

R-25-78

RESOLUTION ADOPTING THE AMENDED 2024 COMPENSATION PLAN FOR ALL COUNTY EMPLOYEES, INCLUDING THOSE OF ELECTED COUNTY OFFICIALS, AND RESCINDING RESOLUTION R-25-76

WHEREAS, the Clear Creek County Board of County Commissioners ("Board") desires to maintain a competitive compensation plan to attract, retain and motivate qualified employees while adhering to the County's fiscal responsibilities; and

WHEREAS, on January 7, 2025, the Board adopted the 2024 Compensation Plan ("Plan") by Resolution R-25-09; and

WHEREAS, on January 21, 2025, the Board adopted the 2024 Amended Compensation Plan ("Plan") by Resolution R-25-17; and

WHEREAS, on May 20, 2025, the Board adopted the 2024 Amended Compensation Plan ("Plan") by Resolution R-25-53; and

WHEREAS, on July 1, 2025, the Board adopted the 2024 Amended Compensation Plan ("Plan") by Resolution R-25-63; and

WHEREAS, on August 19, 2025, the Board adopted the 2024 Amended Compensation Plan ("Plan") by Resolution R-25-76; and

WHEREAS, Human Resources and EMS leadership completed a routine role review and prepared an updated EMS Captain job description to clarify core duties and lead-direction responsibilities; and

WHEREAS, with the updated job description in place, the EMS Captain position will be reflected as Non-Exempt (overtime-eligible) on a prospective basis within Exhibit A of the Compensation Plan, effective September 1, 2025; and

WHEREAS, these updates have been reviewed for consistency and do not materially impact the overall structure of the Plan or the 2025 budget; and

WHEREAS, these changes are included in an Amended 2024 Compensation Plan ("Amended Plan"), comprised of Exhibit "A" and "B" of this Resolution; and

WHEREAS, the Board recognizes the importance of a comprehensive compensation plan that reflects changes in the job market, updated job descriptions, and findings from the 2024 market study conducted using Payfactors from Payscale; and

WHEREAS, the Board strives to ensure equity and consistency in pay practices for all County employees, including those under elected officials and the Sheriff's Office, while maintaining role-specific compensation structures such as step plans for certain Sheriff's

Re-recorded to add signature





Office positions; and

WHEREAS, the Board further strives to apply data-driven compensation practices by utilizing Payfactors from Payscale to align salary grades and ranges with 100% of the survey market value of the midpoint, which is the difference between previous compensation analysis and current compensation data for a given salary grade, ensuring transparency and competitiveness; and

WHEREAS, the Amended Plan has a multi-year application, recognizing that employment positions, responsibilities, and economic conditions evolve over time, necessitating periodic adjustments to ensure the Amended Plan remains effective and relevant; and,

WHEREAS, the Amended Plan is a "living document" subject to non-fundamental changes to reflect changing circumstances influencing compensation of employees; and

WHEREAS, the Board affirms that transitioning employees into the Amended Plan will be managed equitably, with adjustments to address pay compression and to ensure all eligible employees are compensated appropriately relative to their assigned ranges; and

WHEREAS, the Board supports the implementation of performance-based pay increases to reward contributions and align with the County's goals of fostering accountability and excellence among its workforce; and

WHEREAS, the Board acknowledges the need for cost-of-living adjustments (COLAs) and regular range reviews to maintain alignment with market conditions and ensure long-term sustainability of the Amended Plan; and

WHEREAS, the County Manager, in consultation with the Human Resources Director, shall have the authority to make non-fundamental changes to the Amended Plan, provided the Board is timely apprised, and such changes are subject to further Board action as necessary; and

WHEREAS, all County employee positions, including those of County elected officials, with the exception of Sheriff's Office Detentions Deputy and Sheriff's Office Deputy Sheriff- Patrol, are included in the Non-Exempt and Exempt Salary Grades/Ranges tables attached hereto as Exhibit "A" and the salary grades for the two Sheriff's Office positions of Non-Certified Deputy and Certified Deputy are listed in a separate table, attached hereto as Exhibit "B"; and

WHEREAS, it is recommended that the Amended Plan be effective immediately; and

WHEREAS, the Amended Plan includes strategies for competitive pay, market benchmarking, and adjustments for range penetration, ensuring that all new hires are compensated commensurate with their experience and qualifications; and

316540 09/08/2025 10:40 AM B: 1075 P: 780 RESOLUTN
Page 2 of 9 R \$0.00 D \$0.00 T \$0.00 Clear Creek





WHEREAS, the Board affirms that any recommendations for modifications to the Amended Plan will be prepared with input from subject matter experts, ensuring consistency with organizational needs and alignment with market data.

