



# REQUEST FOR PROPOSALS

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#2022-03.08

## A Compensation Survey and Assessment of County Jobs

**Submission Deadline:** 4:00 p.m., April 6, 2022

**Submission Location:** Houston County Auditor  
401 E. Goliad, Ste 204  
Crockett, TX 75835

**Date of Award:** April 12, 2022, 9:00 a.m.

**Contact:** Melissa Jeter  
Houston County Auditor  
(936)544-3255 x 232

Issued by the Houston County Commissioners Court  
on March 8, 2022  
Notices published on March 17 and 24, 2022.

**Houston County is an equal opportunity employer. Minority business enterprises are encouraged to submit proposals.**

**REQUEST FOR PROPOSAL**  
**for**  
**Houston County, Texas**  
**Professional Services Related to Conducting**  
**A Compensation Survey and Assessment of County Jobs**

**1. Introduction & General Information**

Houston County is located in the tall pine forests of Deep East Texas, about 70 miles north of Houston. The 2020 Census reported a county population of 22,066, representing a 7% reduction over the prior ten-year period. The County's fiscal year is October 1-September 30.

Houston County employs approximately 146 individuals, excluding elected officials, district and state personnel not included in this project. The current Personnel Management System was developed in 1991 and is periodically reviewed by the HR Committee and updated by the Commissioners Court. The most recent professional study and review of the County's job classification and pay plan was conducted in 1995 by Ray Associates for certain Law Enforcement and Road and Bridge jobs. Cost of Living increases are budgeted annually by the Commissioners Court, as funds are available, by an approved percentage and individual salaries are adjusted by merit increases (as budgeted funds exist) based upon performance evaluations.

**2. Purpose**

The County desires to maintain an internally and externally equitable, yet competitive, compensation plan. The plan will be used internally to reward employee performance and externally to attract and/or retain qualified employees. In its compensation plan, the County shall ensure compliance with state and federal statutes.

**3. Scope of Services Requested**

Houston County is requesting proposals from qualified individuals and professional firms experienced in conducting compensation surveys and assessments and able to demonstrate a thorough understanding of county government. Services offered within the proposal should include;

A. Review of existing Compensation Plan and Project Preparation;

- 1) Discuss and finalize plans for studies and coordination of such with designated County staff, including use of the compensation system and all forms, questionnaires, and survey instruments to be used;
- 2) Select Labor Market and benchmark classes in consultation with the Commissioner Court or designated representative;

- 3) Conduct orientation sessions if applicable and obtain employee input, if needed;
- 4) Conduct management and employee interviews, if applicable;
- 5) Prepare and review with county staff all draft survey documents.

**B. Salary and Benefits (Compensation) Assessment:**

- 1) Perform a review and analysis of the current structure and practices of total compensation and pay grades;
- 2) Consider and study both internal and external equity;
- 3) Prepare a customized salary and benefits survey instrument of job titles to be surveyed;
- 4) Conduct a customized market survey of salaries and benefits of the local and area counties, to include all of the competitive market where the County recruits in both the public and private sector, where appropriate;
- 5) Review, analyze and compile survey data of all surveyed jobs and benefits information;
- 6) Provide salary recommendations for each job title, incorporating both internal and external salary analyses;
- 7) Provide estimates of implementation costs, showing each County employee (by name & department) as well as recommendations for implementation;
- 8) Update and revise, if necessary, the County's procedures for administration and maintenance of the compensation plan;
- 9) May review and make recommendations regarding current method of over-time pay and compensatory time-off;
- 10) Prepare draft report for review with key staff and present final report within designated completion dates.
- 11) Be available for consultation with key staff as plan is implemented.

The completion date for all aspects of the project must be no later than August 1, 2022.

#### **4. Submission of Proposal**

There are no expressed or implied obligations for Houston County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

One (1) original and seven (7) copies of the proposal shall be submitted or delivered to Melissa Jeter, County Auditor, Houston County Annex, 401 E Goliad, Ste 204, Crockett, TX 75835, not later than 4 p.m. on Wednesday, April 6, 2022.

Each proposal shall be in a sealed envelope with "RFP #2022-03.08 Compensation Survey and Assessment" clearly written in the lower left-hand corner. Houston County

reserves the right to reject any or all proposals, to make an award as it may be advantageous to the County, and to waive all formalities in the bidding.

The HR Coordinator is willing to talk to or meet with any prospective proposer before the deadline for submitting proposals to answer any questions and to provide an opportunity for the firm to review the status of Houston County's level of compensation and benefits. Please contact Jan Pigford, Assistant to the County Judge (936/544-3255 x 221), to make arrangements.

