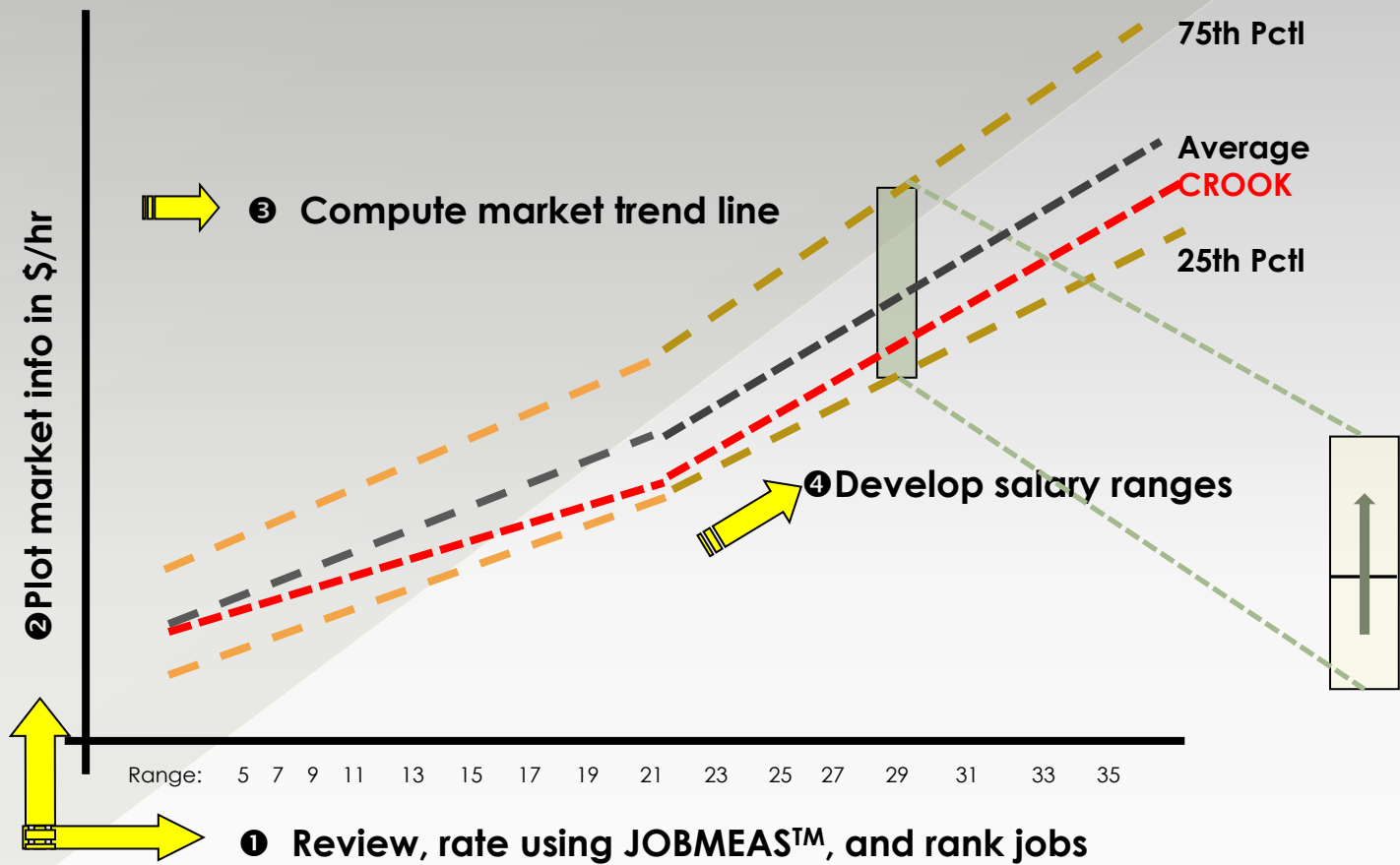
## 3. Design a 'master' salary structure

- Using a math model, blend internal rank with external trends
- Construct range specifics

## 4. Assign to grade & step

- Assign to new salary range at closest step up
- Identify pay inequities
- Recommend implementation strategies that fit \$ limitations

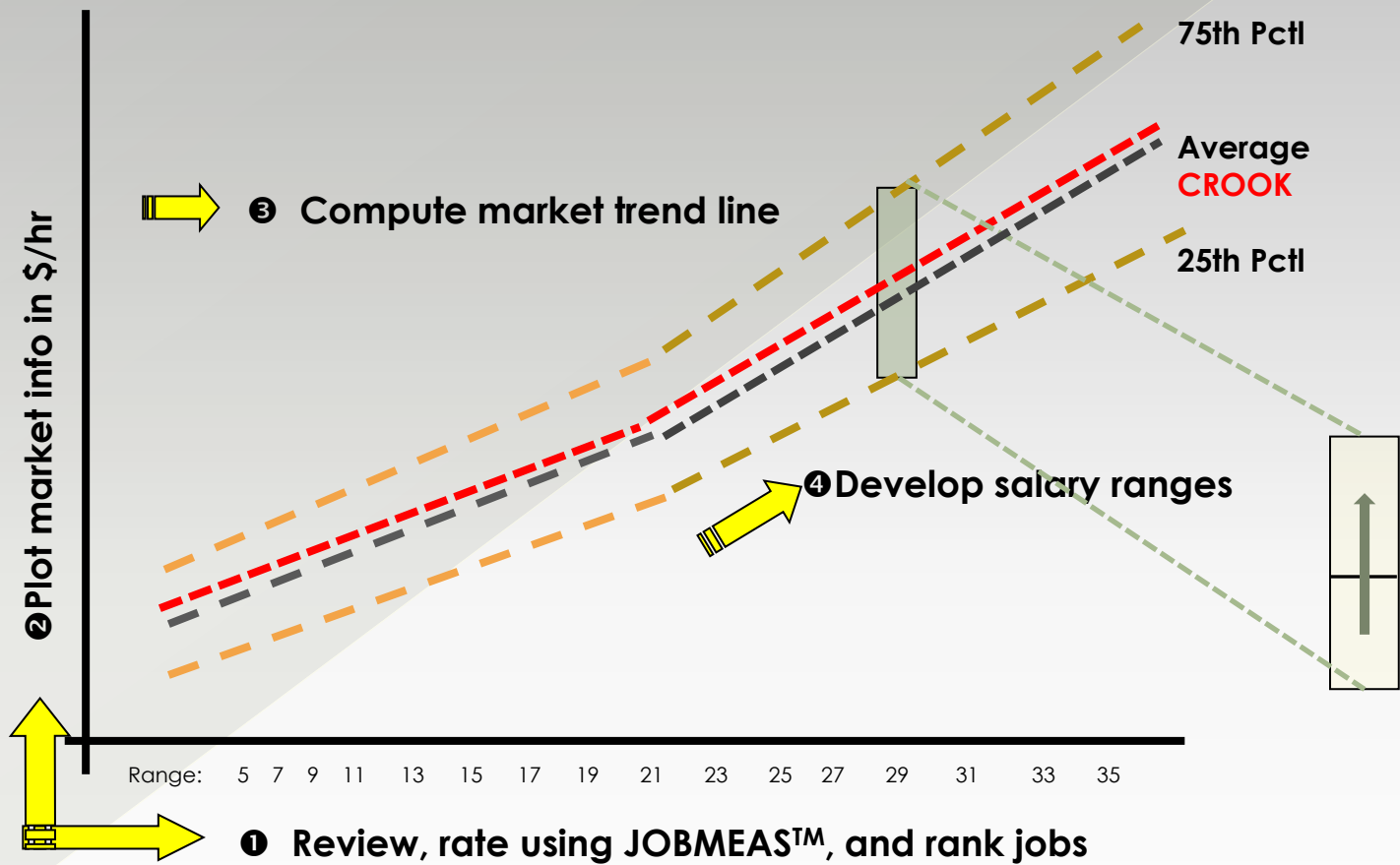
# Assess Competitiveness and Develop a Salary Plan



**COMPETITIVENESS OF RANGES = 35<sup>TH</sup> PERCENTILE NOW**



# Assess Competitiveness and Develop a Salary Plan



**COMPETITIVENESS OF RANGES = PROPOSED = 50<sup>TH</sup> TO 55<sup>TH</sup>**

# Recommendations

- A. Adopt the JOBMEAS™ System
- B. Adopt the Job classifications and listing
- C. Adopt the recommended salary structure
- D. Adopt the implementation plan
- E. Elected officials salaries
- F. Other

# Recommendations

## A. Adopt the JOBMEAS™ System

- Page 10-11 of report provides a step-by-step approach to utilizing the JOBMEAS™ system
  - HR led, with collaboration with department head and employees
- Enhances clarity, objectivity and consistency to maintain the integrity of the system
- Provides practical, bias-free approach to determine relative value of jobs to others
- Creates permanent record describing “judgements” made – provides audit trail

# Recommendations

## B. Adopt the Job classifications and listing (appendix D)

Admin/Business/Legal/Cross-dept.	Transportation & Trades	Planning/Library/Museum/Fair	Public Safety and Health	Grade	Mn	Mid=7	Max
COUNTY MANAGER				137	\$ 151,278	\$ 173,680	\$ 195,582
				135	\$ 136,178	\$ 156,312	\$ 176,010
COUNTY COUNSEL CHIEF FINANCIAL OFFICER DISTRICT ATTORNEY*			SHERIFF	134	\$ 129,168	\$ 148,304	\$ 167,003
DIRECTOR, FINANCE CHIEF DEPUTY DISTRICT ATTY CHIEF INFORMATION OFFICER		DIRECTOR, COMMUNITY DEVEL		133	\$ 122,533	\$ 140,691	\$ 158,434
			DIRECTOR, HEALTH HUMAN SERVICES	132	\$ 112,861	\$ 133,494	\$ 150,322
PRINCIPAL ATTORNEY DEPUTY DISTRICT ATTORNEY III DIRECTOR, HUMAN RESOURCES	DIRECTOR, PUBLIC WORKS		UNDERSHERIFF	131	\$ 107,120	\$ 126,672	\$ 142,626
SR ATTORNEY & ASSISTANT LEGAL COUNSEL DEPUTY DISTRICT ATTORNEY II ATTORNEY - SENIOR			NURSE PRACTITIONER (ARNP)	130	\$ 101,629	\$ 120,203	\$ 135,346
ASSESSOR*	FACILITIES & CAPITAL PROJECTS DIRECTOR ROAD SUPERINTENDENT		DIRECTOR, JUVENILE SERVICES SHERIFF LIEUTENANT - CC, ADMIN SHERIFF LIEUTENANT - PATROL, JAIL	129	\$ 96,470	\$ 114,067	\$ 128,461
DEPUTY DISTRICT ATTORNEY I ASSOCIATE COUNTY COUNSEL		DIR., LIBRARIES & LEARNING RESOURCES BUILDING SERVICES MANAGER DIRECTOR, FAIRGROUNDS & EVENTS		128	\$ 91,541	\$ 108,243	\$ 121,888
ACCOUNTING MANAGER COUNTY CLERK* BUDGET MANAGER EE RESOURCES BUS. PARTNER - SR		DIRECTOR, MUSEUMS & EXHIBITS PRINCIPAL PLANNER	ASSIST. DIRECTOR, HEALTH HUMAN SVCS	127	\$ 86,902	\$ 102,752	\$ 115,731
CHIEF DEPUTY ASSESSOR IT APPLICATIONS/GIS MANAGER ATTORNEY - GRADUATE PRINCIPAL ACCOUNTANT			SHERIFF SERGEANT SENIOR	126	\$ 82,472	\$ 97,531	\$ 109,824
PAYROLL/BENEFITS MANAGER	LANDFILL OPERATIONS MANAGER	PLANS EXAMINER SENIOR PLANNER BUILDING OFFICIAL	SHERIFF SERGEANT	125	\$ 78,312	\$ 92,602	\$ 104,270
EE RESOURCES BUSINESS PARTNER SR BUDGET ANALYST REVENUE ANALYST/TAX COLLECTOR ASSOCIATE CHIEF DEPUTY ASSESSOR EXEC SVCS & COMMUNICATIONS OFFICER	ROADS OPS SUPERVISOR ROADS SHOP SUPERVISOR WEED CONTROL SUPERVISOR	NATURAL RESOURCES PROGRAM MGR	PUBLIC HEALTH NURSE SR (BSN) EMERGENCY SERVICES MANAGER HEALTH PGMS & INITIATIVES MANAGER ENVIRONMENTAL HEALTH SPEC - SR	124	\$ 74,339	\$ 87,901	\$ 98,966

# Recommendations

## B. Adopt the Job classifications and listing (appendix D)

Admin/Business/Legal/Cross-dept.	Transportation & Trades	Planning/Library/Museum/Fair	Public Safety and Health	Grade	Min	Mid=7	Max
IT APPLICATIONS ANALYST		BUILDING INSPECTOR SR	SERVICE CENTER SUPERVISOR	123	\$ 70,595	\$ 83,470	\$ 93,995
IT BUSINESS PROCESS ANALYST		WATERSHED COUNCIL COORDINATOR	HEALTH CLINIC SUPERVISOR				
OFFICE OPERATIONS MANAGER - DA		SERVICE CENTER SUPERVISOR	MENTAL HEALTH CLINICIAN				
ACCOUNTING ANALYST			HEALTH ACCOUNTING ANALYST				
GIS SENIOR ANALYST		ENVIRONMENTAL QUALITY SPEC-SANITARIAN	JUVENILE COUNSELOR - SENIOR				
SENIOR ACCOUNTANT		OFFICE OPERATIONS MANAGER					
APPRAISER - SENIOR		PLANNER	PUBLIC HEALTH NURSE (RN)	122	\$ 65,957	\$ 77,979	\$ 87,797
IT SYSTEMS ADMINISTRATOR		EXTENSION SERVICES SUPERVISOR	ENVIRONMENTAL SPECIALIST				
EE RESOURCES BUSINESS PARTNER		ASSISTANT DIR., LIBRARY & LEARNING RES.	HEALTH ACCOUNTING ANALYST				
PARALEGAL SPECIALIST	HEAVY EQUIP LEAD OPER/MECHANIC - LF	CODE COMPLIANCE OFFICER	SHERIFF DEPUTY - PATROL, JAIL **	121	\$ 63,066	\$ 74,568	\$ 83,990
STAFF ACCOUNTANT	VEHICLE TECHNICAL MECH - SR/LEAD	BUILDING INSPECTOR II	SHERIFF DETECTIVE **				
OFFICE SERVICES SUPERVISOR							
HR EMPLOYEE RESOURCES SPEC		LIBRARY OPERATIONS SUPERVISOR	JUVENILE COUNSELOR	120	\$ 60,299	\$ 71,323	\$ 80,309
ACCOUNTING TECHNICAL LEADER		ASSOCIATE PLANNER	HEALTH PROGRAMS FACILITATOR - SR				
VETERANS SERVICES OFFICER SENIOR			EPIDEMIOLOGY SPECIALIST				
APPRAISER II			MENTAL HEALTH COUNSELOR				
GIS ANALYST		BUILDING INSPECTOR I	HEALTH BUSINESS OFFICE SUPERV	119	\$ 57,720	\$ 68,245	\$ 76,856
OFFICE SERVICES TEAM LEADER	VEHICLE TECHNICAL MECHANIC ***	CODE COMPLIANCE OFFICER	HEALTH PROGRAMS FACILITATOR - SR				
CHIEF DEPUTY CLERK	OFFICE SERVICES TEAM LEADER - ROADS		OFFICE SERVICES TEAM LEADER - SO				
LEGAL ASSISTANT - SENIOR	HEAVY EQUIP OPERATOR SR/SKILLED ***	PERMIT DATA SERVICES COORD	MENTAL HEALTH TECHNICIAN	118	\$ 55,224	\$ 65,333	\$ 73,611
IT USER SUPPORT TECH - SENIOR	HEAVY EQUIPMENT OPERATOR - LF		PREVENTION SPECIALIST				
APPRAISER I		PLANNING TECHNICIAN - SENIOR	BAILIFF/COURT SECURITY **				
ADMINISTRATIVE ASSISTANT SENIOR							
SUPPORT ENFORCEMENT OFCR							
VETERANS SERVICES OFFICER	VEHICLE MECHANIC ***	PERMIT DATA SERVICES COORD	PUBLIC HEALTH NURSE I (LPN)	117	\$ 52,915	\$ 62,566	\$ 70,450
ACCOUNTING TECHNICIAN - SR		COLLECTIONS SPECIALIST - MUSEUM	HEALTH PROGRAMS FACILITATOR				
		LIBRARY PROGRAMS SPECIALIST	EMERGENCY PREP COORD				
LEGAL ASSISTANT	SKILLED FACILITY MAINT TECHNICIAN	PERMIT TECHNICIAN - SR	HEALTH PATIENT ACCOUNTS TECH	116	\$ 50,710	\$ 59,966	\$ 67,538
IT USER SUPPORT TECHNICIAN		PLANNING TECHNICIAN	W&C CARE COORDINATOR				
			LEGAL ASSISTANT - CC				
			MEDICAL ASSISTANT - CERTIFIED **				

