



## **Request for Proposals No. 2023-008 Compensation and Classification Study**

**Due Date:** October 21<sup>st</sup>  
**Time:** 11:00 AM EST  
**Receipt Location:** Union County Government Center  
Procurement Department  
500 N. Main Street, Suite 709  
Monroe, NC 28112

**Procurement Contact:**

Corey Brooks  
Senior Procurement Specialist  
704.283.3683  
[E-mail: corey.brooks@unioncountync.gov](mailto:corey.brooks@unioncountync.gov)

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# 1 NOTICE OF ADVERTISEMENT

## Union County, North Carolina Request for Proposals No. 2023-008 Compensation and Classification Study

Electronic proposals will be received by the Union County Procurement Department at the Union County Government Center, 500 North Main Street, Monroe, NC 28112 until **11:00 AM EDT on October 21<sup>th</sup> 2022**. Late proposals will not be accepted.

Union County, North Carolina, through the Union County Human Resources Department, is soliciting proposals from experienced and qualified firms to conduct a Compensation and Classification Study in accordance with the scope/specifications outlined in the solicitation.

Request for Proposals No. 2023-008 may be examined at the Union County Government Center, Procurement Department at 500 North Main Street, Suite 709, Monroe, NC 28112, Monday through Friday between the hours of 8:00 am and 5:00 pm. Copies of the solicitation may be obtained from the locations listed below:

1. Download the Proposal Documents from the Union County website:  
<https://www.unioncountync.gov/departments/bids-procurement/current-bids>
2. Download the Solicitation Documents from the State of North Carolina IPS website:  
[www.ips.state.nc.us](http://www.ips.state.nc.us) (Bid by Departments, search County of Union)

All questions about the meaning or intent of the RFP Documents are to be submitted in writing to the Procurement contact person listed on the cover page ([corey.brooks@unioncountync.gov](mailto:corey.brooks@unioncountync.gov)) no later than **October 6<sup>th</sup> 2022 at 5:00 PM EDT**.

Union County reserves the right to reject any or all proposals, to waive technicalities and to make such selection deemed in its best interest. With limited response, Union County reserves the right to extend the solicitation opening date as appropriate in order to assure a competitive procurement process.

Union County reserves the right to award to multiple vendors.

Offerors are required to comply with the non-collusion requirements set forth in the Solicitation Documents.

Union County encourages good faith effort outreach to Minority Businesses (HUB Certified) and Small Businesses.

## 2 PROPOSAL DETAILS

### 2.1 PROPOSAL SUBMISSION DEADLINE

All Proposals are to be received by the Union County Procurement Department no later than **11:00 AM EDT on October 21<sup>th</sup> 2022** per the instructions below. Any proposals received after this date and time shall be rejected without exception.

### 2.2 SUBMISSION REQUIREMENTS

The proposal must be submitted electronically using the following link: <https://portal.unioncountync.gov/Forms/procurementsubmit>. Select the Solicitation drop down arrow and choose this RFP from the list. Complete the form, upload your Proposal (1 complete document) and select submit. The maximum size is 20 MB. An email response will be sent to the address entered on the form as your confirmation of receipt.

The proposal package must be signed by a person who is authorized to bind the proposing Company. Instructions for preparing the proposal are provided herein.

#### **Paper submissions will not be accepted.**

There is no expressed or implied obligation for Union County to reimburse Offerors for any expenses incurred in preparing proposals in response to this request.

Union County reserves the right to:

- Reject any or all proposals;
- To waive technicalities;
- To make such selection deemed in its best interest;
- Cancel this solicitation;
- Award to multiple vendors.

### 2.3 PROPOSAL QUESTIONS

Proposal questions will be due on or before **October 6<sup>th</sup> at 5:00 PM EDT**. The primary purpose is to provide participating Offerors with the opportunity to ask questions, in writing, related to the RFP.

Submit questions by e-mail to **Corey Brooks** at [corey.brooks@unioncountync.gov](mailto:corey.brooks@unioncountync.gov) by the deadline shown above. **The email subject line should identify the proposal number and project title.** All questions and answers may be posted as addenda on [www.unioncountync.gov](http://www.unioncountync.gov) and/or [www.ips.state.nc.us](http://www.ips.state.nc.us).

### 2.4 PROPOSAL ADDENDUM

Union County may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum.

Should an Offeror find discrepancies or omissions in this RFP or any other documents provided by Union County, the Offeror should immediately notify the County of such potential discrepancy in writing via email as noted above.

Any addenda to these documents shall be issued in writing. No oral statements, explanations, or commitments by anyone shall be of effect unless incorporated in the written addenda. Receipt of Addenda shall be acknowledged by the Offeror on Appendix E – Addendum and Anti-Collusion form.

## 2.5 COMMUNICATION

All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this Request for Proposals must be made only through the Procurement Contact noted on the cover of this RFP. A violation of this provision is cause for the County to reject a Company’s proposal. No contact regarding this document with other County employees is permitted and may be grounds for disqualification.

## 3 INTRODUCTION

### 3.1 COUNTY

The County (estimated population 242,657) is located in the central, southern piedmont. The County provides its citizens with a full array of services that include public safety, water/wastewater utilities and sanitation, human services, cultural and recreational activities, and general government administration.

### 3.2 PURPOSE

Union County, North Carolina, through the Union County Human Resources Department, is soliciting proposals from experienced and qualified offerors to conduct a “Compensation and Classification Study” for Union County in accordance with the scope outlined in the solicitation. At a minimum, the selected firm will conduct an employee compensation and classification study of public and private employers who are providing comparable services and perform a review of the existing pay and classification plan. Based on results of the study, the selected firm will prepare a comparative analysis that identifies Union County’s competitive position in the labor market, determine if additional individualized position/job descriptions are needed; and if so, develop, update or revise as needed to provide the appropriate number of classifications. Our objectives are to 1) attract and retain highly qualified and motivated employees by ensuring compensation and benefits are competitive in the market, 2) clearly outline promotional opportunities and provide recognizable compensation growth, and 3) maintain competitive salaries and benefits with other regional government entities and private employers.

Responding firms should have significant experience conducting salary surveys and comparative analyses, preferably involving both public and private employers.

## 4 BACKGROUND

As of August 30, 2022, the County has a total of 1,456.94 FTEs, (1,377 full time, 18 benefited part-time and 206 non-benefited part-time employees for a total of 1,601 employees) under approximately 406 unique job classifications. The County has one (1) salary schedule. The current salary schedule consists of 38 pay ranges; each range includes a minimum, midpoint and maximum level. A current copy of the salary schedule is included as *Appendix A*. Classification Specifications are reviewed and revised on an as-needed basis and the listing of these are included as *Appendix B*.

## 5 SCOPE OF WORK

Review existing Union County classification and compensation plan for appropriateness, internal equity and external competitiveness and provide creative strategies that would enhance the County's ability to attract and retain a highly qualified and motivated workforce. The following describes the various tasks that are expected to be completed to meet the requirements of this Request for Proposal:

- A. Meet with designated and key County Leadership to discuss any specific concerns with respect to the development and methodology of a compensation and classification study.
- B. Presentations to the County Leadership Team and the Board of County Commissioners. The firm should expect to conduct minimally two (2) presentations to the leadership team, and one (1) presentation to the Board of County Commissioners.
- C. A comprehensive evaluation of every classification within the County to determine relative worth within the organization (internal equity), placement in the organizational pay plan and for the establishment of pay ranges. This may include any applicable employee questionnaire process. In collaboration with Union County Human Resources and County management, establish appropriate benchmarking standards and include a comparison and analysis of salaries and wages of like or similar jobs (external equity) in comparable government and private employers in regions comparable to Union County, North Carolina which the County competes and has a similar market. Any new classification descriptions should be created in the County's standardized format. The analysis should be made on a sampling that produces statistically reliable and valid results.
- D. Evaluate job classification designations of exempt and non-exempt to ensure compliance with the Fair Labor Standards Act (FLSA).
- E. Examine and compare compensation-related benefits in relation to other local governments and relevant private sector organizations (e.g. longevity pay, sign-on bonuses, etc.)
- F. Provide analysis of existing internal career progressions and outline job progression opportunities.
- G. Recommend effective recruitment strategies for hard to fill, high turnover positions.
- H. Work with HR and County management to establish a list of job classifications to be utilized for benchmarking purposes.
- I. Recommend needed changes to the existing compensation & classification plan or propose a new plan that will achieve market rate structure and alleviate salary compression issues. Provide an implementation plan, including an analysis of the financial impact, to adjust compensation as identified in the analysis.
- J. Assist County Staff with communication tools to keep employees accurately apprised throughout the process.

- K. Provide a synopsis prepared for management review, covering the salient features of the proposal including overall costs and terms of work.
- L. Must provide a procedure manual and training for Human Resources employees enabling them to maintain the recommended classification and compensation plan. This includes the methodology for position evaluation and recommendations. All data and forms will include position questionnaire forms, worksheets (paper or electronic), raw data, electronic databases, etc. This will be provided to Union County Human Resources to assist in understanding and training of the position classification methodology or system.
- M. Provide additional cost to create employee total compensation statements for county employees.
- N. Any adjustments to the existing classification/compensation and position evaluation system as a product of this scope of services must adhere to the following basic elements and characteristics:
  - i. Must meet all legal requirements, be totally nondiscriminatory and provide for compliance with all pertinent federal, state and local requirements.
  - ii. The system must be easy for management to administer, maintain and defend.
  - iii. The system must easily accommodate organizational change and growth.
  - iv. The system should be based upon sound compensation principles in which both internal and external equity are considered within the pay structure as well as the concepts of equal pay for equal work and equal pay for similar or comparable work.
  - v. The system should provide for new positions to be incorporated into the compensation plan as well as appropriate adjustments to maintain the compensation plan's effectiveness.
  - vi. The system should identify and align with industry best practices where applicable, including identifying alternatives, additives or modifications to incentive-based pay structures, i.e. pay for performance.
- O. The selected firm will provide recommendations for 1) administration of a compensation program based on any changes in philosophy and survey results, 2) compensation rules, and policies, including variable/incentive pay options, to maintain competitiveness, reward employees, and ensure equity, and 3) a strategy for monitoring for market position, inflation, compression, and internal equity on an annual basis.
- P. Additional services (Optional) – any other related and recommended products or services not specified in this RFP which may be considered essential or beneficial by the firm. These services should be priced separately.



## 6 DETAILED PROPOSAL REQUIREMENTS AND INSTRUCTIONS

### 6.1 TERMS OF SUBMISSION

All material received from a person or company (“Respondent”) in response to this solicitation shall become the property of Union County and will not be returned to the Respondent. Any and all costs incurred by a Respondent in preparing, submitting, or presenting submissions are the Respondent’s sole responsibility and Union County shall not reimburse the Respondent. All responses to this solicitation will be considered a public record and subject to disclosure under applicable public records law.