The proposal must be signed by a person or persons legally authorized to bind the proposer and shall contain a statement to the effect that the proposal is a firm offer for a period of at least 30 days to allow for review and interview process.

All materials submitted in response to this RFP become the property of Houston County.

## **5. Selection Criteria**

Those submitting proposals shall have a minimum of five- (5) year's experience conducting comprehensive compensation assessments for similar sized or larger governmental entities and/or special districts.

In its decision to award a contract, the County will consider the proposer who submits an eligible proposal and is able to best produce a quality analysis in a sixty-(60) to ninety-(90) day time frame. Other criteria to be considered in the decision are: references, similar work done for other counties and/or local governments, recent work, work that avoids duplication (i.e., work recently done for other counties that could be reused in this assessment), experience of actual individuals who will perform the work, methodology, ability to broaden or shorten the spectrum of assessment, age and size of the firm, quality of previous work and samples, ability to deliver the final product in the required or lesser period of time, commitment to a tailored, practical product, and proximity of the proposer to Houston County.

The County will rank order to all submitting firms strictly on the basis of demonstrated competence to perform the services and qualifications. The County will attempt to negotiate a contract at a fair and reasonable price with the highest-ranking firm. If these negotiations fail, the County will formally end negotiations with the provider, select the next most highly qualified provider, and attempt to negotiate a contract with that provider at a fair and reasonable price. The County shall continue the aforementioned process with providers until an acceptable contact is achieved.

## **6. Objective**

Depending on costs and time constraints, the following are objectives to be considered, but is not all-inclusive and may be shortened or lengthened. The objective of this study includes, but is not limited to:

- Determination of Relevant Recruiting Markets
- Customized Compensation Survey & Detailed Report
- Proposed guidelines for an improved or new compensation program and step/grade plan, or recommendations to keep the current pay structure competitive
- Implementation of Results
- Review of overtime pay and compensatory time off

A. Determination of Relevant Markets

- 1) Analysis should be made relative to competitive markets involving both public and private employers. It is realized that different jobs will have different markets. The public and private comparisons need to be shown separately and combined. Private sector should be reviewed only where private is an appropriate consideration for that job type. Some jobs may be compared on a regional or statewide basis.
- 2) Care should be given to insure the unique jobs have a relative benchmark with which to be compared.
- 3) Employer to whom the County has lost an employee should be identified.

B. Customized Compensation Survey

- 1) A compensation and benefits survey need to be conducted involving each job identified by the County (excluding elected, district and state positions) as well as salary (pay) grade comparison.
- 2) This survey shall include demographic comparisons (number of employees, entity's size, geographical area & location, tax base, assessed valuation, sales tax and bonded debt).
- 3) The sensitivity for examining the value of jobs within each grade will assist in the placement of the job into appropriate steps of salary progression within and between specific grades based on market realities.

The compensation survey will be related to the overall benefits available to the employees compared to the public and private sectors. On those benefits that can be easily quantifiable, their relationship salary should be indicated. Those that are non-quantifiable or are difficult to assess a value should be commented on as to its importance and strength when reviewing actual salary. It should be noted some benefits are job specific.

C. Improved Step/Pay Grade Plan

The successful proposer shall present suggestions and recommendations as to how steps and pay grades should be situated in the best interest of the overall plan. The successful proposer shall also make recommendations as to how to improve or update the current system. This would include job classification criteria and its

allowance for score creep, how to deal with an employee reaching maximum within the scale, potential for merit or mix of merit pay with step increases, and requirements to keep the plan current and updated.

#### D. Implementing Results

Proposer shall make recommendations as to the implementation of the survey/assessment results. The Commissioners Court shall have the sole authority to implement results as a part of the County's annual budget process. Proposer shall indicate availability the firm's availability to the County throughout implementation.

#### E. Input from Employees

This project will have limited need for employee participation, as the key element consists of market study to determine the County's current compensation position. However, as needed, employee input shall be coordinated with the County's project personnel. Proposal methodology should state how communications will flow both from and to employees.

#### F. Overtime Pay and Compensatory Time Off Criteria

(to include FLSA review)

- 1) May prepare an analysis of the County's job positions as it relates to administrative, executive or professional exemptions to overtime rules (i.e., determine exempt and nonexempt status of each job position within the County.)
- 2) In light of the analysis above, examine the existing compensatory time-off system and assist the County in implementing any recommended changes, including the development of any change in the appropriate method of tracking compensatory time-off.