# Recommendations

## B. Adopt the Job classifications and listing (appendix D)

Admin/Business/Legal/Cross-dept.	Transportation & Trades	Planning/Library/Museum/Fair	Public Safety and Health	Grade	Min	Mid=7	Max
ASSESSMENT TECHNICIAN - SR	EQUIPMENT OPERATOR ***			115	\$ 48,610	\$ 57,470	\$ 64,730
ADMINISTRATIVE ASSISTANT RECORDING SPECIALIST - SENIOR		ADMINISTRATIVE ASSISTANT					
CUSTOMER ACCOUNTING TECH PAYROLL TECHNICIAN	VEHICLE SERVICING MECHANIC*** FACILITIES MAINTENANCE TECHNICIAN	FACILITIES & EVENTS COORDINATOR EXTENSION PROGRAMS COORD	COMMUNITY SERVICE OFFICER MEDICAL ASSISTANT - JAIL ** ADMIN SPECIALIST - CIVIL ** ADMIN SPECIALIST - JAIL ** ADMIN SPECIALIST - WARRANTS ** ADMIN SPECIALIST - RECORDS SO **	114	\$ 46,654	\$ 55,141	\$ 62,088
VICTIMS ADVOCATE ASSESSMENT TECHNICIAN II ADMINISTRATIVE CLERK - SENIOR	LANDFILL ATTENDANT	PERMIT TECHNICIAN SENIOR MAINTENANCE CUSTODIAN LIBRARY MEDIA TECHNICIAN - SENIOR ADMINISTRATIVE CLERK - SENIOR	WIC CERTIFYING SPECIALIST ADMINISTRATIVE CLERK - SR	113	\$ 44,741	\$ 52,915	\$ 59,592
RECORDING SPECIALIST				112	\$ 42,952	\$ 50,814	\$ 57,221
ASSESSMENT TECHNICIAN I ACCOUNTING ASSISTANT	FLAGGER	PERMIT ASSISTANT LIBRARY MEDIA TECHNICIAN COLLECTIONS ASSISTANT	ADMINISTRATIVE CLERK - SO	111	\$ 41,288	\$ 48,818	\$ 54,974
ADMINISTRATIVE CLERK	TRANSPORT DRIVER ADMINISTRATIVE CLERK MAINTENANCE CUSTODIAN			110	\$ 39,686	\$ 46,946	\$ 52,853
				109	\$ 38,168	\$ 45,136	\$ 50,835
		GROUNDS & FACILITIES CUSTODIAN		108	\$ 36,733	\$ 43,451	\$ 48,942
OFFICE ASSISTANT	OFFICE ASSISTANT	OFFICE ASSISTANT		107	\$ 35,360	\$ 41,829	\$ 47,091
			* Elected ** Sheriff *** Roads	106	\$ 34,091	\$ 40,310	\$ 45,386
				105	\$ 32,864	\$ 38,854	\$ 43,763
	LIBRARY MEDIA ASSISTANT	MUSEUM HOST		104	\$ 31,699	\$ 37,482	\$ 42,203

# Recommendations

C. Adopt the recommended salary structure

13 Steps – (12 years)

Steps 1-5 each increase by 3.0%

Steps 6-10 each increase by 2.5%

Steps 11-13 each increase by 1.5%

Facilitates change within a reasonable upfront cost  
Competitive and cost effective in the future

See Appendix C

# Recommendations

## C. Adopt the recommended salary structure (Appendix C)

**Crook County**  
**24/25**  
**STEPPED MASTER SALARY SCHEDULE\***

DRAFT

Grade/Step	1	2	3	4	5	6	7	8	9	10	11	12	13
101	\$ 13.72	\$ 14.13	\$ 14.55	\$ 14.99	\$ 15.44	\$ 15.83	\$ 16.23	\$ 16.64	\$ 17.06	\$ 17.49	\$ 17.75	\$ 18.02	\$ 18.29
	\$ 13.72	\$ 14.13	\$ 14.55	\$ 14.99	\$ 15.44	\$ 15.83	\$ 16.23	\$ 16.64	\$ 17.06	\$ 17.49	\$ 17.75	\$ 18.02	\$ 18.29
	\$ 2,378	\$ 2,449	\$ 2,522	\$ 2,598	\$ 2,676	\$ 2,744	\$ 2,813	\$ 2,884	\$ 2,957	\$ 3,032	\$ 3,077	\$ 3,123	\$ 3,170
	\$ 28,538	\$ 29,390	\$ 30,264	\$ 31,179	\$ 32,115	\$ 32,926	\$ 33,758	\$ 34,611	\$ 35,485	\$ 36,379	\$ 36,920	\$ 37,482	\$ 38,043
102	\$ 14.20	\$ 14.63	\$ 15.07	\$ 15.52	\$ 15.99	\$ 16.39	\$ 16.80	\$ 17.22	\$ 17.65	\$ 18.09	\$ 18.36	\$ 18.64	\$ 18.92
	\$ 14.20	\$ 14.63	\$ 15.07	\$ 15.52	\$ 15.99	\$ 16.39	\$ 16.80	\$ 17.22	\$ 17.65	\$ 18.09	\$ 18.36	\$ 18.64	\$ 18.92
	\$ 2,461	\$ 2,536	\$ 2,612	\$ 2,690	\$ 2,772	\$ 2,841	\$ 2,912	\$ 2,985	\$ 3,059	\$ 3,136	\$ 3,182	\$ 3,231	\$ 3,279
	\$ 29,536	\$ 30,430	\$ 31,346	\$ 32,282	\$ 33,259	\$ 34,091	\$ 34,944	\$ 35,818	\$ 36,712	\$ 37,627	\$ 38,189	\$ 38,771	\$ 39,354
103	\$ 14.73	\$ 15.17	\$ 15.62	\$ 16.09	\$ 16.57	\$ 16.98	\$ 17.40	\$ 17.84	\$ 18.29	\$ 18.75	\$ 19.03	\$ 19.32	\$ 19.61
	\$ 14.73	\$ 15.17	\$ 15.62	\$ 16.09	\$ 16.57	\$ 16.98	\$ 17.40	\$ 17.84	\$ 18.29	\$ 18.75	\$ 19.03	\$ 19.32	\$ 19.61
	\$ 2,553	\$ 2,629	\$ 2,707	\$ 2,789	\$ 2,872	\$ 2,943	\$ 3,016	\$ 3,092	\$ 3,170	\$ 3,250	\$ 3,299	\$ 3,349	\$ 3,399
	\$ 30,638	\$ 31,554	\$ 32,490	\$ 33,467	\$ 34,466	\$ 35,318	\$ 36,192	\$ 37,107	\$ 38,043	\$ 39,000	\$ 39,582	\$ 40,186	\$ 40,789
104	\$ 15.24	\$ 15.70	\$ 16.17	\$ 16.65	\$ 17.15	\$ 17.58	\$ 18.02	\$ 18.47	\$ 18.93	\$ 19.40	\$ 19.69	\$ 19.99	\$ 20.29
	\$ 15.24	\$ 15.70	\$ 16.17	\$ 16.65	\$ 17.15	\$ 17.58	\$ 18.02	\$ 18.47	\$ 18.93	\$ 19.40	\$ 19.69	\$ 19.99	\$ 20.29
	\$ 2,642	\$ 2,721	\$ 2,803	\$ 2,886	\$ 2,973	\$ 3,047	\$ 3,123	\$ 3,201	\$ 3,281	\$ 3,363	\$ 3,413	\$ 3,465	\$ 3,517
	\$ 31,699	\$ 32,656	\$ 33,634	\$ 34,632	\$ 35,672	\$ 36,566	\$ 37,482	\$ 38,418	\$ 39,374	\$ 40,352	\$ 40,955	\$ 41,579	\$ 42,203
105	\$ 15.80	\$ 16.27	\$ 16.76	\$ 17.26	\$ 17.78	\$ 18.22	\$ 18.68	\$ 19.15	\$ 19.63	\$ 20.12	\$ 20.42	\$ 20.73	\$ 21.04
	\$ 15.80	\$ 16.27	\$ 16.76	\$ 17.26	\$ 17.78	\$ 18.22	\$ 18.68	\$ 19.15	\$ 19.63	\$ 20.12	\$ 20.42	\$ 20.73	\$ 21.04
	\$ 2,739	\$ 2,820	\$ 2,905	\$ 2,992	\$ 3,082	\$ 3,158	\$ 3,238	\$ 3,319	\$ 3,403	\$ 3,487	\$ 3,539	\$ 3,593	\$ 3,647
	\$ 32,864	\$ 33,842	\$ 34,861	\$ 35,901	\$ 36,982	\$ 37,898	\$ 38,854	\$ 39,832	\$ 40,830	\$ 41,850	\$ 42,474	\$ 43,118	\$ 43,763



# Recommendations

D. Adopt the implementation plan

**Step 1.** Approve the recommended salary schedule, classification structure

**Step 2.** Assign employees to the closest step upward in the new range where they have been assigned.

Employee by employee

Consider an employee at \$84,000 per year

Step 5

\$83,658

**Step 6**

**\$85,768**

Step 7

\$87,901

**Step 3.** COLA increase July 1, 2024 (approx. 3.0%)

**Step 4.** January 2025, review placement and offer a second equity adjustment for those below proper alignment.

# Recommendations

## E. Elected Officials

Consider the higher of external data or the decision support techniques used for all County positions.

Use compensation committee for review and recommendations

# Recommendations

## F. Other - Implementation Sheriff's Unrepresented Staff

- Use applicable pay ranges (min – max)
- Apply 9-step vs 13-step to align with SO's existing 9-step schedules (all SO positions)
- Proceed to recommendation D - implementation
- Maintain add pays
- Desired by SO - provide review mechanism to maintain pay differential between Sargeant and Lieutenant positions
  - Standard market range 21-24%
  - Review salary schedule if range dips to 18% or below

# Next Steps

If approved, implement effective May 1, 2024

Training HR staff – setup and use of JOBMEAS™ system

Phone and email technical support through September 2024

Additional services such as reanalysis, organization structure changes, and elected official salaries billed at project rates

# Crook County



## Compensation Study Final

April 2024

JB REWARD SYSTEMS  
Bainbridge Island, WA

# JB

# CROOK COUNTY, OREGON

## Compensation Study

### Table of Contents

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### Appendices

A	Salary Survey Summary
B	JOBMEAS™ Summary
C	Master Salary Structure
D	Job Classification Master Listing
E	Job Description Worksheet

# I.

## Introduction and Summary

### A. Background

Crook County, Oregon provides an array of municipal and related services to small urban residential, business, and rural populations of economic diversity. The County is listed as having a population of about 24,000, although its location at arms-length from the Bend/Redmond area and the Route 97 corridor and substantial commercial, health care, and business activity, the County has a substantial potential for population, economic, and service area growth.

Crook County serves its region with an array of public services and infrastructure that is more commonly found in larger counties. These services include and are not limited to its courts, public safety, environmental health, visionary community development, recreation, and community services and resources impacting the quality of life, and the safety and security of its citizens and visitors.

In that regard and in order to attract, retain, and inspire employees to provide the high levels of service expected by the community, the County understands the value of having forward thinking administrative systems such as those for job design and classification, compensation, recognition, and career growth.

The County wants assurance of the adequacy of compensation structures because of the challenges in recruiting certain skilled and leadership positions, the volume of emerging job design needs pointing to skill needs for the future, evolving organization structures, and new initiatives. The County also would like assurance that the salary administration systems and processes adequately support a consistent competitive philosophy, a commitment to internal fairness and pay equity (reference Oregon HB 2005). The County also wants salary administration to contribute to meeting the challenges in developing and retaining of key skills, all the while conforming to its fiscal limitations.

To assure a logical approach to developing a job classification and compensation program, the County sought this project to review and update the existing program. This project would be conducted by an outside consultancy with experience in designing compensation systems for municipal government and other service organizations and would accomplish these broad objectives:

- Determine the County's **competitive standing** in a local/regional labor market comprised of local cross-industry employers, comparable municipalities, and other service industries such as education and healthcare.
- Update the **job classification structure** to properly align managerial, supervisory, professional/technical, public safety, and customer service jobs, modernize job titles and design as needed, and support career ladders.
- Install modern tools for aligning jobs into pay levels based on job content, skills, difficulty, work environment, and responsibility.
- Assess the **internal equity** of the County's existing compensation practices. This should always be a fundamental goal of a salary administration program as evidenced that successful organizations in every industry demonstrate compliance with equal pay and comparable worth among jobs.

- Develop action **plans to implement changes and competitive improvement** over time and within cost structure limitations.
- Develop **techniques** that enable periodic updating of compensation structure(s), re-evaluation of job content, and evaluation of pay range assignments.

The purpose of this report is to present findings pertaining to the above mentioned objectives, recommend changes and enhancements to existing practices, and ultimately recommend a systematic long-term approach to establishing and administering compensation for employees.

## B. Project Process

The County requested this project to be an update of one completed in 2017/8 in order to expedite a competitive assessment and develop of a responsive compensation structure to address competitive trends as well as internal alignment of positions. The following steps were developed to modernize the current compensation structures and alignment of job classifications where needed. It has involved the following steps:

- **Organization Review.** A review of the County's political and management structure, scope of services, classification and compensation history, and job documentation, to enable enhanced understanding of how the County operates.
- **Job Analysis.** A review of the job content, or work performed, by employees in their respective job classifications was accomplished by a series of departmental reviews involving department heads, selected mid-level managers and other key contributors, followed up with a reading and analysis based on the most current position descriptions and job content worksheets.
- **Salary Research.** The collection of salary information from other organizations of comparable size, complexity, nature and scope of services, economic character and cost-of-living, and geography in order to help the County understand the pay practices used elsewhere. The survey would be conducted by acquiring salary range data from local and regional competitors in municipal government and related public service industries. The reporting of competitive salary information would be in accordance with professional and legal requirements, displaying only median, average, and quartile information for a pre-selected sample of job classifications.
- **Job Measurement.** The study of job content was accomplished by applying the JOBMEAS™ system of evaluation already in use, ultimately producing a hierarchical list of job classifications from high to low according to job skill requirements, effort or difficulty, working conditions, and responsibility.
- **Re-analysis.** The study included several levels of feedback and quality reviews involving all department heads to test and accept recommendations for job classifications and their internal relationship/alignment with others.



- **Salary Structure.** The development of a ‘master’ schedule of salary ranges to consider external salary data and the County's realistic competitive positioning and cost control goals.
- **Salary Advancement.** Provide a mechanism for employees to achieve salary growth to be compatible with competitive trends and, again, sensitive to the County’s financial limitations.

The **JOBMEAS™** system for job measurement and pay determination is described in a technical manual (provided for internal use only to trained staff and requiring a licensing agreement). **JOBMEAS™** serves the primary standard used to study job content, evaluate internal relationships among jobs, produce a classification and compensation structure, and provide stability to on-going pay related decisions. When implemented, the System would help the County make objective decisions on the following:

- **Internal Pay Equity**, where jobs are placed in proper salary ranges in-line with their skill, difficulty and responsibility, and using a common measuring format. This is most important as it gives reasonable assurance of compliance with Oregon HB 2005 referring to equal pay and comparable worth among jobs.
- **External Competitiveness**, where the numeric job measurement scores provide the basis for designing salary structure and ranges are consistently competitive at all levels (e.g., the same competitive philosophy for management-entry level services). The salary structure will be set and updated in a systematic manner, thus minimizing the need for ‘one-off’ decisions.
- **Administrative Efficiency**, where the process is meant for the Human Resources department to be responsive to departmental management (both elected and appointed) and employees when significant job content and organizational changes occur requiring job design changes.
- **Communications**, where the basis for decisions can be communicated and understood in general terms.

## II. Highlights of Our Findings

The classification and compensation study has produced several key assessments for job classifications. These findings together with the opinions of the County management, Human Resources, and job content information we received from leadership, have formed the basis for the competitive assessment, job designs and study, and specific recommendations for a compensation structure.

### OVERVIEW

Crook County pays its employees noticeably below competitive trends. Salary ranges for management and most general government positions are at about the 37<sup>th</sup> to 40<sup>th</sup> percentile of a ‘peer’ level competitive market. This is contrasted with actual salaries paid which are believed to be at the 37<sup>th</sup> to 43<sup>rd</sup> percentile County-wide. This difference between ranges and actual pay is largely a result of having to start new staff members at higher levels within their assigned ranges and allowing the current staff to advance within the ranges. The labor market used for making these assessments consisted of municipalities that were nearby, comparable in size albeit larger due to Crook County’s scope of services, competitive risk, and in cost-of-living, giving particular weight to those in the in the Central Oregon region.

The County’s master salary schedule has been developed with a long term (13 steps/12 years) philosophy that we recommended in 2017 and continue to support. However, the competitiveness of the grids is the major concern. With regard to the alignment of positions, we found numerous examples where realignments were needed. These internal alignment needs appear to be attributed to these factors: organization changes, growth in service levels, new skill requirements, and expanded job content from turnover and work consolidations. When the ‘corrections’ are implemented, we believe they will make the County more attractive to both job applicants and existing employees.

Administratively speaking, the County will benefit from the continued use of the permanent job measurement/evaluation system. It enhances and stabilizes the decision-making process on salary range alignments and provides advanced decision support capability to handle emerging job designs. This System would be used within an approval process whereby departments would submit all requests to the Human Resources department, who would in turn, present to the findings and recommendations to the County Manager and County Commissioners for adoption.

### A. Job Classification

From our perspective, the most important objective of this study and of the salary administration program, once implemented, is the design and proper alignment of exempt and non-exempt job classifications.