NOW, THEREFORE, BE IT RESOLVED, by the Clear Creek County Board of County Commissioners:

1. Adoption of the 2024 Amended Compensation Plan: Effective immediately upon adoption of this Resolution, the 2024 Amended Compensation Plan is adopted as stated on the grid of salary grades and job positions attached hereto as Exhibit A and Exhibit B.
2. New Hire Starting Rates: New hire starting rates will be determined based on experience, skills, and market conditions. Hiring managers are authorized to offer compensation up to 10% above the minimum salary range. Offers exceeding this require approval from the County Manager or the relevant Elected Official.
3. Performance-Based Pay: Performance reviews will be conducted annually on the employee's work anniversary date, and future pay increases will be contingent on satisfactory performance evaluations. Employees who do not meet expectations will not receive increases until performance improves, as documented in subsequent evaluations.
4. Addressing Pay Compression: Regular audits will be conducted to address and correct pay compression issues, ensuring long-term employees are compensated equitably in comparison to new hires within the same range.
5. Equitable Adjustments: Eligible employees, as reflected in the current year budget, will receive a wage adjustment to move to the minimum of the new range or 100% of the market increase, whichever is greater. Employees currently above the maximum of their new pay range will not receive additional increases until the range maximum exceeds their current pay.
6. Budgeting for Wage Increases: It is recommended that the County budget for a 3% increase in total salary and wage costs annually, subject to economic conditions, to be distributed equitably among all employees.
7. Non-Fundamental Changes: The County Manager is authorized to make nonfundamental changes to the Amended Plan, in consultation with the Human Resources Director, provided the Board is timely informed and retains ultimate oversight.

///remainder of page intentionally left blank///

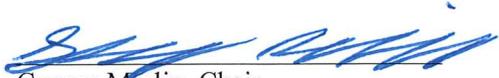


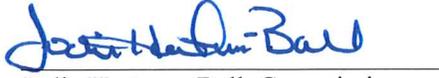


NOW, THEREFORE BE IT FURTHER RESOLVED, that Resolution R-25-76 is rescinded effective upon the adoption of this Resolution R-25-78.

BE IT EVEN FURTHER RESOLVED that this Resolution shall remain in full force and effect until amended or rescinded by the Clear Creek County Board of County Commissioners.

ADOPTED this 2nd day of September, 2025, at a regularly scheduled meeting of the Clear Creek County Board of County Commissioners.


George Marlin, Chair


Jodie Hartman-Ball, Commissioner


Rebecca Lloyd, Commissioner

ATTEST:


Deputy Clerk and Recorder
For Brenda L. Corbett
Clear Creek County Clerk and Recorder

316540 09/08/2025 10:40 AM B: 1075 P: 782 RESOLUTN
Page 4 of 9 R \$0.00 D \$0.00 T \$0.00 Clear Creek



[Signatures continue on following page]



The Amended 2024 Compensation Plan for All County Employees, Including Those of Elected County Officials, attached hereto as Exhibit A, are hereby accepted and approved:

Matthew Harris, County Sheriff

Brenda Corbett, County Clerk & Recorder

Chris Hegmann, County Coroner

Carol Lee, County Treasurer & Public Trustee

Donna Gee, County Assessor

Gary Faselt, County Surveyor





EXHIBIT A
Exempt and Non Exempt Grade and Range by Job Title
 Rev 09-2025

| Range | Type | Job Title | Minimum | Midpoint | Maximum | Spread |
|-------|------------|---|--------------------------|--------------------------|--------------------------|--------|
| 10 | Non-exempt | MYN Youth Advisor MYN Youth Advisor STEPP Election Judge | \$ 32,552.00 \$ 15.65 | \$ 38,064.00 \$ 18.30 | \$ 43,576.00 \$ 20.95 | 34% |
| 11 | Non-exempt | Laborer/TS seasonal Shelter Assistant | \$ 36,088.00 \$ 17.35 | \$ 42,640.00 \$ 20.50 | \$ 49,088.00 \$ 23.60 | 36% |
| 12 | Non-exempt | Facilities Maintenance Worker* Laborer/Cashier TS Property Transfer Technician/Mail Clerk Trails Technician Deputy Coroner I | \$ 40,248.00 \$ 19.35 | \$ 47,736.00 \$ 22.95 | \$ 55,224.00 \$ 26.55 | 37% |
| 13 | Non-exempt | Bus Operator Deputy Clerk Treasurer* Administrative Assistant II R&B | \$ 44,928.00 \$ 21.60 | \$ 53,456.00 \$ 25.70 | \$ 61,984.00 \$ 29.80 | 38% |
| 14 | Non-exempt | MYN Youth Program Coordinator Records Technician Ambulance Billing Specialist Animal Control/CEO* Appraiser Trainee* Bookkeeper-Admin HS Child Support Admin Tech Deputy Clerk and Recorder* Facilities Technician I* Inmate Program Coordinator Planning & Building Services Assistant* Accounting Specialist S.O. Shelter Assistant Manager IM Eligibility Case Manager-HS | \$ 50,128.00 \$ 24.10 | \$ 59,904.00 \$ 28.80 | \$ 69,680.00 \$ 33.50 | 39% |
| 15 | Non-exempt | Administrative Assistant S.O.* Deputy Clerk-Senior* Building Inspector* Caseworker I HR Generalist* Equipment Operator I Planner* Permit Services Technician* Code Enforcement Officer* Trails Supervisor* Office Administrator- HS Facilities Technician II* Deputy Coroner II Entry-Level Mechanic MYN Youth Involvement Coordinator Court Security Officer Digital Evidence Custodian Accounts Payable Specialist Level 2 - Help Desk Tech* Emergency Medical Technician** CCIC/NCIC Terminal Agency Coordinator/Records Technician Deputy Clerk to the Board of County Commissioners | \$ 55,952.00 \$ 26.90 | \$ 67,080.00 \$ 32.25 | \$ 78,312.00 \$ 37.65 | 40% |

316540 09/08/2025 10:40 AM B: 1075 P: 784 RESOLUTN
 Page 6 of 9 R \$0.00 D \$0.00 T \$0.00 Clear Creek





| Range | Type | Job Title | Minimum | Midpoint | Maximum | Spread |
|-------|------------|--|--------------|---------------|---------------|--------|
| 16 | Non-exempt | Public Health Administrative Assistant* | \$ 62,400.00 | \$ 75,088.00 | \$ 87,880.00 | 41% |
| | | Deputy Coroner III | \$ 30.00 | \$ 36.10 | \$ 42.25 | |
| | | Equipment Operator II | | | | |
| | | Public Works Technician | | | | |
| | | Assistance Coordinator HS | | | | |
| | | Engineering Technician* | | | | |
| | | Kitchen Manager | | | | |
| | | Licensed Appraiser* | | | | |
| | | Administrative Specialist R&B | | | | |
| | | Human Resources Analyst* | | | | |
| 17 | Non-exempt | Plans Examiner* | \$ 69,576.00 | \$ 84,136.00 | \$ 98,800.00 | 42% |
| | | GIS Specialist* | \$ 33.45 | \$ 40.45 | \$ 47.50 | |
| | | Shop Foreman R&B | | | | |
| | | Equipment Operator III | | | | |
| | | HR Specialist* | | | | |
| | | Senior Mechanic | | | | |
| | | Critical Care Paramedic (FTO \$1.50 increase)** | | | | |
| | | Community Paramedic/911** | | | | |
| 18 | Non-exempt | Chief Deputy Coroner | \$ 77,584.00 | \$ 94,224.00 | \$ 110,968.00 | 43% |
| | | Building Maintenance Supervisor* | \$ 37.30 | \$ 45.30 | \$ 53.35 | |
| 19 | Non-exempt | Investigator | \$ 86,528.00 | \$ 105,560.00 | \$ 124,592.00 | 44% |
| | | Executive Assistant/Senior Paralegal* | \$ 41.60 | \$ 50.75 | \$ 59.90 | |
| | | Sergeant - Detentions | | | | |
| | | Sergeant-Patrol | | | | |
| | | Non Certified Sergeant | | | | |
| | | Administrative Sergeant | | | | |
| | | EMS Captain** | | | | |
| 22 | Exempt | Caseworker III | \$ 60,500.00 | \$ 73,200.00 | \$ 85,900.00 | 44% |
| | | MYN Manager | | | | |
| | | Open Space Coordinator* | | | | |
| | | Transit Supervisor | | | | |
| | | Environmental Health Technician* | | | | |
| | | Veterans Service Officer* | | | | |
| | | Planning & Building Services Operations Manager* | | | | |
| 23 | Exempt | Public Health Nurse* | \$ 69,000.00 | \$ 84,200.00 | \$ 99,400.00 | 46% |
| | | Environmental Health Specialist Manager* | | | | |
| | | Shelter Manager | | | | |
| | | Grants Administrator | | | | |
| 24 | Exempt | Public Information Officer* | \$ 78,700.00 | \$ 96,800.00 | \$ 114,900.00 | 48% |
| | | Transfer Station Facility Manager | | | | |
| | | Strategic Communication Manager | | | | |
| | | Adult Protection Supervisor | | | | |
| | | School Resource Officer | | | | |
| | | Caseworker Supervisor | | | | |
| | | Emergency Management Director | | | | |
| | | Behavioral Health Co-Responder | | | | |
| | | Capital Projects Manager | | | | |
| | | District Supervisor-R&B | | | | |
| | | Nurse Practitioner - Public Health* | | | | |
| | | Systems Administrator* | | | | |
| | | Senior Accountant | | | | |
| | | Chief Deputy Treasurer and Public Trustee* | | | | |