## 7. Proposal Requirements

Proposals shall be submitted in the prescribed format to ensure continuity during the review and scoring process. Proposals shall be divided into four sections consisting of an *Introduction*, *Project Description*, *Proposal Summary* and a *Proposed Agreement for Professional Consulting Services*, as follows;

### **INTRODUCTION**

#### A. Brief Description of the Proposers Firm, including;

- 1) Primary Business location and contact numbers;
- 2) Length of time in business;
- 3) Total current number of full-time professional employees;
- 4) Names of Principals;
- 5) Complete list of all professional services provided by the firm;
- 6) Amount of insurance coverage the firm maintains in General Liability, Professional Liability and Workers Compensation;

- 7) List of any sub-contractors and/or sub-consultants that the firm intends to use on this project (specifying their role in the project) with detailed information regarding prior projects on which these subs have worked with the firm;
- B. Project Team and Team Organization
- 1) Statement identifying all personnel working on the project and the specific role each individual will fill;
  - 2) Resumes for all persons proposed to work on the project and their tenure in this type of project;
  - 3) Team Members office locations and phone numbers;
  - 4) A brief description of the Team experience;
- C. Brief Assessment of the Firm's Present Workload
- The firm must demonstrate its ability to perform the requested services in a timely basis, with completion achieved within the 60 - 90 day timeframe and no later than August 15, 2002.
- D. Statement of Qualifications, Including Size, History, and Scope of Experience of the Firm, including;
- 1) Reference demonstrating a thorough understanding of local government, including names, addresses, phone numbers and the specific work accomplished;
  - 2) A list identifying the location, client and brief description of all projects which have been completed in the past five-(5) years. Omission of past clients can and may be used to eliminate potential bidders.

### **PROJECT DESCRIPTION**

- A. Discuss the proposed scope of work detailing the methods, forms, questionnaires and survey instruments to be used and the approach proposed to achieve the desired results for each project component.
- B. A detailed work plan including a time table for completing key projects milestones.
- C. A detailed description of work required of County staff.

### **PROPOSAL SUMMARY**

- A. Itemization of Costs, to include each phase of the project in the following order:
  - 1) Planning, Administration, Audit and Project Communication Sessions
  - 2) Market Pay Rates/Salary and Benefits Survey
  - 3) Pay Structure/Compensation analyses
  - 4) Review of overtime pay and compensatory time off
  - 5) Final Report & Guidelines
  - 6) Estimated Expenses (including itemized travel)
  - 7) Implementation of Recommendations
- B. Consultant Hours to perform each task.
- C. Time Schedule for fully completing all components of Project.

**AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES**

Include a proposed Agreement for Services, of which this RFP shall become a part, to be reviewed by the legal counsel for the County.

**8. Additional Conditions for Submission of Proposals**

Assignment of Contractual Rights – Submission of a proposal by the proposer constitutes agreement that the successful proposer shall not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in to the same, or any part thereof, without previous written consent of Polk County.

Withdrawal of a proposal shall be in written form and be received prior to the opening of the proposals. The County reserves the right to reject any or all proposals, waive any informality in a proposal or to withhold the award for any reason the County determines.

Based upon the proposal provided, firms may be selected for interviews and/or presentations. Upon completion of the interview phase, the County expects, but is not obligated, to proceed with negotiation of a contract with the selected Proposer. A final contract for services may include some or all of the objectives described herein or may include additional work, as negotiated and determined to be in the interest of the County.

In the event that it becomes necessary to revise any part of this RFP, an addendum, supplement or amendment will be provided only to persons who have requested a copy of the RFP from the County.