Any material in a response which the Respondent considers a trade secret and exempt from disclosure as a public record under applicable law, including N.C.G.S. §§ 132-1.2 and 66-152, must be properly designated as a trade secret. In order to properly designate such material, the Respondent must: (i) submit any trade secret materials in a separate envelope, or file, from all other submitted material, being clearly marked as “Trade Secret – Confidential and Proprietary Information,” and (ii) stamp the same trade secret/confidentiality designation on each page of the materials therein which contain trade secrets.

To the extent consistent with public records law, Union County will make reasonable efforts to maintain the confidential nature of trade secrets, as determined by Union County and subject to the conditions set forth herein. Respondent understands and agrees by submitting a response to this solicitation, that if a request is made to review or produce a copy of any information in the Respondent’s materials which was properly labeled by the Respondent as a trade secret, Union County will notify the Respondent of the request and the date that such materials will be released to the requestor unless the Respondent obtains a court order enjoining that disclosure. If the Respondent fails to obtain the court order enjoining disclosure prior to that date, Respondent understands and agrees that Union County will release the requested information to the requestor on that date.

Furthermore, the Respondent also agrees to indemnify and hold harmless Union County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that has been designated as a trade secret by Respondent.

### 6.2 PROPOSAL FORMAT

**The County desires all responses to be identical in format.** While the County’s format may represent a departure from the vendor’s preference, the County requests adherence to the format. All responses are to be in the format described below.

Offerors should prepare their proposals in accordance with the instructions outlined in this section. Each Offeror is required to submit electronically – Refer to page 4, 2.2. Each section should be identified as described below. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposed Offeror’s capabilities to satisfy the requirements of the RFP.

The County may award a contract based on initial offers received without discussion of such offers. A proposer’s initial offer should, therefore, be based on the most favorable terms available. The County reserves the right to contact proposers regarding cost and scope

clarification at any time throughout the selection process.

The successful Offeror's Proposal must include all responses to the requirements contained within this RFP and all appendices (if applicable) must be completed in their entirety.

By submitting a proposal, the successful Offeror agrees to all applicable provisions, terms and conditions associated with this RFP. This solicitation, the successful Offeror's submitted proposal, all appendices and attachments (if applicable), and stated terms and conditions may become part of the resulting contract.

Only one (1) complete proposal should be electronically submitted. The maximum document upload size is 20 MB. For any question, contact the project representative on the front cover.

Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, or tables should be numbered and clearly labeled. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included.

Omissions and incomplete answers may be deemed unresponsive.

**The proposal should be organized and identified by section as follows:**

- **Section A** – Cover Letter
- **Section B** – Company Background and Experience
- **Section C** – Project Manager and Assigned Staff Information
- **Section D** – Methodology and Implementation Plan
- **Section E** – References
- **Section F** – Financial Information
- **Section H** – Price/Fee Proposal
- **Section I** – Required Signature Forms
  - Appendix D – Proposal Submission Form (signed)
  - Appendix E – Addenda Receipt and Anti-Collusion (signed)

Please provide the following information in the sequence of the following major headings described below:

**6.2.1 SECTION A: COVER LETTER**

The cover letter shall briefly introduce your firm, as well as provide the following information about your company. Respond to each item listed below and provide supporting documentation and/or exhibits as requested or desired.

- Legal Company Name and DBA (if applicable)

Corporate Headquarters:

Address  
Telephone Number  
Website Address

Location Providing Service (if different from headquarters):

Address  
Telephone Number

- Name of Single Point of Contact  
Title  
Direct Telephone Number and/or Extension  
Direct Email Address

***A corporate email address or call center number will not be accepted.***

- Name of Person with Binding Authority  
Title  
Address  
Direct Telephone Number and/or Extension  
Direct Email Address

***A corporate email address or call center number will not be accepted.***

- Stipulate that the proposal price will be valid for a period of 180 days.
- Make the following representations and warranty in the cover letter, the falsity of which might result in rejection of its proposal: “The information contained in this proposal or any part thereof, including any exhibits, schedules, and other documents and instruments delivered or to be delivered to the County, is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the County as to any material facts.”

The Cover Page should not exceed two (2) pages.

### **6.2.1 SECTION B: COMPANY BACKGROUND AND EXPERIENCE**

This section provides each vendor with the opportunity of demonstrating how its history, organization, and partnerships differentiate it from other entities. Careful attention should be paid to providing information relevant to Union County needs.

Provide a concise profile of the Proposer’s organization to include the following:

- Corporate history, and number of years in business under the current organizational name, structure and services offered.
- State your company’s areas of expertise related to this project to include the number of years providing general Human Resources consulting services, including the types of consulting services provided, and specifically providing Compensation and Classification study services.
- Assets available to meet County service requirements.

- Is the bidder's organization involved in any pending litigation that may affect its ability to provide its products and services?

#### **6.2.2 SECTION C: PROJECT MANAGER AND ASSIGNED STAFF INFORMATION**

Submit a list identifying the project manager and staff who would be assigned to this project as well as their professional experiences, qualifications, responsibilities and functions. Include summary resumes for each assigned staff. List the percent of time they would be assigned to this project.

If applicable, list other resources that may be used to provide the services listed in this RFP.

NOTE: Substitution of other personnel after the selection is made must be reviewed with by Union County.

#### **6.2.3 SECTION D: METHODOLOGY AND IMPLEMENTATION PLAN**

Submit a statement of your understanding of the work, descriptions of the methodology and illustrations of the procedures to be employed.

Submit a detailed breakdown and description of the specific steps, services and study products that will be provided as a result of the Scope of Work listed in this RFP. Please provide information on the rationale of the proposed sampling base and their relevance to the Union County labor market.

Include a detailed description of specific tasks you will require from Union County Staff.

Firms may elect to include in this section any innovative methods or concepts that might be beneficial to the County as long as the minimum requirements as set out in this RFP are met.

At a minimum, the proposed implementation schedule will include specific Milestones to meet a completion date on or before May 1, 2023.

#### **6.2.4 SECTION E: REFERENCES**

Provide a minimum of three (3) representative projects whom the offeror is currently working with or has completed within the past twenty-four (24) months providing similar or the same type of government and/or non-governmental services. Include the following information for each project:

- Company Name
- Description of Services Provided
- Length of Service
- Contact Name and Title
- Address
- Phone Number
- Email Address

Please include documentation as to previous issues where the work of the proposing firm was challenged either by management, state or federal agencies or in a court of law.

#### **6.2.5 SECTION F: FINANCIAL INFORMATION**

The Offeror must have three (3) years of financial statements readily available and have the ability to provide it to the County, without exception, within forty-eight hours (48) hours upon request during the proposal evaluation process. Do not include with your proposal.

#### **6.2.6 SECTION H: FEE PROPOSAL**

Submit a not to exceed fee. This fee must include all professional services, supplies and travel to complete the scope of work as per the RFP. No additional out of pocket expenses shall be paid including but not limited to fuel and other associated travel costs. If applicable, Union County reserves the right to use the travel fees listed in the Union County Travel Policy to reimburse the designated company for travel fees associated with this project. Do not include cost of “Additional Services” outside the scope of work with response to this item.

#### **6.2.7 SECTION I: REQUIRED SIGNATURE FORMS**

Proposals must include copies of the following documents in this section:

- Appendix D – Proposal Submission (signed)
- Appendix E – Addenda Receipt and Anti-Collusion (signed)

## **7 EVALUATION CRITERIA AND SELECTION PROCESS**

### **7.1 SELECTION PARTICIPANTS**

1. Maintaining the integrity of the RFP process is of paramount importance for the County. To this end, do not contact any members of Union County or any member of the Union County staff regarding the subject matter of this RFP until a selection is made, other than the County’s designated contact person identified in the introduction to this RFP. Failure to abide by this requirement shall be grounds for disqualification from this selection process.
2. The County will establish an RFP Evaluation Team to review and evaluate the proposals. The RFP Evaluation Team will evaluate the proposals independently in accordance with the published evaluation criteria. Union County reserves the right to conduct interviews with a shortlist of selected respondents.
3. At its sole discretion, the Owner may ask written questions of Offerors, seek written clarification, and conduct discussions with Offerors on the Proposals.

The County reserves the right to determine the suitability of proposals on the basis of meeting scope and Proposal criteria listed in the RFP. Evaluation criteria and other relevant RFP information will be used to assist in determining the ranked firm.

## 7.2 EVALUATION SELECTION PROCESS

A weighted analysis of the evaluation criteria will be utilized to determine the Firm that represents the best solution for the County.

In the evaluation and scoring/ranking of Offerors, the County will consider the information submitted in the RFP as well as the meetings (if applicable) with respect to the evaluation criteria set forth in the RFP.

The initial evaluation criteria/factors and relative weights listed below will be used to recommend selection of the Proposed Offeror or for the purpose of selecting Short-Listed Offerors. The County may choose to award without engaging in interview discussions.

## 7.3 EVALUATION AND RANKING OF FIRMS

In the evaluation and ranking of Firms, the Owner will consider the information submitted in the proposal as well as the meetings with the respect to the evaluation criteria set forth in the RFP.

The initial evaluation criteria/factors and relative weights listed below will be used to recommend selection of the Proposed Firm or for the purpose of selecting Short-Listed Firms. The County may choose to award without engaging in interview discussions.

RFP Evaluation Criteria	Weights
Company Background and Experience	25%
Project Manager and Assigned Staff Information	30%
Methodology and Implementation Plan	30%
Price/Fee Proposal & Compliance with Submittal Requirements	15%

After identification of Short-Listed Firms, the Owner may or may not decide to invite Short-Listed firms for demonstrations/interviews of the capabilities of the proposed solution to the Union County evaluation team. If interviews are scheduled with the Short-Listed Firms, previous evaluation and rankings are not carried forward. For the purpose of selecting a Preferred Firm, the interview criteria will be given the following relative weights:

RFP Interview Criteria	Weights
Methodology & Implementation Plan, Staff Information	65%
Quality and Relevance of Interview as it Relates to the Scope of the RFP	35%

Additional meetings may be held to clarify issues or to address comments, as deemed appropriate. Offerors will be notified in advance of the time and format of such meetings.

## 7.4 AWARD PROCEDURE

Union County has the right to reject any or all proposals, to engage in further negotiations with any Company submitting a proposal, and/or to request additional information or clarification. The County is not obligated to accept the lowest cost proposal. The County may

accept the proposal that best serves its needs, as determined by County officials in their sole discretion.

The County reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms.

A proposal may be rejected if it is incomplete. Union County may reject any or all proposals and may waive any immaterial deviation in a proposal.

More than one proposal from an individual, Offeror, partnership, corporation or association under the same or different names, will not be considered.

The County reserves the right to terminate negotiations at any time and for any reason. The County may select and enter into negotiations with the next most advantageous Proposer if negotiations with the initially chosen Proposer are not successful.

