



## Finance, Administration, and Economic Development Committee

### Beaufort County, SC

This meeting will be held both in person at the County Council Chambers, 100 Ribaut Road, Beaufort, and virtually through Zoom.

**Monday, June 17, 2024**

**3:00 PM**

#### AGENDA

##### COMMITTEE MEMBERS:

**MARK LAWSON, CHAIRMAN**  
**DAVID P. BARTHOLOMEW**  
**YORK GLOVER**

**ANNA MARIA TABERNIK, VICE-CHAIR**  
**GERALD DAWSON**  
**JOSEPH F. PASSIMENT, EX-OFFICIO**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PUBLIC NOTIFICATION OF THIS MEETING HAS BEEN PUBLISHED, POSTED, AND DISTRIBUTED IN COMPLIANCE WITH THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT
4. APPROVAL OF AGENDA
- [5.](#) APPROVAL OF MINUTES - *May 20, 2024*
6. **CITIZEN COMMENT PERIOD- 15 MINUTES TOTAL**

***Anyone who wishes to speak during the Citizen Comment portion of the meeting will limit their comments and speak no longer than three (3) minutes. Speakers will address Council in a respectful manner appropriate to the decorum of the meeting, refraining from the use of profane, abusive, or obscene language. In accordance with Beaufort County's Rules and Procedures, giving of a speaker's time to another is not allowed.***

7. ASSISTANT COUNTY ADMINISTRATOR REPORT- *John Robinson*

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#### AGENDA ITEMS

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- [8.](#) RECOMMEND APPROVAL TO COUNCIL OF A RESOLUTION ADOPTING THE 2024 COUNTY COMPENSATION AND CLASSIFICATION STUDY- FINAL REPORT. - *Katherine Mead, Human Resources Director & Dr. Russell Campbell, Sr. Vice President, Management Advisory Group*

9. RECOMMEND APPROVAL TO COUNCIL OF A RESOLUTION ESTABLISHING THE BEAUFORT COUNTY INTERNSHIP PROGRAM AND ADOPTING POLICIES AND PROCEDURES FOR THE PROGRAM - *Katherine Mead, Human Resources Director*
10. RECOMMEND APPROVAL TO COUNCIL OF AN ORDINANCE PROVIDING FOR THE APPROPRIATION OF FUNDS FOR FISCAL YEAR 2024-2025 GENERATED BY THE LOCAL HOSPITALITY TAX (**FISCAL IMPACT: Potential appropriation of funds in the amount of \$7,075,000 in Local H-Tax funds**) - *John Robinson, Interim County Administrator & Christine Webb, Director of Compliance*
11. RECOMMEND APPROVAL TO COUNCIL OF AN ORDINANCE PROVIDING FOR THE APPROPRIATION OF FUNDS FOR FISCAL YEAR 2024-2025 GENERATED BY THE LOCAL A-TAX COMMITTEE (**FISCAL IMPACT: Potential appropriation of funds in the amount of \$5,252,824 of Local A-Tax revenue**) - *John Robinson, Interim County Administrator & Christine Webb, Director of Compliance*
12. RECOMMEND APPROVAL TO AUTHORIZE THE INTERIM COUNTY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH HAIG POINT CLUB AND COMMUNITY ASSOCIATION'S FERRY COMPANY FOR THE PROVISIONS OF EMS/MEDIVAC FERRY SERVICES FOR DAUFUSKIE ISLAND (**FISCAL IMPACT: \$275,000 from FY25 budget. Account # 2546-50-0000-55000**) - *Hand Amundson, Special Assistant to County Administrator*
13. RECOMMEND APPROVAL TO COUNCIL TO EXTEND THE DEADLINE FOR AGRICULTURAL USE SPECIAL ASSESSMENT FOR PROPERTIES LOCATED AT 683 EDDINGS POINT ROAD AND 711 EDDINGS POINT ROAD (PIN: R300 006 000 0011 0000 & R300 006 000 051 0000) - *Ebony Sanders, Assessor*
14. DISCUSSION ON THE APPLICATIONS, APPLICATION PROCESS, AND PROCEDURES RELATED TO THE AWARD AND DISTRIBUTION OF AWARDED FUNDS FOR THE STATE 2% ACCOMMODATIONS TAX - *Committee Vice-Chair Anna Maria Tabernik & Johnathan Sullivan, Chairman of the Beaufort County ATAX Committee*
15. RECOMMEND APPROVAL TO COUNCIL BOARDS AND COMMISSIONS APPOINTMENTS AND REAPPOINTMENTS
16. ADJOURNMENT

**TO WATCH COMMITTEE OR COUNTY COUNCIL MEETINGS OR FOR A COMPLETE LIST OF AGENDAS AND BACKUP PACKAGES, PLEASE VISIT:**

<https://beaufortcountysc.gov/council/council-committee-meetings/index.html>



## Finance, Administration, and Economic Development Committee

### Beaufort County, SC

This meeting will be held both in person at the County Council Chambers, 100 Ribaut Road, Beaufort, and virtually through Zoom.

**Monday, May 20, 2024  
3:00 PM**

#### MINUTES

Watch the video stream available on the County's website to hear the Council's discussion of a specific topic or the complete meeting. <https://beaufortcountysc.new.swagit.com/videos/305845>

#### COMMITTEE MEMBERS:

**MARK LAWSON, CHAIRMAN  
DAVID P. BARTHOLOMEW  
YORK GLOVER**

**ANNA MARIA TABERNIK, VICE-CHAIR  
GERALD DAWSON  
JOSEPH F. PASSIMENT, EX-OFFICIO**

#### 1. CALL TO ORDER

Committee Chair Lawson called the meeting to order at 3:00pm.

#### PRESENT

Committee Chairman Mark Lawson  
Committee Vice-Chairman Anna Maria Tabernik  
Council Member David Bartholomew  
Council Member Gerald Dawson  
Council Member York Glover  
Ex-Officio Joseph Passiment  
Council Member Paula Brown  
Council Member Logan Cunningham  
Council Member Alice Howard  
Council Member Lawrence McElynn

#### ABSENT

Council Member Thomas Reitz

#### 2. PLEDGE OF ALLEGIANCE

The Committee Chair led the Pledge of Allegiance.

3. **FOIA**

The Committee Chair stated public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act.

4. **APPROVAL OF AGENDA**

**Motion:** It was moved by Council Member McElynn, Seconded by Vice-Chairman Tabernik to move Executive Session to after item #6 on the agenda.

**The Vote:** Motion was approved without objection.

**Main Motion:** It was moved by Vice-Chairman Tabernik, Seconded by Council Member McElynn to approve the agenda as amended.

**The Vote:** Motion was approved without objection.

5. **APPROVAL OF MINUTES- February 26, 2024, April 15, 2024 and May 1, 2024**

**Motion:** It was moved by Vice-Chairman Tabernik, Seconded by Council Member McElynn to approve the minutes of February 26, 2024, April 15, 2024, and May 1, 2024.

**The Vote:** Motion was approved without objection.

6. **CITIZEN COMMENT PERIOD**

There were no citizen comments.

**EXECUTIVE SESSION ITEMS**

**Motion:** It was moved by Council Member Glover, Seconded by Council Member Cunningham to enter Executive Session.

**The Vote:** Motion was approved without objection.

PURSUANT TO S.C. CODE SECTION 30-4-70(A)(1): TO ENGAGE IN DISCUSSIONS INCIDENT TO THE EMPLOYMENT, APPOINTMENT, OR COMPENSATION OF A PERSON REGULATED BY A PUBLIC BODY.

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**AGENDA ITEMS**

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7. **BEAUFORT COUNTY SCHOOL DISTRICT FY 2024-2025 BUDGET PRESENTATION**

Please watch the video stream available on the County's website to view the full presentation.

<https://beaufortcountysc.new.swagit.com/videos/305845?ts=238>

**Motion:** It was moved by Council Member Cunningham, Seconded by Vice-Chairman Tabernik to approve the ordinance approving the Beaufort County School budget as presented provided it is certified by the School District.

**Vote:** Motion was approved without objection.

8. **RECOMMEND APPROVAL TO COUNCIL OF A RESOLUTION TO ACCEPT GRANT FUNDS IN SUPPORT OF PROJECT RT6**

**Motion:** It was moved by Vice-Chairman Tabernik, Seconded by Council Member Dawson to recommend approval to Council of a resolution to accept grant funds in support of Project RT6.

**The Vote:** Motion was approved without objection.

9. **RECOMMEND APPROVAL TO COUNCIL OF A RESOLUTION AUTHORIZING THE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO HARGRAY AND ENTER INTO AN AGREEMENT FOR USE OF FUNDS WITH HARGRAY FOR BROADBAND SERVICE EXPANSION ON ST. HELENA ISLAND**

**Motion:** It was moved by Council Member Glover, Seconded by Council Member Howard to recommend approval to Council of a resolution authorizing the allocation of American Rescue Plan Act (ARPA) funds to Hargray and enter into an agreement for use of funds with Hargray for Broadband Service Expansion on St. Helena Island.

**The Vote:** Motion was approved without objection.

Council Member Cunningham recused himself.

10. **RECOMMEND APPROVAL TO COUNCIL OF AN ORDINANCE TO MAKE APPROPRIATIONS FOR COUNTY GOVERNMENT AND SPECIAL PURPOSE DISTRICTS FOR BEAUFORT COUNTY FOR THE FISCAL YEAR BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025; TO LEVY TAXES FOR THE PAYMENT THEREOF; TO ADOPT SERVICE AND USER FEES; TO PROVIDE FOR THE EXPENDITURE OF SAID TAXES AND OTHER REVENUES COMING INTO THE COUNTY; AND OTHER MATTERS RELATED THERETO**

**Motion:** It was moved by Council Member Cunningham, Seconded by Council Member Bartholomew to recommend approval to council of an ordinance to make appropriations for county government and special purpose districts for Beaufort County for the fiscal year beginning July 1, 2024, and ending June 30, 2025; to levy taxes for the payment thereof; to adopt service and user fees; to provide for the expenditure of said taxes and other revenues coming into the county; and other matters related thereto.

**The Vote:** Motion was approved without objection.

11. **RECOMMEND APPROVAL TO COUNCIL OF THE APPOINTMENT OF JUSTIN COOKE TO THE SEABROOK POINT SPECIAL TAX DISTRICT FOR A PARTIAL TERM WITH THE EXPIRATION DATE OF FEBRUARY 2027**

**Motion:** It was moved by Council Member Howard, Seconded by Council Member Brown to recommend approval to Council of the appointment of Justin Cooke to the Seabrook point special tax district for a partial term with the expiration date of February 2027.

**The Vote:** Motion was approved without objection.

12. **BOARDS AND COMMISSIONS APPOINTMENTS & REAPPOINTMENTS**

**Motion:** It was moved by Council Member Brown, Seconded by Council Member Cunningham to approve the Boards and Commissions Appointments & Reappointments.

Beaufort County Transportation Committee - Timothy Newman  
Keep Beaufort County Beautiful Board - Jessica Reitz

**The Vote:** Motion was approved without objection.

13. **Executive Session was moved.**

14. ADJOURNMENT

The Committee Chair adjourned the meeting at 6:09pm.