#### KEYS TO AN EFFECTIVE SALARY PROGRAM



FAIRNESS



RECRUIT



RETAIN

Crook County has some challenges when it comes to recruitment and retention of key skills. Making changes in the salary grid to improve competitiveness is important but not the only answer – we are proposing a longer term plan – instead, building from within by properly aligning all positions, enhancing the spacing within managerial and support staff career paths and in the case of senior leadership positions, creating new ranges to compliment revised peer groups.

### **A.1 Job Designs and Careers**

Organizations everywhere find that from time to time, they must review job designs and titling schemes to gain assurance they are attracting the right skills and that jobs are set up to deliver effective customer service. This also means discontinuing obsolete job designs and titles, and rebuilding careers around those which are emerging.

We found opportunities where updates to job titles, career paths, and eventually descriptions (outside the scope of this review) that would enhance the County’s ability to recruit and retain highly qualified people, and give recognition to existing staff. The results of the updated classifications appear in Appendix C, Classification Structure.

We are suggesting some job title changes that we believe have more relevance in today’s job market. Refer to Section B.5 of this Chapter and Appendix C.

### **A.2 Job Alignment**

Job alignment was one of the principle objectives of this study brought about by concerns at all levels that market-driven placements on a non-competitive salary grid were and are creating internal inequities. The Oregon House bill 2005 on equal pay and comparable worth among jobs must reinforce the internal alignment of jobs and always remain the primary standard for assigning salary grades to jobs.

Regardless of the amount of market-driven range assignments, we believe the County has done a good job of maintaining the integrity of its internally aligned structures. Most of the internal realignment needs we found were those instances where jobs may have grown or changed over time based on updated qualifications, consolidations, etc.

New and emerging positions/occupations are a part of Human Resources’ responsibility for maintaining consistent internal alignment. Making adjustments to positions using the job measurement system will provide assurance maintain them in the proper grade level.

The recommended job classification structure and the JOBMEAS™ system will stabilize these issues. Chapter III presents the system in more depth.

## **B. External Competitiveness**

Crook County competes in a regional labor market that is very aggressive and local labor market that is influenced by limited numbers of specific skills considering the significant



**OVERALL  
COMPETITIVENESS:**  
  
**37<sup>TH</sup> TO 40<sup>TH</sup>  
PERCENTILE**

presence of higher education, healthcare, and other significant employers.

The competitive environment for jobs is also influenced by some challenges recruiting key skills to Crook and other Counties that are removed from major urban markets.

We have collected salary range data for the fiscal and calendar years 2020 and 2021 with adjustments that are projected for all of calendar 2021. The data collection primarily included other municipalities and service industries who share the same economic, cost-of-living, and recruiting pressures. We found we had to use a radius of about 150 miles to get adequate data as many organizations did not have good job matches and/or had inconsistent pay practices with regards to salary ranges and internal alignment of jobs.

According to the salary survey data compiled from 8-15 organizations Crook County pays its exempt, non-represented and represented employees in salary ranges that are at these competitive levels in general:

- Overall – 37<sup>th</sup> to 40<sup>th</sup> percentile.

The County’s current range minimums (first step) are estimated to be at or near the 30<sup>th</sup> percentile, and the range maximums are at or near the 55<sup>th</sup> percentile. This is not for every job classification, but an overall assessment. The important item to point out here is that as county employees move through the salary ranges, they paid more competitively however the length of time it takes appears excessive (see Chapter III).

Appendix A contains the survey summary information leading to these findings as well as the list of data sources. Survey data in the form of salary ranges has been summarized into “quartiles” and according to professional and legal standards. The sample size was sufficient enough to report the 25<sup>th</sup>, 40<sup>th</sup>, 50<sup>th</sup> or median, average, 60<sup>th</sup>, and 75<sup>th</sup> percentiles of the salary range minimum and maximum. Presentation of averages and quartiles complies with professional and legal data reporting standards.

### **B.1 Salary Adjustment Trends**

The novel pandemic that impacted the regional economy however had little influence on salary range and salary adjustments from March 2020 to February 2021 largely because the increases were already in process per contractual agreements. Observations from the survey effort and our economic projections offer the following salary increases based on the middle 50% of the cross industry market (25<sup>th</sup> to 75<sup>th</sup> percentiles). This does not include off-schedule awards:

- 2021/22: 2.7% to 3.5%
- 2022/23: 5.0% to 6.6%
- 2023/24: 3.0% to 4.5%
- 2024/25: 2.8% to 4.0%

In chapter III, we will discuss how salary structure concept will enable the County to enjoy both cost-effectiveness and offer staff the ability to maintain pace with trends.

### **B.2 Actual Base Salaries**

Assessing competitiveness of actual pay for staff is more difficult because of differences in years’ service employees may have among organizations. Considering that the “average” County employee appears to have noticeably below average length of service

(7.6 years compared to 10.9 years elsewhere) than competing organizations, we estimate that actual salaries should be at about the 45<sup>th</sup> competitive percentile of the market. What exists is this:

- 40<sup>th</sup> percentile for all employee groups
- 37<sup>th</sup> percentile for non-represented staff
- 40<sup>th</sup> to 43<sup>rd</sup> percentile for Sheriff represented staff
- 45<sup>th</sup> to 50<sup>th</sup> (median) percentile for Roads represented staff

This means the immediate deficiency toward being aligned with the market (adjusted for the average length of service) is about 3.6% or roughly \$660,000. In Chapter III we have recommended an implementation plan of rounding to new steps plus equity adjustments that spends that deficiency.

This estimate is influenced by the proportion of staff being paid at or near the top of the existing salary ranges and converting over to the recommended ranges.

### **B.3 Salary Structure Trends**

A noticeable recent trend, and one that is continuing elsewhere, is the expansion of salary range width from Step 1 to the maximum. Municipal government as an industry lags behind other industries in adopting this concept, which has been shown to offer advantages for recruitment, retention, and cost effectiveness.

During the last decade, many municipalities have amended salary ranges from the “old-school” of 5 to 6 steps with 3% to 5% steps differentials to ‘modern’ plans containing 9-13 smaller steps averaging in the 2% to 3% range and ending with smaller percentages.

Looking back at our original work in 2017/2018, the wider salary ranges were and are effective at keeping the County somewhat competitive, even when overall structure changes were inadequate. This range architecture should continue.

We, along with other salary administrators cite several reasons for expanding the width (from minimum to maximum) of salary ranges.

- First, we believe that salary growth should be connected to learning and skill development as well as retention in the years where the risk of loss to turnover is greatest. Years 1-2 take care of learning and 3-6 take care of competency. Years 6-8 are for proficiency, up to and through the maximum for mastery.

Employers see this period of service as critical to operations and an expensive form of turnover, and as a result, want coverage in the main salary structure. That said, we believe a well-designed salary structure would contain ranges with at least 9 steps, preferably 13.

- Second, most other industries use wider salary ranges. Having wider ranges (and a more flexible initial placement policy) may improve the County’s ability to attract a broader range of job candidates.
- Third, more steps, even if they are smaller in percentage, individualizes salary adjustments. Many administrators believe it places less pressure on COLA’s.

Crook County should be commended for using a master salary schedule covering a full life cycle for most positions.

As mentioned earlier, another significant trend among municipalities is the use of skill-based career ladders. Skill-based career ladders tend to work best in environments dominated by growth, turnover, and a limited labor market. The County is doing a good job in this area and on implementation will expand the concept to other careers.

#### **B.4 Salary Administration Processes**

The process used within the County for studying, defining, and assigning jobs to salary ranges appears to be centered around departmental proposals advancing on a reactive basis directly with or without the support of Human Resources. Instead, job reclassification and job design changes should be done on a proactive basis in line with bi-annual business plans. Jobs should not be reviewed more often than bi-annually.

The Human Resources department should be the control point for all pay and alignment decisions for non-elected staff. The Director and/or designee should be the principle resources for presenting organization design, job alignment, and exceptional pay items to the County Manager. Refer to suggested departmental changes in this next section.

#### **B.5 Departmental Notes**

During the course of the compensation study we had the opportunity to meet and work collaboratively with the County's elected and appointed department heads and selected first level management.

While our principle objective was to learn about the organizations and renew our understanding of job content using a job description worksheet, we had the opportunity to hear proposals for change. We also had the opportunity to learn about departmental operations that could be enhanced with some modified job designs. We did not include all departments simply because nearly all positions county-wide will see higher salary ranges. The discussion below highlights some of the changes and observations.

- **Assessor.** The study realigned a number of positions to enhance recruiting and retention, most visibly the Appraiser career path. We also see an opportunity to recommend a position titled 'Associate Chief Deputy Assessor (range 124, non-represented)'. This position would be a subject matter specialist and serve as a developmental step to potentially succeeding the Chief Deputy Assessor and be used for training and cross training support staff and working on best practices for information and material flow in the department.
- **Finance.** This office is responsible for financial services, budget, payroll, and decision support. Again, an office with a lean level of staff. Our observation is that the accounting section is missing several key clerical and technical support. We believe a Senior Accounting Technician (range 117) will provide career growth for the Accounting Technician (range 114). In Payroll, a career ladder starting with Payroll Technician (range 114) would provide back to the Payroll & Benefits Manager. An entry-level Accounting Assistant (range 111) would offer additional ability to develop staff in-house.
- **Clerk.** This office has a very senior staff and for future reference, the career path should include:
  - Range 110, Administrative Clerk
  - 112, Recording Specialist, and
  - 115, Senior Recording Specialist.

- **Community Development.** Several interventions have been applied to the master salary schedule. First, is the Planner career path where the job content of the descriptions required salary range upgrades to be more internally equitable and coincidentally, competitive. Second, the Building Inspection career included a realignment of the Plans Examiner and creation of a Building Services Manager also serving in the capacity of a Senior Building Official.
- **Human Resources.** This department has the potential of a transition to two types of services, each requiring different managerial skill sets. The Director of Talent and Employee Services would handle recruitment, HRIS and employee transactions, salary administration, and serve as the custodian of all position descriptions. The Director of Training and Organization Development would assume responsibility for employee and organization development, quality of work life initiatives, and employee relations.
- **Juvenile Court Administration.** Juvenile Probation Officers will enjoy a career path to Senior Probation Officer. The senior-level should not necessarily be construed as a 'lead', rather, it would be a skill-based (knowledge and human relations) and difficulty (problem solving challenges) enhancement.
- **Public Health.** This department has in our opinion been caught up in titling schemes that would make it more difficult to recruit in a cross-industry labor market. The titles and career paths have been named and aligned to competitive salary ranges to provide the department with enhanced capability. This is a large and complex department which could clearly use an Assistant Director role. We have aligned that position to salary range 127.
- **District Attorney.** There have been several discussions about the titling scheme used for Prosecuting Attorneys – a position that State-wide is most difficult to fill. We have accepted the District Attorney's final recommended structure but believe it may not contribute to successful recruiting as much as another format. This option is for future consideration:

<u>Published Titles</u>	<u>Suggested Titles</u>
<ul style="list-style-type: none"> <li>○</li> <li>○ Deputy District Attorney I</li> <li>○ Deputy District Attorney II</li> <li>○ Deputy District Attorney III</li> <li>○ Chief Deputy DA</li> </ul>	<ul style="list-style-type: none"> <li>Graduate Attorney</li> <li>Deputy District Attorney</li> <li>Senior Deputy District Attorney</li> <li>Principal Deputy DA, or</li> <li>Assistant Chief Deputy DA</li> <li>Chief Deputy DA</li> </ul>

In each of the examples above, the job measurement system is used as the primary standard for aligning all County jobs. It also serves as a definitive tool for recommending elected officials' salary and ranges.

### III. Program Recommendations

The classification and compensation review has enabled us to learn more about the County while producing findings and assessments, and ultimately formulating recommendations appearing below. As a result, we believe that the following general recommendations are in the best interest for the County and its employees. In order to preserve the integrity of the structure and decision support processes, it is important the program be implemented in its entirety – not piecemeal.

#### **Recommendation A. Adopt the JOBMEAS™ System**

Crook County is sufficiently large and complex to justify a formal job classification and pay determination methodology which is proven effective for aligning all forms of jobs and occupations in government and all other industries. Prior to this review, the System has enabled the County to align jobs based on content. This practice needs to continue.

The JOBMEAS™ system of evaluation enhances the consistency and objectivity when making decisions resulting in pay range assignments for County jobs. It provides a practical, yet bias-free approach to determining the relative value of jobs to each other, ultimately contributing to the process of developing equitable salary ranges.

The JOBMEAS™ system creates a permanent record describing the "judgments" made in connection with determining relative value and assigning the job to a salary grade. Years later, the logic behind the judgments can be recalled, even if no other job documentation can be found. Continued acceptance and use of the JOBMEAS™ system means the County honors its controls, copyrights, and license agreement.

A summary of the system appears in Appendix B of this report.

#### **A.1 Job Analysis Process**

The Human Resources (recommending a split to Directors of Talent & Employee Resources, and Training & Organization Development) department is the custodian of and should be preparing descriptions for all positions, thus giving assurance of consistent formats. Departments will contribute to the process by providing job content data. The Talent & Employee Resources function would be the sole custodian of the JOBMEAS™ system and updated position descriptions.

We recommend upon continued approval of the system, the job classifications, range assignments, and pay determination process follow these typical rules and outline:

- A request for review is initiated by an employee (per agreed upon schedule, usually an annual ‘opener’, realignment of accountabilities, or newly established qualifications) or department head. Changes from current practice include:
  - Job incumbents and department heads will use a worksheet to provide Human Resources containing job content information. The ‘job description worksheet’



POLICY / PROCEDURE



is shown in Appendix E and will be offered on-line from Human Resources.

- Human Resources will work with all parties to clarify information then prepare the position description for review, acceptance and approval. This assures a consistent format and original content.
- When an existing position is believed to have changed considerably in qualifications, difficulty, and responsibility, then Human Resources, a department head and/or the job incumbent can initiate the review process. In general, the incumbent initiated reviews can only be allowed bi-annually.
- Changes in volume would not normally be considered for evaluation unless they require additional and unique knowledge and skills. In-service skill enhancement training paid by the County would also not normally be grounds for reclassification.
- Requests for review or reclassification can be made no more often than every two years. Human Resources will issue a job description worksheet to be completed by the job incumbent and reviewed and commented on by the job incumbent's supervisor. The supervisor may add, expand upon, or challenge data. If the job is vacant, the supervisor (or a prior incumbent) will complete the worksheet.
- The Worksheet and accompanying documents are routed to Human Resources where the Director or designee will proceed with the job evaluation process. The County may refer to the Consultant that owns the job measurement system.
- The position is analyzed by interviewing at least one incumbent in the classification, then conduct job evaluation using the JOBMEAS™ system. This will return a recommended salary grade.
- The HR Director or designee will submit the preliminary evaluation to the department head for review, confirmation, and approval. If, through its discussion, agreement cannot be made on the recommended salary grade placement based on the analysis, the job shall be returned for reanalysis. Alternatively, the County could arrange with the Consultant to provide periodic classification review services. Final recommendations are routed to the County Manager for review and comment, with final approval (or negotiated in the case of represented jobs) made by the BOCC.
- Job analysis and evaluation should never be conducted in public proceedings.
- The job incumbent (or supervisor) will be notified of the change.
- We recommend that, if a job advances by one salary grade, range placement is to the closest step from the incumbent's current rate, thus emphasizing long term salary advancement potential.

If a job advances by two or more grades, we suggest first assigning the job to the closest step, then, a minimum of an additional step (up to three steps) to denote the equivalent of an advancement or promotion.

**Recommendation B. Adopt the Job Classifications and Listing**

We recommend that the County adopt the job classifications and their salary grade assignments as they appear in Appendix D of this report.

The job classification structure is the product of job analysis using JOBMEAS™, quality reviews, and preliminary acceptance.

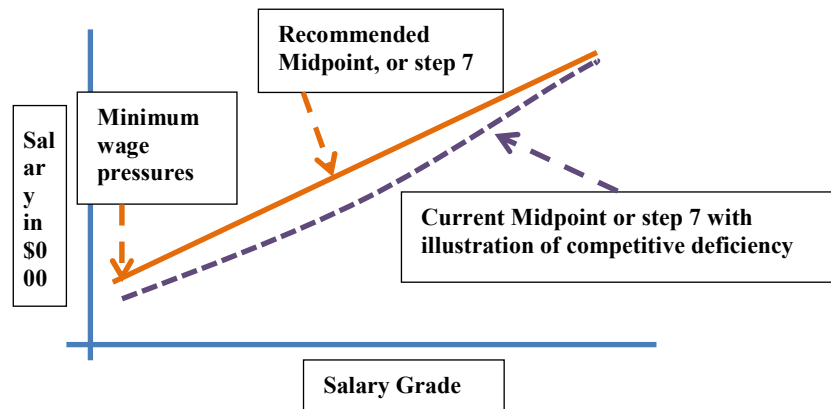
It is important to leave the final listing virtually "intact" upon implementation, of course, subject to quality assurance and final review. During the implementation process, there will undoubtedly be offers to modify or accept a portion of the recommended classifications. In order to preserve its integrity, the job evaluation process must be followed when making modifications to job/grade assignments.

**Recommendation C. Adopt the Recommended Salary Structure**

For the management, confidential, and non-represented professional positions, we recommend a salary grid using the same numbering scheme and extending out to 13 steps (12 years).

