



Administration

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MEMO

TO: County Commission
FROM: Tracy Peters, HR Director / Assistant County Administrator
DATE: June 26, 2024
SUBJECT: Reclassification Recommendations

On June 17, 2024, the Personnel Overview Committee met and recommended the reclassifications below as suggested by our salary consultant, Gallagher.

1. Correctional Officer – Sheriff’s Office
The position is currently a B23. The recommendation is that the position be reclassified to a B24. Cass County does not currently have a B24 grade. I have confirmed with Gallagher the salary steps and range for a B24 position is the same as our B31 paygrade – so essentially, the recommendation is a reclassification to a B31.
2. Principal Secretary – Sheriff’s Office
The position is currently a B21. The recommendation is that the position be reclassified to a B22.
3. Clerk – Recorder’s Office
The position is currently an A12. The recommendation is that the position be reclassified to an A13.
4. Senior Clerk – Recorder’s Office
The position is currently an A13. The recommendation is that the position retain its current A13 classification.

Reclassification approvals will be included in the 2025 budget and would take effect January 1, 2025.

SUGGESTED MOTION: Adopt reclassifications as suggested by Gallagher and recommended by the Personnel Overview Committee.