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Ratified:

DRAFT



# /BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
<b>A RESOLUTION ADOPTING THE 2024 BEAUFORT COUNTY COMPENSATION AND CLASSIFICATION STUDY FINAL REPORT</b>
<b>MEETING NAME AND DATE:</b>
Finance Committee Meeting – June 17,2024 at 3:00pm
<b>PRESENTER INFORMATION:</b>
Katherine Mead – Beaufort County Human Resources Director Dr. Russell Campbell - Sr. Vice President, Management Advisory Group International, INC 45 minutes
<b>ITEM BACKGROUND:</b>
Present final report from 2024 Classification & Compensation Study
<b>PROJECT / ITEM NARRATIVE:</b>
Pursuant to the requirements of Beaufort County Ordinances, the HR Department has contracted with an external consultant to conduct a comprehensive review of the current pay structure and will provide recommendations for an updated plan to ensure competitiveness within the market.
<b>FISCAL IMPACT:</b>
If approved by the Council, study implementation will increase personnel salary budget for those departments included in the classification and compensation plan by \$7,010,037 in FY25 Budget. Current proposed budget includes this impact.
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Approval of Resolution to adopt the proposed Classification & Compensation plan.
<b>OPTIONS FOR COUNCIL MOTION:</b>
Motion to Deny  Motion to move forward to County Council a resolution adopting the 2024 Beaufort County compensation and classification study final report

RESOLUTION 2024/ \_\_\_\_

**A RESOLUTION ADOPTING THE 2024 BEAUFORT COUNTY COMPENSATION & CLASSIFICATION STUDY FINAL REPORT**

**WHEREAS**, the Beaufort County Code of Ordinances requires that Beaufort County (“County”) adopt, in its entirety, a Classification and Compensation Plan (“Plan”). Beaufort County Code of Ordinances Section 2-318 requires the Plan to be reviewed every two years with a written report submitted to Beaufort County Council (“Council”) and reviewed every four years by an outside consultant; and

**WHEREAS**, in fulfillment of these requirements, a study was conducted by Management Advisory Group International, Inc., with the results being presented to Council; and

**WHEREAS**, Management Advisory Group International, Inc., working in conjunction with staff, have recommended changes to the County's Plan to help ensure the County remains a competitive employer; and

**WHEREAS**, these recommended changes are captured in Management Advisory Group International, Inc.’s Classification and Compensation Study for Beaufort County, SC Final Report, dated June 10, 2024, and is summarized in Exhibit A attached hereto and incorporated herein by reference; and the additional departments which were reviewed outside of the Report where the findings are included in Exhibit B attached hereto and incorporated herein by reference; hereinafter collectively referred to as the “Report”; and

**WHEREAS**, the Council desires to adopt the Report in order to remain competitive in its recruitment of talented staff and to retain current valuable employees.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Council of Beaufort County, in meeting duly assembled, that:

1. County Council hereby approves and adopts the findings and recommendations of the Report and approves Exhibit A and Exhibit B in its entirety and by reference herein as the "Beaufort County Employee Classification and Compensation Plan”.
2. The County Administrator is authorized to implement the findings and recommendations of the Report and should consider the Report in future budgeting decisions.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2024.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: \_\_\_\_\_  
Joseph Passiment, Jr. Chairman

ATTEST:

\_\_\_\_\_  
Sarah Brock, Clerk to Council



EXHIBIT A  
Proposed Pay Plans  
Beaufort County SC

Item 8.

Code	Proposed Class Title	Ann Min	Mid	Ann Max	Hrly Min	Mid	Hrly Max
<b>DETENTION CENTER</b>							
401		\$49,587	\$49,596	\$49,605	\$23.84	\$23.84	\$23.85
450	CORRECTIONAL OFFICER TRAINEE						
402		\$53,058	\$58,308	\$63,558	\$25.51	\$28.03	\$30.56
451	CORRECTIONAL OFFICER						
456	INMATE PROGRAM & SERVICE COORD						
403		\$56,772	\$63,763	\$70,755	\$27.29	\$30.66	\$34.02
452	CORRECTIONAL OFFICER LANCE CPL						
404		\$60,746	\$71,351	\$81,955	\$29.20	\$34.30	\$39.40
453	CORRECTIONAL CORPORAL						
455	INMATE PROGRAMS & SERVICES MGR						
405		\$64,998	\$76,345	\$87,692	\$31.25	\$36.70	\$42.16
454	CORRECTIONAL SERGEANT						
407		\$74,416	\$87,408	\$100,399	\$35.78	\$42.02	\$48.27
458	CORRECTIONAL SECURITY LT						
457	CORRECTIONAL TRAINING LT.						
4571	OPERATIONS LT. (DETENTION CTR.)						
409		\$85,199	\$100,073	\$114,947	\$40.96	\$48.11	\$55.26
4490	DETENTION CENTER DEP. DIRECTOR						
411		\$97,545	\$114,574	\$131,602	\$46.90	\$55.08	\$63.27
449	DETENTION CENTER DIRECTOR						

12 Active Proposed Classes in the DETENTION CENTER Pay Plan

EXHIBIT A  
Proposed Pay Plans  
Beaufort County SC

Item 8.

Code	Proposed Class Title	Ann Min	Mid	Ann Max
<b>PUBLIC SAFETY</b>				
201		\$39,885	\$51,843	\$63,801
804	AIRPORT MAINTENANCE TECH I			
202		\$41,880	\$54,435	\$66,991
800	AVIATION LINE SERVICE TECH			
204		\$46,172	\$60,015	\$73,857
802	AIRCRAFT RESCUE & FIREFIGHTING TECH			
206		\$50,905	\$66,166	\$81,428
3091	AIRCRAFT MECHANIC			
8020	SENIOR AIRCRAFT RESCUE & FIRE TECH			
207		\$53,450	\$69,475	\$85,499
3192	EMS COMPLIANCE OFFICER			
209		\$58,929	\$76,596	\$94,263
320	EMER MEDICAL TECHNICIAN			
210		\$61,875	\$80,426	\$98,976
801	AIRPORT MAINTENANCE MANAGER			
807	AIRPORT SECURITY COORDINATOR			
321	EMT ADVANCED			
212		\$68,218	\$88,669	\$109,121
810	AIRPORT SUPV/CFR PART 139 COOR			
8001	AVIATION LINE SERVICE SUPERVSR			
322	PARAMEDIC			
214		\$75,210	\$97,758	\$120,306
805	ARFF CHIEF			
324	EMS CREW CHIEF			
215		\$78,971	\$102,646	\$126,321
1812	AIRPORT FINANCE MANAGER			
8010	AIRPORT OPERATIONS CHIEF			
325	SENIOR CREW CHIEF			
216		\$82,919	\$107,778	\$132,637
327	EMS TRAINING OFFICER			
319	LOGISTICS OFFICER			
217		\$87,065	\$113,167	\$139,269
328	EMS DEPUTY DIRECTOR			
219		\$95,989	\$124,767	\$153,544
326	EMS SUPERVISOR			
221		\$105,828	\$137,555	\$169,283
808	AIRPORT DEPUTY DIRECTOR			
329	EMS DIRECTOR			
225		\$128,635	\$167,199	\$205,764
806	AIRPORT DIRECTOR			

25 Active Proposed Classes in the PUBLIC SAFETY Pay Plan

EXHIBIT A  
Proposed Pay Plans  
Beaufort County SC

Item 8.

Code	Proposed Class Title	Ann Min	Mid	Ann Max	Hrly Min	Mid	Hrly Max
<b>UNIFIED</b>							
307		\$37,488	\$48,727	\$59,966	\$18.02	\$23.43	\$28.83
101	ADMINISTRATIVE CLERK						
600A	BUS DRIVER						
100	CORRECTIONAL SUPPORT SPECIALIST						
710	CUSTODIAN						
501	LIBRARY ASSISTANT						
781	LITTER CONTROL WORKER						
117	MAIL COURIER						
6001	RECREATION AIDE						
782	SOLID WASTE ATTENDANT						
308		\$39,363	\$51,163	\$62,964	\$18.92	\$24.60	\$30.27
102	ADMINISTRATIVE ASSISTANT						
464	CORONER TRANSPORTER						
711	GROUNDS MAINTENANCE TECHNICIAN						
783	HAZARDOUS HOUSEHOLD WASTE TECH						
728	MAINTENANCE WORKER						
203	REAL PROPERTY RECORDING TECH (R.Deeds)						
2401	REAL PROPERTY RECORDS TECH (Assessor)						
121	RECORDS MANAGEMENT TECHNICIAN						
787	RECYCLING TECHNICIAN						
505	SR LIBRARY ASSISTANT						
309		\$41,331	\$53,722	\$66,112	\$19.87	\$25.83	\$31.78
3021	ANIMAL SERVICES DISPATCHER						
2403	APPEALS/BAA SPECIALIST						
240	APPRAISAL TECHNICIAN						
1395	BROADCAST SERVICES ASSISTANT						
241	EXEMPTION SPECIALIST						
122	FOIA SPECIALIST/RECORDS TECH						
2006	JUDICIAL CLERK I						
626	LIFEGUARD						
306	MOSQUITO CONTROL TECHNICIAN						
377	OUTREACH SPECIALIST/COSY						
359	PEER SUPPORT SPECIALIST						
2402	REAL PROPERTY TRANSFER CLERK						
729	UTILITY OPERATIONS COORD.						
127	ZONING & DEV ANALYST I						
310		\$43,397	\$56,408	\$69,418	\$20.86	\$27.12	\$33.37
103	ADMINISTRATIVE SPECIALIST						
3020	ANIMAL SERVICES OFFICER						
230	CUSTOMER SUCCESS REP.						
210	DEPUTY CLERK OF PROBATE						
334	DIRECT CARE SPECIALIST						
730	EQUIPMENT OPERATOR I						
201	JUDICIAL ASSISTANT						
219	JUDICIAL CLERK II						
2190	JUDICIAL SCHEDULING CLK						
7220	MAINTENANCE TECHNICIAN II						
307	MOSQUITO CONTROL SPECIALIST						
238	REAL PROP RESEARCH TECH						

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Item 8.

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<b>UNIFIED</b>							
310		\$43,397	\$56,408	\$69,418	\$20.86	\$27.12	\$33.37
778	RECYCLING COORDINATOR						
734	SIGN TECHNICIAN						
204	SR. REAL PROP. RECORDING TECH.						
645	WATER SAFETY INSTRUCTOR						
1271	ZONING & DEV. ANALYST II						
311		\$45,567	\$59,228	\$72,889	\$21.91	\$28.48	\$35.04
3022	ANIMAL SERVICES DISPATCH SUPERVISOR						
2103	CLERK OF PROBATE						
607	FACILITIES MAINT TECH - PAR						
112	FISCAL TECH I						
126	HELP DESK ANALYST						
2016	JUDICIAL FISCAL TECH I						
745	PAINTER						
235	PERS. PROPERTY TAX ANALYST I						
600	RECREATION LEADER						
715	SENIOR MAINTENANCE TECHNICIAN						
106	SR ADMINISTRATIVE ASSISTANT						
3191	SUPPLY OFFICER						
747	SW INSPECTION TECH I						
772	TRAFFIC SIGNAL TECHNICIAN I						
1053	VR&E SPECIALIST						
312		\$47,845	\$62,189	\$76,533	\$23.00	\$29.90	\$36.79
123	ACCOUNTS PAYABLE SPECIALIST I						
1010	ADMINISTRATIVE DEPUTY						
5063	BOOKMOBILE LIBRARY ASSISTANT						
1791	BUSINESS SERVICES SPECIALIST						
731	EQUIPMENT OPERATOR II						
2410	EXEMPTION SPECIALIST LEAD						
111	FISCAL TECHNICIAN II						
2007	JURY COORDINATOR						
506	LIBRARY SPECIALIST						
308	MAINTENANCE ENGINEER						
1771	PASSIVE PARKS RANGER						
104	SR ADMINISTRATIVE SPECIALIST						
2026	SR JUDICIAL CLERK, CHILD SUPRT						
2040	SR. ACCOUNTING TECHNICIAN						
136	SR. ADMIN SPECIALIST						
1502	WORKER'S COMP SPECIALIST						
313		\$50,238	\$65,299	\$80,360	\$24.15	\$31.39	\$38.63
1481	CODE ENFORCEMENT OFFICER						
227	CUSTOMER SUCCESS REP LEAD						
1052	ELECTION SYSTEMS SPECIALIST						
3271	EMS COORDINATOR/SCHEDULER						
312	ENTOMOLOGY TECHNICIAN						
7333	FLEET VEHICLE TECH I						
606	GROUPS MAINT CREW LEADER						
2071	JUDICIAL ADMINISTRATOR						
2222	LEGAL ASSISTANT						

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<b>UNIFIED</b>							
313		\$50,238	\$65,299	\$80,360	\$24.15	\$31.39	\$38.63
514	MARKETING DEVELOPMENT SPEC						
2351	PERSONAL PROP TAX ANALYST II						
1394	PRODUCTION SPECIALIST						
1124	REFUND SPECIALIST (TREASURER)						
1114	REVENUE SPECIALIST						
1050	SR. VR&E SPECIALIST						
7471	SW INSPECTION TECH II						
775	TRAFFIC SIGNAL TECHNICIAN II						
314		\$52,750	\$68,564	\$84,378	\$25.36	\$32.96	\$40.57
1232	ACCOUNTS PAYABLE SPECIALIST II						
609	ATHLETICS SUPERVISOR						
233	DELINQUENT TAX ANALYST						
732	EQUIPMENT OPERATOR III						
139	EXECUTIVE ASSISTANT						
338	HUMAN SERVICES SPECIALIST						
6003	PAR PROGRAM SUPERVISOR-SR PGM						
376	PROGRAM COORDINATOR/HUMAN SVC						
133	VETERANS AFFAIRS COUNSELOR						
315		\$55,387	\$71,992	\$88,597	\$26.63	\$34.61	\$42.59
6210	ASSISTANT AQUATICS MANAGER						
6090	ASST ATHLETIC MANAGER						
1982	BUDGET ANALYST						
718	CARPENTER SPECIALIST						
2101	CLK PROBATE/ASST. DIV. CHIEF						
448	DEPUTY CORONER						
7331	FLEET PARTS COORDINATOR						
7332	FLEET VEHICLE TECH II						
116	HUMAN RESOURCES ASSISTANT						
717	HVAC MAINTENANCE TECHNICIAN						
6005	PAR AST PROGRAM MANAGER-SR PGM						
2361	PERSONAL PROP TAX ANALYST III						
341	RESIDENTIAL HOUSE MANAGER						
1483	SR. CODE ENFORCEMENT OFFICER						
1048	VR&E MANAGER						
316		\$58,156	\$75,592	\$93,027	\$27.96	\$36.34	\$44.72
302	ANIMAL SERVICES SUPERVISOR						
1501	CLAIMS & INS ADMINISTRATOR						
345	HUMAN SERVICES SUPERVISOR						
784	LITTER CONTROL/ENFORCEMENT SUP						
605	MARKETING COORDINATOR						
157	OFFICE MANAGER						
2223	PARALEGAL						
140	PAYROLL SPECIALIST						
119	PERSONAL PROPERTY INSPECTOR						
211	PROBATE DIVISION CHIEF						
1122	REVENUE ACCOUNTANT (TREASURER)						
1983	REVENUE ANALYST						
1794	REVENUE COLLECTOR BUS. SVCS.						