- Steps 1-5 each increase by 3.0%
- Steps 6-10 each increase by 2.5%
- Steps 11-13 each increase by 1.5%
- Step 7 is determined by an equation which is based on the salary survey data and recommended competitive target.
  - $Y=a+bX$

The salary ranges we recommend are based on this linear equation which we believe will continue to make the County unilaterally competitive. By using a base number and advance all ranges by a %, thus having consistent numbers appearing diagonally on the grid, the County would become less competitive in the middle of the grid and this is where pay compression comes into play. This form of equation minimizes compression.





We believe the salary grids, with expanded step increments is the most reasonable structure the County can implement to facilitate change within a reasonable upfront implementation cost and be both competitive and cost effective in the future. The structure which appears in Appendix C is designed to be reflective of, and responsive to, the competitive labor market trends.

In conclusion, we recommend the County accept and adopt the salary range concept containing the above-mentioned plans and steps.

**Recommendation D. Adopt this Implementation Plan**



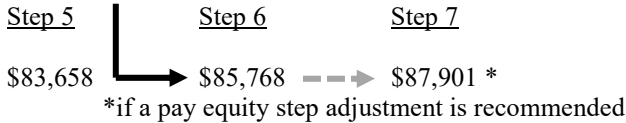
Implementation combines job classification, salary structure, conversion, and costs into a multi-year action plan. The action plan employs a philosophy of first adopting the expanded salary structure to reduce the competitive inconsistency and enhance cost-effectiveness.

The implementation phase has a goal to ‘get the County in the game’ by getting everyone on the plan, then ‘affordable’ ways to keep pace with the market trends.

- **Step 1.** Approve the recommended salary schedule, classification structure,
- **Step 2.** Assign employees to the closest step upward in the new range where they have been assigned. By this action, each employee

Here is an example of how an employee will convert to the new schedule.

Consider an employee at \$84,000 per year:



- For those non-represented employees on the master salary structure adoption of the implementation has an annualized cost of about \$475,000 and a cash flow impact for the current (2024) fiscal year of about \$79,000. These estimates do not include Sheriff and Roads represented staff as well as add-on amounts for employer taxes and all benefits.

- **Step 3.** Grant employees the COLA of approximately 3% on July 1, 2024. This or a similar has already approved in principle by the BOCC then continue to allow step-in-grade pay adjustments as usual.
- **Step 4.** In January 2025 or when the budget processes commence, review the placement of all employees and offer a second and final equity adjustment to those who remain below proper alignment.

**CASH FLOW COST FOR IMPLEMENTATION:**

- Implementation consisting of range assignments and pay equity adjustments = \$79,000 (3.5%) effective May 1, 2024
- Effective July 1, an approximately 3% COLA and step-in-grade movement would take effect.

### **Recommendation E: Elected Officials**

We recommend that a review of elected officials' salaries be conducted by considering the higher of external data or the decision support techniques used for all County positions. As part of the review, we recommend the citizen-based committee be primary consulting resource as a form of check-and-balance or audit of the process and results. This review should occur on a bi-annual basis and can be completed by the Human Resources department or the Consultant.

### **Closing Thoughts**

Crook County needs to adopt the recommended structure and implementation steps for its non-represented staff. Considering the competitive environment, it would be in the best interest for the Commissioners to move ahead with the realigned job classifications and expanded structure before the end of the current fiscal year. This includes equity adjustments

Crook County has an opportunity to make the kind of changes to its job classification and compensation program, not just to realign jobs, but also to implement modern decision-making processes, but for salary schedule that proposes a cost-effective way of achieving competitive and recruitment and retention goals.

The calendar time and work effort of the consultant, Human Resources department (see recommended departmental division), and County employees to get to this point, has been labor intensive. We are very pleased to say that the management team conducted themselves in a very professional and engaging manner throughout the process. We have been honored to serve the County.

Our remaining steps will include JOBMEAS<sup>TM</sup> training of HR staff and setup of the decision support model for July, 1 2024 and beyond. Phone and email technical support through September 2024 will be available at no additional cost. Additional services such as those for reanalysis, organization structure changes, and elected official salaries would be billed at the project rate.

# Appendix A

## Salary Survey Summary



Data Quartiles  
Sources

Crook County, Oregon

# JB

**Market Analysis for Crook County  
January 2024 for July 2024**

Data Aged to be effective for July 24  
Competitive Assessment - Crook

Position	Range Checkpoint	25th	40th	Competitive Level			60th	75th	Comp. Level
				Median	Average				
County Manager	Max								
	Contract	\$169,140	\$179,657	\$176,358	\$173,231	\$187,089	\$190,108		
Undersheriff	Min.								
	Max	\$131,505	\$139,281	\$140,301	\$140,272	\$146,371	\$149,310	42	
	Mid.	\$114,630	\$124,092	\$124,463	\$125,355	\$132,371	\$137,938	40	
Director, Finance	Min.	\$101,556	\$109,486	\$107,936	\$110,428	\$114,040	\$122,329	36	
	Max	\$153,840	\$163,292	\$169,569	\$165,471	\$176,217	\$184,965	36	
	Mid.	\$127,221	\$140,343	\$143,000	\$141,969	\$153,767	\$159,431	38	
Director, Library Services	Min.	\$112,547	\$114,744	\$119,166	\$120,389	\$125,819	\$127,905	38	
	Max	\$114,900	\$116,856	\$117,873	\$119,385	\$121,858	\$123,526	37	
	Mid.	\$98,904	\$102,366	\$102,453	\$105,647	\$106,796	\$109,588	35	
Director, Human Resources	Min.	\$84,528	\$86,978	\$88,610	\$91,081	\$93,319	\$94,891	34	
	Max	\$131,127	\$142,552	\$146,371	\$145,022	\$153,727	\$163,224	39	
	Mid.	\$117,852	\$126,451	\$130,105	\$128,240	\$136,168	\$144,160	37	
Prosecuting Attorney II - Assistant Legal Counsel	Min.	\$103,095	\$110,098	\$111,588	\$110,068	\$112,835	\$118,024	36	
	Max	\$125,232	\$133,808	\$135,343	\$137,394	\$137,847	\$141,599	45	
	Mid.	\$111,254	\$115,283	\$118,178	\$118,431	\$122,279	\$132,488	46	
Director, Juvenile Services	Min.	\$98,800	\$101,390	\$104,950	\$103,378	\$106,227	\$110,926	43	
	Max	\$116,917	\$119,947	\$125,952	\$125,947	\$126,767	\$131,563	37	
	Mid.	\$100,997	\$105,070	\$106,403	\$108,356	\$110,802	\$115,777	38	
Sheriff Sergeant	Min.	\$86,914	\$90,450	\$91,630	\$93,695	\$96,018	\$97,118	37	
	Max	\$98,278	\$102,350	\$103,956	\$105,796	\$106,169	\$108,559	39	
	Mid.	\$86,730	\$89,775	\$91,848	\$91,380	\$93,802	\$96,081	41	
Building Services Mgr.	Min.	\$72,534	\$75,231	\$79,320	\$79,120	\$82,961	\$83,781	41	
	Max	\$108,887	\$114,733	\$120,653	\$121,423	\$124,684	\$128,919	35	
	Mid.	\$98,613	\$102,459	\$105,071	\$107,384	\$108,387	\$114,291	34	
Prosecuting Attorney I	Min.	\$88,333	\$94,090	\$92,566	\$92,263	\$93,518	\$100,706	33	
	Max	\$106,485	\$112,853	\$113,602	\$118,162	\$118,505	\$133,033	38	
	Mid.	\$92,262	\$94,988	\$98,637	\$101,748	\$103,675	\$112,127	39	
Payroll Benefits Manager	Min.	\$78,244	\$81,691	\$85,600	\$85,059	\$87,050	\$89,526	41	
	Max	\$94,197	\$99,258	\$103,956	\$104,385	\$107,000	\$110,072	40	
	Mid.	\$82,069	\$89,880	\$92,340	\$91,363	\$96,353	\$98,911	39	
Environmental Quality Specialist	Min.	\$69,940	\$74,905	\$80,457	\$78,251	\$81,258	\$83,393	38	
	Max	\$86,466	\$90,271	\$93,294	\$95,504	\$96,905	\$99,266	39	
	Mid.	\$78,439	\$82,740	\$83,818	\$82,953	\$87,494	\$91,260	39	
Office Operations Manager	Min.	\$65,676	\$71,522	\$72,108	\$71,139	\$73,391	\$76,199	37	
	Max	\$80,229	\$86,556	\$87,154	\$87,807	\$90,843	\$97,295	54	
	Mid.	\$71,684	\$74,566	\$76,403	\$76,814	\$80,594	\$84,317	53	
Public Health Nurse BSN	Min.	\$61,734	\$63,076	\$65,270	\$67,159	\$69,519	\$72,822	50	
	Max	\$89,058	\$94,856	\$96,812	\$97,425	\$101,868	\$107,710	36	
	Mid.	\$79,527	\$82,824	\$83,773	\$84,537	\$87,598	\$92,643	37	
Appraiser II	Min.	\$68,669	\$73,294	\$72,628	\$72,540	\$73,070	\$76,138	35	
	Max	\$77,967	\$87,074	\$87,904	\$86,709	\$91,530	\$97,285	30	
	Mid.	\$69,407	\$74,708	\$76,066	\$74,423	\$79,863	\$82,409	32	
	Min.	\$58,050	\$61,848	\$63,004	\$62,153	\$65,033	\$67,793	33	

**Market Analysis for Crook County  
January 2024 for July 2024**

Data Aged to be effective for July 24  
Competitive Assessment - Crook

Position	Range Checkpoint	Competitive Level						Comp. Level
		25th	40th	Median	Average	60th	75th	
Legal Assistant	Max	\$65,264	\$66,800	\$67,930	\$69,655	\$70,455	\$72,408	34
	Mid.	\$57,086	\$58,989	\$59,060	\$60,489	\$61,877	\$63,312	34
	Min.	\$45,468	\$46,807	\$47,779	\$48,680	\$49,547	\$50,909	39
Permit Technician	Max	\$55,961	\$60,150	\$62,800	\$61,974	\$65,797	\$68,351	37
	Mid.	\$47,844	\$50,709	\$53,900	\$53,628	\$55,710	\$62,984	38
	Min.	\$41,460	\$42,806	\$45,419	\$44,999	\$46,021	\$48,217	40
Accounting Technician - Senior	Max	\$65,856	\$67,041	\$69,153	\$70,571	\$71,484	\$74,981	41
	Mid.	\$56,916	\$57,940	\$60,558	\$62,468	\$63,870	\$66,736	40
	Min.	\$48,408	\$51,557	\$53,280	\$54,284	\$57,989	\$61,701	37
Associate Planner	Max	\$68,631	\$76,672	\$79,209	\$77,602	\$82,827	\$86,295	41
	Mid.	\$60,807	\$68,204	\$70,406	\$67,500	\$72,716	\$75,228	41
	Min.	\$52,344	\$59,816	\$59,817	\$57,391	\$60,652	\$64,018	40
Building Inspector II	Max	\$78,050	\$82,105	\$83,797	\$85,061	\$87,027	\$91,692	40
	Mid.	\$70,991	\$75,159	\$76,310	\$74,695	\$79,902	\$80,120	39
	Min.	\$59,449	\$61,848	\$63,450	\$63,623	\$64,786	\$66,272	39

Estimated Competitiveness:

Salary Data collected from at least these sources:  
- in part and to job design

- Counties:  
 Wasco Hood River  
 Deschutes Jefferson  
 Klamath Cities & Regionals  
 Jackson Bend Libraries  
 Josephine Prineville  
 Douglas Klamath Falls  
 Umatilla Hospital/Nursing Home  
 Morrow School Districts

Competitive Percentile  
Overall

All points	39
Range Max	40
Range Mid	38
Range Min	37
Data notes: Median =	50
Average =	53

## Appendix B

### JOBMEAS™ Overview



Crook County, Oregon

# JB



# The Pay Determination Process

## Using JOBMEAS™

**JOBMEAS™** is a job evaluation methodology which supports the pay determination process and salary administration decision-making. The primary purpose is to enhance and stabilize judgments about the status and salary treatment of jobs within an organization.

**JOBMEAS™** uses a point-factor technique to measure job content, thus enabling direct comparisons to be made among all jobs in quantitative terms. Five guide charts define the broad areas of measure which are applied to job content. Each chart contains two dimensions describing the broad area of measure. Each dimension contains a series of semantic definitions which are arranged in hierarchical order. Job content facts are then compared to the semantic definitions, producing a numerical value which considers the relative worth of the job to the organization and assures objectivity in the judgment process.

### A. INTRODUCTION

Over the past half-century numerous job evaluation techniques have been developed by human resources practitioners and behavioral scientists for the purpose of establishing the worth of jobs relative to each other. While these techniques measure compensable job content factors differently, they are all similar in that they assume certain jobs to be more important to an organization's functioning than others, and, in that regard, have greater relative or comparable value. Job evaluation (measurement) provides the basis for extending pay-related judgments and explanations on why a laborer is of less relative value to the organization than the Manager of Purchasing and why that position is less critical than the Plant Manager. Job measurement techniques seek to provide an objective basis for understanding the pay relationships between these kind of jobs.

When employees are paid according to the relative importance of their jobs, they perceive their salary treatment as fair and equitable. Successful salary programs are built on this principle of internal equity: that salary levels should be proportional to relative internal job worth, thus maximizing satisfaction and stability within the work force.

While it may be obvious that the relative value of the Plant Manager is greater than the purchaser of raw materials and supplies for the plant, many other comparisons of jobs are not so easy. For the computer software manufacturer, does the Software Designer or the Sales Representative in the field have greater value to the organization? In a hospital, how do we value a Registered Nurse relative to a Physical Therapist or an Accountant? In a city government, how would a Planner and a Civil Engineer compare? In a manufacturing setting, how about the Assembler and the Production Scheduler? These are all questions of judgment and regardless of the technique used, job measurement remains the application of human judgment to information about job content.

### B. FORMAL EVALUATION PROCESSES

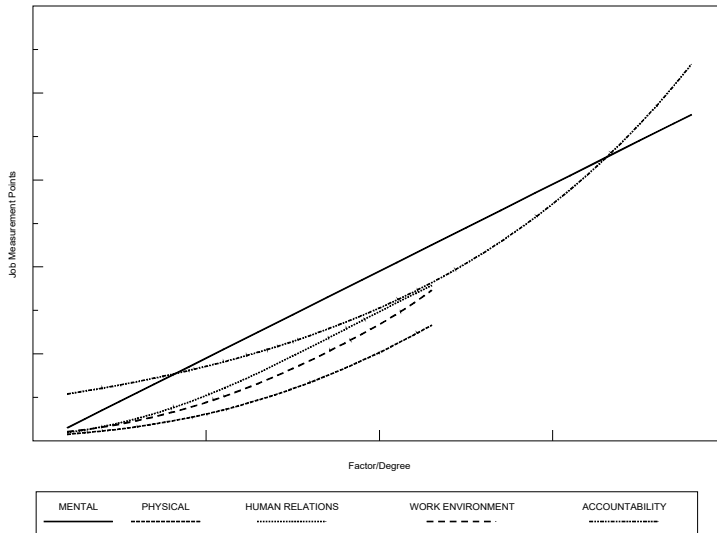
When large numbers of diverse jobs are evaluated, the human judgment process can be quite complex. A well-conceived job evaluation (measurement) plan will structure the judgment process to make sound comparisons and evaluations even in a large organization environment involving numerous departments, occupational fields, and managerial levels.

The **JOBMEAS™** System and others like it, are all designed to manage the evaluation and salary treatment of large numbers of jobs. The primary differences among competing systems lie in the completeness and appropriateness of the broad areas of measurement, the accuracy and validity of the job measurement results, and the ease of administration.

### C. THE **JOBMEAS™** SYSTEM

The **JOBMEAS™** system of evaluation achieves the elements which are critical to a sound measurement technique:

- **Enhancement of the Judgment Process.** **JOBMEAS™** provides a language and framework for defining jobs, discussing job content in a meaningful way, and making valid comparisons by translating certain job content components to the measuring technique.
- **Stabilization of the Judgment Process.** **JOBMEAS™** helps to ensure, given the same job content information, the inter-rater reliability is high. It simplifies the judgment process by providing discipline, clear measures, and controls to provide consistent judgments over time.
- **Optimal Weighing of Measurement Factors.** The guide charts are weighted to ensure that the relative worth of jobs, as measured by points, accurately reflects the relative importance of the individual factors comprising the whole job. The optimal weighing of factors also maximizes the ability of the total points assigned to a job, to project or predict salary levels.



- **Fairness.** **JOBMEAS™**, by way of the design and quantification of the guide charts, provides assurance that the derived internal job worth treats all jobs equitably in-line with the values of the organization and recognized concepts of job design and classification.

**JOBMEAS™** consists of five distinct job measurement guide charts. These charts have been designed to organize an evaluator's judgments in specific job content areas, through the use of semantic series which represent increasing levels of "value." The levels correspond to a numerical value, therefore, providing the descriptive job content considerations with a quantitative measure. The guide charts measure job content in the following broad areas:

<b>Mental Requirements</b>	The knowledge or learning development and the problem solving required by the job.
<b>Physical Requirements</b>	The learned physical skills and physical effort demands required when performing job-related tasks.
<b>Social Requirements</b>	The human relations skills and scope of contacts necessary to complete work.
<b>Work Environment</b>	The performance environment and physical working conditions under which tasks are performed.
<b>Accountability</b>	The level of professional development and category of work, leadership accountability, and the scope and magnitude of impact on the organization's delivery of service/products.