The award shall be made in the best interest of the County. This Request for Proposal is not subject to any competitive bidding requirements of North Carolina law. The County reserves the right to accept other than the most financially advantageous proposal.

The award document will be a Contract incorporating, by reference, all the requirements, terms and conditions of the solicitation and the Offeror's proposal as negotiated.

## **7.5 CONFLICT CERTIFICATION**

The Offeror must certify that it does not have any actual or potential conflicts of interest with, or adversarial litigation against the County or any of its officers or employees. During the course of the contractual relationship formed pursuant to this solicitation, any such conflict of interest, whether newly arising or newly discovered, must be disclosed to the County in writing.

## **8 GENERAL CONDITIONS AND REQUIREMENTS**

### **8.1 TERM AND CONDITIONS**

The contract award will have an initial term of one (1) year with two (2) one-year renewal options at the County's discretion, pending annual budget approval.

Union County has the right to reject any or all proposals, to engage in further negotiations with any Company submitting a proposal, and/or to request additional information or clarification. The County is not obligated to accept the lowest cost proposal. The County may accept that proposal that best serves its needs, as determined by County officials in their sole discretion.

All payroll taxes, liability and worker's compensation are the sole responsibility of the Offeror. The Offeror understands that an employer/employee relationship does not exist under this contract.



All proposals submitted in response to this request shall become the property of Union County and as such, may be subject to public review.

## **8.2 CONTRACTUAL OBLIGATIONS**

The contents of this Proposal and the commitments set forth in the selected Proposal(s) shall be considered contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award. All legally required terms and conditions shall be incorporated into final contract agreements with the selected Service Provider(s).

## **8.3 EXPENSE OF FIRM**

The Owner accepts no liability for the cost and expenses incurred by firms in responding to this Procurement. Each Firm that enters into the Procurement process shall prepare the required materials and proposal at its own expense and with the express understanding that the Firm cannot make any claims whatsoever for reimbursement from the Owner for the costs and expenses associated with the process, even in the event the Owner cancels this Project or rejects all Proposals.

## **8.4 SUB-CONTRACTOR/PARTNER DISCLOSURE**

If the proposal by any Company requires the use of sub-contractors, partners, and/or third-party products or services, this must be clearly stated in the proposal. The Company submitting the proposal shall remain solely responsible for the performance of all work, including work that is done by sub-contractors.

## **8.5 EXCEPTION TO THE PROPOSAL**

An “exception” is defined as the Service Provider’s inability or unwillingness to meet a term, condition, specification, or requirement in the manner specified in the Proposal. All exceptions taken must be identified and explained in writing in the proposal and must specifically reference the relevant section(s) of this Proposal. Other than exceptions that are stated in compliance with this Section, each proposal shall be deemed to agree to comply with all terms, conditions, specifications, and requirements of this Proposal. If the Service Provider provides an alternate solution when taking an exception to a requirement, the benefits of this alternate solution and impact, if any, on any part of the remainder of the Service Provider’s solution, must be described in detail.

## **8.6 MODIFICATION OR WITHDRAWAL OF PROPOSAL**

Prior to the scheduled closing time for receiving proposals, any Vendor may withdraw their proposal. After the scheduled closing time for receiving proposals, no proposal may be withdrawn for 120 days. Only written requests for the modification or correction of a previously submitted proposal that are addressed in the same manner as proposals and are received by the County prior to the closing time for receiving proposals will be accepted. The proposal will be corrected in accordance with such written requests, provided that any such written request is in a sealed envelope that is plainly marked “Modification of Proposal” – with solicitation number and name on the front of the envelope. Oral, telephone, or fax modifications or corrections will not be recognized or considered.



## 8.7 E-VERIFY

E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Firm shall ensure that while performing work under this contract: (i) uses E-Verify if required to do so; and (ii) otherwise complies with applicable law.

## 8.8 MINORITY BUSINESSES (MBE) OR DISADVANTAGED BUSINESSES (DBE)

It is the policy of Union County that Minority Businesses (MBEs), Women businesses (WBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, Union County will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

## 8.9 EQUAL EMPLOYMENT OPPORTUNITY

All Firm will be required to follow Federal Equal Employment Opportunity (EEO) policies. Union County will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age. All Proposals submitted in response to this request shall become the property of Union County and as such, may be subject to public review. All payroll taxes, liability and worker's compensation are the sole responsibility of the Firm. The Firm understands that an employer/employee relationship does not exist under this contract.

## 8.10 INSURANCE

One or more of the following insurance limits may be required if it is applicable to the project. The County reserves the right to require additional insurance depending on the nature of the agreement.

At Contractor's sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best, or as otherwise authorized by the Union County Risk Manager.

### A. WORKERS' COMPENSATION

Statutory (coverage for three or more employees) limits covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

### B. COMMERCIAL GENERAL LIABILITY

(for any agreement unless otherwise waived by the Risk Manager)

Covering Ongoing and Completed Operations involved in this Agreement.

\$2,000,000 General Aggregate  
\$2,000,000 Products/Completed Operations Aggregate  
\$1,000,000 Each Occurrence  
\$1,000,000 Personal and Advertising Injury Limit

C. COMMERCIAL AUTOMOBILE LIABILITY

(for any agreement involving the use of a contractor vehicle while conducting services associated with the agreement)

\$1,000,000 Combined Single Limit - Any Auto

D. PROFESSIONAL LIABILITY

(only for any agreement providing professional service such as engineering, architecture, surveying, consulting services, etc.)

\$1,000,000 Claims Made

Contractor shall provide evidence of continuation or renewal of Professional Liability Insurance for a period of two (2) years following termination of the Agreement.

**ADDITIONAL INSURANCE REQUIREMENTS**

- A. The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

**UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECTS TO THE GENERAL LIABILITY INSURANCE POLICY.**

Additional Insured status for Completed Operations shall extend for a period of not less than three (3) years from the date of final payment.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees).
- D. It is the intention of the parties that the insurance policies afforded by contractor shall protect both parties and be primary and non-contributory coverage for any and all losses covered by the above-described insurance.
- E. Union County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- F. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify County's Risk Manager at 500 N. Main Street # 130, Monroe, NC

28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.

- G. The Certificate of Insurance should note in the Description of Operations the following:

Department: \_\_\_\_\_  
Contract #: \_\_\_\_\_

- H. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.

- I. Certificate Holder shall be listed as follows:

Union County  
Attention: Keith A. Richards, Risk Manager  
500 N. Main Street, Suite #130  
Monroe, NC 28112

- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

### 8.11 INDEMNIFICATION

Contractor agrees to protect, defend, indemnify and hold Union County, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.



# 1 APPENDIX A – UNION COUNTY SALARY GRADES AND RANGES

**UNION COUNTY SALARY GRADES AND RANGES FOR FY2022 - 2023**

Pay Grade	Minimum		Market		Maximum		Range Spread
	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	Annual Salary	Hourly Rate	
1	\$15,276.04	\$7.35	\$18,331.25	\$8.81	\$21,386.46	\$10.28	40.0%
2	\$16,856.32	\$8.11	\$20,227.58	\$9.72	\$23,598.85	\$11.35	40.0%
3	\$17,383.08	\$8.36	\$20,859.70	\$10.03	\$24,336.31	\$11.70	40.0%
4	\$20,016.88	\$9.63	\$24,020.26	\$11.55	\$28,023.63	\$13.47	40.0%
5	\$23,809.55	\$11.45	\$28,571.46	\$13.74	\$33,333.37	\$16.03	40.0%
101	\$21,483.00	\$10.33	\$26,854.00	\$12.91	\$32,225.00	\$15.49	50.0%
102	\$22,471.00	\$10.81	\$28,089.00	\$13.50	\$33,707.00	\$16.21	50.0%
103	\$23,505.00	\$11.31	\$29,381.00	\$14.13	\$35,258.00	\$16.95	50.0%
104	\$24,586.00	\$11.83	\$30,732.00	\$14.78	\$36,879.00	\$17.73	50.0%
105	\$25,717.00	\$12.37	\$32,146.00	\$15.45	\$38,576.00	\$18.55	50.0%
106	\$26,900.00	\$12.94	\$33,625.00	\$16.17	\$40,350.00	\$19.40	50.0%
107	\$28,138.00	\$13.53	\$35,172.00	\$16.91	\$42,207.00	\$20.29	50.0%
108	\$29,432.00	\$14.15	\$36,790.00	\$17.69	\$44,148.00	\$21.23	50.0%
109	\$30,786.00	\$14.81	\$38,482.00	\$18.50	\$46,179.00	\$22.20	50.0%
110	\$32,202.00	\$15.49	\$40,252.00	\$19.35	\$48,303.00	\$23.22	50.0%
111	\$33,683.00	\$16.20	\$42,104.00	\$20.24	\$50,525.00	\$24.29	50.0%
112	\$35,232.00	\$16.94	\$44,040.00	\$21.17	\$52,848.00	\$25.41	50.0%
113	\$36,853.00	\$17.72	\$46,066.00	\$22.15	\$55,280.00	\$26.58	50.0%
114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	50.0%
215	\$40,299.00	\$19.38	\$51,381.00	\$24.70	\$62,463.00	\$30.03	55.0%
216	\$42,152.00	\$20.27	\$53,744.00	\$25.84	\$65,336.00	\$31.41	55.0%
217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	55.0%
218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	55.0%
219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	55.0%
220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	55.0%
221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	55.0%
222	\$55,209.00	\$26.55	\$70,392.00	\$33.84	\$85,574.00	\$41.14	55.0%
223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	55.0%
224	\$60,405.00	\$29.05	\$77,017.00	\$37.03	\$93,628.00	\$45.01	55.0%
225	\$63,184.00	\$30.38	\$80,560.00	\$38.73	\$97,935.00	\$47.08	55.0%
226	\$66,091.00	\$31.78	\$84,266.00	\$40.51	\$102,441.00	\$49.25	55.0%
327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	60.0%
328	\$72,255.00	\$34.74	\$93,932.00	\$45.16	\$115,608.00	\$55.58	60.0%
329	\$75,579.00	\$36.34	\$98,253.00	\$47.24	\$120,926.00	\$58.14	60.0%
330	\$79,055.00	\$38.01	\$102,772.00	\$49.41	\$126,488.00	\$60.81	60.0%
331	\$82,692.00	\$39.76	\$107,500.00	\$51.68	\$132,307.00	\$63.61	60.0%
332	\$86,496.00	\$41.59	\$112,445.00	\$54.06	\$138,394.00	\$66.54	60.0%
333	\$90,475.00	\$43.50	\$117,617.00	\$56.55	\$144,760.00	\$69.60	60.0%
334	\$94,577.00	\$45.47	\$122,950.00	\$59.11	\$151,323.00	\$72.75	60.0%
335	\$103,303.00	\$49.67	\$134,294.00	\$64.56	\$165,285.00	\$79.46	60.0%
336	\$112,835.00	\$54.25	\$146,685.00	\$70.52	\$180,536.00	\$86.80	60.0%
337	\$123,245.00	\$59.26	\$160,218.00	\$77.03	\$197,192.00	\$94.80	60.0%
338	\$172,542.00	\$82.96	\$224,305.00	\$107.84	\$276,067.00	\$132.72	60.0%