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Item 8.

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<b>UNIFIED</b>							
316		\$58,156	\$75,592	\$93,027	\$27.96	\$36.34	\$44.72
2077	SENIOR JUDICIAL ADMINISTRATOR						
713	SENIOR MAINTENANCE SPECIALIST						
1391	SOCIAL MEDIA SPECIALIST						
785	SOLID WASTE FOREMAN						
107	SR ADMINISTRATIVE SUPERVISOR						
129	SR IT TECHNICIAN						
736	STORMWATER FOREMAN						
154	TRAINING & OUTREACH COORD						
1049	VR&E IT SYSTEMS COORDINATOR						
317		\$61,064	\$79,371	\$97,678	\$29.36	\$38.16	\$46.96
349	ALCOHOL & DRUG COUNSELOR						
114	ASSISTANT OPERATIONS MANAGER						
1631	ASST ZONING & DEV ADMINSTR						
1142	BUSINESS MANAGER						
5062	CIRCULATION SUPERVISOR						
1451	DEPUTY CLERK TO COUNCIL						
1143	ENTERPRISE FUND BUSINESS MGR						
7329	FLEET VEHICLE TECH III						
147	GRANTS ADMINISTRATOR						
1770	PASSIVE PARKS NATURALIST						
740	PROJECT & DEVELOPMENT COORDINATOR						
1390	SENIOR EXECUTIVE ASSISTANT						
209	SENIOR PROBATE DIVISION CHIEF						
1123	STAFF ACCOUNTANT						
318		\$64,117	\$83,340	\$102,562	\$30.83	\$40.07	\$49.31
156	ADMINISTRATIVE MANAGER						
162	APPLICATIONS ADMINISTRATOR						
621	AQUATICS MANAGER						
2381	ASSESSING TECHNICIAN ANALYST						
2343	DATA ANALYST TREASURER						
2075	FAMILY COURT ADMINISTRATOR						
1120	FISCAL ANALYST						
128	GIS ANALYST						
1202	HUMAN RESOURCES RECRUITER						
120	HUMAN RESOURCES SPECIALIST						
340	HUMAN SERVICES ANALYST						
165	IT ANALYST						
1650	IT SECURITY ANALYST I						
507	LIBRARIAN						
1327	NETWORK & SYSTEMS ANALYST						
1531	PLANNING & DEVELOPMENT SPECIALIST						
2221	PROBATE COURT ADMINISTRATOR						
353	REGISTERED NURSE						
243	RESIDENTIAL APPRAISER						
700	RESIDENTIAL INSPECTOR						
7031	RESIDENTIAL PLANS EXAMINER						
1401	SENIOR ACCOUNTANT						
744	SWI UTILITY INSPECTOR						
776	TRAF SIGNAL SUPERVISOR						

EXHIBIT A  
Proposed Pay Plans  
Beaufort County SC

Item 8.

Code	Proposed Class Title	Ann Min	Mid	Ann Max	Hrly Min	Mid	Hrly Max
<b>UNIFIED</b>							
319		\$67,323	\$87,507	\$107,690	\$32.37	\$42.07	\$51.77
318	ADMINISTRATIVE SUPPORT OFFICER						
780	ASSISTANT SUPERINTENDENT SW&R						
723	ASSISTANT SUPT GRDS MAINT						
735	ASST SUPERINTENDENT (PW Gen. Support)						
7130	ASST SUPERINTENDENT/FACILITIES						
610	ATHLETICS MANAGER						
701	COMMERCIAL COMBO INSPECTOR						
134	DATA ANAYLST AUDITOR						
168	DISASTER RECOVERY MANAGER						
705	FLOODPLAIN MANAGER						
135	LEAD GIS ANALYST						
164	LEAD IT ANALYST						
6004	PAR PROGRAM MANAGER-SR PGM						
350	SR HUMAN SRVCS ANALYST						
1321	WEB ADMINISTRATOR						
1201	WORKFORCE DEVELOPMENT MANAGER						
320		\$70,689	\$91,882	\$113,075	\$33.99	\$44.17	\$54.36
1790	BUSINESS SERVICES LEAD						
4480	CHIEF DEPUTY CORONER						
247	COMMERCIAL APPRAISER						
205	DEPUTY REGISTRAR						
742	ENVIRONMENTAL EDUCATION COORDINATOR						
141	FINANCE SUPERVISOR						
7334	FLEET MAINTENANCE SUPERVISOR						
172	PLANNER						
763	RIGHT-OF-WAY MANAGER						
511	SENIOR LIBRARIAN						
130	SR IT ANALYST						
228	SR IT ANALYST (AUDITOR)						
7411	STORMWATER ASST SUPERINTENDENT						
321		\$74,224	\$96,476	\$118,728	\$35.68	\$46.38	\$57.08
7032	COMMERCIAL PLANS EXAMINER						
1392	COMMUNICATIONS MANAGER						
513	LIBRARY MANAGER						
315	MOSQUITO CONTROL DEP. DIRECTOR						
3093	PILOT						
771	PROJECTS MANAGER I						
322		\$77,935	\$101,300	\$124,665	\$37.47	\$48.70	\$59.94
2363	ASSISTANT DEPUTY AUDITOR						
2340	ASSISTANT DEPUTY TREASURER						
1398	BROADCAST ENGINEER						
2331	DEPUTY TAX COLLECTOR						
720	FACILITIES MAINTENANCE SUPT.						
7330	FLEET MAINTENANCE MANAGER						
466	FORENSIC PATHOLOGIST ASSISTANT						
737	GENERAL SUPPORT SUPERINTENDENT						
611	GROUNDS MAINT. SUPERINTENDENT						
357	HUMAN SERVICES MANAGER						

EXHIBIT A  
Proposed Pay Plans  
Beaufort County SC

Item 8.

Code	Proposed Class Title	Ann Min	Mid	Ann Max	Hrly Min	Mid	Hrly Max
<b>UNIFIED</b>							
322		\$77,935	\$101,300	\$124,665	\$37.47	\$48.70	\$59.94
5110	LIBRARY ADMINISTRATOR						
313	MOSQUITO CONTROL SUPERVISOR						
1140A	OPERATIONS MANAGER (AUDITOR)						
3461	QUALITY ASSURANCE COORDINATOR						
738	R&D SUPERINTENDENT						
788	SOLID WASTE SUPERINTENDENT						
2342	SR DATA ANALYST TREASURER						
741	SWI SUPERINTENDENT						
7701	TRANSPORTATION PLANNER						
163	ZONING & DEV. ADMINISTRATOR						
323		\$81,832	\$106,365	\$130,898	\$39.34	\$51.14	\$62.93
702	BLDG INSPEC DEP DIRECTOR						
179	BUSINESS SERVICE ADMINISTRATOR						
309	CHIEF PILOT						
145	CLERK TO COUNCIL						
748	ENVIRONMENTAL ENGINEER						
142	FISCAL OPERATIONS MANAGER						
733	FLEET MANAGER						
118	INFO TECH SUPPORT ADMIN						
131	NETWORK ADMINISTRATOR						
1140	OPERATIONS MANAGER (TREASURER)						
7614	PROGRAM AND FINANCE MANAGER						
770	PROJECTS MANAGER II						
754	PUBLIC WORKS PROJECT ENGINEER						
153	PURCHASING DEPUTY DIRECTOR						
613	RECREATION DEPUTY DIRECTOR						
7391	SAFETY/TRAINING MANAGER						
750	STORMWATER PROGRAM MANAGER						
791	SW&R PROGRAM MANAGER						
1324	SYSTEM ADMINISTRATOR						
1055	VR&E DEPUTY DIRECTOR						
324		\$85,923	\$111,683	\$137,443	\$41.31	\$53.69	\$66.08
751	ASST PUBLIC WORKS DEPUTY DIRECTOR-ENV						
752	ASST PUBLIC WORKS DEPUTY DIRECTOR-OPS						
753	ASST PUBLIC WORKS DEPUTY DIRECTOR-SPT						
1393	BROADCAST SVCS. DIRECTOR						
1981	BUDGET MANAGER						
7612	CAPITAL PROJECTS MANAGER						
248	DEPUTY ASSESSOR						
774	DESIGN ENGINEER						
150	DIRECTOR OF RISK MANAGEMENT & SAFETY						
7211	FACILITIES DEPUTY DIRECTOR						
1610	HUMAN RESOURCES DEP DIRECTOR						
1326	IT INFRASTRUCTURE MANAGER						
5121	LIBRARY DEPUTY DIRECTOR						
311	MOSQUITO CONTROL DIRECTOR						
169	VETERANS AFFAIRS DIRECTOR						
325		\$90,220	\$117,267	\$144,315	\$43.37	\$56.38	\$69.38



EXHIBIT A  
Proposed Pay Plans  
Beaufort County SC

Item 8.

Code	Proposed Class Title	Ann Min	Mid	Ann Max	Hrly Min	Mid	Hrly Max
<b>UNIFIED</b>							
325		\$90,220	\$117,267	\$144,315	\$43.37	\$56.38	\$69.38
303	ANIMAL SERVICES DIRECTOR						
237	DEPUTY AUDITOR						
7390	DEPUTY PUBLIC WORKS DIRECTOR						
2341	DEPUTY TREASURER						
344	DSN DEPUTY DIRECTOR						
171	PLANNING & ZONING DEP DIRECTOR						
137	PUBLIC INFORMATION OFFICER						
206	REGISTRAR						
234	TAX COLLECTOR						
326		\$94,731	\$123,131	\$151,531	\$45.54	\$59.20	\$72.85
707	BLDG INSP/CODES DIRECTOR						
709	FACILITIES MANAGEMENT DIRECTOR						
512	LIBRARY DIRECTOR						
166	MAPPING & APPS DIRECTOR						
177	PASSIVE PARKS DIRECTOR						
151	PURCHASING DIRECTOR						
144	RECORDS MGMT DIRECTOR						
146	VR&E DIRECTOR						
327		\$99,467	\$129,287	\$159,108	\$47.82	\$62.16	\$76.49
367	ALCOHOL & DRUG DIRECTOR						
351	DSN DIRECTOR						
375	HUMAN SERVICES DIRECTOR						
614	RECREATION DIRECTOR						
328		\$104,440	\$135,752	\$167,063	\$50.21	\$65.27	\$80.32
7611	CAPITAL PROJECTS DIRECTOR						
212	PROBATE ASSOCIATE JUDGE						
329		\$109,662	\$142,539	\$175,416	\$52.72	\$68.53	\$84.33
250	ASSESSOR						
1980	DIR STANDARDS, CPL & INT CTRL						
762	DIRECTOR OF ENGINEERING						
198	FINANCE DIRECTOR						
161	HUMAN RESOURCES DIRECTOR						
132	IT SYSTEMS DIRECTOR						
170	PLANNING & DEV. DIRECTOR						
739	PUBLIC WORKS DIRECTOR						
330		\$115,146	\$149,666	\$184,187	\$55.36	\$71.95	\$88.55
81	SPECIAL ASST TO ADMINISTRATOR						
332		\$126,948	\$165,007	\$203,066	\$61.03	\$79.33	\$97.63
789	ASSIST. CO. ADMIN. - ENGINEERING						
124	ASSIST. CO. ADMIN. - DEVELOPMENT & RECREATION						
903	ASSIST. CO. ADMIN. - PUBLIC SAFETY						
155	ASSIST. CO. ADMIN. - COMMUNITY SERVICES						
1290	ASSIST. CO. ADMIN. - IT & COMMUNICATIONS						
1970	ASSIST.CO. ADMIN. - FINANCE						
333		\$133,295	\$173,257	\$213,219	\$64.08	\$83.30	\$102.51
196	DEPUTY COUNTY ATTORNEY						
335		\$146,958	\$191,016	\$235,074	\$70.65	\$91.83	\$113.02

EXHIBIT A  
Proposed Pay Plans  
Beaufort County SC

Item 8.

