

**Columbia 9-1-1 Communications District
Personnel Committee Meeting
August 18, 2022 10:00 am**

Administrative Staff Wage Adjustments for 2022-23

Action taken at 6/30/22 Board meeting:

Contract Memorandum of Agreement (MOA) with the Columbia 9-1-1 Dispatchers Association was approved. The MOA extended the current contract to June 30, 2023, adjusted all pay ranges by five percent (5%) and added a health incentive program which rewards those employees who maintain a certain level of their sick leave accrual.

It is the historical practice of our Board of Directors to consider administrative wage adjustments in conjunction with collective bargaining impacts following contract settlement.

Explanations of Administrative wage scale adjustments for 2022-23:

- **All Administrative pay ranges were adjusted 5.0%**
This is in line with past practice of extending the same percentage increase to the admin group as the bargaining unit. Portland CPI(W) Jan.-Dec. 2021 was 5.3%. The first half of 2022 was 9.0%. Annual Cost impact: \$29,900
- **Office Support Specialist wage scale adjusted an additional 5%**
This pay range has fallen behind the others due to the increases being smaller when the COLA percentages are applied. This position will also have added responsibilities with the retirement of the District's CFO. Annual Cost impact: \$3,100
- **Aligned all three manager positions on the same pay scale.**
The CFO position was established at 3% over other managers due to the responsibilities taken in the absence of the Executive Director. With the upcoming retirement of the CFO, this will no longer be applicable. Annual Cost impact: \$5,200
- **Certification pay for Technical Manager position**
Establish the incentive equivalent to the DPSST Advanced certification pay of 6% for earning a Bachelor of Science degree in electrical engineering. In order to maintain the certification pay, continuing education credits must be presented yearly on their anniversary date at a level that will be determined by the Executive Director.
Annual Cost impact: \$5,600

Certification pay is obtainable by almost all positions within the District through DPSST. In 2000, the District created an opportunity for the CFO to earn certification pay by rewarding the completion of the OGFOA certification program. Continuing education was also required to maintain the certification pay.

With the Technical Manager's expertise and knowledge, we have become completely independent from the vendor we previously contracted with to support all our network systems. Attached is a document that shows the costs associated with that vendor over the last seven fiscal years. Cost savings: \$7,700 (Average over past three years).

All cost impacts have been included in the approved and adopted FY 2022-23 budget. Executive Director position is under an employment contract and compensation will be reviewed separately.