**JOBMEAS™** is a straightforward system which enables evaluators to easily become skilled and others to readily gain appreciation of its design, function, and capabilities. It is not, however, self evident. It requires formal training, expert guidance, and experience to be properly applied.

**JOBMEAS™** does not require the evaluator to directly compare or match jobs. Comparisons are made indirectly by using established rating scales that are a part of each factor. The rating scales contain a series of definitions, referred to as semantic series, to which job content information is compared. Each definition inside a rating scale carries a certain weight.

The weight is determined through an elaborate process of profiling jobs and establishing the relative importance of each rating scale to the total of all compensable factors. The weight is expressed as a number and is referred to as "points." Therefore each definition within each rating scale (five guide charts, ten rating scales) is associated with a point value. Jobs are rated by translating or fitting job content elements to the definitions along the rating scales and then assigning the corresponding points. The points derived from the rating scales are added to obtain a total point score. This number represents the relative or comparable worth of the job. The point value facilitates comparison of the elements found common in all jobs, ranking of jobs according to their "measured" relative value to the organization. The point value also provides linkage to other elements of salary administration such as salary structure development, job design, and organization/job sizing.

As mentioned above, each of the five guide charts or factors has two rating scales. Each scale represents a dimension of the factor. For example, the Mental Requirements factor has both the dimension of Learning Development or Know How and Problem Solving Challenges. Here is how it works:

- Step 1: Separate ratings are made for each dimension by aligning job content to the most appropriate definition on the rating scale.
- Step 2: The rating on each dimension enables a point value to be read off the guide chart. For example, a learning development rating of "D2" and a problem solving rating of "5 (data entry code)," on guide chart I-Mental Requirements, corresponds to a point value of 872.
- Step 3: When ratings are completed and applied to the five guide charts, the job receives a total point value representing its relative worth to the organization.
- Step 4: The guide charts offer flexibility to allow for gradations of judgment between those formally defined. In reviewing all jobs rated as "D" in learning development, some will undoubtedly appear to be of higher level, but not enough to be assigned to the next higher definition. **JOBMEAS™** accommodates job content which is slightly or just noticeably stronger (or weaker) than the guide chart text portrays. A "1, 2, or 3" accompanying the "alpha" (e.g., C2) rating denotes this feature as does the corresponding higher (or lower) assigned point value.

The ability of **JOBMEAS™** to recognize subtle differences and similarities among jobs not only enhances the credibility of the pay determination process but also facilitates other decisions such as the design of career ladders and complex organization structures.

The following chapters discuss the application of **JOBMEAS™** in detail, including elaborations and examples pertaining to each semantic definition in each guide chart.

The following general principles must be followed when applying the **JOBMEAS™** system of evaluation:

- The job is rated, not the incumbent.
- Ratings are based on the minimum requirements for the job at competent performance. Individual performance should not be a consideration.
- Ratings measure only job content. They should not be influenced by supply and demand problems, current or desired pay levels, staffing levels, or performance.

# Appendix C

## Master Salary Structure



Crook County, Oregon

# JB

**Crook County**  
**24/25**  
**STEPPED MASTER SALARY SCHEDULE\***

DRAFT

Grade/Step	→ 1	2	3	4	5	6	7	8	9	10	11	12	13
105	\$ 15.80	\$ 16.27	\$ 16.76	\$ 17.26	\$ 17.78	\$ 18.22	\$ 18.68	\$ 19.15	\$ 19.63	\$ 20.12	\$ 20.42	\$ 20.73	\$ 21.04
	\$ 2,739	\$ 2,820	\$ 2,905	\$ 2,992	\$ 3,082	\$ 3,158	\$ 3,238	\$ 3,319	\$ 3,403	\$ 3,487	\$ 3,539	\$ 3,593	\$ 3,647
	<b>\$ 32,864</b>	<b>\$ 33,842</b>	<b>\$ 34,861</b>	<b>\$ 35,901</b>	<b>\$ 36,982</b>	<b>\$ 37,898</b>	<b>\$ 38,854</b>	<b>\$ 39,832</b>	<b>\$ 40,830</b>	<b>\$ 41,850</b>	<b>\$ 42,474</b>	<b>\$ 43,118</b>	<b>\$ 43,763</b>
106	\$ 16.39	\$ 16.88	\$ 17.39	\$ 17.91	\$ 18.45	\$ 18.91	\$ 19.38	\$ 19.86	\$ 20.36	\$ 20.87	\$ 21.18	\$ 21.50	\$ 21.82
	\$ 2,841	\$ 2,926	\$ 3,014	\$ 3,104	\$ 3,198	\$ 3,278	\$ 3,359	\$ 3,442	\$ 3,529	\$ 3,617	\$ 3,671	\$ 3,727	\$ 3,782
	<b>\$ 34,091</b>	<b>\$ 35,110</b>	<b>\$ 36,171</b>	<b>\$ 37,253</b>	<b>\$ 38,376</b>	<b>\$ 39,333</b>	<b>\$ 40,310</b>	<b>\$ 41,309</b>	<b>\$ 42,349</b>	<b>\$ 43,410</b>	<b>\$ 44,054</b>	<b>\$ 44,720</b>	<b>\$ 45,386</b>
107	\$ 17.00	\$ 17.51	\$ 18.04	\$ 18.58	\$ 19.14	\$ 19.62	\$ 20.11	\$ 20.61	\$ 21.13	\$ 21.66	\$ 21.98	\$ 22.31	\$ 22.64
	\$ 2,947	\$ 3,035	\$ 3,127	\$ 3,221	\$ 3,318	\$ 3,401	\$ 3,486	\$ 3,572	\$ 3,663	\$ 3,754	\$ 3,810	\$ 3,867	\$ 3,924
	<b>\$ 35,360</b>	<b>\$ 36,421</b>	<b>\$ 37,523</b>	<b>\$ 38,646</b>	<b>\$ 39,811</b>	<b>\$ 40,810</b>	<b>\$ 41,829</b>	<b>\$ 42,869</b>	<b>\$ 43,950</b>	<b>\$ 45,053</b>	<b>\$ 45,718</b>	<b>\$ 46,405</b>	<b>\$ 47,091</b>
108	\$ 17.66	\$ 18.19	\$ 18.74	\$ 19.30	\$ 19.88	\$ 20.38	\$ 20.89	\$ 21.41	\$ 21.95	\$ 22.50	\$ 22.84	\$ 23.18	\$ 23.53
	\$ 3,061	\$ 3,153	\$ 3,248	\$ 3,345	\$ 3,446	\$ 3,533	\$ 3,621	\$ 3,711	\$ 3,805	\$ 3,900	\$ 3,959	\$ 4,018	\$ 4,079
	<b>\$ 36,733</b>	<b>\$ 37,835</b>	<b>\$ 38,979</b>	<b>\$ 40,144</b>	<b>\$ 41,350</b>	<b>\$ 42,390</b>	<b>\$ 43,451</b>	<b>\$ 44,533</b>	<b>\$ 45,656</b>	<b>\$ 46,800</b>	<b>\$ 47,507</b>	<b>\$ 48,214</b>	<b>\$ 48,942</b>
109	\$ 18.35	\$ 18.90	\$ 19.47	\$ 20.05	\$ 20.65	\$ 21.17	\$ 21.70	\$ 22.24	\$ 22.80	\$ 23.37	\$ 23.72	\$ 24.08	\$ 24.44
	\$ 3,181	\$ 3,276	\$ 3,375	\$ 3,475	\$ 3,579	\$ 3,669	\$ 3,761	\$ 3,855	\$ 3,952	\$ 4,051	\$ 4,111	\$ 4,174	\$ 4,236
	<b>\$ 38,168</b>	<b>\$ 39,312</b>	<b>\$ 40,498</b>	<b>\$ 41,704</b>	<b>\$ 42,952</b>	<b>\$ 44,034</b>	<b>\$ 45,136</b>	<b>\$ 46,259</b>	<b>\$ 47,424</b>	<b>\$ 48,610</b>	<b>\$ 49,338</b>	<b>\$ 50,086</b>	<b>\$ 50,835</b>
110	\$ 19.08	\$ 19.65	\$ 20.24	\$ 20.85	\$ 21.48	\$ 22.02	\$ 22.57	\$ 23.13	\$ 23.71	\$ 24.30	\$ 24.66	\$ 25.03	\$ 25.41
	\$ 3,307	\$ 3,406	\$ 3,508	\$ 3,614	\$ 3,723	\$ 3,817	\$ 3,912	\$ 4,009	\$ 4,110	\$ 4,212	\$ 4,274	\$ 4,339	\$ 4,404
	<b>\$ 39,686</b>	<b>\$ 40,872</b>	<b>\$ 42,099</b>	<b>\$ 43,368</b>	<b>\$ 44,678</b>	<b>\$ 45,802</b>	<b>\$ 46,946</b>	<b>\$ 48,110</b>	<b>\$ 49,317</b>	<b>\$ 50,544</b>	<b>\$ 51,293</b>	<b>\$ 52,062</b>	<b>\$ 52,853</b>
111	\$ 19.85	\$ 20.45	\$ 21.06	\$ 21.69	\$ 22.34	\$ 22.90	\$ 23.47	\$ 24.06	\$ 24.66	\$ 25.28	\$ 25.66	\$ 26.04	\$ 26.43
	\$ 3,441	\$ 3,545	\$ 3,650	\$ 3,760	\$ 3,872	\$ 3,969	\$ 4,068	\$ 4,170	\$ 4,274	\$ 4,382	\$ 4,448	\$ 4,514	\$ 4,581
	<b>\$ 41,288</b>	<b>\$ 42,536</b>	<b>\$ 43,805</b>	<b>\$ 45,115</b>	<b>\$ 46,467</b>	<b>\$ 47,632</b>	<b>\$ 48,818</b>	<b>\$ 50,045</b>	<b>\$ 51,293</b>	<b>\$ 52,582</b>	<b>\$ 53,373</b>	<b>\$ 54,163</b>	<b>\$ 54,974</b>
112	\$ 20.65	\$ 21.27	\$ 21.91	\$ 22.57	\$ 23.25	\$ 23.83	\$ 24.43	\$ 25.04	\$ 25.67	\$ 26.31	\$ 26.70	\$ 27.10	\$ 27.51
	\$ 3,579	\$ 3,687	\$ 3,798	\$ 3,912	\$ 4,030	\$ 4,131	\$ 4,235	\$ 4,340	\$ 4,449	\$ 4,560	\$ 4,628	\$ 4,697	\$ 4,768
	<b>\$ 42,952</b>	<b>\$ 44,242</b>	<b>\$ 45,573</b>	<b>\$ 46,946</b>	<b>\$ 48,360</b>	<b>\$ 49,566</b>	<b>\$ 50,814</b>	<b>\$ 52,083</b>	<b>\$ 53,394</b>	<b>\$ 54,725</b>	<b>\$ 55,536</b>	<b>\$ 56,368</b>	<b>\$ 57,221</b>

**Crook County**  
**24/25**  
**STEPPED MASTER SALARY SCHEDULE\***

DRAFT

Grade/Step	1	2	3	4	5	6	7	8	9	10	11	12	13
113	\$ 21.51	\$ 22.16	\$ 22.82	\$ 23.50	\$ 24.21	\$ 24.82	\$ 25.44	\$ 26.08	\$ 26.73	\$ 27.40	\$ 27.81	\$ 28.23	\$ 28.65
	\$ 3,728	\$ 3,841	\$ 3,955	\$ 4,073	\$ 4,196	\$ 4,302	\$ 4,410	\$ 4,521	\$ 4,633	\$ 4,749	\$ 4,820	\$ 4,893	\$ 4,966
	<b>\$ 44,741</b>	<b>\$ 46,093</b>	<b>\$ 47,466</b>	<b>\$ 48,880</b>	<b>\$ 50,357</b>	<b>\$ 51,626</b>	<b>\$ 52,915</b>	<b>\$ 54,246</b>	<b>\$ 55,598</b>	<b>\$ 56,992</b>	<b>\$ 57,845</b>	<b>\$ 58,718</b>	<b>\$ 59,592</b>
114	\$ 22.43	\$ 23.10	\$ 23.79	\$ 24.50	\$ 25.23	\$ 25.86	\$ 26.51	\$ 27.17	\$ 27.85	\$ 28.55	\$ 28.98	\$ 29.41	\$ 29.85
	\$ 3,888	\$ 4,004	\$ 4,124	\$ 4,247	\$ 4,373	\$ 4,482	\$ 4,595	\$ 4,709	\$ 4,827	\$ 4,949	\$ 5,023	\$ 5,098	\$ 5,174
	<b>\$ 46,654</b>	<b>\$ 48,048</b>	<b>\$ 49,483</b>	<b>\$ 50,960</b>	<b>\$ 52,478</b>	<b>\$ 53,789</b>	<b>\$ 55,141</b>	<b>\$ 56,514</b>	<b>\$ 57,928</b>	<b>\$ 59,384</b>	<b>\$ 60,278</b>	<b>\$ 61,173</b>	<b>\$ 62,088</b>
115	\$ 23.37	\$ 24.07	\$ 24.79	\$ 25.53	\$ 26.30	\$ 26.96	\$ 27.63	\$ 28.32	\$ 29.03	\$ 29.76	\$ 30.21	\$ 30.66	\$ 31.12
	\$ 4,051	\$ 4,172	\$ 4,297	\$ 4,425	\$ 4,559	\$ 4,673	\$ 4,789	\$ 4,909	\$ 5,032	\$ 5,158	\$ 5,236	\$ 5,314	\$ 5,394
	<b>\$ 48,610</b>	<b>\$ 50,066</b>	<b>\$ 51,563</b>	<b>\$ 53,102</b>	<b>\$ 54,704</b>	<b>\$ 56,077</b>	<b>\$ 57,470</b>	<b>\$ 58,906</b>	<b>\$ 60,382</b>	<b>\$ 61,901</b>	<b>\$ 62,837</b>	<b>\$ 63,773</b>	<b>\$ 64,730</b>
116	\$ 24.38	\$ 25.11	\$ 25.86	\$ 26.64	\$ 27.44	\$ 28.13	\$ 28.83	\$ 29.55	\$ 30.29	\$ 31.05	\$ 31.52	\$ 31.99	\$ 32.47
	\$ 4,226	\$ 4,352	\$ 4,482	\$ 4,618	\$ 4,756	\$ 4,876	\$ 4,997	\$ 5,122	\$ 5,250	\$ 5,382	\$ 5,463	\$ 5,545	\$ 5,628
	<b>\$ 50,710</b>	<b>\$ 52,229</b>	<b>\$ 53,789</b>	<b>\$ 55,411</b>	<b>\$ 57,075</b>	<b>\$ 58,510</b>	<b>\$ 59,966</b>	<b>\$ 61,464</b>	<b>\$ 63,003</b>	<b>\$ 64,584</b>	<b>\$ 65,562</b>	<b>\$ 66,539</b>	<b>\$ 67,538</b>
117	\$ 25.44	\$ 26.20	\$ 26.99	\$ 27.80	\$ 28.63	\$ 29.35	\$ 30.08	\$ 30.83	\$ 31.60	\$ 32.39	\$ 32.88	\$ 33.37	\$ 33.87
	\$ 4,410	\$ 4,541	\$ 4,678	\$ 4,819	\$ 4,963	\$ 5,087	\$ 5,214	\$ 5,344	\$ 5,477	\$ 5,614	\$ 5,699	\$ 5,784	\$ 5,871
	<b>\$ 52,915</b>	<b>\$ 54,496</b>	<b>\$ 56,139</b>	<b>\$ 57,824</b>	<b>\$ 59,550</b>	<b>\$ 61,048</b>	<b>\$ 62,566</b>	<b>\$ 64,126</b>	<b>\$ 65,728</b>	<b>\$ 67,371</b>	<b>\$ 68,390</b>	<b>\$ 69,410</b>	<b>\$ 70,450</b>
118	\$ 26.55	\$ 27.35	\$ 28.17	\$ 29.02	\$ 29.89	\$ 30.64	\$ 31.41	\$ 32.20	\$ 33.01	\$ 33.84	\$ 34.35	\$ 34.87	\$ 35.39
	\$ 4,602	\$ 4,741	\$ 4,883	\$ 5,030	\$ 5,181	\$ 5,311	\$ 5,444	\$ 5,581	\$ 5,722	\$ 5,866	\$ 5,954	\$ 6,044	\$ 6,134
	<b>\$ 55,224</b>	<b>\$ 56,888</b>	<b>\$ 58,594</b>	<b>\$ 60,362</b>	<b>\$ 62,171</b>	<b>\$ 63,731</b>	<b>\$ 65,333</b>	<b>\$ 66,976</b>	<b>\$ 68,661</b>	<b>\$ 70,387</b>	<b>\$ 71,448</b>	<b>\$ 72,530</b>	<b>\$ 73,611</b>
119	\$ 27.75	\$ 28.58	\$ 29.44	\$ 30.32	\$ 31.23	\$ 32.01	\$ 32.81	\$ 33.63	\$ 34.47	\$ 35.33	\$ 35.86	\$ 36.40	\$ 36.95
	\$ 4,810	\$ 4,954	\$ 5,103	\$ 5,255	\$ 5,413	\$ 5,548	\$ 5,687	\$ 5,829	\$ 5,975	\$ 6,124	\$ 6,216	\$ 6,309	\$ 6,405
	<b>\$ 57,720</b>	<b>\$ 59,446</b>	<b>\$ 61,235</b>	<b>\$ 63,066</b>	<b>\$ 64,958</b>	<b>\$ 66,581</b>	<b>\$ 68,245</b>	<b>\$ 69,950</b>	<b>\$ 71,698</b>	<b>\$ 73,486</b>	<b>\$ 74,589</b>	<b>\$ 75,712</b>	<b>\$ 76,856</b>
120	\$ 28.99	\$ 29.86	\$ 30.76	\$ 31.68	\$ 32.63	\$ 33.45	\$ 34.29	\$ 35.15	\$ 36.03	\$ 36.93	\$ 37.48	\$ 38.04	\$ 38.61
	\$ 5,025	\$ 5,176	\$ 5,332	\$ 5,491	\$ 5,656	\$ 5,798	\$ 5,944	\$ 6,093	\$ 6,245	\$ 6,401	\$ 6,497	\$ 6,594	\$ 6,692
	<b>\$ 60,299</b>	<b>\$ 62,109</b>	<b>\$ 63,981</b>	<b>\$ 65,894</b>	<b>\$ 67,870</b>	<b>\$ 69,576</b>	<b>\$ 71,323</b>	<b>\$ 73,112</b>	<b>\$ 74,942</b>	<b>\$ 76,814</b>	<b>\$ 77,958</b>	<b>\$ 79,123</b>	<b>\$ 80,309</b>