Code	Proposed Class Title	Ann Min	Mid	Ann Max	Hrly Min	Mid	Hrly Max
<b>UNIFIED</b>							
335		\$146,958	\$191,016	\$235,074	\$70.65	\$91.83	\$113.02
197	CHIEF FINANCIAL OFFICER						
79	DEPUTY COUNTY ADMINISTRATOR						
337		\$162,021	\$210,595	\$259,169	\$77.89	\$101.25	\$124.60
195	COUNTY ATTORNEY						

314 Active Proposed Classes in the UNIFIED Pay Plan

Exhibit B  
Proposed Pay Plans  
Beaufort County SC

Item 8.

Code	Proposed Class Title	Ann Min	Mid	Ann Max	Hrly Min	Mid	Hrly Max
<b>UNIFIED - PUBLIC DEFENDER ADDITION</b>							
312		\$47,845	\$62,189	\$76,533	\$23.00	\$29.90	\$36.79
213	SENTENCING SPECIALIST						
215	INVESTIGATOR						
313		\$50,238	\$65,299	\$80,360	\$24.15	\$31.39	\$38.63
215B	INVESTIGATOR - BEAUFORT COUNTY						
319		\$67,323	\$87,507	\$107,690	\$32.37	\$42.07	\$51.77
216	ASSISTANT PUBLIC DEFENDER						
323		\$81,832	\$106,365	\$130,898	\$39.34	\$51.14	\$62.93
216B	ASSISTANT PUBLIC DEFENDER - BEAUFORT COUNTY						
327		\$99,467	\$129,287	\$159,108	\$47.82	\$62.16	\$76.49
2181	DEPUTY CHIEF PUBLIC DEFENDER						

6 Active Proposed Classes in the PUBLIC DEFENDER (ADDITION) Pay Plan

# Classification and Compensation Study Final Report for Beaufort County, SC



June 10, 2024



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Fairfax, Virginia 22033  
703-590-2750 – phone  
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# MANAGEMENT ADVISORY GROUP INTL., INC.

## MANAGEMENT CONSULTING SERVICES

June 10, 2024

Katherine Mead  
Human Resources Director  
Beaufort County  
102 Industrial Village Road, Bldg 1  
Beaufort, SC 29906  
843-255-2983  
[kmead@bcgov.net](mailto:kmead@bcgov.net)

Dear Katherine,

Management Advisory Group International, Inc. (MAG) is pleased to present this *Final Compensation & Classification Study Report* to Beaufort County.

We would ask you and the top staff to review the draft report and MAG's compensation and classification recommendations. This report has been developed based on:

- Job analysis of included classifications based on the Job Profile Questionnaires (internal relationships); and
- Market analysis (external competitiveness)

The Final Report is organized into the following Sections:

- Section 1: Proposed Compensation Philosophy
- Section 2: Introduction and Approach
- Section 3: Selected Compensation Policies
- Section 4: Total Rewards
- Section 5: Examples of Employee Incentives
- Section 6: Examples of Executive Staff Fringe Benefits
- Section 7: Proposed Longevity Pay Policy
- Section 8: Proposed Premium Pay Policies
- Section 9: Salary Survey Summary
- Section 10: Proposed Pay Plans
- Section 11: Alphabetical Classification List
- Section 12: Classification Comparison List



## MANAGEMENT ADVISORY GROUP INTL., INC.

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### MANAGEMENT CONSULTING SERVICES

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- Section 13: Implementation Cost Summary
- Section 14: FLSA Recommendations

MAG would like to express our thanks to all employees and staff who have participated in this important project.

Sincerely,

*Dr. Russell H. Campbell*

Dr. Russell H. Campbell, Ed.D., MPA  
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**Beaufort County, SC**  
**Classification & Compensation Study Final Report**

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Transmittal Letter

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**SECTION 1.0**  
***Proposed Compensation Philosophy***

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## **1.0 – Proposed Compensation Philosophy**

Beaufort County, SC strives to provide exemplary service to the community by being a model for 21st Century county government operations. Recognizing the importance of our workforce of resolute and talented professional staff, we are committed to promoting organizational and community values that include **exceptional service to the public; consistent and excellent performance; innovation; good fiscal, social, and environmental stewardship; and ethical behavior.**

To achieve and maintain our ambitious standards of service and performance, Beaufort County must continue to attract and retain well-qualified staff who exemplify the organization’s values. A public service environment that is attractive to such individuals depends upon many factors, including pride, teamwork, a competitive compensation program, and non-monetary benefits such as recognition in the workplace for accomplishments, professional development and opportunities for promotion and a positive work environment. Beaufort County is committed to being an “employer of choice” as part of an overall strategy of attracting and retaining talent that will uphold the County’s organizational values.

The compensation program is committed to retaining and attracting high-skilled, high-performing staff capable of delivering the highest standards of public service to our community. Beaufort County expects all staff to consistently perform to those ambitious standards in their work performance, customer service, ethics, and passion for public service. Beaufort County strives to administer pay and benefits in a way that is fair and transparent to all, that provides equal pay for equal work, and that does not take into consideration race, ethnicity, religion, sex, gender, sexual orientation, gender identity or expression, or other factors unrelated to work performance.

In order to provide competitive, sustainable, and responsible compensation, Beaufort County will consider the following:

Total compensation which consists of but is not limited to direct compensation, e.g., salary; and indirect compensation such as health insurance, retirement, professional development, and time-off benefits.

In evaluating competitive compensation, Beaufort County will consider:

- A. Financial sustainability as reflected by Beaufort County’s financial forecasts and revenue projections, competing service priorities, long-term liabilities, capital improvement and other asset requirements, and fund reserve levels.
- B. The “relevant labor market” which may vary depending upon classification but is primarily defined by geographic region (local and/or state-wide) and key markets (private and non-profit agencies) and if applicable, private sector when readily available and effectively comparable.
- C. “Internal Relationships” refers to the relative value of classifications to one another as determined by Beaufort County.

- D. Beaufort County will compare responsibilities, skill level, knowledge, ability, and judgment to determine similarity, and evaluate the equity of pay differentials.
- E. Other relevant factors may include unforeseen economic, regulatory, or service changes.
- F. Transparency with the community, recognizing that taxpayers and ratepayers fund all employee compensation and deserve commensurate value from all those who work for Beaufort County. This includes not only disclosure of the components of workforce compensation, but adequate advance notice of material policy changes in order to participate effectively in decision-making that affects Beaufort County's finances.

Ideally, every five years, Beaufort County will evaluate its compensation structure, programs, and policies to assess market competitiveness, effectiveness and compliance with applicable State and federal law. This is with the understanding that more frequent adjustments to the compensation structure may be needed as a result of intermittent evaluations or other factors already cited. This will be accomplished by working with Beaufort County's Human Resources staff to fairly apportion compensation and benefits, utilizing all the resources and tools available to Beaufort County.

**SECTION 2.0**  
***Introduction and Approach***

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## 2.0 – Introduction & Approach

### Introduction

Beaufort County, SC contracted with Management Advisory Group International, Inc. (MAG) to conduct a compensation survey and assessment for all current County job classifications. This report presents the findings and recommendations of the study. MAG’s findings and recommendations are based on:

- 2024 Labor Market Data;
- 2025 Labor Market (Estimates)
- Current organizational structure;
- Review of current compensation practices;
- Discussions with Human Resources;
- Job analysis & Review based on employee completed Job Profile Questionnaires (JPQ); and
- Internal equity and external competitiveness considerations.

The goal of the County for this project was to provide the foundation for an appropriate classification and compensation system and pay plan based on current compensation levels for similar public sector employers, and local market competitors. In response, MAG has developed a proposed pay plan and developed salary adjustment recommendations for current incumbents in included County classifications.

### Project Focus

The objectives of the study were to:

- Conduct a review of all County job titles;
- Review salary and compensation data from similar/competitor organizations;
- Develop a revised classification plan; and,
- Develop a revised compensation and pay plan; and
- Provide options for the County’s consideration to find a reasonable and cost-effective way to transition to the new plan(s).

A list of project tasks and activities is indicated below by Exhibit 2-1.

**EXHIBIT 2-1**  
**Beaufort County, SC**  
**PROJECT TASKS**

**Project Initiation** – Developed project proposal, work plan and timeline. Discussed with County administration and revised project work plan.

**Initial Meetings** – Discussed with County Human Resources administration, County leadership and key management to clearly define the scope, goal(s), and objective(s) for the proposed study.

**Developed/Distributed Salary Survey Instrument** – Conducted a salary survey to gather compensation information from target organizations for selected County benchmark classifications.

**Collected/Analyzed Compensation Data** – Collected and reviewed compensation data from published data sources.

**Conducted Job Analysis** – Performed analysis of compensable factors based on employee completed Job Profile Questionnaires (JPQ).

**Developed Revised Pay Plan** – Developed a preliminary proposed pay plan based on the results of the market salary survey, job analysis, and internal/external equity considerations.

**Developed Salary Adjustment Recommendations** – Developed salary adjustment recommendations for all County classifications based on the revised pay plan(s) and employee classification, current salary, and longevity in current position.

**Developed & Submitted Draft Report** – Developed and submitted a Draft Report for County review integrating the job analysis, proposed pay and classification plan, salary survey, and implementation recommendations.

**Revised Draft Report** – Incorporated the County’s technical review of materials.

**Develop & Submit Final Report** – Submitted a Final Report upon final review. (TBD)

Exhibit 2-2 illustrates a flow-chart process used for developing a proposed pay and classification plan.



**EXHIBIT 2-2**  
**Beaufort County, SC**  
**PROJECT FLOWCHART**



### **Approach Overview**

To begin the study, MAG requested and reviewed preliminary information from the County. At this time, MAG conducted initial discussions with human resources administration and tailored several instruments to be used in conducting the compensation and classification analysis, including:

- Job Profile Questionnaires (JPQ); and
- A review of current labor market data (Market Survey), which included several data sources comparable to the County.

The study methodology included:

- Collection of current personnel, human resources, and organizational background information;
- Identification and selection of comparable agencies for the market data;
- Identification of classification benchmarks;
- Conducting a salary survey for selected positions; and
- Analysis with recommendations concerning the relative ranking of County positions to develop a classification plan that will ensure internal equity.

MAG developed job profiles for classifications covered in the study, based on the factors below, to identify an appropriate pay range. The development of a job profile typically includes numerous factors, such as:

- Involvement with Data, People, and Assets
- Experience/Vocational Requirements
- Educational/Vocational Requirements
- Mathematical Requirements
- Communications Requirements
- Judgment Requirements
- Impact of Decisions
- Complexity of Work
- Safety of Others Responsibilities
- Physical Requirements
- Equipment Usage
- Unavoidable Hazards

### **Initial Meetings and Orientation**

Upon agreement to proceed, the project team communicated with Human Resources staff to discuss the study's objectives, along with the strengths and needs of the current organizational compensation management systems. County management provided input regarding the County's preferences and needs of the systems to be developed. MAG's representatives requested documentation about current compensation and classification programs, reviewed and discussed with management these systems, and developed an understanding of concerns to be addressed.