**9. Attachments:**

**Exhibit A.** County Positions, by Class/Title - Wage - Group - Department

**Exhibit B.** Current Pay Schedule



**BEGINNING OCTOBER 1, 2021-FY 2022-COMPENSATION OF  
COUNTY OFFICERS AND EMPLOYEES (LGC 152.011)**

<b>POSITION</b>	<b>PAY TYPE</b>	<b>ANNUAL SALARY</b>	<b>LONGEVITY</b>	<b>TYPE</b>
County Judge	Salary	\$ 57,878.27	\$ 580.00	Elected
County Judge	Supp-Statutory	\$ 25,162.70	\$ -	Elected
County Judge	Supp-Juv Board	\$ 2,884.50	\$ -	Elected
Administrative Assistant-Co Judge	Salary	\$ 40,866.92	\$ 1,680.00	18
Office Clerk/Secretary	Salary-P/T	\$ 12.01	per hour	13
Commissioner	Salary	\$ 55,807.44	\$ 660.00	Elected
Commissioner	Salary	\$ 55,807.44	\$ 2,730.00	Elected
Commissioner	Salary	\$ 55,807.44	\$ -	Elected
Commissioner	Salary	\$ 55,807.44	\$ 330.00	Elected
County Clerk	Salary	\$ 55,208.25	\$ 2,670.00	Elected
County Clerk-Chief Deputy	Salary	\$ 35,970.09	\$ 1,220.00	18
County Clerk Deputy	Salary	\$ 31,231.42	\$ 240.00	16
County Clerk Deputy	Salary-RMPF	\$ 31,237.38	\$ -	16
County Clerk-Land Records Clerk-Part Time	Salary-P/T	\$ 13.24	per hour	15
Veterans Services Officer (Appointed)	Salary	\$ 16,555.13	\$ 120.00	Appointed
IT Technician	Salary	\$ 33,435.72	\$ -	17
County Court at Law Judge	Salary	\$ 63,028.79	\$ 2,730.00	Elected
County Court At Law Judge	Supp-State	\$ 83,875.76	\$ -	Elected
County Court At Law Judge	Supp-County Statutory	\$ 33,547.63	\$ -	Elected
County Court At Law Judge	Supp-Juv Board	\$ 2,884.50	\$ -	Elected
Court Reporter-CCL (Appointed)	Salary	\$ 62,495.59	\$ 530.00	Appointed
Court Coordinator-CCL	Salary	\$ 39,185.68	\$ 320.00	20
County Court at Law Clerk	Salary-P/T	\$ 12.01	per hour	13
Court Reporter-349th (Appointed)	Salary	\$ 28,605.84	\$ 1,120.00	Appointed
Court Reporter-3rd (Appointed)	Salary	\$ 12,097.27	\$ 1,580.00	Appointed
Court Coordinator-District	Salary	\$ 42,871.95	\$ 510.00	20
District Judge-349th	Supp-Juv Board	\$ 2,884.50	\$ -	Elected
District Judge-3rd	Supp-Juv Board	\$ 2,884.50	\$ -	Elected
District Judge-349th	Supp-County Statutory	\$ 6,345.06	\$ 2,170.00	Elected
District Judge-3rd	Supp-County Statutory	\$ 6,345.06	\$ 1,710.00	Elected
District Clerk	Salary	\$ 55,208.25	\$ 3,100.00	Elected
District Clerk-Chief Deputy	Salary	\$ 38,740.14	\$ 1,570.00	18
District Clerk-Deputy-Civil	Salary	\$ 32,695.92	\$ 600.00	17
District Clerk-Deputy	Salary	\$ 29,749.68	\$ 220.00	16
Part Time Clerk-District Clk	Salary-P/T	\$ 10.38	per hour	10
Justice of the Peace-Prec 1	Salary	\$ 55,807.37	\$ 1,910.00	Elected
Justice of the Peace-Prec 1	Travel Allow	\$ 798.84	\$ -	Elected
Justice of the Peace-Prec 2	Salary	\$ 55,807.37	\$ 2,490.00	Elected
Justice of the Peace-Prec 2	Travel Allow	\$ 798.84	\$ -	Elected
Chief Deputy Clerk- JP Prec 2	Salary	\$ 36,751.32	\$ 2,160.00	17
Chief Deputy Clerk- JP Prec 2	Travel Allow	\$ 299.60	\$ -	17
Chief Deputy Clerk- JP Prec 1	Salary	\$ 36,751.32	\$ 2,350.00	17
Chief Deputy Clerk- JP Prec 1	Travel Allow	\$ 299.60	\$ -	17
County Attorney	Salary	\$ 55,208.25	\$ 1,530.00	Elected
County Attorney	Supp-State	\$ 83,875.76	\$ -	Elected