\*Hourly rates based on 2080 hours



## 2 APPENDIX B – UNION COUNTY PAY PLAN (JOB CLASSIFICATIONS LISTING)

**Union County Pay Plan 2022-2023**

Class	Job Title	Grade	Minimum		Market		Maximum		FLSA
			Annual	Hourly	Annual	Hourly	Annual	Hourly	
5001	4-H PROGRAM ASSISTANT	109	\$30,786.00	\$14.81	\$38,482.00	\$18.50	\$46,179.00	\$22.20	N
5002	911 ASSISTANT SUPERVISOR (2184 hours)	217	\$44,092.00	\$20.19	\$56,217.00	\$25.74	\$68,343.00	\$31.29	N
5004	911 SUPERVISOR (2184 hours)	218	\$46,120.00	\$21.12	\$58,803.00	\$26.92	\$71,486.00	\$32.73	N
5005	911 TELECOMMUNICATOR I (2184 hours)	112	\$35,232.00	\$16.14	\$44,040.00	\$20.16	\$52,848.00	\$24.20	N
7052	911 TELECOMMUNICATOR I PT	112		\$16.94		\$21.17		\$25.41	N
5006	911 TELECOMMUNICATOR II (2184 hours)	114	\$38,548.00	\$17.66	\$48,185.00	\$22.06	\$57,822.00	\$26.48	N
7053	911 TELECOMMUNICATOR II PT	114		\$18.54		\$23.17		\$27.80	N
5007	911 TELECOMMUNICATOR III (2184 hours)	215	\$40,299.00	\$18.46	\$51,381.00	\$23.53	\$62,463.00	\$28.60	N
7054	911 TELECOMMUNICATOR III PT	215		\$19.38		\$24.70		\$30.03	N
5372	ABSENTEE BALLOT COORDINATOR	114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	N
5008	ACCOUNTANT	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	E
5405	ACCOUNTING SERVICES SUPERVISOR	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	E
5009	ACCOUNTING SPECIALIST	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
5010	ACCOUNTING TECHNICIAN	113	\$36,853.00	\$17.72	\$46,066.00	\$22.15	\$55,280.00	\$26.58	N
5012	ADMINISTRATIVE ASSISTANT	215	\$40,299.00	\$19.38	\$51,381.00	\$24.70	\$62,463.00	\$30.03	N
5430	ADMINISTRATIVE SUPPORT SPECIALIST	107	\$28,138.00	\$13.53	\$35,172.00	\$16.91	\$42,207.00	\$20.29	N
6015	ADMINISTRATIVE SUPPORT SPECIALIST BPT	107		\$13.53		\$16.91		\$20.29	N
7072	ADMINISTRATIVE SUPPORT SPECIALIST PT	107		\$13.53		\$16.91		\$20.29	N
5018	ANIMAL CARE SPECIALIST	112	\$35,232.00	\$16.94	\$44,040.00	\$21.17	\$52,848.00	\$25.41	N
5452	APPRAISAL & REVALUATION MANAGER	329	\$75,579.00	\$36.34	\$98,253.00	\$47.24	\$120,926.00	\$58.14	E
5019	ASSESSMENT PROGRAM COORDINATOR	220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	N
5020	ASSESSMENT SUPERVISOR	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	E
5381	ASSISTANT COUNTY MANAGER	337	\$123,245.00	\$59.26	\$160,218.00	\$77.03	\$197,192.00	\$94.80	E
5449	ASSISTANT DIRECTOR, FACILITIES	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
5406	ASSISTANT DIRECTOR, FINANCE	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
5022	ASSISTANT DIRECTOR, HUMAN RESOURCES	330	\$79,055.00	\$38.01	\$102,772.00	\$49.41	\$126,488.00	\$60.81	E
5422	ASSISTANT DIRECTOR, INFORMATION TECHNOLOGY	331	\$82,692.00	\$39.76	\$107,500.00	\$51.68	\$132,307.00	\$63.61	E
5024	ASSISTANT DIRECTOR, LIBRARY	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
5023	ASSISTANT DIRECTOR, WATER & WASTEWATER	329	\$75,579.00	\$36.34	\$98,253.00	\$47.24	\$120,926.00	\$58.14	E
5390	ASSISTANT EMERGENCY MANAGEMENT COORDINATOR	220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	E
5025	ASSISTANT ENGINEER	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	N
7081	ASSISTANT ENGINEER PT	221		\$25.38		\$32.35		\$39.33	N
5026	ASSISTANT FIRE MARSHAL I	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
5027	ASSISTANT FIRE MARSHAL II	218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	N
5028	ASSISTANT FIRE MARSHAL III	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N

**Union County Pay Plan 2022-2023**

Class	Job Title	Grade	Minimum		Market		Maximum		FLSA
			Annual	Hourly	Annual	Hourly	Annual	Hourly	
5029	ASSISTANT HUMAN SERVICES DIRECTOR	335	\$103,303.00	\$49.67	\$134,294.00	\$64.56	\$165,285.00	\$79.46	E
5030	ASSISTANT I - REGISTER OF DEEDS	113	\$36,853.00	\$17.72	\$46,066.00	\$22.15	\$55,280.00	\$26.58	N
5031	ASSISTANT II - REGISTER OF DEEDS	215	\$40,299.00	\$19.38	\$51,381.00	\$24.70	\$62,463.00	\$30.03	N
7076	ASSISTANT II - REGISTER OF DEEDS PT	215		\$19.38		\$24.70		\$30.03	N
5032	ASSISTANT III - REGISTER OF DEEDS	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
7004	ASSISTANT III - REGISTER OF DEEDS PT	217		\$21.20		\$27.03		\$32.86	N
5033	ASSISTANT LANDFILL SUPERINTENDENT	224	\$60,405.00	\$29.05	\$77,017.00	\$37.03	\$93,628.00	\$45.01	E
5453	ASSISTANT LIBRARIAN	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
5034	ASSISTANT PARK SUPERINTENDENT	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	N
5454	ASSISTANT SENIOR LIBRARIAN	218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	N
5036	ASSOCIATE ENGINEER	224	\$60,405.00	\$29.05	\$77,017.00	\$37.03	\$93,628.00	\$45.01	E
5037	ASSOCIATE PUBLIC HEALTH NURSE	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	E
6003	ASSOCIATE PUBLIC HEALTH NURSE BPT	221		\$25.38		\$32.35		\$39.33	N
7058	ASSOCIATE PUBLIC HEALTH NURSE PT	221		\$25.38		\$32.35		\$39.33	N
5038	AUDIO VISUAL COORDINATOR	220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	N
5039	AUDITOR	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
5040	AUTOMOTIVE MECHANIC	220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	N
5375	BEHAVIORAL HEALTH THERAPIST	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	E
5391	BEHAVIORAL HEALTH THERAPIST SUPERVISOR	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	E
5407	BILLING SERVICES REPRESENTATIVE	112	\$35,232.00	\$16.94	\$44,040.00	\$21.17	\$52,848.00	\$25.41	N
5432	BILLING SERVICES SUPERVISOR	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
5433	BRAND MANAGER	224	\$60,405.00	\$29.05	\$77,017.00	\$37.03	\$93,628.00	\$45.01	E
5043	BUDGET ANALYST	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	E
5044	BUILDING INSPECTOR	220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	N
7075	BUILDING INSPECTOR PT	220		\$24.26		\$30.93		\$37.60	N
5408	BUSINESS ANALYST	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	E
5045	BUSINESS MANAGER	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	E
5434	BUSINESS SYSTEMS PROGRAM MANAGER	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
7006	CAMP COUNSELOR - SEASONAL	4		\$9.63		\$11.55		\$13.47	N
7007	CAMPGROUND MANAGER - SEASONAL	5		\$11.45		\$13.74		\$16.03	N
5046	CAPITAL IMPROVEMENT PLAN CONSTRUCTION MANAGER	224	\$60,405.00	\$29.05	\$77,017.00	\$37.03	\$93,628.00	\$45.01	E
5047	CAPITAL IMPROVEMENT PLAN PROGRAM MANAGER	331	\$82,692.00	\$39.76	\$107,500.00	\$51.68	\$132,307.00	\$63.61	E
5048	CAPTAIN	329	\$75,579.00	\$36.34	\$98,253.00	\$47.24	\$120,926.00	\$58.14	E
5049	CHIEF DEPUTY SHERIFF	334	\$94,577.00	\$45.47	\$122,950.00	\$59.11	\$151,323.00	\$72.75	E
5050	CIRCULATION ASSISTANT MANAGER	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N



**Union County Pay Plan 2022-2023**

Class	Job Title	Grade	Minimum		Market		Maximum		FLSA
			Annual	Hourly	Annual	Hourly	Annual	Hourly	
5051	CIRCULATION MANAGER	218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	N
5052	CLERK TO THE BOARD OF COUNTY COMMISSIONERS	225	\$63,184.00	\$30.38	\$80,560.00	\$38.73	\$97,935.00	\$47.08	E
5053	CLIENT RELATIONS REPRESENTATIVE	109	\$30,786.00	\$14.81	\$38,482.00	\$18.50	\$46,179.00	\$22.20	N
5447	CLINICAL ASSISTANT	113	\$36,853.00	\$17.72	\$46,066.00	\$22.15	\$55,280.00	\$26.58	N
7078	CLINICAL ASSISTANT PT	113		\$17.72		\$22.15		\$26.58	N
5055	CODE COMPLIANCE OFFICER	220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	N
5056	CODE ENFORCEMENT SUPERVISOR	225	\$63,184.00	\$30.38	\$80,560.00	\$38.73	\$97,935.00	\$47.08	E
5057	COLLECTION SPECIALIST	111	\$33,683.00	\$16.20	\$42,104.00	\$20.24	\$50,525.00	\$24.29	N
5058	COLLECTION TECHNICIAN	109	\$30,786.00	\$14.81	\$38,482.00	\$18.50	\$46,179.00	\$22.20	N
5455	COMMERCIAL APPRAISAL COORDINATOR	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	N
5059	COMMERCIAL BUILDING INSPECTOR	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	N
5060	COMMUNICATIONS OFFICER	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	E
5435	COMMUNICATIONS SPECIALIST	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	E
5061	COMMUNICATIONS SYSTEMS TECHNICIAN	218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	N
5062	COMMUNITY ENGAGEMENT SPECIALIST	114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	N
7062	COMMUNITY ENGAGEMENT SPECIALIST PT	114		\$18.54		\$23.17		\$27.80	N
5063	COMMUNITY HEALTH ASSISTANT	106	\$26,900.00	\$12.94	\$33,625.00	\$16.17	\$40,350.00	\$19.40	N
6017	COMMUNITY HEALTH ASSISTANT BPT	106		\$12.94		\$16.17		\$19.40	N
7063	COMMUNITY HEALTH ASSISTANT PT	106		\$12.94		\$16.17		\$19.40	N
5065	CONSTRUCTION INSPECTOR	216	\$42,152.00	\$20.27	\$53,744.00	\$25.84	\$65,336.00	\$31.41	N
7009	CONSTRUCTION INSPECTOR PT	216		\$20.27		\$25.84		\$31.41	N
5436	CONSTRUCTION MANAGER	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
5069	CORPORAL I	220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	N
5070	CORPORAL II	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	N
5071	COUNTY MANAGER	338	\$172,542.00	\$82.96	\$224,305.00	\$107.84	\$276,067.00	\$132.72	E
5072	CREWLEADER	218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	N
5073	CRIME ANALYST	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
5074	CRIME INVESTIGATOR I	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
5075	CRIME INVESTIGATOR II	218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	N
5076	CRIME INVESTIGATOR MASTER	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
5448	CRIME LAB DIRECTOR	330	\$79,055.00	\$38.01	\$102,772.00	\$49.41	\$126,488.00	\$60.81	E
5077	CROSS CONNECTION CONTROL COORDINATOR	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
5078	CUSTOMER SERVICE MANAGER	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	E
5080	CUSTOMER SERVICE SPECIALIST	112	\$35,232.00	\$16.94	\$44,040.00	\$21.17	\$52,848.00	\$25.41	N
7011	CUSTOMER SERVICE SPECIALIST PT	112		\$16.94		\$21.17		\$25.41	N