The project team also discussed with staff an overview of the scope, content, and methodology of the study, encouraged employee cooperation and commitment, and established appropriate time limits for completing and returning necessary forms.

MAG staff serve as a facilitator to bring these primary source data together in a meaningful way, organize it into a pay plan or plans, depending on the needs of the organization and to support and assist the organization with making crucial decisions regarding overall hierarchal placement of jobs.

The study results and outcomes are not the result of decisions made in isolation by the consultant but are the result of the consultants working to bring together all of the different viewpoints of the stakeholders, assisting and supporting in ordering responsibilities of the work into a compensation and classification plan that serves as a starting point for making current and future placement decisions.

### **Market Review**

Beaufort County employs a wide range of jobs that contain a mix of work responsibilities found in both the public and private sectors. The market data utilized for selected benchmark positions reflected the variety of duties and responsibilities in which County employees engage. Market data is one of the key components of a classification and compensation study, as well as one of the more difficult and sensitive activities in the study process.

In a collaborative effort with the Human Resources staff of the County, MAG developed a list of target organizations to be surveyed. Upon approval of the target list, the survey instrument, and the benchmark classifications, MAG reviewed the market and performed the technical analysis and evaluation of the collected data.

Organizations typically included as targets in a salary survey are those that are:

- Competing with the County for employees, for either lower level or higher-level positions;
- Geographically situated in such a fashion as to automatically be considered a competitor;
- Structured similarly to the County, or providing similar types of services; and
- Attractive to highly valued employees for one reason or another.



Surveyed:

- City of Beaufort, SC
- Town of Hilton Head, SC
- Town of Bluffton, SC
- City of Charleston, SC
- City of Savannah, GA
- Lexington County, SC
- Greenville County, SC
- Richland County, SC
- Berkeley County, SC
- Charleston County, SC
- Horry County, SC
- Dorchester County, SC
- O\*NET (Data source for private sector classifications, which reflects Federal DOL Data)

**Benchmark Classes**

The job classes included as benchmarks in the survey were clearly and concisely described. All classes had a clear and identifiable relationship to other County classes and were representative of the various functional areas within the various work areas/units within the County.

In the survey instrument, benchmark jobs were carefully described in a class profile. In addition to the statement of job duties and responsibilities, specific information pertaining to the education requirements and work experience needed for the class was included. The respondent’s matching class title, annual minimum and maximum salary, duty days, and annual hours were also included in the survey.

The data from the survey were used to assist with the classification of the various jobs within the pay structure. It is important to note, however, that the market study simply serves as an indicator of market trends and the internal job analysis is the most critical element in determining pay grade assignment.

**Proposed Pay Plans**

Based on the uniqueness and diversity of positions within the County, MAG has proposed two separate pay plans: Public Safety and Unified. Although distinctive, the two plans were built from the same linear regression payline. Employees performing the same duties were placed in the same class and pay grade, regardless of the number of hours (PT/FT).



### **Implementation Costs**

MAG's implementation options and recommendations consider the following:

- Current salary;
- Time in current position;
- Current job title or rank; and,
- Information from HR staff regarding recruitment & retention issues.

No employee should receive any additional salary adjustments once their salary has reached the maximum of the range. The recommendation is to freeze the salary until market data supports an increase in pay range maximum. Progressive governments often coordinate with MAG on an annual basis to refresh their market competitive position to ensure that they do not "lose ground" from a compensation perspective.

### **Pay Plan Structure**

MAG has established three pay structures for the County: Detention Center, Public Safety, and Unified. The Detention Center plan was established with various pay ranges from minimum to maximum based on rank and a 7% differential between each pay grade. The Public Safety (Airport & EMS) and Unified plans were established with pay ranges of 60% from minimum to maximum and a 5% differential between each pay grade. The structures recommended are transparent, permit employees to have a perspective that provides some security, but it is still wholly dependent on the County's ability to fund future structure adjustments.

### **Plan Implementation**

MAG recommends that the new compensation structure goes into effect as soon as feasible along with the recommended salary adjustments. First, the plan moves any employee below the minimum of their proposed pay grade range to that level. Then, all current employees receive a 4% "cross-the-board" adjustment, which is designed to spur individual movement within their respective pay ranges, address salary compression, and serves as a hedge against inflation.

Please note that the system is hardwired to prevent any employee whose current salary exceeds the maximum of their proposed pay grade from receiving any type of adjustment. However, MAG strongly recommends that anyone above the maximum receive the 4% adjustment.

MAG suggests that the new compensation structure go into effect at the start of the upcoming fiscal year.

The total cost summary details are noted in Section 13.

**Annualized Cost: \$6,797,429; or a 11.5 % increase to current payroll.**

**\*\*Note: Total Cost Number does not include Fringe Benefit Costs.**

### **Salary Compression**

Salary compression, also known as wage or pay compression, is a pay differential that results from various causes, but that is often deemed as unfair or unequal by members of the workforce within the organization. It is an issue that many management and human resources professionals deal with on a regular basis. There are numerous reasons for these kinds of differentials that occur, and they often seem justified at the outset. However, over time wage compression can lead to low morale and hurt feelings within the ranks of previously loyal employees.

### **Examples of Salary Compression**

Salary compression is not a new concept. For example, it's a widespread practice for an organization to offer a higher starting salary to sought after employees who may be "rock stars" or as someone who has a great deal to offer the organization. Higher pay is used as an incentive to lure the candidate.

It is also seen when viewing fixed salaried professionals like managers and supervisors versus hourly employees who are eligible for rewards like shift differentials and overtime pay. Sometimes pay inequities are seen after a consolidation of two or more functional areas that were run very differently from one another previously. Wage compression can also occur in an organization with a sizable percentage of low wage earners when the low wage rates are increased; as new hires come on, they are earning the same amount as those who may have been with the organization for years.

### **Impact of Wage Compression**

Impacts of wage compression can be seen on a one-to-one level or across entire organizations. Those whose pay is compressed, or who are receiving less money, are likely to be affected by low morale. They will feel discouraged, naturally. It doesn't make sense to continue working just as hard when their efforts are not perceived as being compensated. This can lead to a more noticeable problem of deficient performance in employees, which hurts the bottom line and affects everyone. There may also be retention issues related to salary compression.

Those who feel slighted are more likely to look for alternate employment. High turnover rates are costly to any organization. It may also be harder to recruit from within for higher level positions if employees see no economic benefit in accepting the added responsibility and work of a promotion.

**Purpose of the Implementation Plan**

The foundation of the implementation calculation is one that is forward looking and does not look back on how current salaries came about. Transition to a new plan is not meant to change every pay decision, promotion or other legal changes in salary that have occurred over the tenure of the employee; nor is it meant to pretend the new pay structure should be retroactive in concept to the day an employee was hired.

To the extent that any uniform formula may result in unintended consequences, there may be isolated instances where administrative adjustments would be needed in order to address an inequity that is not readily apparent. This is not intended to address internal inequities perceived by employees, which might result from previous pay structures or previous pay decisions. MAG assumes that all previous salary changes were based on information that was considered valid and appropriate at the time the decision was made.



**SECTION 3.0**  
***Selected Compensation Policies***

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### 3.0 – Selected Compensation Policies

As part of the overall study, Management Advisory Group typically offers observations and recommendations regarding best practices in compensation policies. These observations are not meant to replace existing policies, but to provide a fresh look and compare Beaufort County's compensation policies against "best practices." An objective statement of compensation policies also includes the expressed outcome to attract, reward, and retain qualified employees who can help the County achieve its mission. In support of the vision statement, MAG observations may assist the County as it strives to provide a total compensation program that enables the County to:

- Attract and retain a high-quality and diverse workforce;
- Reward and retain qualified employees;
- Provide a fair and consistent framework for assigning jobs;
- Maintain salary structures at market competitive levels;
- Ensure fair and consistent pay practices;
- Comply with applicable laws and regulations; and,
- Operate within the constraints of fiscal resources; and
- Be an employer that inspires excellence.

As an employer, the County embraces a fair and equitable compensation plan to support the achievement of the following goals.

1. The County strives to provide a total compensation program that is fiscally sound, equitable and competitive in the defined marketplace.
2. Both benchmarking of select classifications and consideration of the job profile is used as a best practice for compensation of similar positions.
3. Competitive ranges are established for all positions to provide the flexibility needed to adapt to market changes, maintain internal equity and address the needs of the County that will ensure an elevated level of service to the community.
4. Starting pay for new employees is based upon education and work experience related to positional requirements as well as market conditions.
5. Pay adjustments, other than allowances and supplements, are provided to employees when appropriate to address equity, market responsiveness, and consistency in the administration of the County's compensation program.
6. Employees are eligible for pay increases resulting from true promotions and reclassifications.
7. Part-time and temporary employees may not be eligible for the same benefits as full-time employees.
8. Fair Labor Standards requirements will be applied fairly and consistently to applicable positions.

- 9. Benefit plans and other non-cash compensation plans are reviewed periodically for competitiveness, cost effectiveness, and their value to employees and the County.
- 10. Pay ranges for the County job groups are reviewed as needed, but not less than every two years.

**Compensation Policies:**

The following recommendations cover recommendations for both the implementation of the plan, as well as the on-going administration of the plan.

Numerous opportunities exist for varied work experiences and career advancement within the County. The following outlines how associated pay changes can be administered based on the category of change. All final decisions on the administration of pay are subject to approval by the County Administrator or his designee based on feedback from the Director of Human Resources. In all instances of employee/job reassignment, the employee would be placed in the range, not to exceed the maximum of the range unless specifically stated. Unless otherwise stated, any change in pay will be effective the first day of the full pay period following the date of approval.

**A. Reclassification**

- 1. When a job has been reclassified to a higher pay grade, the employee’s salary shall increase at least 5% in the new pay grade that includes the new salary but is not more than the maximum salary of the new pay grade.

If the reclassification results in an upgrade of one pay grade, the employee’s pay will be moved upward by 5%. An upgrade of two or more pay grades will increase the employee’s pay by an additional 2.5% increase for each additional pay grade, up to a maximum of 20%.

For general reclassifications done as a result of an internal or external compensation study, or as a result of a normal budget process review, if the employee has been in the position since on, or before, the first day of the fiscal year, the effective date of any approved change will be the first day of the fiscal year, or the effective date of implementation as approved by the Council, unless otherwise specified by the Council or Administration.

Otherwise, for an individual reclassification, done outside the normal budget cycle, the effective date of the pay increase will be consistent with the first day of the full pay period following the date of approval.

Reclassification or changes in pay grade, whether resulting from an internal or external compensation study or individual change in pay grade, shall **not be** retroactive with respect to calculating the new salary.



Internal Equity Adjustments as a result of the implementation of a system-wide study shall not be subject to the same guidelines as the “Reclassification” guideline. Internal Equity Adjustments can be the result of the application of a formula, applied to all positions in the same pay plan, and are done to ensure that employees’ salaries are internally equitable and are not done to reflect an individual “job audit” of a single member incumbent.

Internal Equity Adjustments are also not tied to performance measures. ***The leadership may determine an Internal Equity Adjustment strategy that is separate and apart from the guidelines that cover reclassification.***

Internal Equity Adjustments, resulting from an internal or external comprehensive review, can be to a higher, or lower, pay grade and are not considered a reclassification, promotion, or demotion.

2. When a job has been reclassified to a lower pay grade, the affected employee(s) shall have their pay adjusted accordingly. The employee’s salary will be placed within the salary range of the lower grade. The effective date will be the day following the County Council’s adoption date of the budget and the change will be reflected in the next full pay period. If, after the pay grade adjustment, the employee(s) salary is greater than the maximum salary of the new pay range, the employee will continue to be paid at the higher rate of pay, the salary would be “frozen,” and the employee is typically ineligible for any pay adjustment until the range “catches up” with the salary and allows for movement.

#### **B. Promotion**

1. When an employee is promoted, as a result of a job change or job progression, to a higher pay grade position, within the same, or to a different, salary schedule, the salary placement within the new pay grade shall be determined as follows: *apply 5% on the salary of the previous grade/schedule and salary for promotions of one pay grade, and an additional 2.5% for each additional pay grade up to a maximum of 20%.* The resulting pay will be no less than the minimum of the new pay grade and no less than a 5% salary increase, but not more than the maximum salary of the assigned pay grade. The effective date will be consistent with the first day of the full pay period following the date of approval.
2. There may be times when the uniqueness of an individual job and level or necessary skills required by the County, and not just possessed by the incumbent, may require a higher salary schedule placement than stipulated in this section. Under such circumstances, the County Administrator *may approve a higher salary within the assigned pay grade.*

#### **C. Lateral Transfer**

A lateral transfer occurs when an employee is transferred from one job class to another in the same pay grade. When there is no change in pay grade there shall be no adjustment in salary. A lateral transfer is not considered a reclassification or a promotion.