**Crook County**  
**24/25**  
**STEPPED MASTER SALARY SCHEDULE\***

DRAFT

Grade/Step	1	2	3	4	5	6	7	8	9	10	11	12	13
121	\$ 30.32	\$ 31.23	\$ 32.17	\$ 33.14	\$ 34.13	\$ 34.98	\$ 35.85	\$ 36.75	\$ 37.67	\$ 38.61	\$ 39.19	\$ 39.78	\$ 40.38
	\$ 5,255	\$ 5,413	\$ 5,576	\$ 5,744	\$ 5,916	\$ 6,063	\$ 6,214	\$ 6,370	\$ 6,529	\$ 6,692	\$ 6,793	\$ 6,895	\$ 6,999
	<b>\$ 63,066</b>	<b>\$ 64,958</b>	<b>\$ 66,914</b>	<b>\$ 68,931</b>	<b>\$ 70,990</b>	<b>\$ 72,758</b>	<b>\$ 74,568</b>	<b>\$ 76,440</b>	<b>\$ 78,354</b>	<b>\$ 80,309</b>	<b>\$ 81,515</b>	<b>\$ 82,742</b>	<b>\$ 83,990</b>
122	\$ 31.71	\$ 32.66	\$ 33.64	\$ 34.65	\$ 35.69	\$ 36.58	\$ 37.49	\$ 38.43	\$ 39.39	\$ 40.37	\$ 40.98	\$ 41.59	\$ 42.21
	\$ 5,496	\$ 5,661	\$ 5,831	\$ 6,006	\$ 6,186	\$ 6,341	\$ 6,498	\$ 6,661	\$ 6,828	\$ 6,997	\$ 7,103	\$ 7,209	\$ 7,316
	<b>\$ 65,957</b>	<b>\$ 67,933</b>	<b>\$ 69,971</b>	<b>\$ 72,072</b>	<b>\$ 74,235</b>	<b>\$ 76,086</b>	<b>\$ 77,979</b>	<b>\$ 79,934</b>	<b>\$ 81,931</b>	<b>\$ 83,970</b>	<b>\$ 85,238</b>	<b>\$ 86,507</b>	<b>\$ 87,797</b>
123	\$ 33.94	\$ 34.96	\$ 36.01	\$ 37.09	\$ 38.20	\$ 39.15	\$ 40.13	\$ 41.13	\$ 42.16	\$ 43.21	\$ 43.86	\$ 44.52	\$ 45.19
	\$ 5,883	\$ 6,060	\$ 6,242	\$ 6,429	\$ 6,621	\$ 6,786	\$ 6,956	\$ 7,129	\$ 7,308	\$ 7,490	\$ 7,602	\$ 7,717	\$ 7,833
	<b>\$ 70,595</b>	<b>\$ 72,717</b>	<b>\$ 74,901</b>	<b>\$ 77,147</b>	<b>\$ 79,456</b>	<b>\$ 81,432</b>	<b>\$ 83,470</b>	<b>\$ 85,550</b>	<b>\$ 87,693</b>	<b>\$ 89,877</b>	<b>\$ 91,229</b>	<b>\$ 92,602</b>	<b>\$ 93,995</b>
124	\$ 35.74	\$ 36.81	\$ 37.91	\$ 39.05	\$ 40.22	\$ 41.23	\$ 42.26	\$ 43.32	\$ 44.40	\$ 45.51	\$ 46.19	\$ 46.88	\$ 47.58
	\$ 6,195	\$ 6,380	\$ 6,571	\$ 6,769	\$ 6,971	\$ 7,147	\$ 7,325	\$ 7,509	\$ 7,696	\$ 7,888	\$ 8,006	\$ 8,126	\$ 8,247
	<b>\$ 74,339</b>	<b>\$ 76,565</b>	<b>\$ 78,853</b>	<b>\$ 81,224</b>	<b>\$ 83,658</b>	<b>\$ 85,758</b>	<b>\$ 87,901</b>	<b>\$ 90,106</b>	<b>\$ 92,352</b>	<b>\$ 94,661</b>	<b>\$ 96,075</b>	<b>\$ 97,510</b>	<b>\$ 98,966</b>
125	\$ 37.65	\$ 38.78	\$ 39.94	\$ 41.14	\$ 42.37	\$ 43.43	\$ 44.52	\$ 45.63	\$ 46.77	\$ 47.94	\$ 48.66	\$ 49.39	\$ 50.13
	\$ 6,526	\$ 6,722	\$ 6,923	\$ 7,131	\$ 7,344	\$ 7,528	\$ 7,717	\$ 7,909	\$ 8,107	\$ 8,310	\$ 8,434	\$ 8,561	\$ 8,689
	<b>\$ 78,312</b>	<b>\$ 80,662</b>	<b>\$ 83,075</b>	<b>\$ 85,571</b>	<b>\$ 88,130</b>	<b>\$ 90,334</b>	<b>\$ 92,602</b>	<b>\$ 94,910</b>	<b>\$ 97,282</b>	<b>\$ 99,715</b>	<b>\$ 101,213</b>	<b>\$ 102,731</b>	<b>\$ 104,270</b>
126	\$ 39.65	\$ 40.84	\$ 42.07	\$ 43.33	\$ 44.63	\$ 45.75	\$ 46.89	\$ 48.06	\$ 49.26	\$ 50.49	\$ 51.25	\$ 52.02	\$ 52.80
	\$ 6,873	\$ 7,079	\$ 7,292	\$ 7,511	\$ 7,736	\$ 7,930	\$ 8,128	\$ 8,330	\$ 8,538	\$ 8,752	\$ 8,883	\$ 9,017	\$ 9,152
	<b>\$ 82,472</b>	<b>\$ 84,947</b>	<b>\$ 87,506</b>	<b>\$ 90,126</b>	<b>\$ 92,830</b>	<b>\$ 95,160</b>	<b>\$ 97,531</b>	<b>\$ 99,965</b>	<b>\$ 102,461</b>	<b>\$ 105,019</b>	<b>\$ 106,600</b>	<b>\$ 108,202</b>	<b>\$ 109,824</b>
127	\$ 41.78	\$ 43.03	\$ 44.32	\$ 45.65	\$ 47.02	\$ 48.20	\$ 49.40	\$ 50.64	\$ 51.91	\$ 53.21	\$ 54.01	\$ 54.82	\$ 55.64
	\$ 7,242	\$ 7,459	\$ 7,682	\$ 7,913	\$ 8,150	\$ 8,355	\$ 8,563	\$ 8,778	\$ 8,998	\$ 9,223	\$ 9,362	\$ 9,502	\$ 9,644
	<b>\$ 86,902</b>	<b>\$ 89,502</b>	<b>\$ 92,186</b>	<b>\$ 94,952</b>	<b>\$ 97,802</b>	<b>\$ 100,256</b>	<b>\$ 102,752</b>	<b>\$ 105,331</b>	<b>\$ 107,973</b>	<b>\$ 110,677</b>	<b>\$ 112,341</b>	<b>\$ 114,026</b>	<b>\$ 115,731</b>
128	\$ 44.01	\$ 45.33	\$ 46.69	\$ 48.09	\$ 49.53	\$ 50.77	\$ 52.04	\$ 53.34	\$ 54.67	\$ 56.04	\$ 56.88	\$ 57.73	\$ 58.60
	\$ 7,628	\$ 7,857	\$ 8,093	\$ 8,336	\$ 8,585	\$ 8,800	\$ 9,020	\$ 9,246	\$ 9,476	\$ 9,714	\$ 9,859	\$ 10,007	\$ 10,157
	<b>\$ 91,541</b>	<b>\$ 94,286</b>	<b>\$ 97,115</b>	<b>\$ 100,027</b>	<b>\$ 103,022</b>	<b>\$ 105,602</b>	<b>\$ 108,243</b>	<b>\$ 110,947</b>	<b>\$ 113,714</b>	<b>\$ 116,563</b>	<b>\$ 118,310</b>	<b>\$ 120,078</b>	<b>\$ 121,888</b>



**Crook County**  
**24/25**  
**STEPPED MASTER SALARY SCHEDULE\***

DRAFT

Grade/Step	1	2	3	4	5	6	7	8	9	10	11	12	13
129	\$ 46.38	\$ 47.77	\$ 49.20	\$ 50.68	\$ 52.20	\$ 53.50	\$ 54.84	\$ 56.21	\$ 57.62	\$ 59.06	\$ 59.95	\$ 60.85	\$ 61.76
	\$ 8,039	\$ 8,280	\$ 8,528	\$ 8,785	\$ 9,048	\$ 9,273	\$ 9,506	\$ 9,743	\$ 9,987	\$ 10,237	\$ 10,391	\$ 10,547	\$ 10,705
	<b>\$ 96,470</b>	<b>\$ 99,362</b>	<b>\$ 102,336</b>	<b>\$ 105,414</b>	<b>\$ 108,576</b>	<b>\$ 111,280</b>	<b>\$ 114,067</b>	<b>\$ 116,917</b>	<b>\$ 119,850</b>	<b>\$ 122,845</b>	<b>\$ 124,696</b>	<b>\$ 126,568</b>	<b>\$ 128,461</b>
130	\$ 48.86	\$ 50.33	\$ 51.84	\$ 53.40	\$ 55.00	\$ 56.38	\$ 57.79	\$ 59.23	\$ 60.71	\$ 62.23	\$ 63.16	\$ 64.11	\$ 65.07
	\$ 8,469	\$ 8,724	\$ 8,986	\$ 9,256	\$ 9,533	\$ 9,773	\$ 10,017	\$ 10,267	\$ 10,523	\$ 10,787	\$ 10,948	\$ 11,112	\$ 11,279
	<b>\$ 101,629</b>	<b>\$ 104,686</b>	<b>\$ 107,827</b>	<b>\$ 111,072</b>	<b>\$ 114,400</b>	<b>\$ 117,270</b>	<b>\$ 120,203</b>	<b>\$ 123,198</b>	<b>\$ 126,277</b>	<b>\$ 129,438</b>	<b>\$ 131,373</b>	<b>\$ 133,349</b>	<b>\$ 135,346</b>
131	\$ 51.50	\$ 53.04	\$ 54.63	\$ 56.27	\$ 57.96	\$ 59.41	\$ 60.90	\$ 62.42	\$ 63.98	\$ 65.58	\$ 66.56	\$ 67.56	\$ 68.57
	\$ 8,927	\$ 9,194	\$ 9,469	\$ 9,753	\$ 10,046	\$ 10,298	\$ 10,556	\$ 10,819	\$ 11,090	\$ 11,367	\$ 11,537	\$ 11,710	\$ 11,885
	<b>\$ 107,120</b>	<b>\$ 110,323</b>	<b>\$ 113,630</b>	<b>\$ 117,042</b>	<b>\$ 120,557</b>	<b>\$ 123,573</b>	<b>\$ 126,672</b>	<b>\$ 129,834</b>	<b>\$ 133,078</b>	<b>\$ 136,406</b>	<b>\$ 138,445</b>	<b>\$ 140,525</b>	<b>\$ 142,626</b>
132	\$ 54.26	\$ 55.89	\$ 57.57	\$ 59.30	\$ 61.08	\$ 62.61	\$ 64.18	\$ 65.78	\$ 67.42	\$ 69.11	\$ 70.15	\$ 71.20	\$ 72.27
	\$ 9,405	\$ 9,688	\$ 9,979	\$ 10,279	\$ 10,587	\$ 10,852	\$ 11,125	\$ 11,402	\$ 11,686	\$ 11,979	\$ 12,159	\$ 12,341	\$ 12,527
	<b>\$ 112,861</b>	<b>\$ 116,251</b>	<b>\$ 119,746</b>	<b>\$ 123,344</b>	<b>\$ 127,046</b>	<b>\$ 130,229</b>	<b>\$ 133,494</b>	<b>\$ 136,822</b>	<b>\$ 140,234</b>	<b>\$ 143,749</b>	<b>\$ 145,912</b>	<b>\$ 148,096</b>	<b>\$ 150,322</b>
133	\$ 57.19	\$ 58.91	\$ 60.68	\$ 62.50	\$ 64.38	\$ 65.99	\$ 67.64	\$ 69.33	\$ 71.06	\$ 72.84	\$ 73.93	\$ 75.04	\$ 76.17
	\$ 9,913	\$ 10,211	\$ 10,518	\$ 10,833	\$ 11,159	\$ 11,438	\$ 11,724	\$ 12,017	\$ 12,317	\$ 12,626	\$ 12,815	\$ 13,007	\$ 13,203
	<b>\$ 118,955</b>	<b>\$ 122,533</b>	<b>\$ 126,214</b>	<b>\$ 130,000</b>	<b>\$ 133,910</b>	<b>\$ 137,259</b>	<b>\$ 140,691</b>	<b>\$ 144,206</b>	<b>\$ 147,805</b>	<b>\$ 151,507</b>	<b>\$ 153,774</b>	<b>\$ 156,083</b>	<b>\$ 158,434</b>
134	\$ 60.29	\$ 62.10	\$ 63.96	\$ 65.88	\$ 67.86	\$ 69.56	\$ 71.30	\$ 73.08	\$ 74.91	\$ 76.78	\$ 77.93	\$ 79.10	\$ 80.29
	\$ 10,450	\$ 10,764	\$ 11,086	\$ 11,419	\$ 11,762	\$ 12,057	\$ 12,359	\$ 12,667	\$ 12,984	\$ 13,309	\$ 13,508	\$ 13,711	\$ 13,917
	<b>\$ 125,403</b>	<b>\$ 129,168</b>	<b>\$ 133,037</b>	<b>\$ 137,030</b>	<b>\$ 141,149</b>	<b>\$ 144,685</b>	<b>\$ 148,304</b>	<b>\$ 152,006</b>	<b>\$ 155,813</b>	<b>\$ 159,702</b>	<b>\$ 162,094</b>	<b>\$ 164,528</b>	<b>\$ 167,003</b>
135	\$ 63.56	\$ 65.47	\$ 67.43	\$ 69.45	\$ 71.53	\$ 73.32	\$ 75.15	\$ 77.03	\$ 78.96	\$ 80.93	\$ 82.14	\$ 83.37	\$ 84.62
	\$ 11,017	\$ 11,348	\$ 11,688	\$ 12,038	\$ 12,399	\$ 12,709	\$ 13,026	\$ 13,352	\$ 13,686	\$ 14,028	\$ 14,238	\$ 14,451	\$ 14,667
	<b>\$ 132,205</b>	<b>\$ 136,178</b>	<b>\$ 140,254</b>	<b>\$ 144,456</b>	<b>\$ 148,782</b>	<b>\$ 152,506</b>	<b>\$ 156,312</b>	<b>\$ 160,222</b>	<b>\$ 164,237</b>	<b>\$ 168,334</b>	<b>\$ 170,851</b>	<b>\$ 173,410</b>	<b>\$ 176,010</b>
136	\$ 66.99	\$ 69.00	\$ 71.07	\$ 73.20	\$ 75.40	\$ 77.29	\$ 79.22	\$ 81.20	\$ 83.23	\$ 85.31	\$ 86.59	\$ 87.89	\$ 89.21
	\$ 11,612	\$ 11,960	\$ 12,319	\$ 12,688	\$ 13,069	\$ 13,397	\$ 13,731	\$ 14,075	\$ 14,427	\$ 14,787	\$ 15,009	\$ 15,234	\$ 15,463
	<b>\$ 139,339</b>	<b>\$ 143,520</b>	<b>\$ 147,826</b>	<b>\$ 152,256</b>	<b>\$ 156,832</b>	<b>\$ 160,763</b>	<b>\$ 164,778</b>	<b>\$ 168,896</b>	<b>\$ 173,118</b>	<b>\$ 177,445</b>	<b>\$ 180,107</b>	<b>\$ 182,811</b>	<b>\$ 185,557</b>
137	\$ 70.61	\$ 72.73	\$ 74.91	\$ 77.16	\$ 79.47	\$ 81.46	\$ 83.50	\$ 85.59	\$ 87.73	\$ 89.92	\$ 91.27	\$ 92.64	\$ 94.03
	\$ 12,239	\$ 12,607	\$ 12,984	\$ 13,374	\$ 13,775	\$ 14,120	\$ 14,473	\$ 14,836	\$ 15,207	\$ 15,586	\$ 15,820	\$ 16,058	\$ 16,299
	<b>\$ 146,869</b>	<b>\$ 151,278</b>	<b>\$ 155,813</b>	<b>\$ 160,493</b>	<b>\$ 165,298</b>	<b>\$ 169,437</b>	<b>\$ 173,680</b>	<b>\$ 178,027</b>	<b>\$ 182,478</b>	<b>\$ 187,034</b>	<b>\$ 189,842</b>	<b>\$ 192,691</b>	<b>\$ 195,582</b>