**Union County Pay Plan 2022-2023**

Class	Job Title	Grade	Minimum		Market		Maximum		FLSA
			Annual	Hourly	Annual	Hourly	Annual	Hourly	
5081	CUSTOMER SERVICE SUPERVISOR	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
5082	DATA ANALYST	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	E
5083	DATA ENTRY OPERATOR	111	\$33,683.00	\$16.20	\$42,104.00	\$20.24	\$50,525.00	\$24.29	N
5393	DATABASE ADMINISTRATOR	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
5378	DENTAL ASSISTANT	111	\$33,683.00	\$16.20	\$42,104.00	\$20.24	\$50,525.00	\$24.29	N
5377	DENTAL HYGIENIST	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	N
5376	DENTIST	338	\$172,542.00	\$82.96	\$224,305.00	\$107.84	\$276,067.00	\$132.72	E
5382	DEPUTY COUNTY MANAGER	338	\$172,542.00	\$82.96	\$224,305.00	\$107.84	\$276,067.00	\$132.72	E
5085	DEPUTY ELECTIONS DIRECTOR	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
5086	DEPUTY FIRE MARSHAL	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	N
5087	DEPUTY I - REGISTER OF DEEDS	110	\$32,202.00	\$15.49	\$40,252.00	\$19.35	\$48,303.00	\$23.22	N
7012	DEPUTY I - REGISTER OF DEEDS PT	110		\$15.49		\$19.35		\$23.22	N
5088	DEPUTY II - REGISTER OF DEEDS	111	\$33,683.00	\$16.20	\$42,104.00	\$20.24	\$50,525.00	\$24.29	N
7057	DEPUTY II - REGISTER OF DEEDS PT	111		\$16.20		\$20.24		\$24.29	N
5089	DEPUTY III - REGISTER OF DEEDS	112	\$35,232.00	\$16.94	\$44,040.00	\$21.17	\$52,848.00	\$25.41	N
5090	DEPUTY SHERIFF I	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
7013	DEPUTY SHERIFF I PT	217		\$21.20		\$27.03		\$32.86	N
5095	DEPUTY SHERIFF II	218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	N
5100	DEPUTY SHERIFF MASTER	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
5456	DEPUTY TAX ADMINISTRATOR	330	\$79,055.00	\$38.01	\$102,772.00	\$49.41	\$126,488.00	\$60.81	E
5105	DEPUTY TAX COLLECTOR	216	\$42,152.00	\$20.27	\$53,744.00	\$25.84	\$65,336.00	\$31.41	N
5106	DETENTION OFFICER I	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
5107	DETENTION OFFICER II	218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	N
5108	DETENTION OFFICER MASTER	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
5419	DIGITAL CONTENT MANAGER	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	E
5109	DIRECTOR OF ELECTIONS	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
5113	DIRECTOR, 911 COMMUNICATIONS	331	\$82,692.00	\$39.76	\$107,500.00	\$51.68	\$132,307.00	\$63.61	E
5115	DIRECTOR, BUDGET MANAGEMENT	330	\$79,055.00	\$38.01	\$102,772.00	\$49.41	\$126,488.00	\$60.81	E
5116	DIRECTOR, BUILDING CODE ENFORCEMENT	331	\$82,692.00	\$39.76	\$107,500.00	\$51.68	\$132,307.00	\$63.61	E
5117	DIRECTOR, BUSINESS OPERATIONS	330	\$79,055.00	\$38.01	\$102,772.00	\$49.41	\$126,488.00	\$60.81	E
5118	DIRECTOR, COMMUNITY SUPPORT & OUTREACH	330	\$79,055.00	\$38.01	\$102,772.00	\$49.41	\$126,488.00	\$60.81	E
5148	DIRECTOR, EMERGENCY MANAGEMENT	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
5119	DIRECTOR, ENGINEERING	334	\$94,577.00	\$45.47	\$122,950.00	\$59.11	\$151,323.00	\$72.75	E
5409	DIRECTOR, ENVIRONMENTAL HEALTH	331	\$82,692.00	\$39.76	\$107,500.00	\$51.68	\$132,307.00	\$63.61	E
5120	DIRECTOR, FACILITIES	330	\$79,055.00	\$38.01	\$102,772.00	\$49.41	\$126,488.00	\$60.81	E

**Union County Pay Plan 2022-2023**

Class	Job Title	Grade	Minimum		Market		Maximum		FLSA
			Annual	Hourly	Annual	Hourly	Annual	Hourly	
5410	DIRECTOR, FINANCE	331	\$82,692.00	\$39.76	\$107,500.00	\$51.68	\$132,307.00	\$63.61	E
5171	DIRECTOR, HUMAN RESOURCES	335	\$103,303.00	\$49.67	\$134,294.00	\$64.56	\$165,285.00	\$79.46	E
5421	DIRECTOR, INFORMATION TECHNOLOGY	334	\$94,577.00	\$45.47	\$122,950.00	\$59.11	\$151,323.00	\$72.75	E
5122	DIRECTOR, LIBRARY	331	\$82,692.00	\$39.76	\$107,500.00	\$51.68	\$132,307.00	\$63.61	E
5134	DIRECTOR, PARKS & RECREATION	330	\$79,055.00	\$38.01	\$102,772.00	\$49.41	\$126,488.00	\$60.81	E
5123	DIRECTOR, PLANNING	331	\$82,692.00	\$39.76	\$107,500.00	\$51.68	\$132,307.00	\$63.61	E
5124	DIRECTOR, PLANNING & RESOURCE MANAGEMENT	332	\$86,496.00	\$41.59	\$112,445.00	\$54.06	\$138,394.00	\$66.54	E
7074	DIRECTOR, PLANNING & RESOURCE MANAGEMENT PT	332		\$41.59		\$54.06		\$66.54	N
5125	DIRECTOR, PROCUREMENT & CONTRACT MANAGEMENT	330	\$79,055.00	\$38.01	\$102,772.00	\$49.41	\$126,488.00	\$60.81	E
5386	DIRECTOR, PUBLIC COMMUNICATIONS	334	\$94,577.00	\$45.47	\$122,950.00	\$59.11	\$151,323.00	\$72.75	E
5126	DIRECTOR, PUBLIC HEALTH	335	\$103,303.00	\$49.67	\$134,294.00	\$64.56	\$165,285.00	\$79.46	E
5129	DIRECTOR, SOCIAL SERVICES	335	\$103,303.00	\$49.67	\$134,294.00	\$64.56	\$165,285.00	\$79.46	E
5130	DIRECTOR, SOLID WASTE	330	\$79,055.00	\$38.01	\$102,772.00	\$49.41	\$126,488.00	\$60.81	E
5428	DIRECTOR, STRATEGY & INNOVATION	333	\$90,475.00	\$43.50	\$117,617.00	\$56.55	\$144,760.00	\$69.60	E
5132	DIRECTOR, VETERANS SERVICES	224	\$60,405.00	\$29.05	\$77,017.00	\$37.03	\$93,628.00	\$45.01	E
5133	DIRECTOR, WATER & WASTEWATER	334	\$94,577.00	\$45.47	\$122,950.00	\$59.11	\$151,323.00	\$72.75	E
5111	DISPATCHER	110	\$32,202.00	\$15.49	\$40,252.00	\$19.35	\$48,303.00	\$23.22	N
5112	DISTRICT DIRECTOR	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	N
5135	DOCUMENT IMAGING MANAGER	222	\$55,209.00	\$26.55	\$70,392.00	\$33.84	\$85,574.00	\$41.14	E
5136	DRIVER	106	\$26,900.00	\$12.94	\$33,625.00	\$16.17	\$40,350.00	\$19.40	N
6005	DRIVER BPT	106		\$12.94		\$16.17		\$19.40	N
7014	DRIVER PT	106		\$12.94		\$16.17		\$19.40	N
5137	DRIVING WHILE INTOXICATED TREATMENT COURT COORDINATOR	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
5138	EDUCATION SPECIALIST	215	\$40,299.00	\$19.38	\$51,381.00	\$24.70	\$62,463.00	\$30.03	N
5139	ELECTIONS COORDINATOR	114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	N
5140	ELECTIONS DATABASE SPECIALIST	114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	N
7015	ELECTIONS EQUIPMENT SPECIALIST PT	104		\$11.83		\$14.78		\$17.73	N
5141	ELECTRICAL INSPECTOR	220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	N
5142	ELECTRICIAN	216	\$42,152.00	\$20.27	\$53,744.00	\$25.84	\$65,336.00	\$31.41	N
5143	ELIGIBILITY DIVISION MANAGER	226	\$66,091.00	\$31.78	\$84,266.00	\$40.51	\$102,441.00	\$49.25	E
5144	ELIGIBILITY PROGRAM MANAGER	224	\$60,405.00	\$29.05	\$77,017.00	\$37.03	\$93,628.00	\$45.01	E
5145	ELIGIBILITY SPECIALIST	114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	N
7017	ELIGIBILITY SPECIALIST PT	114		\$18.54		\$23.17		\$27.80	N
5146	ELIGIBILITY SUPERVISOR	220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	E
5147	ELIGIBILITY TECHNICIAN	110	\$32,202.00	\$15.49	\$40,252.00	\$19.35	\$48,303.00	\$23.22	N