**D. Temporary Assignment(s)**

1. "Interim" or temporary assignment(s) occurs when the County recognizes a critical job assignment need that must be met and cannot be met through the normal recruitment process. This can occur when an unexpected vacancy occurs; when a mission critical job cannot be filled in a timely fashion; or when a mission objective changes abruptly and requires immediate action.
2. Temporary or "interim" assignment(s) would be anticipated to last more than 30 days, but less than 6 months. A temporary or "interim" assignment is to fill a vacancy and not to assume the duties of another employee who is on approved leave, i.e., vacation, holiday, medical, or other short-term absence(s).
3. If the position assigned is lower in pay grade (or equivalent pay range) this would not result in a lower salary for the assigned employee even if the employee's salary exceeded the maximum of the new pay range.
4. If the position assigned is higher in pay grade and extends beyond 30 days, but less than 6 months, there should be a 5% "temporary assignment" pay adjustment for the first pay grade and 2.5% for each additional pay grade to a maximum of 20% or the minimum of the new grade, whichever is higher. The employee's salary shall not exceed the maximum of the assigned range. Employees receiving temporary assignment pay shall sign a Wage Notification Form and Personnel Action Form acknowledging the understanding that they are receiving "Temporary Assignment Pay" and also acknowledging that when the temporary assignment ends, the "assignment pay" will also end.

**E. Hiring**

1. The hire rate for a new employee with no equivalent and/or relevant level experience is typically the minimum of the salary range to which the job classification is assigned.
2. New hiring rates above the minimum (or re-hires) for employees with prior experience that is directly relevant experience and/or experience that can be verified by the Human Resources Department may be considered. To determine prior relevant experience credit, the chart below will apply. *Employees who have left the County and have been officially terminated will be re-hired using this formula and will not be rehired at the previous salary.* Re-hires who have left the County's employment will be considered using the same formula as new hires.

<b>Years of Experience</b>	<b>Starting Pay</b>
1 to < 3	Pay Grade Minimum
3 to < 5	Pay Grade Minimum Plus 3%
5 to < 7	Pay Grade Minimum Plus 6%
7 to < 11	Pay Grade Minimum Plus 9%
11 to < 15	Pay Grade Minimum Plus 12%
15 to < 20	Pay Grade Minimum Plus 15%
20 or more	Pay Grade Minimum Plus 20%

3. Internal Equity is an equally important consideration in filling a vacant position. Before a salary offer is made, Human Resources will also consider the current salaries, level of education, relevant licenses/certifications, and length of service in the same/similar job class or classes of current incumbents. It is the policy of the County to make every effort to avoid inverted salary relationships by bringing in newly hired employees at a salary that exceeds the current salaries of comparably placed existing employees in the same/similar job class.
4. The Human Resources department may additionally consider a higher salary offer if the open position is determined to be a “hard to fill” position.
5. “Hard to fill” positions will be designated as such by the Human Resources Department and will be based on the length of time the position has remained unfilled, the difficulty to recruit, the “mission critical” nature of the work and the market conditions of the position, at the time of a vacancy.
6. Hiring Range is typically considered that span in salary between the minimum of the range and the market point for most positions. For positions of Assistant Department Directors and above, the qualifications of the applicant and/or the needs of the County should include the discretion to hire anywhere within the range. However, consideration should still be given to existing salaries of other employees who are in directly comparable leadership positions.

**F. Maximum of the Range**

Ranges are established to reflect the market value of a given job profile and not an incumbent. Once an employee reaches the maximum of his/her assigned range, the salary is frozen, and the employee is not eligible for any additional compensation unless there is a range movement that would result in a higher maximum.

**G. Demotion****1. Voluntary Demotion**

If the demotion is voluntary, placement at the appropriate level within the new salary grade would be based on experience and prior performance and must be approved by the Department Head and the Human Resources Department. In a voluntary demotion, the performance appraisal date remains unchanged.

**2. Involuntary Demotion**

If an employee is involuntarily demoted as a result of disciplinary action, for example, or action related to unacceptable job performance, the rate of pay may be reduced by at least 2.5% per grade reduction or by a minimum of 5%; and the employee's salary must be reduced to at least the maximum of the lower Pay Grade, and may be placed at any salary within the lower Pay Grade as long as there is a minimum 5% reduction in pay. The employee will be placed on conditional status for a period of twelve months. There will be no salary increase at the end of the conditional period. The salary is established in the same manner as for voluntary demotion.

A performance appraisal must be completed within twelve months of the date of the demotion. A proficient performance appraisal will result in release from conditional status and continuation in the position subject to continued satisfactory performance.

There will be no salary increase at the end of the conditional period. The performance appraisal date shall be established one year from the effective date of the demotion.

**Future Salary Adjustment Recommendations**

The cost to implement and maintain the compensation system should be driven by changes in the labor market and/or internal relationships and should be applied globally to the system, which, in turn, adjusts each salary range. Compensation systems that are well maintained address *two primary issues* on an annual basis:

- The cost to maintain competitiveness within the system; and
- The cost to adjust individual salaries.

From time to time, the County may determine the need to adjust pay grades/ranges based on some factor, such as the Employment Cost Index (ECI) to maintain competitiveness at salary range minimums and hiring rates, as well as accommodate current incumbent pay progression within the grades. Ideally, funding permitting, the County should conduct a salary/market review periodically to assess market conditions and ensure a competitive posture in personnel recruitment and retention. At this time, a more detailed comparison to the external market, as well as, to immediate competitors can be made using a comprehensive methodology such as that used in this review. MAG recommends that any adjustments to the pay plan be based on 50% of the approved COLA determined by the Council. For example, if the Council approves a 6% COLA, the pay ranges on all pay plans should increase by 3%. This will assist employee movement through their designated pay range because their actual increase is greater than the increase to the pay ranges.

### **Proposed Compensation Plan**

Regardless of an organization's philosophy concerning advancement opportunities afforded to employees, it is essential that movements in the economy, and more specifically, the labor market in which the County competes, be addressed at the system level. Accordingly, salary administration procedures should take priority based on funding levels and the County's philosophy on pay.

### **Career Path vs Career Ladders**

Career Path vs Career Ladder What is the Difference?

A career path is a track of employment with a progression of acquired education, experience, achievement, and responsibility, moving through job positions within a professional field or organization. For example, an analytical track career path, a managerial track career path, or a quality management track career path.

A career path is designed to encourage students to enter a certain field of study (e.g., public health laboratory science) and to demonstrate the possibilities within that field of study.

A career path for a field of study in laboratory science can begin with a position as a laboratory aide, then a laboratory technician, followed by a laboratory scientist. This career path then opens a wealth of interrelated laboratory science tracks, and a professional can move from one track to another over the course of a career.

A series of steps within a job classification, each with increasing responsibility as expertise is developed, allowing for recognition of professional growth. The steps on the career ladder may require competition for advancement. For example, progressing through the federal GS system, or moving from laboratory scientist I to laboratory scientist II to laboratory scientist III.

A Career Ladder is designed to encourage and assist staff to further their professional development and to reward them for their commitment to professional growth and excellence without moving to a new career path.

**Employee Performance and Compensation in the Public Sector**

The theory of pay for performance is unquestioned. The practice is universal in the private sector and important to the growth of the U.S. economy. Rewarding superior performance has gained acceptance in all aspects of life. It’s now a global practice.

Government is different from the private sector in three key respects though. Two of those differences—the fact that performance ratings and pay increases are not confidential, and that changes to the system inevitably involve politics—are likely to prompt resistance to program changes.

A third difference is that in the private sector, pay for performance triggers continuous attention to performance metrics. For many organizations, the incentives that motivate are the prospect of year-end bonuses and gains from stock ownership. Both reinforce the importance of organizational success. In business, financial rewards are solidly entrenched.

The transition to pay for performance in government should be managed as organizational change since it redefines the role of managers and their relationship with staff. Managers who have relied on micromanagement will need to relinquish control. Performance-related pay makes no sense where employees are tightly controlled. The problem of inflated performance ratings will have to end. It also changes employee jobs and career expectations. The highest hurdle promises to be creating performance processes that generate credible and defensible year-end ratings.

Recognizing star performers as well as those whose performance is unacceptable is important to every employer. That’s obviously central to pay for performance.

As a general proposition, we believe there are four fundamental requirements for an effective performance-based pay system:

1. Performance expectations are clearly defined and understood.
2. Performance is measured accurately and communicated effectively by well-intentioned, trained supervisors.
3. The process is managed consistently across the organization.
4. Differences in performance can result in meaningful differences in compensation outcomes.

Government's purpose is to provide critical services requiring collective support through political processes. Effectiveness and cost control are the primary measures of success. In contrast, private sector organizations must create profit to exist, so their standards are different.

Although the transition to a pay for performance system is challenging, and requires a fundamental shift in thought processes, operations, it is an effective way of managing limited financial resources and rewarding key performers within government.

### **Alternative Approaches to Compensation: Skilled -Based & Competency-Based Pay**

Traditional pay structures within organizations have traditionally been focused on the assigned job. Wages have been based on position and seniority and influenced by factors like the minimum wage and negotiation. Although skills and competence have been reflected indirectly, pay systems have not been designed to encourage the development of individuals. With technological advancements and the focus on productivity and quality, many organizations now recognize the need to focus on individual contributions.

#### **Skill-based Pay**

Skill-based systems have long been used to define jobs within the trades. Increasing skill levels are the determining factor in describing positions like apprentice, journeyman, and expert craftsman. Other examples of skill-based pay systems can be found among white-collar jobs where the organization is providing a career progression based on increasing technical skill as an alternative to being promoted through various management levels.

#### **Competency Based Pay**

The term competency-based pay describes a system where rewards are based on the use of competence without consideration for results. The premise is that individual performance depends on having relevant competencies and higher levels of competence will produce superior performance. A competency base pay system focuses on individuals.

In practice, competency-based systems are seldom used in a pure form. Competency may be one of the factors determining pay, but performance may also be a factor.

#### **Application**

While both skill- and competency-based pay systems are focused on individuals rather than jobs, how the individual is evaluated for pay purposes is different. Skill-based systems are better defined, having been used for years as the basis for defining certain jobs. Pay is based on skills verified by some type of assessment or certification. These pay systems have been applied both to blue-collar and white-collar jobs. In contrast, competency-based pay systems have been applied as components of a pay system and so far, have been applied to individuals at professional or management levels.

**Trends**

The tendency toward leaner organizations over the past few decades has contributed to the development of pay systems that favor employees with a broad base of skills and competencies. Some of the results related to this trend include reduced staffing levels and expectations of higher performance by individuals.

**SECTION 4.0**  
**Total Rewards**

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## 4.0 – Introduction to Total Rewards

### **Total Rewards**

Total rewards are the monetary and non-monetary returns provided to employees in exchange for their time, talents, efforts, and results. It involves the deliberate integration of five key elements that effectively attract, motivate, and retain the talent required to achieve desired business results. The five key reward elements are:

- Remuneration/Compensation;
- Benefits;
- Work-Life;
- Performance and Recognition; and
- Development and Career Opportunities.

These elements represent the “tool kit” from which an organization chooses to offer and align a value proposition that creates value for both the organization and the employee. An effective total rewards strategy is the art of combining these five elements into tailored packages designed to achieve optimal motivation. This results in satisfied, engaged, and productive employees, who in turn create desired business performance and results. In this successful exchange relationship, the employee provides time, talent, effort, and results --- and the employer provides a total rewards package that is perceived as valuable by the employee.

### **The Context for Total Rewards**

Total rewards operate in the context of an overall organizational strategy, organizational culture, and human resources strategy. Indeed, an organization’s exceptional culture or external brand value may be considered a critical component of the total employment value proposition. In addition, other external influences on an organization that affect total rewards design include:

- Legal/regulatory issues;
- Cultural influences and practices;
- Competition; and,
- Labor market.

### **Total Reward Definitions and Examples**

#### **Remuneration/Compensation**

Pay provided by an employer to an employee for services rendered (i.e., time, effort, and skill).

