

**LEON COUNTY BOARD OF COUNTY COMMISSIONERS**  
**INTEROFFICE MEMORANDUM**

DATE: June 30, 2009  
TO: Parwez Alam, County Administrator  
FROM: Lillian Bennett, Director of Human Resources *LWB*  
SUBJECT: Classification & Pay Review of Intergovernmental Affairs Coordinator

As per your request, HR has completed its classification and pay review of the proposed job changes to the Intergovernmental Affairs Coordinator position. The changes include the transfer of all Economic Development responsibilities from the Director of Tourist Development to the Intergovernmental Affairs Coordinator position, which is currently held by Ken Morris. The recommended position title for this new classification is Director of Legislative Affairs & Economic Development at a Pay Grade 58. This recommendation is based upon staff job evaluation of the functions, tasks and requirements of the position. In addition, a salary review of minimum and maximum pay rates of similarly situated positions within the City of Tallahassee and other Counties.

Job Evaluation Review. Currently the position is classified as Intergovernmental Affairs Coordinator pay grade 57. With the addition of Economic Development responsibilities and continued emphasis on Legislative Affairs, the position will increase in overall complexity and impact County wide, necessitating a change in the pay grade from PG 57 to PG 58.

Salary Review of Base Rates. Through benchmarking efforts, staff was able to determine minimum and maximum pay rates that would allow the County to retain employee and recruit competitively in a market place where intergovernmental affairs and economic development is the primary emphasis. Information was obtained from the City of Tallahassee and counties such as Manatee, Hillsborough, Lee, Alachua, Collier, Brevard, Lake, Seminole, and Charlotte. Since Intergovernmental Relations and Economic Development Departments typically have more employees assigned to them and have had like divisions/units in their organizations for some time, HR recommends that the position be increased to a Pay Grade 58, with a salary range of \$53,812.00 - \$108,921.46. This base rate is equivalent to other similarly situated position in complexity level, and scope of responsibility, some of which are non supervisory in Leon County. The incumbent is eligible for a 10% pay adjustment (5% for one pay grade and 5% other pay adjustment due to market consideration). The incumbent's salary will change from \$65,174.13 to \$71,691.54 annually. The new salary is close to the average minimum start rate of lead economic development and intergovernmental affairs positions that were benchmarked, regardless of the scope of their reporting relationships or to whom they reported to.

Your approval of the above recommendations is appreciated.