\* Subject to additional COL or competitive adjustment.  
 4/18/2024

36 93

# Appendix D

## Job Classification Structure



Crook County, Oregon

# JB

CROOK COUNTY

Admin/Business/Legal/Cross-dept.	Transportation & Trades	CROOK COUNTY Planning/Library/Museum/Fair	Public Safety and Health	Grade	HRLY			ANNUAL		
					Min	Mid=7	Max	Min	Mid=7	Max
COUNTY MANAGER				137	\$72.73	\$83.50	\$94.03	\$151,278	\$173,680	\$195,582
				135	\$65.47	\$75.15	\$84.62	\$136,178	\$156,312	\$176,010
COUNTY COUNSEL CHIEF FINANCIAL OFFICER DISTRICT ATTORNEY *			SHERIFF	134	\$62.10	\$71.30	\$80.29	\$129,168	\$148,304	\$167,003
DIRECTOR, FINANCE CHIEF DEPUTY DISTRICT ATTY CHIEF INFORMATION OFFICER		DIRECTOR, COMMUNITY DEVEL.		133	\$58.91	\$67.64	\$76.17	\$122,533	\$140,691	\$158,434
			DIRECTOR, HEALTH HUMAN SERVICES	132	\$54.26	\$64.18	\$72.27	\$112,861	\$133,494	\$150,322
PRINCIPAL ATTORNEY DEPUTY DISTRICT ATTORNEY III DIRECTOR, HUMAN RESOURCES	DIRECTOR, PUBLIC WORKS		UNDERSHERIFF	131	\$51.50	\$60.90	\$68.57	\$107,120	\$126,672	\$142,626
SR ATTORNEY & ASSISTANT LEGAL COUNSEL DEPUTY DISTRICT ATTORNEY II ATTORNEY - SENIOR			NURSE PRACTITIONER (ARNP)	130	\$48.86	\$57.79	\$65.07	\$101,629	\$120,203	\$135,346
ASSESSOR *	FACILITIES & CAPITAL PROJECTS DIRECTOR ROAD SUPERINTENDENT		DIRECTOR, JUVENILE SERVICES SHERIFF LIEUTENANT - CC, ADMIN SHERIFF LIEUTENANT - PATROL, JAIL	129	\$46.38	\$54.84	\$61.76	\$96,470	\$114,067	\$128,461
DEPUTY DISTRICT ATTORNEY I ASSOCIATE COUNTY COUNSEL		DIR., LIBRARIES & LEARNING RESOURCES BUILDING SERVICES MANAGER DIRECTOR, FAIRGROUNDS & EVENTS		128	\$44.01	\$52.04	\$58.60	\$91,541	\$108,243	\$121,888
ACCOUNTING MANAGER COUNTY CLERK * EE RESOURCES BUS. PARTNER - SR		PRINCIPAL PLANNER DIRECTOR, MUSEUMS & EXHIBITS	ASSIST. DIRECTOR, HEALTH HUMAN SVCS	127	\$41.78	\$49.40	\$55.64	\$86,902	\$102,752	\$115,731
CHIEF DEPUTY ASSESSOR IT APPLICATIONS/GIS MANAGER ATTORNEY - GRADUATE PRINCIPAL ACCOUNTANT			SHERIFF SERGEANT SENIOR	126	\$39.65	\$46.89	\$52.80	\$82,472	\$97,531	\$109,824
PAYROLL/BENEFITS MANAGER	LANDFILL OPERATIONS MANAGER	PLANS EXAMINER SENIOR PLANNER BUILDING OFFICIAL	SHERIFF SERGEANT	125	\$37.65	\$44.52	\$50.13	\$78,312	\$92,602	\$104,270
EE RESOURCES BUSINESS PARTNER SR BUDGET ANALYST REVENUE ANALYST/TAX COLLECTOR ASSOCIATE CHIEF DEPUTY ASSESSOR EXEC SVCS & COMMUNICATIONS OFFICER	ROADS OPNS SUPERVISOR ROADS SHOP SUPERVISOR WEED CONTROL OFFICER	NATURAL RESOURCES PROGRAM MGR	PUBLIC HEALTH NURSE SR (BSN) EMERGENCY SERVICES MANAGER HEALTH PGMS & INITIATIVES MANAGER ENVIRONMENTAL HEALTH SPEC - SR	124	\$35.74	\$42.26	\$47.58	\$74,339	\$87,901	\$98,966
IT APPLICATIONS ANALYST IT BUSINESS PROCESS ANALYST OFFICE OPERATIONS MANAGER - DA ACCOUNTING ANALYST GIS SENIOR ANALYST SENIOR ACCOUNTANT		BUILDING INSPECTOR SR WATERSHED COUNCIL COORDINATOR SERVICE CENTER SUPERVISOR PLANS EXAMINER ENVIRONMENTAL QUALITY SPEC-SANITARIAN OFFICE OPERATIONS MANAGER	SERVICE CENTER SUPERVISOR HEALTH CLINIC SUPERVISOR MENTAL HEALTH CLINICIAN HEALTH ACCOUNTING ANALYST JUVENILE COUNSELOR - SENIOR	123	\$33.94	\$40.13	\$45.19	\$70,595	\$83,470	\$93,995
APPRAISER - SENIOR IT SYSTEMS ADMINISTRATOR EE RESOURCES BUSINESS PARTNER		PLANNER EXTENSION SERVICES SUPERVISOR ASSISTANT DIR., LIBRARY & LEARNING RES.	PUBLIC HEALTH NURSE (RN) ENVIRONMENTAL SPECIALIST HEALTH ACCOUNTING ANALYST	122	\$31.71	\$37.49	\$42.21	\$65,957	\$77,979	\$87,797
PARALEGAL SPECIALIST STAFF ACCOUNTANT OFFICE SERVICES SUPERVISOR	HEAVY EQUIP LEAD OPER/MECHANIC - LF VEHICLE TECHNICAL MECH - SR/LEAD	CODE COMPLIANCE OFFICER BUILDING INSPECTOR II	SHERIFF DEPUTY - PATROL, JAIL ** SHERIFF DETECTIVE **	121	\$30.32	\$35.85	\$40.38	\$63,066	\$74,568	\$83,990

CROOK COUNTY

Admin/Business/Legal/Cross-dept.	Transportation & Trades	CROOK COUNTY Planning/Library/Museum/Fair	Public Safety and Health	Grade	HRLY			ANNUAL		
					Min	Mid=7	Max	Min	Mid=7	Max
HR EMPLOYEE RESOURCES SPEC ACCOUNTING TECHNICAL LEADER VETERANS SERVICES OFFICER SENIOR APPRAISER II		LIBRARY OPERATIONS SUPERVISOR ASSOCIATE PLANNER	JUVENILE COUNSELOR HEALTH PROGRAMS FACILITATOR - SR EPIDEMIOLOGY SPECIALIST MENTAL HEALTH COUNSELOR	120	\$28.99	\$34.29	\$38.61	\$60,299	\$71,323	\$80,309
GIS ANALYST OFFICE SERVICES TEAM LEADER	VEHICLE TECHNICAL MECHANIC *** OFFICE SERVICES TEAM LEADER - ROADS	BUILDING INSPECTOR I CODE COMPLIANCE OFFICER	HEALTH BUSINESS OFFICE SUPERV HEALTH PROGRAMS FACILITATOR - SR OFFICE SERVICES TEAM LEADER - SO	119	\$27.75	\$32.81	\$36.95	\$57,720	\$68,245	\$76,856
LEGAL ASSISTANT - SENIOR IT USER SUPPORT TECH - SENIOR APPRAISER I CHIEF DEPUTY CLERK ADMINISTRATIVE ASSISTANT SENIOR SUPPORT ENFORCEMENT OFCR	HEAVY EQUIP OPERATOR SR/SKILLED *** HEAVY EQUIPMENT OPERATOR - LF	PERMIT DATA SERVICES COORD  PLANNING TECHNICIAN - SENIOR	MENTAL HEALTH TECHNICIAN PREVENTION SPECIALIST BAILIFF/COURT SECURITY **	118	\$26.55	\$31.41	\$35.39	\$55,224	\$65,333	\$73,611
VETERANS SERVICES OFFICER ACCOUNTING TECHNICIAN - SR	VEHICLE MECHANIC ***	PERMIT DATA SERVICES COORD COLLECTIONS SPECIALIST - MUSEUM LIBRARY PROGRAMS SPECIALIST	PUBLIC HEALTH NURSE I (LPN) HEALTH PROGRAMS FACILITATOR EMERGENCY PREP COORD	117	\$25.44	\$30.08	\$33.87	\$52,915	\$62,566	\$70,450
LEGAL ASSISTANT IT USER SUPPORT TECHNICIAN	SKILLED FACILITY MAINT TECHNICIAN	PERMIT TECHNICIAN - SR PLANNING TECHNICIAN	HEALTH PATIENT ACCOUNTS TECH W&C CARE COORDINATOR MEDICAL ASSISTANT - CERTIFIED **	116	\$24.38	\$28.83	\$32.47	\$50,710	\$59,966	\$67,538
ASSESSMENT TECHNICIAN - SR	EQUIPMENT OPERATOR ***		LEGAL ASSISTANT - CC	115	\$23.37	\$27.63	\$31.12	\$48,610	\$57,470	\$64,730
ADMINISTRATIVE ASSISTANT RECORDING SPECIALIST - SENIOR CUSTOMER ACCOUNTING TECH PAYROLL TECHNICIAN	VEHICLE SERVICING MECHANIC *** FACILITIES MAINTENANCE TECHNICIAN	ADMINISTRATIVE ASSISTANT  FACILITIES & EVENTS COORDINATOR EXTENSION PROFRAMS COORD	COMMUNITY SERVICE OFFICER MEDICAL ASSISTANT - JAIL ** ADMIN SPECIALIST - CIVIL ** ADMIN SPECIALIST - JAIL ** ADMIN SPECIALIST - WARRANTS ** ADMIN SPECIALIST - RECORDS SO **	114	\$22.43	\$26.51	\$29.85	\$46,654	\$55,141	\$62,088
VICTIIMS ADVOCATE ASSESSMENT TECHNICIAN II ADMINISTRATIVE CLERK - SENIOR	LANDFILL ATTENDANT	PERMIT TECHNICIAN SENIOR MAINTENANCE CUSTODIAN LIBRARY MEDIA TECHNICIAN - SENIOR ADMINISTRATIVE CLERK - SENIOR	WIC CERTIFYING SPECIALIST ADMINISTRATIVE CLERK - SR	113	\$21.51	\$25.44	\$28.65	\$44,741	\$52,915	\$59,592
RECORDING SPECIALIST				112	\$20.65	\$24.43	\$27.51	\$42,952	\$50,814	\$57,221
ASSESSMENT TECHNICIAN I ACCOUNTING ASSISTANT		PERMIT ASSISTANT LIBRARY MEDIA TECHNICIAN COLLECTIONS ASSISTANT	ADMINISTRATIVE CLERK - SO	111	\$19.85	\$23.47	\$26.43	\$41,288	\$48,818	\$54,974
ADMINISTRATIVE CLERK	TRANSPORT DRIVER ADMINISTRATIVE CLERK MAINTENANCE CUSTODIAN			110	\$19.08	\$22.57	\$25.41	\$39,686	\$46,946	\$52,853
				109	\$18.35	\$21.70	\$24.44	\$38,168	\$45,136	\$50,835
		GROUND & FACILITIES CUSTODIAN		108	\$17.66	\$20.89	\$23.53	\$36,733	\$43,451	\$48,942
OFFICE ASSISTANT	OFFICE ASSISTANT	OFFICE ASSISTANT		107	\$17.00	\$20.11	\$22.64	\$35,360	\$41,829	\$47,091
			* Elected ** Sheriff *** Roads	106	\$16.39	\$19.38	\$21.82	\$34,091	\$40,310	\$45,386
				105	\$15.80	\$18.68	\$21.04	\$32,864	\$38,854	\$43,763
	LIBRARY MEDIA ASSISTANT	MUSEUM HOST		104	\$15.24	\$18.02	\$20.29	\$31,699	\$37,482	\$42,203

Admin/Business/Legal/Cross-dept.	Transportation & Trades	CROOK COUNTY Planning/Library/Museum/Fair	Public Safety and Health	Grade	Min	HRLY Mid=7	Max	Min	ANNUAL Mid=7	Max
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# Appendix E

## Job Description Worksheet



Crook County, Oregon

# JB

Your name:	Your Job Title:	Years on this job:	Today's date:

The name of your department:	Your supervisor's name and job title:	Your telephone or email contact:

**I. POSITION SUMMARY**

Please summarize the overall purpose of your position in one or two sentences. As a guide, you may want to highlight the single most important objective(s) for the job, or think of how you would explain your job to someone outside the work team.

**II. QUALIFICATIONS**

In this section, please summarize the important education, experience (length and type), special training, and special abilities you believe should be required for a new person to be able to perform this job in a satisfactory manner. In other words, if you were hiring someone for this job, what background would you look for?

1. Formal education required for the job:	2. Length of experience, all types:
3. Types of job experience and/or specialized training:	4. Special knowledge of specific work processes, subjects, equipment:

**III. ESSENTIAL RESPONSIBILITIES**

What are the major responsibilities of your position, how are they performed, what results are expected, who is your customer, what technical, logistic, or interpersonal challenges are involved with completing the duty/responsibility, and what other teams must you work with? In order of importance, please list brief statements describing the major duties you perform and are held accountable, then indicate examples of the tasks and steps use to accomplish them, finally describe the end result and primary customer who receives or is impacted by your work. As a general rule, a duty should only be listed if takes more than 5% of your time. **BE SURE TO LIST THE 3 MOST CRITICAL RESPONSIBILITIES FIRST.**

1a. Major responsibility or duty.	1b. Steps, tasks, activities or processes used.	1c. Results and customer.

1d. Technical or logistic challenges to complete this duty.	1e. other work teams involved.

2a. Major responsibility or duty.	2b. Steps, tasks, activities or processes used.	2c. Results and customer.

2d. Technical or logistic challenges to complete this duty.	2e. other work teams involved.

3a. Major responsibility or duty.	3b. Steps, tasks, activities or processes used.	3c. Results and customer.

3d. Technical or logistic challenges to complete this duty.	3e. other work teams involved.

4a. Major responsibility or duty.	4b. Steps, tasks, activities or processes used.	4c. Results and customer.

4d. Technical or logistic challenges to complete this duty.	4e. other work teams involved.

5a. Major responsibility or duty.	5b. Steps, tasks, activities or processes used.	5c. Results and customer.

5d. Technical or logistic challenges to complete this duty.	5e. other work teams involved.

6a. Major responsibility or duty.	6b. Steps, tasks, activities or processes used.	6c. Results and customer.

6d. Technical or logistic challenges to complete this duty.	6e. other work teams involved.

#### IV. ENVIRONMENTAL FACTORS

This section identifies physical requirements and environmental considerations. Please check the items listed below with % or a ✓.

1. Regularity of work hours:	Bending-stooping-kneeling-crawling	Guiding power tools
Regular, per work schedule	Pushing, pulling, guiding materials	Operate equipment controls, levers
Over 45 hours	Lifting, > 25 pounds, list % of time	5. General health considerations:
2. Work on a computer screen:	4. Hand-eye-arm coordination:	Ventilation, airborne fumes
More than 50% of the time	Keyboarding, speed required	Noise/temperature extremes
3. Physical movements and effort:	Assemble, connect small objects	Sharp objects
Mostly sitting, some walking & standing	Reaching, retrieving work materials	Infection or communicable disease

Supervisors, feel free to add information that will enhance understanding of this position. Completed forms should be forwarded on to the Personnel Services department.



Memo

From: Andy Parks, Contract County Administrator

To: Seth Crawford, Commissioner  
Brian Barney, Commissioner  
Susan Hermreck, Commissioner

Date: May 7, 2024

RE: Compensation Study Update

After the presentation of the compensation study findings and recommendations the commissioners made inquiries, held discussion and asked for the following prior to taking action on the study recommendations:

- Report on the department directors' positions and readiness to proceed
- Request to revisit various positions.
  - Victim's Advocate
  - Operations Manager, Community Development
  - Jail Nurse
  - Mental Health Coordinator
  - Front Office Staff – Sheriff's Office

Additionally, Commissioners Hermreck and Crawford indicated there may be concerns regarding staff capacity to implement the study on the proposed timeline, i.e., an effective date of May 1, 2024.

