



Board Agenda Background

Date: 3/17/2026
To: Board of County Commissioners
Through: Colton Rohloff, County Manager
From: Carol Ann Fortune, Human Resources Director
Subject: Consideration of Resolution R-26-29, a Resolution Adopting the Amended 2024 Compensation Plan for All County Employees, Including Those of Elected County Officials, and Rescinding Resolution R-25-78

RECOMMENDATION

Staff recommends approval of Resolution R-26-29, a Resolution Adopting the Amended 2024 Compensation Plan for All County Employees, Including Those of Elected County Officials, and Rescinding Resolution R-25-78.

BACKGROUND

The Clear Creek County Compensation Plan is periodically updated to reflect organizational changes, Board policy decisions, and adjustments approved through the annual budget process. Maintaining an accurate Compensation Plan ensures that the County's position classifications and salary ranges align with current operational structures.

During the 2025 calendar year and the 2026 budget planning processes, the Board of County Commissioners approved several organizational changes that impact positions currently listed in the Compensation Plan. As a result, Human Resources has prepared updates to Exhibit A of the Plan to remove positions that are no longer utilized, update positions that have been restructured, and add positions that have been approved for implementation.

These updates reflect administrative and operational changes already approved by the Board and are intended to ensure that the Compensation Plan accurately reflects the County's current organizational structure.

ANALYSIS

The proposed amendments to the Compensation Plan include the following updates:

Positions Removed from the Compensation Plan

Several positions are being removed from the Compensation Plan because they are no longer utilized or have been replaced by updated positions approved by the Board:

- **Laborer/Cashier – Transfer Station (Range 11)**
Removed because the Board previously approved converting this seasonal role to a full-time year-round Transfer Station position currently reflected in Range 12, during the 2026 budget process.
- **Deputy Clerk Treasurer (Range 13)**
Removed following structural changes approved by the Board in 2025, establishing two Chief Deputy Clerk positions and eliminating the Deputy Clerk Treasurer role.



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- **Captain – Administrative and Special Services (Sheriff’s Office) (Range 27)**
Removed and replaced with a Special Services Lieutenant position in Range 26 to better align with operational needs within the Sheriff’s Office. (not currently approved by the Board).
- **Assistant to the Public Works Director / County Engineer (Range 27)**
Removed following the retirement of the Public Works Director and the consolidation of responsibilities into the new Public Works Director role.
- **IT Director (Range 28)**
Removed following the Board’s decision during the 2026 budget process to replace the position with contracted information technology services.

Positions Added to the Compensation Plan

- **Trek Teen Council Coordinator (Range 13)**
Added back to the Compensation Plan to support the Mountain Youth Network (MYN) Trek Teen Council Program, which serves as a youth advisory group representing the voice of students in Clear Creek County and supporting community prevention initiatives. The position provides coordination, planning, and facilitation of youth leadership activities, outreach events, and community presentations aligned with the Communities That Care and Positive Youth Development frameworks.

The position was previously left unfilled due to temporary funding reductions in 2025, but can now be reinstated due to secured grant funding through the GROC program and the EPIC (Elevating Prevention in Colorado) grant, providing funding for the position through June 2031.

- **Special Services Lieutenant (Range 26)**
Position created to replace Captain of Administrative and Special Services, to better align with operational needs within the Sheriff’s Office. (not currently approved by the Board)
- **Long Range Planner (Range 24)**
Added following Board approval during the 2026 budget process to support long-term planning and development initiatives.
- **Community Development Director (Range 28)**
Added to replace the Strategic and Community Planning Director position that was eliminated in 2025, reflecting the County’s updated organizational structure for planning and community development functions. This position will be posted internally and represents a net-zero change in the County’s current FTE count.

If filled through an internal promotion, a small salary adjustment may be required depending on the selected candidate, but it is not expected to impact the overall STATCOMM division budget. The position has not yet been posted, and revenues will be monitored closely before the position is posted. (not currently approved by the Board)

These updates do not change the underlying salary-grade structure of the Compensation Plan and are administrative in nature, ensuring the Plan accurately reflects positions currently authorized by the Board.



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CONCLUSION

The proposed amendments update the Compensation Plan to reflect organizational changes approved by the Board through prior policy and budget decisions. Updating the Plan ensures the County maintains an accurate and transparent compensation framework that aligns with the current organizational structure.

Staff recommends adoption of Resolution R-26-29, which incorporates these updates into the Compensation Plan and rescinds Resolution 25-78.

FISCAL IMPACT

The amendments reflect positions and organizational changes previously approved through the County's budget process. Any fiscal impacts associated with these positions have already been incorporated into the applicable departmental budgets.

ATTACHMENTS:

1. Resolution R-26-29 – with Exhibits A and B
2. Resolution R-25-78 – to be rescinded