County Attorney	Supp-Juv Board	\$	2,884.50	\$	-	Elected
Assistant Co Attorney	Salary	\$	67,947.12	\$	340.00	32
Office Clerk-Co Attny	Salary	\$	29,229.12	\$	590.00	13
Office Administrator-Co Attny	Salary	\$	34,318.08	\$	1,530.00	18
Part Time Clerk-Co Attny	Salary-P/T	\$	10.38	per hour		10
VAC/Investigator-Co Attny	Salary-Grant/Match	\$	41,599.44	\$	-	21
District Attorney	Supp-County Statutory	\$	8,273.60	\$	3,140.00	Elected
Asst District Attorney	Salary	\$	76,131.09	\$	130.00	32
Office Administrator-District Attny	Salary	\$	37,565.10	\$	3,600.00	18
Office Administrator-District Attny	Supp-DA Apportionment	\$	9,901.47	\$	-	18
Investigator-DA	Salary	\$	42,871.95	\$	-	21
Grand Jury Clerk/VAC-DA	Salary	\$	32,683.50	\$	1,240.00	17
Clerk - District Attorney	Salary-DA/GF	\$	29,789.10	\$	300.00	13
Elections Administrator	Salary	\$	37,462.29	\$	440.00	20
Administrative Asst - Elections	Salary	\$	12.62	per hour		13
Elections Clerk - Part Time	Salary	\$	12.00	per hour		13
County Auditor (Appointed)	Salary	\$	76,482.83	\$	1,620.00	Appointed
1st Asst Co Auditor	Salary	\$	39,341.84	\$	690.00	18
2nd Asst Co Auditor-Internal Auditor	Salary	\$	35,618.00	\$	210.00	16
Clerk-Co Auditor	Salary	\$	29,362.50	\$	-	16
County Treasurer	Salary	\$	55,208.25	\$	1,560.00	Elected
Co Treasurer-Chief Deputy	Salary	\$	37,309.41	\$	480.00	18
Co Treasurer-Deputy	Salary	\$	33,094.71	\$	-	16
Tax Assessor	Salary	\$	55,894.86	\$	3,030.00	Elected
Tax A/C-Deputy	Salary	\$	30,934.17	\$	660.00	16
Tax A/C-Deputy	Salary	\$	32,407.29	\$	2,460.00	17
Tax A/C-Deputy	Salary	\$	32,480.19	\$	530.00	17
Tax A/C-Chief Deputy	Salary	\$	35,597.88	\$	1,760.00	18
Tax A/C-Deputy	Salary	\$	29,461.05	\$	-	16
Part Time Clerk-Tax A/C	Salary	\$	13.25	per hour		15
Facilities Administrator	Salary	\$	49,673.86	\$	-	23
Custodian Supervisor	Salary	\$	34,816.50	\$	410.00	14
Custodian	Salary	\$	24,693.93	\$	1,680.00	10
Custodian	Salary	\$	24,693.93	\$	1,540.00	10
Constable Prec 1	Salary	\$	23,790.03	\$	2,430.00	Elected
Constable Prec 1	Supp-Environmental Officer	\$	29,754.52	\$	-	17
Constable Prec 2	Salary	\$	23,790.03	\$	2,710.00	Elected
Constable Prec 2	Supp-Comm Service Officer	\$	32,347.56	\$	-	18
Sheriff	Salary	\$	58,922.70	\$	810.00	Elected
Chief Deputy Sheriff	Salary	\$	52,368.12	\$	660.00	27
Lieutenant Deputy Sheriff	Salary	\$	39,357.83	\$	2,880.00	20
Administrative Deputy	Salary	\$	37,099.62	\$	2,490.00	18
Sgt Investigator-Deputy Sheriff	Salary	\$	44,179.56	\$	1,400.00	23
Sgt Investigator-Deputy Sheriff	Salary	\$	44,079.66	\$	-	23
Patrol Sgt	Salary	\$	42,192.63	\$	1,720.00	22
Patrol Sgt	Salary	\$	42,192.63	\$	750.00	22
Patrol Sgt	Salary	\$	40,853.16	\$	160.00	22
Patrol Sgt	Salary	\$	43,195.68	\$	2,070.00	22
Civil Process Deputy Sheriff	Salary	\$	36,512.91	\$	1,370.00	19
Transport Deputy Sheriff	Salary	\$	35,587.08	\$	150.00	19