**Union County Pay Plan 2022-2023**

Class	Job Title	Grade	Minimum		Market		Maximum		FLSA
			Annual	Hourly	Annual	Hourly	Annual	Hourly	
7018	ELIGIBILITY TECHNICIAN PT	110		\$15.49		\$19.35		\$23.22	N
5149	EMERGENCY PREPAREDNESS COORDINATOR	218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	E
5151	EMERGENCY SERVICES SUPPORT MANAGER	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	N
5152	EMERGENCY SERVICES TRAINING COORDINATOR	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
5425	EMERGENCY VEHICLE EQUIPMENT INSTALLER	112	\$35,232.00	\$16.94	\$44,040.00	\$21.17	\$52,848.00	\$25.41	N
5154	ENGINEER	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
5156	ENVIRONMENTAL HEALTH PROGRAM SPECIALIST	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	E
5157	ENVIRONMENTAL HEALTH SPECIALIST	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
7019	ENVIRONMENTAL HEALTH SPECIALIST PT	219		\$23.20		\$29.57		\$35.95	N
5158	ENVIRONMENTAL HEALTH SUPERVISOR	225	\$63,184.00	\$30.38	\$80,560.00	\$38.73	\$97,935.00	\$47.08	E
5159	ENVIRONMENTAL PATROL OFFICER I	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
5160	ENVIRONMENTAL PATROL OFFICER II	218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	N
5161	ENVIRONMENTAL PATROL OFFICER MASTER	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
5420	EPIDEMIOLOGIST	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	E
5162	EQUIPMENT OPERATOR	112	\$35,232.00	\$16.94	\$44,040.00	\$21.17	\$52,848.00	\$25.41	N
7020	EVENT ASSISTANT PT	110		\$15.49		\$19.35		\$23.22	N
5163	EVENT COORDINATOR	113	\$36,853.00	\$17.72	\$46,066.00	\$22.15	\$55,280.00	\$26.58	N
5411	EVENTS MANAGER	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	E
5457	EVIDENCE SUPERVISOR	218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	N
5458	EVIDENCE TECHNICIAN	215	\$40,299.00	\$19.38	\$51,381.00	\$24.70	\$62,463.00	\$30.03	N
5165	EXECUTIVE ASSISTANT	216	\$42,152.00	\$20.27	\$53,744.00	\$25.84	\$65,336.00	\$31.41	N
5174	FACILITIES COORDINATOR	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
5175	FACILITIES MAINTENANCE SUPERVISOR	225	\$63,184.00	\$30.38	\$80,560.00	\$38.73	\$97,935.00	\$47.08	E
5178	FIELD DATA COLLECTION SPECIALIST	111	\$33,683.00	\$16.20	\$42,104.00	\$20.24	\$50,525.00	\$24.29	N
5179	FIELD DATA COLLECTION TECHNICIAN	109	\$30,786.00	\$14.81	\$38,482.00	\$18.50	\$46,179.00	\$22.20	N
5437	FIELD DATA COLLECTOR	105	\$25,717.00	\$12.37	\$32,146.00	\$15.45	\$38,576.00	\$18.55	N
5180	FIRE MARSHAL	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
5181	FLEET MANAGER	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	N
7022	FLEET SERVICE WORKER PT	106		\$12.94		\$16.17		\$19.40	N
5166	GENERAL COUNSEL	337	\$123,245.00	\$59.26	\$160,218.00	\$77.03	\$197,192.00	\$94.80	E
5183	GENERAL UTILITY WORKER	104	\$24,586.00	\$11.83	\$30,732.00	\$14.78	\$36,879.00	\$17.73	N
7023	GENERAL UTILITY WORKER PT	104		\$11.83		\$14.78		\$17.73	N
5184	GIS ANALYST	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	E
5185	GIS COORDINATOR	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	N
5186	GIS MANAGER	225	\$63,184.00	\$30.38	\$80,560.00	\$38.73	\$97,935.00	\$47.08	E

**Union County Pay Plan 2022-2023**

Class	Job Title	Grade	Minimum		Market		Maximum		FLSA
			Annual	Hourly	Annual	Hourly	Annual	Hourly	
5187	GIS SPECIALIST	218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	N
5188	GIS TECHNICIAN	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
7024	HEAD LIFEGUARD - SEASONAL	5		\$11.45		\$13.74		\$16.03	N
5191	HEALTH AND SAFETY PROGRAM MANAGER	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	E
5423	HELP DESK SUPERVISOR	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	N
5197	HUMAN RESOURCES ANALYST	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	N
5385	HUMAN RESOURCES COORDINATOR	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	E
5394	HUMAN RESOURCES GENERALIST	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
5198	HUMAN RESOURCES TECHNICIAN	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
5199	HUMAN SERVICE BUSINESS PROCESS MANAGER	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	E
5200	HUMAN SERVICES ASSISTANT	106	\$26,900.00	\$12.94	\$33,625.00	\$16.17	\$40,350.00	\$19.40	N
5201	HUMAN SERVICES COMPLIANCE COORDINATOR	222	\$55,209.00	\$26.55	\$70,392.00	\$33.84	\$85,574.00	\$41.14	E
5202	HUMAN SERVICES EVALUATOR	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	N
5203	HUMAN SERVICES PROGRAM MANAGER	224	\$60,405.00	\$29.05	\$77,017.00	\$37.03	\$93,628.00	\$45.01	E
5204	HUMAN SERVICES SUPERVISOR	220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	E
5205	HVAC TECHNICIAN	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
5206	INDUSTRIAL PRETREATMENT MANAGER	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	E
5207	INFORMATION SYSTEMS & RECORDS MANAGER	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	E
5208	INFORMATION SYSTEMS COORDINATOR	218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	N
5209	INFORMATION SYSTEMS SECURITY OFFICER	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
5210	INMATE HEALTH NURSE (2184 hours)	223	\$57,749.00	\$26.45	\$73,630.00	\$33.71	\$89,511.00	\$40.98	N
7026	INMATE HEALTH NURSE PT	223		\$27.77		\$35.40		\$43.03	N
5211	INMATE HEALTH NURSE SUPERVISOR (2184 hours)	225	\$63,184.00	\$28.93	\$80,560.00	\$36.89	\$97,935.00	\$44.84	N
5459	INSPECTOR TRAINEE	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
5212	INSTRUMENTATION & CONTROL TECHNICIAN	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
7067	INTERN	101		\$10.33		\$12.91		\$15.49	N
7055	INTERPRETER PT	111		\$16.20		\$20.24		\$24.29	N
5214	LABORATORY MANAGER	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	E
5215	LABORATORY TECHNICIAN	113	\$36,853.00	\$17.72	\$46,066.00	\$22.15	\$55,280.00	\$26.58	N
5216	LAND RECORDS SPECIALIST	111	\$33,683.00	\$16.20	\$42,104.00	\$20.24	\$50,525.00	\$24.29	N
5217	LAND RECORDS TECHNICIAN	109	\$30,786.00	\$14.81	\$38,482.00	\$18.50	\$46,179.00	\$22.20	N
5218	LANDFILL OPERATIONS SUPERINTENDENT	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
5219	LAW ENFORCEMENT INFORMATION SYSTEM MANAGER	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	N
5220	LEGAL SECRETARY	216	\$42,152.00	\$20.27	\$53,744.00	\$25.84	\$65,336.00	\$31.41	N
5221	LIBRARIAN	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	E



**Union County Pay Plan 2022-2023**

Class	Job Title	Grade	Minimum		Market		Maximum		FLSA
			Annual	Hourly	Annual	Hourly	Annual	Hourly	
5222	LIBRARY ASSISTANT	108	\$29,432.00	\$14.15	\$36,790.00	\$17.69	\$44,148.00	\$21.23	N
7051	LIBRARY ASSISTANT PT	108		\$14.15		\$17.69		\$21.23	N
5223	LIBRARY ASSOCIATE	111	\$33,683.00	\$16.20	\$42,104.00	\$20.24	\$50,525.00	\$24.29	N
6006	LIBRARY ASSOCIATE BPT	111		\$16.20		\$20.24		\$24.29	N
7027	LIBRARY ASSOCIATE PT	111		\$16.20		\$20.24		\$24.29	N
7028	LIBRARY CLERK PT	101		\$10.33		\$12.91		\$15.49	N
5224	LIBRARY SPECIALIST	114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	N
6007	LIBRARY SPECIALIST BPT	114		\$18.54		\$23.17		\$27.80	N
7029	LIBRARY SPECIALIST PT	114		\$18.54		\$23.17		\$27.80	N
5225	LICENSED PRACTICAL NURSE (2184 hours)	217	\$44,092.00	\$20.19	\$56,217.00	\$25.74	\$68,343.00	\$31.29	N
7068	LICENSED PRACTICAL NURSE PT	217		\$21.20		\$27.03		\$32.86	N
5226	LIEUTENANT I	226	\$66,091.00	\$31.78	\$84,266.00	\$40.51	\$102,441.00	\$49.25	N
5227	LIEUTENANT II	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	N
7030	LIFEGUARD - SEASONAL	4		\$9.63		\$11.55		\$13.47	N
5450	LOCAL DISASTER RECOVERY MANAGER	224	\$60,405.00	\$29.05	\$77,017.00	\$37.03	\$93,628.00	\$45.01	E
5413	LOCAL FOODS COORDINATOR	113	\$36,853.00	\$17.72	\$46,066.00	\$22.15	\$55,280.00	\$26.58	N
5228	LOCKSMITH	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
7031	MAINTENANCE ASSISTANT - SEASONAL	3		\$8.36		\$10.03		\$11.70	N
5229	MAINTENANCE SUPERINTENDENT	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
5230	MAINTENANCE SUPERVISOR	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
5231	MAINTENANCE TECHNICIAN	112	\$35,232.00	\$16.94	\$44,040.00	\$21.17	\$52,848.00	\$25.41	N
7050	MANAGEMENT CONSULTANT	225		\$30.38		\$38.73		\$47.08	N
5429	MEDICAL BILLING & CODING SPECIALIST	112	\$35,232.00	\$16.94	\$44,040.00	\$21.17	\$52,848.00	\$25.41	N
5233	MEDICAL OFFICE ASSISTANT	109	\$30,786.00	\$14.81	\$38,482.00	\$18.50	\$46,179.00	\$22.20	N
7032	MEDICAL OFFICE ASSISTANT PT	109		\$14.81		\$18.50		\$22.20	N
5235	METER TECHNICIAN	112	\$35,232.00	\$16.94	\$44,040.00	\$21.17	\$52,848.00	\$25.41	N
7033	METER TECHNICIAN PT	112		\$16.94		\$21.17		\$25.41	N
5414	NATURAL RESOURCE CONSERVATIONIST	215	\$40,299.00	\$19.38	\$51,381.00	\$24.70	\$62,463.00	\$30.03	N
5424	NETWORK & TELECOMMUNICATION SPECIALIST	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	E
5236	NETWORK MANAGER	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
5237	NEW DEVELOPMENT PROGRAM MANAGER	331	\$82,692.00	\$39.76	\$107,500.00	\$51.68	\$132,307.00	\$63.61	E
5446	NURSING DIVISION MANAGER	330	\$79,055.00	\$38.01	\$102,772.00	\$49.41	\$126,488.00	\$60.81	E
5445	NURSING PROGRAM MANAGER	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
5239	NUTRITION COORDINATOR	113	\$36,853.00	\$17.72	\$46,066.00	\$22.15	\$55,280.00	\$26.58	N
5240	NUTRITIONIST	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N