| Range | Type | Job Title | Minimum | Midpoint | Maximum | Spread |
|-------|--------|---|---------------|---------------|---------------|--------|
| 25 | Exempt | Special Projects/Water Resources Manager* Captain: Quality Assurance Clinical Education** Psychologist Planning Manager* Public Lands Manager* | \$ 89,800.00 | \$ 111,300.00 | \$ 132,900.00 | 50% |
| 26 | Exempt | Internal Services Director Lieutenant Patrol Lieutenant Detentions Correctional Nurse CCHAT Director - LCSW Chief Building Official* | \$ 102,400.00 | \$ 128,000.00 | \$ 153,600.00 | 52% |
| 27 | Exempt | Assistant to the Public Works Director/County Engineer Public Health Director Captain-Patrol Captain-Detentions Captain Admin and Special Services-SO EMS Director Administrative Services Director | \$ 116,900.00 | \$ 147,200.00 | \$ 177,600.00 | 54% |
| 28 | Exempt | Public Works Director Human Services Director Undersheriff | \$ 133,300.00 | \$ 169,300.00 | \$ 205,300.00 | 56% |
| 29 | Exempt | Finance Director/Assistant County Manager Deputy County Manager Assistant County Attorney Human Resources Director IT Director | \$ 152,100.00 | \$ 194,700.00 | \$ 237,300.00 | 58% |

* Based on 32 hours per week

** Based on 56 hours per week

hourly rate and annualized salary is based on 32 hours per week





EXHIBIT B
CCC Sheriff 7 Step Plan
Rev 08-2025

| Step | Job Title | Annual Pay | Hourly | Spread |
|------|----------------------|--------------|----------|--------|
| 1 | Non Certified Deputy | \$ 69,967.90 | \$ 33.64 | |
| 2 | Non Certified Deputy | \$ 72,067.04 | \$ 34.65 | 3.00% |
| 3 | Non Certified Deputy | \$ 74,229.01 | \$ 35.69 | 3.00% |
| 4 | Non Certified Deputy | \$ 76,455.87 | \$ 36.76 | 3.00% |
| 5 | Non Certified Deputy | \$ 78,749.68 | \$ 37.86 | 3.00% |
| 6 | Non Certified Deputy | \$ 81,111.47 | \$ 39.00 | 3.00% |
| 7 | Non Certified Deputy | \$ 84,015.04 | \$ 40.17 | 3.00% |

| Step | Job Title | Annual Pay | Hourly | Spread |
|------|------------------|---------------|----------|--------|
| 1 | Certified Deputy | \$ 90,902.53 | \$ 43.70 | |
| 2 | Certified Deputy | \$ 93,629.60 | \$ 45.01 | 3.00% |
| 3 | Certified Deputy | \$ 96,438.49 | \$ 46.36 | 3.00% |
| 4 | Certified Deputy | \$ 99,331.64 | \$ 47.76 | 3.00% |
| 5 | Certified Deputy | \$ 102,311.59 | \$ 49.19 | 3.00% |
| 6 | Certified Deputy | \$ 105,380.94 | \$ 50.66 | 3.00% |
| 7 | Certified Deputy | \$ 108,542.37 | \$ 52.18 | 3.00% |