Deputy Sheriff	Salary	\$	36,512.91	\$	1,460.00	19
Deputy Sheriff	Salary	\$	35,587.08	\$	-	19
Deputy Sheriff	Salary	\$	35,587.08	\$	190.00	19
Deputy Sheriff	Salary	\$	35,867.88	\$	-	19
Deputy Sheriff	Salary	\$	35,587.08	\$	270.00	19
Deputy Sheriff	Salary	\$	36,005.21	\$	-	19
Deputy Sheriff	Salary	\$	36,005.21	\$	-	19
Dispatcher Supervisor	Salary	\$	33,694.92	\$	1,610.00	16
Dispatcher	Salary	\$	28,883.25	\$	240.00	15
Dispatcher	Salary	\$	28,883.25	\$	230.00	15
Dispatcher	Salary	\$	26,743.75	\$	120.00	15
Dispatcher	Salary	\$	27,507.87	\$	-	15
Dispatcher	Salary	\$	27,278.75	\$	290.00	15
Dispatcher	Salary	\$	26,743.75	\$	-	15
Dispatcher	Salary	\$	28,883.25	\$	-	15
Dispatcher	Salary	\$	28,883.25	\$	-	15
Part Time-Deputy	Salary-P/T-Deputy	\$	15.48	per hour		19
Part Time-Dispatcher	Salary-P/T-Dispatcher	\$	12.74	per hour		15
Jail Administrator	Salary	\$	44,610.21	\$	2,880.00	23
Jail Lieutenant	Salary	\$	36,601.20	\$	-	18
Jail Sergeant	Salary	\$	33,163.02	\$	450.00	17
Jail Sergeant	Salary	\$	33,163.02	\$	890.00	17
Jail Sergeant	Salary	\$	32,323.05	\$	290.00	17
Jail Sergeant	Salary	\$	33,163.02	\$	480.00	17
Jail Sergeant	Salary	\$	32,323.05	\$	230.00	17
Jailer	Salary	\$	30,327.48	\$	470.00	16
Jailer	Salary	\$	30,934.17	\$	510.00	16
Jailer	Salary	\$	30,934.17	\$	860.00	16
Jailer	Salary	\$	30,934.17	\$	610.00	16
Jailer	Salary	\$	30,327.48	\$	260.00	16
Jailer	Salary	\$	28,883.25	\$	-	16
Jailer	Salary	\$	28,883.25	\$	-	16
Jailer	Salary	\$	28,883.25	\$	-	16
Jailer	Salary	\$	28,883.25	\$	-	16
Jailer	Salary	\$	31,127.22	\$	790.00	16
Jailer	Salary	\$	30,327.48	\$	-	16
Jailer	Salary	\$	30,327.48	\$	310.00	16
Jailer	Salary	\$	28,883.25	\$	-	16
Jailer	Salary	\$	31,127.22	\$	-	16
Jailer	Salary	\$	27,507.87	\$	-	16
Jailer	Salary	\$	28,883.25	\$	-	16
Jailer - Part Time	Salary-P/T	\$	12.74	per hour		16
Administrative Asst-DPS	Salary	\$	29,785.32	\$	310.00	14
County Agent-Ag (Appointed)	Salary	\$	15,957.00	\$	1,120.00	Appointed
County Agent-Ag (Appointed)	Travel	\$	6,322.05	\$	-	Appointed
County Agent-FCS (Appointed)	Salary	\$	15,957.00	\$	840.00	Appointed
County Agent-FCS (Appointed)	Travel	\$	6,322.05	\$	-	Appointed
Administrative Asst-County Agents	Salary	\$	28,233.48	\$	120.00	14
Road Supervisor - Prec 1	Salary	\$	38,308.41	\$	2,040.00	19
Heavy Equip Operator-Prec 1	Salary	\$	31,097.25	\$	320.00	14