**Union County Pay Plan 2022-2023**

Class	Job Title	Grade	Minimum		Market		Maximum		FLSA
			Annual	Hourly	Annual	Hourly	Annual	Hourly	
5241	OFF-DUTY COORDINATOR	113	\$36,853.00	\$17.72	\$46,066.00	\$22.15	\$55,280.00	\$26.58	N
7034	OFFICE ASSISTANT - SEASONAL	3		\$8.36		\$10.03		\$11.70	N
5242	OFFICE MANAGER	216	\$42,152.00	\$20.27	\$53,744.00	\$25.84	\$65,336.00	\$31.41	N
1112	ONE STOP OFFICE SUPPORT	103		\$11.31		\$14.13		\$16.95	N
5003	OPERATIONS MANAGER	226	\$66,091.00	\$31.78	\$84,266.00	\$40.51	\$102,441.00	\$49.25	E
5244	OUTDOOR RECREATION COORDINATOR	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
5415	PARALEGAL	220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	N
7035	PARK ATTENDANT - SEASONAL	2		\$8.11		\$9.72		\$11.35	N
5246	PARK RANGER	114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	N
7036	PARK RANGER - SEASONAL	5		\$11.45		\$13.74		\$16.03	N
5247	PARK SUPERINTENDENT	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	E
5451	PASSPORT ACCEPTANCE MANAGER	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
5248	PATIENT RELATIONS REPRESENTATIVE	109	\$30,786.00	\$14.81	\$38,482.00	\$18.50	\$46,179.00	\$22.20	N
5251	PERSONAL PROPERTY SPECIALIST	111	\$33,683.00	\$16.20	\$42,104.00	\$20.24	\$50,525.00	\$24.29	N
5252	PERSONAL PROPERTY TECHNICIAN	109	\$30,786.00	\$14.81	\$38,482.00	\$18.50	\$46,179.00	\$22.20	N
5395	PHARMACIST	333	\$90,475.00	\$43.50	\$117,617.00	\$56.55	\$144,760.00	\$69.60	E
6010	PHYSICIAN BPT	338		\$82.96		\$107.84		\$132.72	N
5379	PHYSICIAN EXTENDER	332	\$86,496.00	\$41.59	\$112,445.00	\$54.06	\$138,394.00	\$66.54	E
6009	PHYSICIAN EXTENDER BPT	332		\$41.59		\$54.06		\$66.54	N
7038	PHYSICIAN PT	338		\$82.96		\$107.84		\$132.72	N
5253	PLANNER	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	E
5254	PRE-TREATMENT COORDINATOR	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
5396	PROCESS CONTROL & AUTOMATION MANAGER	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
5427	PROCUREMENT & CONTRACT COORDINATOR	224	\$60,405.00	\$29.05	\$77,017.00	\$37.03	\$93,628.00	\$45.01	E
5255	PROCUREMENT SPECIALIST	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	E
5256	PROGRAM INTEGRITY INVESTIGATOR	216	\$42,152.00	\$20.27	\$53,744.00	\$25.84	\$65,336.00	\$31.41	N
5177	PROJECT MANAGER	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
5460	PROPERTY TAX PARALEGAL	216	\$42,152.00	\$20.27	\$53,744.00	\$25.84	\$65,336.00	\$31.41	N
5257	PUBLIC HEALTH NURSE	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	E
6013	PUBLIC HEALTH NURSE BPT	223		\$27.77		\$35.40		\$43.03	N
7040	PUBLIC HEALTH NURSE PT	223		\$27.77		\$35.40		\$43.03	N
5258	PUBLIC HEALTH NURSE SUPERVISOR	225	\$63,184.00	\$30.38	\$80,560.00	\$38.73	\$97,935.00	\$47.08	E
5461	QUALITY CONTROL COORDINATOR	220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	N
5426	RADIO SHOP MANAGER	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	E
5259	REAL ESTATE APPRAISAL COORDINATOR	220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	N

**Union County Pay Plan 2022-2023**

Class	Job Title	Grade	Minimum		Market		Maximum		FLSA
			Annual	Hourly	Annual	Hourly	Annual	Hourly	
5260	REAL ESTATE APPRAISAL SPECIALIST	218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	N
5261	REAL ESTATE APPRAISAL SUPERVISOR	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	E
5262	REAL ESTATE APPRAISAL TECHNICIAN	216	\$42,152.00	\$20.27	\$53,744.00	\$25.84	\$65,336.00	\$31.41	N
5263	REAL ESTATE SPECIALIST	111	\$33,683.00	\$16.20	\$42,104.00	\$20.24	\$50,525.00	\$24.29	N
5264	REAL ESTATE TECHNICIAN	109	\$30,786.00	\$14.81	\$38,482.00	\$18.50	\$46,179.00	\$22.20	N
5265	RECORDS CLERK	109	\$30,786.00	\$14.81	\$38,482.00	\$18.50	\$46,179.00	\$22.20	N
7070	RECREATION ASSISTANT - SEASONAL	4		\$9.63		\$11.55		\$13.47	N
5443	RECREATION SPECIALIST	112	\$35,232.00	\$16.94	\$44,040.00	\$21.17	\$52,848.00	\$25.41	N
5267	RECYCLING COORDINATOR	113	\$36,853.00	\$17.72	\$46,066.00	\$22.15	\$55,280.00	\$26.58	N
5268	REGISTER OF DEEDS	329	\$75,579.00	\$36.34	\$98,253.00	\$47.24	\$120,926.00	\$58.14	E
5462	RESIDENTIAL CHANGEOUT INSPECTOR	218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	N
5269	REVENUE SUPERVISOR	220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	E
5271	RISK MANAGER	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
5340	SAFETY OFFICER	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
7041	SALES ASSOCIATE PT	104		\$11.83		\$14.78		\$17.73	N
5272	SCALE OPERATOR	107	\$28,138.00	\$13.53	\$35,172.00	\$16.91	\$42,207.00	\$20.29	N
5273	SCHEDULING CLERK	108	\$29,432.00	\$14.15	\$36,790.00	\$17.69	\$44,148.00	\$21.23	N
5374	SCHOOL SOCIAL WORKER	220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	N
5274	SENIOR 911 TELECOMMUNICATOR (2184 hours)	216	\$42,152.00	\$19.31	\$53,744.00	\$24.61	\$65,336.00	\$29.92	N
7060	SENIOR 911 TELECOMMUNICATOR PT	216		\$20.27		\$25.84		\$31.41	N
5275	SENIOR ACCOUNTANT	222	\$55,209.00	\$26.55	\$70,392.00	\$33.84	\$85,574.00	\$41.14	E
5276	SENIOR ACCOUNTING SPECIALIST	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
5277	SENIOR ACCOUNTING TECHNICIAN	215	\$40,299.00	\$19.38	\$51,381.00	\$24.70	\$62,463.00	\$30.03	N
5438	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST	113	\$36,853.00	\$17.72	\$46,066.00	\$22.15	\$55,280.00	\$26.58	N
6016	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST BPT	113		\$17.72		\$22.15		\$26.58	N
7073	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST PT	113		\$17.72		\$22.15		\$26.58	N
5278	SENIOR AUDITOR	218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	N
5439	SENIOR BILLING SERVICES REPRESENTATIVE	114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	N
5279	SENIOR BUDGET ANALYST	222	\$55,209.00	\$26.55	\$70,392.00	\$33.84	\$85,574.00	\$41.14	E
5403	SENIOR BUILDING INSPECTOR	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	N
5280	SENIOR COLLECTION SPECIALIST	114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	N
5440	SENIOR COMMUNICATIONS SPECIALIST	225	\$63,184.00	\$30.38	\$80,560.00	\$38.73	\$97,935.00	\$47.08	E
5281	SENIOR COMMUNICATIONS SYSTEMS TECHNICIAN	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
5282	SENIOR CONSTRUCTION INSPECTOR	217	\$44,092.00	\$21.20	\$56,217.00	\$27.03	\$68,343.00	\$32.86	N
5283	SENIOR CUSTOMER SERVICE SPECIALIST	114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	N



**Union County Pay Plan 2022-2023**

Class	Job Title	Grade	Minimum		Market		Maximum		FLSA
			Annual	Hourly	Annual	Hourly	Annual	Hourly	
5404	SENIOR ELECTRICAL INSPECTOR	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	N
5285	SENIOR ELIGIBILITY SPECIALIST	216	\$42,152.00	\$20.27	\$53,744.00	\$25.84	\$65,336.00	\$31.41	N
5286	SENIOR ELIGIBILITY TECHNICIAN	112	\$35,232.00	\$16.94	\$44,040.00	\$21.17	\$52,848.00	\$25.41	N
7042	SENIOR ELIGIBILITY TECHNICIAN PT	112		\$16.94		\$21.17		\$25.41	N
5287	SENIOR ENGINEER	329	\$75,579.00	\$36.34	\$98,253.00	\$47.24	\$120,926.00	\$58.14	E
7077	SENIOR ENGINEER PT	329		\$36.34		\$47.24		\$58.14	N
5288	SENIOR EQUIPMENT OPERATOR	114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	N
5289	SENIOR FIELD DATA COLLECTION SPECIALIST	114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	N
5291	SENIOR GIS SPECIALIST	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
5292	SENIOR HUMAN RESOURCES ANALYST	224	\$60,405.00	\$29.05	\$77,017.00	\$37.03	\$93,628.00	\$45.01	E
5388	SENIOR HUMAN RESOURCES TECHNICIAN	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
5442	SENIOR INSTRUMENTATION & CONTROL TECHNICIAN	220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	N
5293	SENIOR LAND RECORDS SPECIALIST	114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	N
5294	SENIOR LIBRARIAN	220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	E
5295	SENIOR LIBRARY SPECIALIST	216	\$42,152.00	\$20.27	\$53,744.00	\$25.84	\$65,336.00	\$31.41	N
5296	SENIOR MAINTENANCE TECHNICIAN	114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	N
5297	SENIOR NUTRITIONIST	218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	N
7043	SENIOR NUTRITIONIST PT	218		\$22.18		\$28.27		\$34.37	N
7044	SENIOR PARK ATTENDANT - SEASONAL	3		\$8.36		\$10.03		\$11.70	N
5298	SENIOR PARK RANGER	216	\$42,152.00	\$20.27	\$53,744.00	\$25.84	\$65,336.00	\$31.41	N
5299	SENIOR PERSONAL PROPERTY SPECIALIST	114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	N
5300	SENIOR PLANNER	224	\$60,405.00	\$29.05	\$77,017.00	\$37.03	\$93,628.00	\$45.01	E
5301	SENIOR PROCUREMENT SPECIALIST	224	\$60,405.00	\$29.05	\$77,017.00	\$37.03	\$93,628.00	\$45.01	E
5302	SENIOR PUBLIC HEALTH NURSE	224	\$60,405.00	\$29.05	\$77,017.00	\$37.03	\$93,628.00	\$45.01	E
7064	SENIOR PUBLIC HEALTH NURSE PT	224		\$29.05		\$37.03		\$45.01	N
5303	SENIOR REAL ESTATE APPRAISAL SPECIALIST	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
5304	SENIOR REAL ESTATE SPECIALIST	114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	N
5373	SENIOR SOCIAL WORK SUPERVISOR	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	E
5305	SENIOR SOCIAL WORKER	220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	N
7056	SENIOR SOCIAL WORKER PT	220		\$24.26		\$30.93		\$37.60	N
5306	SENIOR STAFF ATTORNEY	333	\$90,475.00	\$43.50	\$117,617.00	\$56.55	\$144,760.00	\$69.60	E
5307	SENIOR SYSTEMS ANALYST	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	E
5308	SENIOR SYSTEMS SUPPORT	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
5309	SENIOR TAX ASSESSMENT SPECIALIST	114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	N
5310	SENIOR UTILITY MECHANIC	218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	N