**Remuneration/Compensation comprises four core elements:**

- Fixed pay – Also known as “base or basic pay,” fixed pay is nondiscretionary compensation that does not vary according to performance or results achieved. It usually is determined by the organization’s pay philosophy and structure.
- Variable pay – Also known as “pay at risk,” variable pay changes directly with the level of performance or results achieved. It is a one-time payment and must be re-established and re-earned each performance period.
- Short-term incentive pay – A form of variable pay; short-term incentive pay is designed to focus and reward performance over a period of one year or less.
- Long-term incentive pay – A form of variable pay; long-term incentive pay is designed to focus and reward performance over a period longer than one year.

**Benefits**

Programs an employer uses to supplement the cash compensation that employees receive. These programs are designed to protect the employee and his or her family from financial risks and can be categorized into the following elements:

- Social Insurance;
- Unemployment;
- Worker’s compensation;
- Social Security; and,
- Disability (occupational).

**Group Insurance**

- Medical
- Dental
- Vision
- Prescription Drug
- Mental Health
- Life Insurance
- Accidental Death and Dismemberment Insurance (AD&D)
- Disability
- Retirement
- Savings

**Pay for Time Not Worked**

These programs are designed to protect the employee's income flow when not actively engaged at work.

- At work (breaks, clean-up time, uniform changing time); and,
- Away from work (vacation, government holidays, company holidays, personal days).

**Work-Life**

A specific set of organizational practices, policies, and programs, plus a philosophy, which actively supports efforts to help employees achieve success at both work and home. There are seven major categories of organizational support for work-life effectiveness in the workplace. These categories encompass compensation, benefits, and other human resources programs.

In combination, they address the key intersections of the worker, his or her family, the community, and the workplace. The seven categories are:

- Workplace flexibility;
- Paid and unpaid time off;
- Health and well-being;
- Caring for dependents;
- Financial support;
- Community involvement; and,
- Management involvement/culture change interventions.

**Performance & Recognition**

**Performance:** A key component of organizational success, alignment of organizational, team and individual performance is assessed in order to understand what was accomplished, and how it was accomplished. Performance involves the alignment of organizational, team and individual effort toward the achievement of business goals and organizational success.

**Performance planning** is a process whereby expectations are established linking the individual with team and organizational goals. Care is taken to ensure goals at all levels are aligned, and there is a clear line of sight from performance expectations of individual employees all the way up to the organizational objectives and strategies set at the highest levels of the organization.

**Performance** is the manner of demonstrating a skill or capacity.

**Performance feedback** communicates how well people do a job or task compared to expectations, performance standards and goals. Performance feedback can motivate employees to improve performance.

**Recognition** acknowledges or gives special attention to employee actions, efforts, behavior, or performance. It meets an intrinsic psychological need for appreciation of one's efforts and can support business strategy by reinforcing certain behaviors (e.g., extraordinary accomplishments) that contribute to organizational success. Whether formal or informal, recognition programs acknowledge employee contributions immediately after the fact, usually without predetermined goals or performance levels that the employee is expected to achieve. Awards can be cash or non-cash (e.g., verbal recognition, trophies, certificates, plaques, dinners, tickets, etc.). The value of recognition plans is that they:

- Reinforce the value of performance improvement;
- Foster continued improvement, although it is not guaranteed;
- Formalize the process of showing appreciation;
- Provide positive and immediate feedback; and,
- Foster communication of valued behavior and activities.

### **Development and Career Opportunities**

**Development:** A set of learning experiences designed to enhance employees' applied skills and competencies. Development engages employees to perform better and engages leaders to advance their organization's people strategies.

**Career Opportunities:** A plan for employees to advance their career goals and may include advancement into a more responsible position in an organization. The organization supports career opportunities internally so that talented employees are deployed in positions that enable them to deliver their greatest value to the organization. Development and career opportunities include the following:

### **Learning Opportunities**

- Tuition assistance;
- Corporate universities;
- Innovative technology training;
- Attendance at outside seminars, conferences, virtual education, etc.;
- Self-development tools and techniques;
- On-the-job learning; rotational assignments at a progressively higher level;
- Sabbaticals with the express purpose of acquiring specific skills, knowledge, or experience;
- Coaching/Mentoring;
- Leadership training;
- Access to experts/information networks association memberships, attendance and/or presentation at conferences;
- Exposure to resident experts; and,
- Formal or informal mentoring programs in or outside one's own organization.

**Advancement Opportunities****Internships**

- Apprenticeships with experts;
- International assignments;
- Internal job postings;
- Job advancement/promotion;
- Career ladders and pathways;
- Succession planning; and,
- Providing defined and respectable “on and off ramps” throughout the career life cycle.

**An Integrated Total Rewards Strategy****Culture**

Culture consists of the collective attitudes and behaviors that influence how individuals behave. Culture determines how and why a company operates in the manner that it does.

Typically, it is comprised of a set of often unspoken expectations, behavioral norms, and performance standards to which the organization has become accustomed. Culture change is difficult to achieve because it involves changing attitudes and behaviors by altering their fundamental beliefs and values. Organizational culture is subject to internal and external influences; thus, culture is depicted as a contextual element of the total rewards model, overlapping within and outside the organization.

**Environment**

The environment is the total cluster of observable physical, psychological, and behavioral elements in the workplace. It is the tangible manifestation of organizational culture. Environment sets the tone, as everyone who enters the workplace reacts to it, either consciously or unconsciously. Because they are directly observable and often measurable, specific elements of the environment can be deliberately manipulated or changed. The external environment in which an organization operates can influence the internal environment; thus, environment is depicted as a contextual element of the total rewards model, overlapping within and outside the organization.

**Attraction**

The ability of an organization to attract the right kind of talent necessary to achieve organizational success. The attraction of an adequate (and perpetual) supply of qualified talent is essential for the organization’s survival, and it is one of the key planks of business strategy. One way an organization can address this issue is to determine which “attractors” within the total rewards program brings the kind of talent that will drive organizational success. A deliberate strategy to attract the quantity and quality of employees needed to drive organizational success is one of the key planks of business strategy.

**Retention**

An organization’s ability to keep employees who are valued contributors to organizational success for as long as is mutually beneficial. Desired talent can be retained on staff by using a dynamic blend of elements from the total rewards package as employees move through their career lifecycles. However, not all retention is desirable, which is why a formal retention strategy with appropriate steps is essential.

**Motivation**

The ability to cause employees to behave in a way that achieves the highest performance levels. Motivation is comprised of two types:

- **Intrinsic Motivation** is linked to factors that include an employee’s sense of achievement, respect for the whole person, trust, appropriate advancement opportunities and others, intrinsic motivation consistently results in higher performance levels.
- **Extrinsic Motivation** is most frequently associated with rewards that are tangible, such as compensation and benefits.

There are also defined levels of intensity regarding motivation:

- *Satisfaction* – how much I like things here.
- *Commitment* – how much I want to be here.
- *Engagement* – how much I will actually do to improve business results.

**SECTION 5.0**  
***Examples of Employee Incentives***

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## 5.0 – Examples of Employee Incentives

### What is an employee incentive Program?

Employee incentives are rewards and privileges that motivate employees to meet business goals. In the workplace, employers may provide monetary or non-monetary incentives through an employee incentive program to encourage employees to uphold excellent behavior and job performance.

Compensation incentive programs use cash bonuses and other financial perks to drive employee success and productivity. Non-monetary incentives (e.g., casual dress days, snack options, flexible schedules) are often cheaper to implement but can still have a big impact on employee morale.

Employers can offer a combination of incentives based on sales numbers, productivity and other predetermined standards depending on their business goals.

### How are incentives different from benefits?

Incentives are optional perks you can provide employees to reward them for good work ethic or other factors, while benefits are typically mandated as unpaid additions to an employee's salary. Benefits include:

- Retirement plans (401K)
- Healthcare
- Sick leave
- Paid time off (PTO)
- Disability leave
- Unemployment compensation

### Benefits of employee incentive programs:

Offering incentives to your employees can bring the following benefits to your company:

**Builds loyalty:** A well-designed employee compensation incentive program gives employees a reason to be invested in your company's success.

**Contributes to low turnover rates:** Similar to employee loyalty, offering incentives to employees can help reduce turnover rates within your company. That means you're more likely to retain talented employees versus having to continually replace positions within your company.

**Motivates employees to level-up their productivity:** A key benefit of offering workplace incentives is that they can motivate employees to increase their productivity. It could also prevent employees from experiencing burnout as they have a fun end goal to achieve.



**Improves culture:** Implementing incentives in your workplace helps create a culture of motivation, self-management and responsibility while holding employees accountable for their work. For example, you could award a prize at the end of each month to the person who demonstrated the most compassion toward their coworkers and went out of their way to be helpful.

**Drives goals:** Incentives can target specific goals such as sales numbers or retention rates to support your company’s strategic development.

**Provides an opportunity for increased teamwork and bonding:** If you choose to create a department or company-wide employee incentive program that requires your employees to work together and rely on one another, this could help employees bond and create a strong team mentality.

**Demonstrates your appreciation for their hard work:** By including fun and rewarding incentives as a part of your company culture, you can also use them as an opportunity to show your appreciation for your employees and their contributions to your company.

**Examples of monetary employee incentives**

Here are seven monetary incentives that you can consider for a City-wide employment incentive program:

**Spot bonuses:** Spot bonuses or spot awards are small cash prizes given to employees in direct response to an achievement. Employers give out spot bonuses as a way to give special recognition to employees working on challenging projects or taking extra initiative beyond the scope of their position. You may have a fund for spot bonuses or use discretionary funds to give them out occasionally depending on what other incentives you offer. Spot bonuses usually don’t have set criteria other than being a response to exceptional work.

One benefit of offering spot bonuses is that they provide an immediate response to positive employee behavior. Even if an employee gets a yearly bonus based on performance, getting a small amount of cash right away provides positive reinforcement.

For example, a nurse who covered multiple shifts for other coworkers and delegated workflow during a busy flu season may receive a \$100 bonus for going above-and-beyond.

**Project bonuses:** Employers can celebrate and reward project completion by planning project bonuses. Project bonuses usually specify a particular deadline that employees have to meet in order to get a cash reward. When implementing a project-based compensation incentive, clearly list the criteria employees need to meet to get the bonus, including budgetary restrictions and milestones.

Project bonuses encourage teamwork and camaraderie, as everyone on the project team can have a stake in whether or not everyone receives a project bonus. For example, a manager agrees to give everyone on a certain project a \$500 bonus if they can complete all deliverables on or before the estimated completion date. Each person would be motivated to work as a team and help each other accomplish the goal.



**Performance bonuses:** Performance bonuses are regularly scheduled cash awards that reflect employee success. Salespeople earning a higher commission percentage for making more sales are a common example of performance bonus incentives. Companies pay performance bonuses when employees contribute directly to their financial success and growth. Annual or quarterly performance bonuses are a popular way to track employee performance goals and reward top performers.

**Merit-based raises:** Standardized raise systems can also be a great compensation incentive, especially when a company wants to focus on long-term employee retention. Employees become eligible for merit-based pay raises based on performance reviews and meeting certain benchmarks. Unlike performance bonuses which are paid out as one lump incentive, merit-based raises reward employees with long-term salary growth. Over time, merit-based raises can add up and give employees a strong incentive to continue working for your company.

For example, many companies offer cost of living adjustment raises every year. Some also assess employee performance and reward employees who met or exceeded expectations with a higher pay rate. Clearly outline merit-based raise policies in your employee handbook to ensure fair compensation and equal opportunity for growth.

Profit-sharing incentive plans are usually based on a percentage of the employee’s salary, but can also be a percentage of earnings or a flat rate that is split among employees.

**Referral bonuses:** Referral bonuses are payments that employees receive in exchange for connecting their employer with a candidate for an open position. Employers offer rewards if they hire someone that an employee recommended and they stay in the position for a minimum amount of time, usually a few months.

**Examples of non-monetary employee incentives**

Beyond monetary incentives, there are also creative non-cash incentives you can consider offering your employees to boost morale and increase productivity.

**Improved equipment:** Offer better workplace equipment such as a nicer desk, computer, or chair. This can help employees work more comfortably and efficiently, and let them know that you care about their wellbeing.

**More vacation time:** Besides your typical paid time off, consider providing additional vacation days to your employees for their improved performance. This helps them achieve a greater work-life balance.

**Casual dress days:** Some employees prefer to work in casual clothing such as jeans and a T-shirt. Consider implementing a casual dress day once a week.