Heavy Equip Operator-Prec 1	Salary	\$	33,168.42	\$	750.00	14
Heavy Equip Operator-Prec 1-w/ CDL	Salary-P/T	\$	14.68	per hour		17
Heavy Equip Operator-Prec 2	Salary	\$	35,070.84	\$	1,650.00	17
Heavy Equip Operator-Prec 2	Salary	\$	34,418.25	\$	2,720.00	17
Heavy Equip Operator-Prec 2-w/ CDL	Salary-P/T	\$	15.33	per hour		17
Heavy Equip Operator-Prec 2-w/ CDL	Salary-P/T	\$	15.74	per hour		17
Heavy Equip Operator-Prec 2-w/ CDL	Salary-P/T	\$	15.74	per hour		17
Heavy Equip Operator-Prec 2-w/ CDL	Salary-P/T	\$	15.74	per hour		17
Road Hand-Prec 2	Salary-P/T	\$	12.01	per hour		13
Heavy Equip Operator-Prec 3	Salary	\$	37,623.69	\$	1,190.00	17
Heavy Equip Operator-Prec 3-w/ CDL	Salary	\$	34,063.97	\$	-	17
Heavy Equip Operator-Prec 3	Salary	\$	37,623.69	\$	640.00	17
Road Supervisor - Prec 3	Salary	\$	38,930.49	\$	1,010.00	19
Heavy Equip Operator-Prec 3-w/CDL	Salary-P/T	\$	15.33	per hour		17
Heavy Equip Operator-Prec 4-w/CDL	Salary	\$	37,217.61	\$	3,120.00	17
Heavy Equip Operator-Prec 4-w/CDL	Salary	\$	30,859.40	\$	810.00	14
Heavy Equip Operator-Prec 4-w/CDL	Salary	\$	31,385.88	\$	370.00	14
Heavy Equip Operator-Prec 4-w/CDL	Salary	\$	30,859.38	\$	740.00	14
Equip Operator-Prec 4	Salary-P/T	\$	13.73	per hour		14
Equip Operator-Prec 4	Salary-P/T	\$	13.52	per hour		14
Bailiff	Salary	\$	30,824.01	\$	580.00	15
Sgt - Bailiff	Salary	\$	32,323.05	\$	280.00	17
Bailiff	Salary	\$	29,362.50	\$	1,530.00	15
Courthouse Security Deputy	Salary	\$	34,918.29	\$	-	19
Courthouse Security Deputy	Salary	\$	34,918.29	\$	-	19
CHS Deputy - Part Time	Salary-P/T	\$	16.10	per hour		19
Commissioners Asst	Salary	\$	29,812.59	\$	410.00	13
Emer Mgmt Coordinator	Salary	\$	52,127.62	\$	-	24
Grant Administrator	Salary	\$	57,409.36	\$	-	27
Chief Juvenile Prob Officer	Salary	\$	65,404.69	\$	2,800.00	30
Juvenile Prob Officer	Salary	\$	45,868.78	\$	460.00	22
911 Coordinator	Salary	\$	36,883.89	\$	350.00	17
Senior Citizens Center-Cook	Salary-P/T	\$	11.18	per hour		10
Senior Citizens Center-Cook	Salary-P/T	\$	11.18	per hour		10
Senior Citizens Center-Cook	Salary-P/T	\$	11.18	per hour		10
Senior Citizens Center-Activities	Salary-P/T	\$	11.18	per hour		10
Senior Citizens Center-Activities Director	Salary-P/T	\$	12.32	per hour		12
Senior Citizens Center-Maintenance	Salary-P/T	\$	11.18	per hour		10
Senior Citizens Center-Facility Director	Supplement	\$	4,992.61	\$	-	Appointed
Home Delivered Meal Program-Sorter	Salary-P/T	\$	11.18	per hour		10
Home Delivered Meal Program-Director	Salary-P/T	\$	12.91	per hour		12
Home Delivered Meal Program-Driver	Salary-P/T	\$	11.18	per hour		10
Home Delivered Meal Program-Driver	Salary-P/T	\$	11.18	per hour		10
Home Delivered Meal Program-Driver	Salary-P/T	\$	11.18	per hour		10
FULL TIME SALARIES (132 positions)	\$	5,537,332.80	(Avg 9.7 yrs)			
PART TIME SALARIES	\$	494,736.73				
ELECTED POSITIONS - 19 (in bold)	LONGEVITY(105)	\$	121,970.00			
APPOINTED POSITIONS - 7 (in italics)						