**Union County Pay Plan 2022-2023**

Class	Job Title	Grade	Minimum		Market		Maximum		FLSA
			Annual	Hourly	Annual	Hourly	Annual	Hourly	
5311	SENIOR UTILITY TECHNICIAN	114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	N
5401	SENIOR VOLUNTEER SERVICES COORDINATOR	215	\$40,299.00	\$19.38	\$51,381.00	\$24.70	\$62,463.00	\$30.03	N
7079	SENIOR VOLUNTEER SERVICES COORDINATOR PT	215		\$19.38		\$24.70		\$30.03	N
5312	SERGEANT I	222	\$55,209.00	\$26.55	\$70,392.00	\$33.84	\$85,574.00	\$41.14	N
5314	SERGEANT II	223	\$57,749.00	\$27.77	\$73,630.00	\$35.40	\$89,511.00	\$43.03	N
5316	SHERIFF	337	\$123,245.00	\$59.26	\$160,218.00	\$77.03	\$197,192.00	\$94.80	E
5317	SHERIFF'S DISPATCHER I	113	\$36,853.00	\$17.72	\$46,066.00	\$22.15	\$55,280.00	\$26.58	N
5318	SHERIFF'S DISPATCHER II	114	\$38,548.00	\$18.54	\$48,185.00	\$23.17	\$57,822.00	\$27.80	N
5319	SHERIFF'S DISPATCHER MASTER	215	\$40,299.00	\$19.38	\$51,381.00	\$24.70	\$62,463.00	\$30.03	N
5320	SIGN TECHNICIAN	112	\$35,232.00	\$16.94	\$44,040.00	\$21.17	\$52,848.00	\$25.41	N
6011	SITE MANAGER BPT	108		\$14.15		\$17.69		\$21.23	N
7045	SITE MANAGER PT	108		\$14.15		\$17.69		\$21.23	N
5321	SOCIAL WORK DIVISION MANAGER	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
5322	SOCIAL WORK PROGRAM MANAGER	225	\$63,184.00	\$30.38	\$80,560.00	\$38.73	\$97,935.00	\$47.08	E
5323	SOCIAL WORK SUPERVISOR	222	\$55,209.00	\$26.55	\$70,392.00	\$33.84	\$85,574.00	\$41.14	E
5324	SOCIAL WORKER	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
7046	SOCIAL WORKER PT	219		\$23.20		\$29.57		\$35.95	N
5417	SOIL SCIENTIST	222	\$55,209.00	\$26.55	\$70,392.00	\$33.84	\$85,574.00	\$41.14	N
5325	SOLID WASTE COLLECTIONS SUPERVISOR	215	\$40,299.00	\$19.38	\$51,381.00	\$24.70	\$62,463.00	\$30.03	N
5326	STAFF ATTORNEY	329	\$75,579.00	\$36.34	\$98,253.00	\$47.24	\$120,926.00	\$58.14	E
5327	STORM WATER ENGINEER	327	\$69,078.00	\$33.22	\$89,801.00	\$43.17	\$110,525.00	\$53.14	E
5463	SUPPORT SERVICES MANAGER	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	E
5328	SWITCHBOARD OPERATOR	107	\$28,138.00	\$13.53	\$35,172.00	\$16.91	\$42,207.00	\$20.29	N
7047	SWITCHBOARD OPERATOR PT	107		\$13.53		\$16.91		\$20.29	N
5398	SYSTEMS ADMINISTRATOR	224	\$60,405.00	\$29.05	\$77,017.00	\$37.03	\$93,628.00	\$45.01	E
5329	SYSTEMS ANALYST	220	\$50,460.00	\$24.26	\$64,337.00	\$30.93	\$78,213.00	\$37.60	E
5330	SYSTEMS SUPPORT	218	\$46,120.00	\$22.18	\$58,803.00	\$28.27	\$71,486.00	\$34.37	N
5173	TAX ADMINISTRATOR	335	\$103,303.00	\$49.67	\$134,294.00	\$64.56	\$165,285.00	\$79.46	E
5331	TAX ASSESSMENT SPECIALIST	111	\$33,683.00	\$16.20	\$42,104.00	\$20.24	\$50,525.00	\$24.29	N
5332	TAX ASSESSMENT TECHNICIAN	109	\$30,786.00	\$14.81	\$38,482.00	\$18.50	\$46,179.00	\$22.20	N
5335	TRAINER	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
5336	TRAINING & DEVELOPMENT COORDINATOR	224	\$60,405.00	\$29.05	\$77,017.00	\$37.03	\$93,628.00	\$45.01	E
5337	TRAINING & TECHNOLOGY COORDINATOR	219	\$48,242.00	\$23.20	\$61,508.00	\$29.57	\$74,775.00	\$35.95	N
5338	TRAINING & TECHNOLOGY SPECIALIST	216	\$42,152.00	\$20.27	\$53,744.00	\$25.84	\$65,336.00	\$31.41	N
5339	TRAINING SUPERVISOR	221	\$52,781.00	\$25.38	\$67,296.00	\$32.35	\$81,811.00	\$39.33	N



### 3 APPENDIX C – PRICE/FEE FORM

**RFP# 2023-008, Compensation and Classification Study**

Company Name: \_\_\_\_\_

**Note: Refer to page #12, 6.2.7 Section H: Fee Proposal**

## 4 APPENDIX D – PROPOSAL SUBMISSION

RFP# 2023-008, Compensation and Classification Study

**Submit with Proposal**

*This Proposal is submitted by:*

Company Legal Name: \_\_\_\_\_  
Representative Name: \_\_\_\_\_  
Representative Signature: \_\_\_\_\_  
Representative Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Website Address: \_\_\_\_\_

**It is understood that Union County reserves the right to reject any and all proposals, to make awards according to the best interest of the County, to waive formalities, technicalities, to recover and re-advertise this project. Proposal is valid for 180 days. Proposal is submitted by an executive of the company that has authority to contract with Union County, NC.**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**5 APPENDIX E – ADDENDUM AND ANTI-COLLUSION**

**RFP# 2023-008, Compensation and Classification Study**

**Submit with Proposal**

Please acknowledge receipt of all addenda by including this form with your Proposal. Any questions or changes received will be posted as an addendum on [www.co.union.nc.us](http://www.co.union.nc.us) and/or [www.ips.state.nc.us](http://www.ips.state.nc.us). It is your responsibility to check for this information.

Addendum No.	Date Downloaded
_____	_____
_____	_____
_____	_____
_____	_____

**I certify that this proposal is made in good faith and without collusion with any other offeror or officer or employee of Union County.**

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

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



**6 APPENDIX F – SAMPLE VENDOR PAYMENT NOTIFICATION**

**RFP# 2023-008, Compensation and Classification Study**

**Do Not Submit with Proposal**

**---Informational Purposes Only---**

**ATTENTION: ACCOUNTS PAYABLE VENDORS**

As part of our Fraud Prevention Program, Union County now prefers two methods for payments to vendor accounts. These methods allow for faster and easier payments to vendors.

The first and preferred method available is to accept a VISA card payment from the County. If you accept payment via VISA, payment is made at the time of the transaction or upon receipt and approval of the invoice.

The second method is an Electronic Funds Transfer. (EFT) This means that you will receive payment of invoices due directly into your bank account. With this method, you will get an email confirmation giving you the date, invoice numbers, and total amount paid. Your payment will be available to you on Monday (or the first banking day if Monday is a bank holiday) following receipt of an approved invoice from the County department invoiced.

An EFT Enrollment Form to enroll in the program is attached for your convenience. You can also visit the Union County website at [www.unioncountync.gov](http://www.unioncountync.gov) at any time to get a new form if your banking information changes. If the banking information changes and you do not notify us, it will delay receipt of payment for invoices.

If you wish to receive payment via the County's VISA card, please contact Alex Whitaker at 704-283-3538 or Christi Climbingbear at 704-283-3543, or send an email to [alex.whitaker@unioncountync.gov](mailto:alex.whitaker@unioncountync.gov) and you will be added to the list of vendors accepting the VISA card method of payment.

Union County prefers all vendors participate in one of the two methods described above.

Thank you in advance for your participation.





Please return this completed form and supporting documents to:



Union County -Finance Office  
Suite 714, 7th Floor, 500 N. Main Street, Monroe NC 28112

**Phone:** (704) 283-3886 **Fax:** (704) 225-0664

**Email:** ap@unioncountync.gov

**Authorization for payment via Electronic Funds Transfer (EFT)**

Initial Enrollment

Change Information

Today's Date \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

By signing below, I hereby authorize Union County to electronically deposit funds into the account indicated below. I understand that if my banking information changes and Union County is not made aware of this change, then payment may be delayed.

Bank Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Routing/ABA # \_\_\_\_\_ Bank Acct No. \_\_\_\_\_

**Payment Notification:** I hereby authorize the following individual to receive an email notification of payment details for all funds deposited to the above account by Union County.

Name & Title \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Officer Name & Title \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature: \_\_\_\_\_

**FOR ACCOUNT VERIFICATION, PLEASE ATTACH A VOIDED CHECK.**

This authorization will remain in effect until Union County has received written notice to discontinue.

Print Form