



## MEMO

### County Administrator

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TO: County Commissioners  
FROM: Robert W. Wilson  
DATE: September 13, 2022  
SUBJECT: Consider 2023 State's Attorney Salary

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State's Attorney Mr. Birch Burdick is not seeking reelection and Cass County will have a new State's Attorney effective January 1, 2023. With the change in office leadership the Commission should consider setting the salary for the incoming State's Attorney.

There are two candidates seeking the office. Both are experienced attorneys within the State's Attorney's Office and both are currently at the same step & grade on the County pay matrix. (D62A Step 10 effective 01-01-23: \$127,421.13) Setting the incoming State's Attorney's salary now will provide clarity to the candidates and allow the County to ensure we avoid salary compression issues within the office.

Attached you will find a table of attorneys and salary breakdowns within the office. By county policy the successful candidate will receive a promotion and shall receive a salary increase of not less than 5%. That would place the successful candidate at a 004 Step 8: \$137,692.

**SUGGESTED MOTION: Authorize the incoming Cass County State's Attorney to be compensated at a Grade 004 Step \_\_\_\_\_ with a salary of \_\_\_\_\_ effective January 1, 2023.**

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[www.casscountynd.gov](http://www.casscountynd.gov)

## Employee Salary Grade Report

Employee Name	Job Title	Annual Salary	Current Step	Jan-23 Step	Jan-23 Salary	5% Raise Pay Grade	5% Raise Salary	10% Raise Pay Grade	10% Raise Salary
Burdick, Birch	State's Attorney	\$148,686.72	16	17	\$156,751.96				
CC	D62A SR ATTORNEY-E	\$133,494.40	16	17	\$140,735.63				
KS	D62A SR ATTORNEY-E	\$124,350.72	11	12	\$131,226.20				
Stueve, Kimberlee J.	D62A SR ATTORNEY-E	\$120,692.00	9	10	\$127,421.13	004 Step 8	\$137,692.01	004 Step 10	\$141,927.55
Younggren, Ryan J.	D62A SR ATTORNEY-E	\$120,692.00	9	10	\$127,421.13	004 Step 8	\$137,692.01	004 Step 10	\$141,927.55
RS	D62A SR ATTORNEY-E	\$120,692.00	9	9	\$125,519.68				
PE	D62A SR ATTORNEY-E	\$105,277.12							
KM	D62A SR ATTORNEY-E	\$105,277.12							
JT	D62A SR ATTORNEY-E	\$105,277.12							
DD	D62A SR ATTORNEY-E	\$101,880.48							
DS	D62A SR ATTORNEY-E	\$101,880.48							
ST	D62A SR ATTORNEY-E	\$101,880.48							
RV	D62A SR ATTORNEY-E	\$101,880.48							
TG	D62A SR ATTORNEY-E	\$98,483.84							
KN	D62A SR ATTORNEY-E	\$98,483.84							
JV	D62A SR ATTORNEY-E	\$98,483.84							
RJ	D62A SR ATTORNEY-E	\$95,089.28							
NS	D62A SR ATTORNEY-E	\$95,089.28							

## 004 Pay Grade

Step	2023 Salary
004 Step 8	\$137,692.01
004 Step 9	\$139,809.78
004 Step 10	\$141,927.55
004 Step 11	\$144,045.32
004 Step 12	\$146,163.10