# HOUSTON COUNTY FY 2022 Pay Scale

10/26/2021

Pay Range	Pay Basis	Base	Midpoint	Maximum	Job Titles
9	Annually	\$20,083.22	\$23,095.71	\$26,108.19	Office Aide
	Biweekly	\$790.66	\$888.30	\$1,004.16	
	Hourly	\$9.88	\$11.10	\$12.55	
10	Annually	\$21,087.39	\$24,250.50	\$27,413.61	Receptionist - File Clerk/Office Assistant Custodian
	Biweekly	\$830.19	\$932.71	\$1,054.37	Driver - Home Delivered Meal Program Warehouse-Home Delivered Meal
	Hourly	\$10.38	\$11.66	\$13.18	Cook - Senior Citizens Center
11	Annually	\$22,664.30	\$26,063.95	\$29,463.59	VACANT
	Monthly	\$1,888.69	\$2,172.00	\$2,455.30	
	Biweekly	\$871.70	\$1,002.46	\$1,133.22	
12	Annually	\$23,797.52	\$27,367.15	\$30,936.77	Home Delivered Meals-Director Senior Center-Director
	Biweekly	\$915.29	\$1,052.58	\$1,189.88	
	Hourly	\$11.44	\$13.16	\$14.87	
13	Annually	\$24,987.39	\$28,735.50	\$32,483.61	Clerk (DA, Treasurer, Auditor, Commissioners) Assistant Elections Administrator
	Biweekly	\$961.05	\$1,105.21	\$1,249.37	Office Assistant
	Hourly	\$12.01	\$13.82	\$15.62	Road & Bridge - Road Hand
14	Annually	\$26,236.76	\$30,172.28	\$34,107.79	Administrative Assistance (DPS & Ext Office) Custodial Supervisor
	Biweekly	\$1,009.11	\$1,160.47	\$1,311.84	Equipment Operator - R & B(without CDL)
	Hourly	\$12.61	\$14.51	\$16.40	
15	Annually	\$27,548.60	\$31,680.89	\$35,813.18	Jailer-Probationary Deputy Clerk 1 (Tax A/C)
	Monthly	\$2,295.72	\$2,640.07	\$2,984.43	Dispatcher Legal Assistant
	Biweekly	\$1,059.56	\$1,218.50	\$1,377.43	Deputy Bailiff Deputy Clerk 1 (Co & Distr Clerk)
16	Annually	\$28,926.03	\$33,264.94	\$37,603.84	Deputy Clerk 2 (Tax A/C, District Clerk, Treasurer) Dispatch Supervisor
	Biweekly	\$1,112.54	\$1,279.42	\$1,446.30	Second Asst Co Auditor Certified Jailer
	Hourly	\$13.91	\$15.99	\$18.08	
17	Annually	\$30,372.33	\$34,928.18	\$39,484.03	IT Support Crime Victim Coordinator
	Monthly	\$2,531.03	\$2,910.68	\$3,290.34	Bailiff - Sgt Certified Jail Sgt
	Biweekly	\$1,168.17	\$1,343.39	\$1,518.62	Chief Clerk (Justice of the Peace) 911 Address Coordinator Environmental Officer Senior Clerk-Motor Vehicles (Tax A/C) Senior Clerk-(County Clerk) Heavy Equipment Operator - R & B (with CDL) Deputy Clerk-Civil-District Clerk
18	Annually	\$31,890.95	\$36,674.59	\$41,458.24	Chief Deputy Clerk (Co Clk, Dist Clk, Tax A/C, Treas) First Assistant County Auditor
	Monthly	\$2,657.58	\$3,056.22	\$3,454.85	Administrative Assistant (Co Judge) Certified Jail Lt
	Biweekly	\$1,226.58	\$1,410.56	\$1,594.55	Office Administrator (CA/DA) Administrative Deputy
19	Annually	\$33,485.50	\$38,508.32	\$43,531.15	Deputy Sheriff R&B Precinct Supervisor
	Biweekly	\$1,287.90	\$1,481.09	\$1,674.27	Transport Deputy-SO
	Hourly	\$16.10	\$18.51	\$20.93	Deputy Sheriff - Civil Process
20	Annually	\$35,159.77	\$40,433.74	\$45,707.70	Court Coordinator (County Court at Law/ District) Lt - Deputy Sheriff
	Biweekly	\$1,352.30	\$1,555.14	\$1,757.99	Administrative Lt - Sheriff Office Facilities Administrator
	Hourly	\$16.90	\$19.44	\$21.97	Elections Administrator
21	Annually	\$36,917.76	\$42,455.43	\$47,993.09	Investigator - Deputy Sheriff / CA / DA
	Biweekly	\$1,419.91	\$1,632.90	\$1,845.89	Deputy EMC/Fire Marshal
	Hourly	\$17.75	\$20.41	\$23.07	Investigator Major Crimes/Courthouse Security Deputy
22	Annually	\$38,763.65	\$44,578.20	\$50,392.74	Juvenile Probation Officer
	Biweekly	\$1,490.91	\$1,714.55	\$1,938.18	Patrol Sgt - Deputy Sheriff
	Hourly	\$18.64	\$21.43	\$24.23	
23	Annually	\$40,701.83	\$46,807.11	\$52,912.38	Network Administrator
	Biweekly	\$1,565.46	\$1,800.27	\$2,035.09	Jail Administrator
	Hourly	\$19.57	\$22.50	\$25.44	Sgt - Investigator - Deputy Sheriff
24	Annually	\$42,736.92	\$49,147.46	\$55,558.00	Emergency Management Coordinator / Fire Marshal
	Biweekly	\$1,643.73	\$1,890.29	\$2,136.85	
	Hourly	\$20.55	\$23.63	\$26.71	
25	Annually	\$44,873.77	\$51,604.83	\$58,335.90	VACANT
26	Annually	\$47,117.46	\$54,185.08	\$61,252.70	VACANT
27	Annually	\$49,473.33	\$56,894.33	\$64,315.33	Chief Deputy Sheriff
	Biweekly	\$1,902.82	\$2,188.24	\$2,473.67	Grants Administrator
	Hourly	\$23.79	\$27.35	\$30.92	
28	Annually	\$51,947.00	\$59,739.05	\$67,531.10	VACANT
29	Annually	\$54,544.35	\$62,726.00	\$70,907.65	VACANT
30	Annually	\$57,271.56	\$65,862.30	\$74,453.03	Chief Juvenile Probation Officer
31	Annually	\$60,135.14	\$69,155.41	\$78,175.69	VACANT
32	Annually	\$63,141.90	\$72,613.18	\$82,084.47	Assistant District Attorney
	Biweekly	\$2,428.53	\$2,792.81	\$3,157.09	Assistant County Attorney

**ELECTION WORKERS:**  
 Clerks - \$12.00 / hour  
 Alternate Election Judge - \$13.00  
 Election Judge - \$14.00