Below is a summary of the follow up with departments, from comments at the May 1, 2024 Board meeting, email, text, and or phone and or personal face-to-face communications during the past week. In summary, all items mentioned above and or in communications have been addressed with the final update to the study or may be addressed through implementation. Specifically, an additional career position, i.e., Victim's Advocate – Senior was added to the schedule, the Victims Services Supervisor was revisited and scored to a 122, a Registered Nurse (SO Jail Nurse) position was added to the schedule at 124. The other positions noted above, and a few others that had been mentioned in communications from department directors were reviewed by the consultant with no recommended changes to previous scoring at this time. I discussed all requests with the consultant. He indicated he double checked his work as well as cross referencing to other counties for reasonableness of alignment and salary ranges. The consultant mentioned, and is described in the study, that the JOBMEAS™ facilitates periodic review of positions for potential rescoring. Periodic reviews may occur as position requirements, such as education, experience, knowledge and abilities change, incumbents retire or move up, etc.

Below is a summary, by department, of comments since May 1, 2024:

Department	Notes	Approve and implement (good to go)
Assessor	No changes	Yes
CDD	Request to regrade OM; QC on steps;	Yes
Clerk	No changes	Yes
DA	Edits to DDAll - done; request to regrade - done	Yes
Extension	No changes	Yes
Facilities	No changes	Yes
Fairgrounds	No changes	Yes
Finance	Add Accounting Mgr, done, implementation plan - done	Yes
Health	Changes made	Yes
HR	No changes	
IT	No changes	Yes
Juvenile	Discussion regarding SR Counselor vs Counselor	Yes
Landfill	Updates made, can process PAs with system	Yes
Legal	No changes	Yes
Library	No changes, can process PAs with system	Yes
Museum	Reconcile position between schedules done	Yes
Road	No changes	Yes
SO	9-step plan, 18% benchmark, request to regrade - done	Yes
Weed	Position title changed	Yes

With respect to implementation, a team of finance and human resources staff and I discussed the implementation steps. The team drafted the attached plan. The concerns expressed during our discussion ranged from a lack of a communications plan or employee outreach during the 2018 implementation and not wanting to repeat that, the potential for considerable manual work due to the limited functionality of the payroll and HR software, and limited capacity of the HR staff. Additionally, we discussed the implications of deferring implementation of the recommendations. The above concerns remained, and additional complications result such as changes to employees, increased number of pay adjustments, failure to complete the project, and most importantly, potential loss of trust by County employees.

The attached implementation plan includes a communication plan that involves a memo to each employee (draft attached), review of the individual memos with department heads and release of the memo to each employee in person to address questions. The enhanced computer skills of finance staff facilitate automated individual memo writing and completion of personnel action forms (PAs) that will reduce time requirements considerably, thereby providing sufficient time to complete quality control reviews. Lastly, we will utilize staff in admin and legal to help complete needed data entry. Most importantly, the team is committed to completing the work timely.

	Task	Assigned	Staff	Due Date
1	Ensure all PAs for reviews up to 5/1 have been completed & entered into Naviline	HR	Alex	5/15
2	Review schedule and ensure all current employees are included and starting grade/step is correct	Finance/HR	Lisa Alex	5/15
3	Generate PAs and individual letter for new grade/step for each individual employee via mail merge into Adobe and Word	Finance/HR	Christina Haron – generate Andy - letter	5/15
4	Review PAs and letters for all employees	HR	Alex	5/15-16
5	Meet with Department Heads to discuss PAs on an individual basis & provide each individual employee with their letter	Finance/HR	Christina Haron Jaime Kathy	5/15-20
6	Start entering new Salary Schedule in Naviline	Kathy	Kathy	5/16
7	Review Salary Schedule entered	HR or Finance except Kathy	Lisa Alex	5/18-20
8	Enter PAs into Naviline with new grade/step	HR	Alex Breyanna	5/22-23
9	Review payroll changes	Finance	Lisa Kathy Jaime	5/23-24
10	Enter any changes that have arisen since beginning of process	HR/Finance	Kathy Alex	5/24
	All changes must be submitted, entered & reviewed no later than end of day 5/24/2024			

Draft communication to employees  
Implementation of Compensation Study  
May 2024

Dear “Employee first name”

We want to thank you for your patience, participation, service and loyalty to the county organization as we go through the process to update and implement the changes to the County’s compensation plan.

The compensation study provides a defensible methodology and equity and fairness in compensation to all County employees as well as competitive salary ranges for the wide and varied positions the County employs. The updated salary ranges are approximately ten to twelve percent (10%-12%) greater than the current salary ranges. With the significant increase the County is unable to provide all employees an across-the-board increase, i.e., retain everyone at their present step.

So that the County can financially afford and sustain the updated compensation plan it is necessary to phase in the pay adjustments. The first step in the process is to move employees from their current grade/step/pay rate to the new grade (generally the same) and the step/pay rate that is closest to and above the existing pay rate. This will result in a greater pay rate, a step that is generally two-four steps less than is presently the case, with more steps and a significantly greater top end of the pay range for advancement. The second step that some employees will realize is an “equity” adjustment. Equity adjustments occur when an employee has considerable experience and after the adjustment in step one is at too low a step relative to others with similar experience in the same grade. Those that receive an “equity” adjustment will move up an additional step. Some individuals will receive an additional “equity” adjustment in 2025, if they are still relatively low on their step relative to others with similar experience in the same grade.

Lastly, all ranges and pay rates will be adjusted with a cost-of-living adjustment (COLA) July 1, 2024. Presently, we estimate the COLA to be three and two-tenths percent (3.2%).

You will see your present grade xxx and step xx and pay rate of \$xx.xx, change to grade xxx, step xx, pay rate \$xx.xx effective May 1, 2024. Your adjustment includes an equity adjustment of \$x.xx. Your anniversary date will be retained for future step increases.

Thank you again for your continued service to the citizens of and visitors to Crook County.

APPENDIX D

CROOK COUNTY

Admin/Business/Legal/Cross-dept.	Transportation & Trades	Planning/Library/Museum/Fair	Public Safety and Health	Grade	HRLY			ANNUAL		
					Min	Mid=7	Max	Min	Mid=7	Max
COUNTY MANAGER				137	\$72.73	\$83.50	\$94.03	\$151,278	\$173,680	\$195,582
				135	\$65.47	\$75.15	\$84.62	\$136,178	\$156,312	\$176,010
COUNTY COUNSEL CHIEF FINANCIAL OFFICER DISTRICT ATTORNEY *			SHERIFF	134	\$62.10	\$71.30	\$80.29	\$129,168	\$148,304	\$167,003
DIRECTOR, FINANCE CHIEF DEPUTY DISTRICT ATTY CHIEF INFORMATION OFFICER		DIRECTOR, COMMUNITY DEVEL.		133	\$58.91	\$67.64	\$76.17	\$122,533	\$140,691	\$158,434
			DIRECTOR, HEALTH HUMAN SERVICES	132	\$54.26	\$64.18	\$72.27	\$112,861	\$133,494	\$150,322
PRINCIPAL ATTORNEY DEPUTY DISTRICT ATTORNEY III DIRECTOR, HUMAN RESOURCES	DIRECTOR, PUBLIC WORKS		UNDERSHERIFF	131	\$51.50	\$60.90	\$68.57	\$107,120	\$126,672	\$142,626
DEPUTY DISTRICT ATTORNEY II SR ATTORNEY & ASSISTANT LEGAL COUNSEL			NURSE PRACTITIONER (ARNP)	130	\$48.86	\$57.79	\$65.07	\$101,629	\$120,203	\$135,346
ASSESSOR *	FACILITIES & CAPITAL PROJECTS DIRECTOR ROAD SUPERINTENDENT		DIRECTOR, JUVENILE SERVICES SHERIFF LIEUTENANT - CC, ADMIN SHERIFF LIEUTENANT - PATROL, JAIL	129	\$46.38	\$54.84	\$61.76	\$96,470	\$114,067	\$128,461
DEPUTY DISTRICT ATTORNEY I ASSOCIATE COUNTY COUNSEL		DIR., LIBRARIES & LEARNING RESOURCES BUILDING SERVICES MANAGER DIRECTOR, FAIRGROUNDS & EVENTS		128	\$44.01	\$52.04	\$58.60	\$91,541	\$108,243	\$121,888
ACCOUNTING MANAGER COUNTY CLERK * BUDGET MANAGER EE RESOURCES BUS. PARTNER - SR		DIRECTOR, MUSEUMS & EXHIBITS PRINCIPAL PLANNER	ASSIST. DIRECTOR, HEALTH HUMAN SVCS	127	\$41.78	\$49.40	\$55.64	\$86,902	\$102,752	\$115,731
CHIEF DEPUTY ASSESSOR IT APPLICATIONS/GIS MANAGER ATTORNEY - GRADUATE PRINCIPAL ACCOUNTANT			SHERIFF SERGEANT SENIOR	126	\$39.65	\$46.89	\$52.80	\$82,472	\$97,531	\$109,824
PAYROLL/BENEFITS MANAGER	LANDFILL OPERATIONS MANAGER	PLANS EXAMINER SENIOR PLANNER BUILDING OFFICIAL	SHERIFF SERGEANT	125	\$37.65	\$44.52	\$50.13	\$78,312	\$92,602	\$104,270
EE RESOURCES BUSINESS PARTNER SR BUDGET ANALYST REVENUE ANALYST/TAX COLLECTOR ASSOCIATE CHIEF DEPUTY ASSESSOR EXEC SVCS & COMMUNICATIONS OFFICER	ROADS OPNS SUPERVISOR ROADS SHOP SUPERVISOR WEED CONTROL SUPERVISOR	NATURAL RESOURCES PROGRAM MGR	PUBLIC HEALTH NURSE SR (BSN) EMERGENCY SERVICES MANAGER HEALTH PGMS & INITIATIVES MANAGER ENVIRONMENTAL HEALTH SPEC - SR REGISTERED NURSE (SO)	124	\$35.74	\$42.26	\$47.58	\$74,339	\$87,901	\$98,966
IT APPLICATIONS ANALYST IT BUSINESS PROCESS ANALYST OFFICE OPERATIONS MANAGER - DA ACCOUNTING ANALYST GIS SENIOR ANALYST SENIOR ACCOUNTANT		BUILDING INSPECTOR SR WATERSHED COUNCIL COORDINATOR SERVICE CENTER SUPERVISOR OFFICE OPERATIONS MANAGER ENVIRONMENTAL QUALITY SPEC-SANITARIAN	SERVICE CENTER SUPERVISOR HEALTH CLINIC SUPERVISOR MENTAL HEALTH CLINICIAN HEALTH ACCOUNTING ANALYST JUVENILE COUNSELOR - SENIOR	123	\$33.94	\$40.13	\$45.19	\$70,595	\$83,470	\$93,995
APPRAISER - SENIOR IT SYSTEMS ADMINISTRATOR EE RESOURCES BUSINESS PARTNER VICTIMS SERVICES SUPERVISOR		PLANNER EXTENSION SERVICES SUPERVISOR ASSISTANT DIR., LIBRARY & LEARNING RES.	PUBLIC HEALTH NURSE (RN) ENVIRONMENTAL SPECIALIST HEALTH ACCOUNTING ANALYST	122	\$31.71	\$37.49	\$42.21	\$65,957	\$77,979	\$87,797
PARALEGAL SPECIALIST STAFF ACCOUNTANT OFFICE SERVICES SUPERVISOR	HEAVY EQUIP LEAD OPER/MECHANIC - LF VEHICLE TECHNICAL MECH - SR/LEAD	CODE COMPLIANCE OFFICER BUILDING INSPECTOR II	SHERIFF DEPUTY - PATROL, JAIL ** SHERIFF DETECTIVE **	121	\$30.32	\$35.85	\$40.38	\$63,066	\$74,568	\$83,990

APPENDIX D

CROOK COUNTY

Admin/Business/Legal/Cross-dept.	Transportation & Trades	Planning/Library/Museum/Fair	Public Safety and Health	Grade	Min	Mid=7	Max	ANNUAL	Min	Mid=7	Max
HR EMPLOYEE RESOURCES SPEC ACCOUNTING TECHNICAL LEADER VETERANS SERVICES OFFICER SENIOR APPRAISER II		LIBRARY OPERATIONS SUPERVISOR ASSOCIATE PLANNER	JUVENILE COUNSELOR HEALTH PROGRAMS FACILITATOR - SR EPIDEMIOLOGY SPECIALIST MENTAL HEALTH COUNSELOR	120	\$28.99	\$34.29	\$38.61	\$60,299	\$71,323	\$80,309	
GIS ANALYST OFFICE SERVICES TEAM LEADER CHIEF DEPUTY CLERK	VEHICLE TECHNICAL MECHANIC *** OFFICE SERVICES TEAM LEADER - ROADS	BUILDING INSPECTOR I CODE COMPLIANCE OFFICER	HEALTH BUSINESS OFFICE SUPERV HEALTH PROGRAMS FACILITATOR - SR OFFICE SERVICES TEAM LEADER - SO	119	\$27.75	\$32.81	\$36.95	\$57,720	\$68,245	\$76,856	
LEGAL ASSISTANT - SENIOR IT USER SUPPORT TECH - SENIOR APPRAISER I ADMINISTRATIVE ASSISTANT SENIOR SUPPORT ENFORCEMENT OFCR	HEAVY EQUIP OPERATOR SR/SKILLED *** HEAVY EQUIPMENT OPERATOR - LF	PERMIT DATA SERVICES COORD  PLANNING TECHNICIAN - SENIOR	MENTAL HEALTH TECHNICIAN PREVENTION SPECIALIST BAILIFF/COURT SECURITY **	118	\$26.55	\$31.41	\$35.39	\$55,224	\$65,333	\$73,611	
VETERANS SERVICES OFFICER ACCOUNTING TECHNICIAN - SR	VEHICLE MECHANIC ***	PERMIT DATA SERVICES COORD COLLECTIONS SPECIALIST - MUSEUM LIBRARY PROGRAMS SPECIALIST	PUBLIC HEALTH NURSE I (LPN) HEALTH PROGRAMS FACILITATOR EMERGENCY PREP COORD	117	\$25.44	\$30.08	\$33.87	\$52,915	\$62,566	\$70,450	
LEGAL ASSISTANT IT USER SUPPORT TECHNICIAN	SKILLED FACILITY MAINT TECHNICIAN	PERMIT TECHNICIAN - SR PLANNING TECHNICIAN	HEALTH PATIENT ACCOUNTS TECH W&C CARE COORDINATOR LEGAL ASSISTANT - CC MEDICAL ASSISTANT - CERTIFIED **	116	\$24.38	\$28.83	\$32.47	\$50,710	\$59,966	\$67,538	
ASSESSMENT TECHNICIAN - SR VICTIMS ADVOCATE - SENIOR ADMINISTRATIVE ASSISTANT RECORDING SPECIALIST - SENIOR	EQUIPMENT OPERATOR ***	ADMINISTRATIVE ASSISTANT		115	\$23.37	\$27.63	\$31.12	\$48,610	\$57,470	\$64,730	
CUSTOMER ACCOUNTING TECH PAYROLL TECHNICIAN	VEHICLE SERVICING MECHANIC *** FACILITIES MAINTENANCE TECHNICIAN	FACILITIES & EVENTS COORDINATOR EXTENSION PROFRAMS COORD	COMMUNITY SERVICE OFFICER MEDICAL ASSISTANT - JAIL ** ADMIN SPECIALIST - CIVIL ** ADMIN SPECIALIST - JAIL ** ADMIN SPECIALIST - WARRANTS ** ADMIN SPECIALIST - RECORDS SO **	114	\$22.43	\$26.51	\$29.85	\$46,654	\$55,141	\$62,088	
VICTIIMS ADVOCATE ASSESSMENT TECHNICIAN II ADMINISTRATIVE CLERK - SENIOR	LANDFILL ATTENDANT	PERMIT TECHNICIAN SENIOR MAINTENANCE CUSTODIAN LIBRARY MEDIA TECHNICIAN - SENIOR ADMINISTRATIVE CLERK - SENIOR	WIC CERTIFYING SPECIALIST ADMINISTRATIVE CLERK - SR	113	\$21.51	\$25.44	\$28.65	\$44,741	\$52,915	\$59,592	
RECORDING SPECIALIST				112	\$20.65	\$24.43	\$27.51	\$42,952	\$50,814	\$57,221	
ASSESSMENT TECHNICIAN I ACCOUNTING ASSISTANT	FLAGGER	PERMIT ASSISTANT LIBRARY MEDIA TECHNICIAN COLLECTIONS ASSISTANT	ADMINISTRATIVE CLERK - SO	111	\$19.85	\$23.47	\$26.43	\$41,288	\$48,818	\$54,974	
ADMINISTRATIVE CLERK	TRANSPORT DRIVER ADMINISTRATIVE CLERK MAINTENANCE CUSTODIAN			110	\$19.08	\$22.57	\$25.41	\$39,686	\$46,946	\$52,853	
				109	\$18.35	\$21.70	\$24.44	\$38,168	\$45,136	\$50,835	
		GROUPS & FACILITIES CUSTODIAN		108	\$17.66	\$20.89	\$23.53	\$36,733	\$43,451	\$48,942	
OFFICE ASSISTANT	OFFICE ASSISTANT	OFFICE ASSISTANT		107	\$17.00	\$20.11	\$22.64	\$35,360	\$41,829	\$47,091	
			* Elected ** Sheriff *** Roads	106	\$16.39	\$19.38	\$21.82	\$34,091	\$40,310	\$45,386	
				105	\$15.80	\$18.68	\$21.04	\$32,864	\$38,854	\$43,763	
	LIBRARY MEDIA ASSISTANT	MUSEUM HOST		104	\$15.24	\$18.02	\$20.29	\$31,699	\$37,482	\$42,203	