**Outside services:** Bring in outside services such as a chiropractor, food truck, yoga instructor or another service provider. These services can be helpful and are often things your employees wouldn’t seek otherwise.



**Organizational picnics:** Company picnics provide employees with a break from office life. They're also a great way to improve team-building. Some examples beyond the traditional picnic in a park include a trip to an amusement park or another recreational facility.

**Branded gear:** Offer employees free branded swag such as clothing, coffee mugs or water bottles that feature the company name and logo. This doubles as free company advertising.

**Public recognition:** Public recognition lets employees know that you're grateful for their contributions while also informing others in the workplace of their accomplishments. It can also make them feel appreciated and can motivate other employees to improve their performance, too.

**Charitable donation:** Some people enjoy giving back to their local community or other organization. Consider offering a donation on their behalf for their good work.

**Dogs at the office:** According to the U.S. National Library of Medicine, dogs at the office can provide social support and stress relief. Consider letting an employee bring in their pet for a day. If an employee doesn't have a pet, contact a local canine facility to bring in dogs for the entire office for a day.

**Handwritten note:** Provide employees with a handwritten note that shows them you took the time to appreciate their efforts. This can be a sincere card that they can keep on their desk.

**Entertainment tickets:** Sporting event or concert tickets allow employees to have fun outside of the workplace. These tickets can be for local events that they can enjoy on their days off.

**Memberships:** Some membership examples include food delivery services, gyms, coffee clubs or book-of-the-month subscriptions.

**Dinner with the boss:** Consider taking your employees out for a free meal. This also gives your team a chance to bond and build professional relationships.

**End-of-the-year party:** Work parties allow employees to have fun and give them something to work for. You can also award public recognition to employees during these festivities.

**Plaque:** Consider giving employees a plaque and a creative award. This shows you took the time to recognize them specifically and provides them with something they can keep on their desk.

**Remote days:** Many employees prefer the flexibility that working from home can provide. Consider offering them a day when they can work remotely and log in at the time of their choosing. This allows them to have a sense of independence on the job.

**Meal delivery:** Catered or delivered meals are a way to incentivize your team. It also means they don't have to pack or pay for lunch.



**Fruit arrangement:** Some employees may prefer an edible fruit bouquet as an incentive. There are several options from various companies to consider that can make the incentive more personable.

**Free fitness classes:** A free yoga or other fitness class provides your employees with a stress-free experience and a place to be outside of the workplace.

**How to start an employee incentive program**

Before introducing an incentive program, make sure to consult a lawyer to ensure compliance with labor and tax laws. It’s also a good idea to ask your accountant to determine the feasibility of a long-term program.

Follow these steps to create an employee incentive program:

**Define clear goals for your incentive program:** For example, if your business depends on sales, your incentive program should aim at maintaining or increasing your monthly volume. And, even if quantity is important, emphasize quality too.

**Based on your goals, create an incentive program that rewards behaviors that benefit your business:** Think about the methods your employees use to meet goals and which are most successful. If your company relies heavily on teamwork, provide team incentives. Individual incentives encourage employees to focus on their own contributions while team incentives inspire them to work together.

**Determine the types of incentives you can afford:** Offer incentives that work with your budget. A good way to ensure that an incentive is effective and financially feasible is to align it with profits.

**Offer desirable incentives:** Learn about what motivates your employees and design incentives that boost morale. For example, some employees may prefer monetary incentives like bonuses, while others may be happier receiving meal deliveries or more vacation days. Try sending out a survey to find out what your employees want most.

**Be transparent and track performance:** Be clear on goals, criteria, and timelines. After you launch your employee incentive program, track performance to recognize your top contributors. Encourage your managers to provide daily or regular incentives to employees.



**SECTION 6.0**  
***Examples of Executive Staff Fringe Benefits***

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**6.0 Beaufort County, SC  
Examples of Executive Staff Fringe Benefits**

<b>Benefit Type</b>	<b>Benefit Amount</b>
Additional Vacation Days	Two additional weeks awarded January 1 <sup>st</sup> each year
Vehicle Allowance	\$600 per month
Life Insurance Policy	\$250,000 of Term Life Insurance Coverage
Professional Development Funds	Up to \$2,500 per fiscal year for Conferences, Training, etc.
Additional Retirement	10% base salary contribution to a 401(k) of 457 Retirement Account
Remote Work Opportunity	Option to work outside of office two days per month
Long-term Disability Policy	10 years of coverage
Retiree Medical Coverage	Eligible after 10 years of service or age 55
New Hire Relocation Expenses	Reimbursement of up to \$15,000 of actual expenses to relocate to the County for employment
Annual Performance Bonus	Eligible for up to a 5% performance increase based annual performance review conducted by Designated Supervisor

**SECTION 7.0**  
***Proposed Longevity Pay Policy***

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### 7.0 – Proposed Longevity Pay Policy

#### Purpose

The purpose of the Longevity Pay Policy is to recognize those employees who have faithfully served the citizens of the County through their continued service as employees of the Beaufort County.

#### Rules for Longevity Pay

- A. Only full-time regular and part-time regular employees will be eligible to receive longevity pay. Part-time regular employees will receive longevity pay that will be prorated based on the number of hours the employee normally works compared to a 40-hour week.
- B. Employees will be recognized for continued service to the County based on the number of completed years that the employee has worked for the County. Calculation payout is based on the employee’s anniversary date.
- C. Only continuous unbroken years of service will be computed when determining the amount of longevity pay an employee is to receive.
- D. Employees who leave employment with the County, but are reinstated within thirty (30) calendar days of their date of termination will not have this period considered as a break in service for the purpose of determining the amount of longevity pay.
- E. The following amounts of longevity pay will be given to eligible employees based on the number of completed years of service to the County:

Longevity Pay Scale			
Years of Service	Amount	Years of Service	Amount
1	\$200	11	\$1,350
2	\$250	12	\$1,500
3	\$350	13	\$1,750
4	\$500	14	\$1,900
5	\$650	15	\$2,050
6	\$750	16	\$2,200
7	\$850	17	\$2,350
8	\$950	18	\$2,500
9	\$1,050	19	\$2,700
10	\$1,200	20 +	\$3,000



- F. The longevity pay will be paid as a lump sum on the employee’s anniversary date. The employee will be responsible for all applicable taxes associated with the longevity pay.
- G. Continuation of longevity pay distributions are contingent upon the approval of funding for this program by the County Council through the annual budget process.



**SECTION 8.0**  
***Proposed Premium Pay Policies***

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## **8.0 – Proposed Premium Pay Policies**

Beaufort County may develop written plans to provide additional compensation for nonexempt employees who work non-standard shifts or who are subject to call back. Such plans may include shift differentials, on-call pay, call-back pay, and/or premium pay. The County recognizes that certain work-related circumstances call for compensation in the form of premium pay in addition to an individual's base salary.

### **Shift Differential**

A shift differential is a fixed amount of money expressed on a per hour basis. Shift differentials are provided for each hour actually worked to supplement base pay. Shift differentials apply only to hours actually worked and are included in the regular rate of pay in the calculation of overtime. Pay rate increases are not applied to shift differentials. The shift differential may cause the hourly base pay rate to exceed the pay range maximum of the salary range without violating applicable Human Resources Policies and Procedures on wage and salary administration. The rate of pay for shift differential is \$1.50 per hour.

### **On-Call Pay**

Employees are on call when they are scheduled to respond if called back to perform work. Unless another amount is approved in accordance with this procedure, employees on call are paid one hour of straight time for each on-call period up to 24 hours. Such pay is for the inconvenience of being on call and is not for actual hours worked. On-call pay is included in the computation of the employee's regular rate of pay, but is not considered hours worked for the purpose of calculating overtime. Employees scheduled to be on call should be given advance notice when practical. Regardless of whether a written plan is in place, all employees entitled to on-call pay under federal or state law will be compensated for such time. Supervisors must notify the Department of Human Resources if employees not covered by a written plan are required to be on-call. Call-Back Pay Call-back pay is to compensate employees for the interruption and inconvenience when they are required to report to work at an unexpected time or day. Employees who are called back to work will be paid for a minimum of three hours, regardless of the number of hours worked. An employee who works more than three hours when called back will be paid based on actual hours worked. Travel time is not considered hours worked. Overtime pay will be based solely on actual hours worked. Call-back pay does not apply to scheduled work hours. Employees who are required to return to work two hours or less before their normal shift time and who continue working into the normal shift or who are held over beyond their normal shift are not considered called back and will be paid only for actual hours worked. Each employee is required to report to work when called back unless excused by the supervisor on duty. Employees may not evade contact or fail to respond when contacted.

### Premium Pay

The County may develop premium pay plans to provide additional compensation for exempt employees to ensure continuity of services during emergencies, unusual circumstances, late shift work schedules, weekend work, and holidays. Premium pay is at the rate of at least one and one-half times the employee's regular rate of pay. Employees will not receive both premium pay and overtime pay (nonexempt) for the same hours of work regardless of the total number of hours the employee works during the week.

### Education, Licensure & Certification Pay

The purpose of this policy is to provide guidance regarding additional compensation to eligible staff employees of the County who (after their employment date and completion of their Introductory Period) attain additional job-related or job-enhancing degrees from regionally accredited colleges and universities and/or job-related or job-enhancing professional certifications and licensures from appropriate agencies.

The County encourages and rewards continuing education among its employees. Therefore, budget permitting, all regular staff who have satisfactory job performance may be considered for a salary increase upon completion of additional job-related or job-enhancing degrees from regionally accredited colleges and universities and/or upon receiving select job-related or job-enhancing certifications or licensures. These certifications/licensures are frequently from nationally recognized certifying or licensing organizations. Regular part-time staff should receive a prorated amount based upon their full-time equivalency (FTE). For example, an eligible part-time employee of 0.50 FTE may be eligible for an amount equal to 50% of the \$3,500 for a Masters' degree.

*Prior to enrolling* in a degree, certification, or licensure program, the employee must receive appropriate approval by using the ***Request for Compensation for Additional Degrees, Certifications, and Licensures form***. Failure to do so in advance may result in denial of the request.

Once the degree, certification, or licensure has been obtained, the employee should provide documentation of such accomplishment to their respective department. At that time, a *Personnel Action* form should be submitted, along with a copy of the approved *Compensation for Additional Degrees, Certifications, and Licensures Form*, and the appropriate documentation from the employee to increase the employee's base salary. The Personnel Action form should only include the increase as it pertains to this policy and should not include other raises and/or merit increases. An increase in an employee's base salary should not be included using the budget process.

If an employee has an approved *Compensation for Additional Degrees, Certifications, and Licensures Form* and transfers to another department, the employee must seek full approval from the new department in order for the salary increase to be paid. The new department is not required to approve the form and/or salary increase.

Increases, to the extent permitted under the University budget, will be effective the first of the month following the completion of the degree, certification, or licensure.

**Degree**

- Associate: \$2,000
- Bachelor: \$3,000
- Masters: \$3,500

**Certification/Licensure**

- Certification: \$1,000
- Licensure: \$1,000

The types of certifications and licensures that may be rewarded are typically those that are nationally recognized across a wide variety of industries. These require continuing education to maintain the certification or licensure or have an expiration date. Although it is not possible to list all the designations, examples include Operators, Certified Public Accountant, Professional Engineer, Skilled-Craft Occupations, and Professional Architect.

**SECTION 9.0**  
***Salary Survey Summary***

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# Salary Survey Results for BEAUFORT COUNTY, SC

Item 8.

Job Class Title	Normalizing Annual Hours:	2080 Averages For Each Job Class						BEAUFORT COUNTY							
		Min	Mid	Max	Range Width	Duty Days	Ann Hours	Actual Normal Hours	Min	Mid	Max	Range Width			
LIBRARY ASSISTANT		31,688	40,696	49,704	56.85%	260	2,048	2080	\$31,725	0%	\$39,774	-2%	\$47,824	-4%	50.7%
MAINTENANCE WORKER		34,126	43,281	52,436	53.66%	260	2,061	2080	\$31,725	-8%	\$39,774	-9%	\$47,824	-10%	50.7%
GROUND MAINTENANCE TECHNICIAN		34,822	43,932	53,042	52.32%	260	2,080	2080	\$33,160	-5%	\$41,605	-6%	\$50,050	-6%	50.9%
CUSTOMER SUCCESS REP.		34,512	44,932	55,353	60.39%	260	2,031	2080	\$41,522	17%	\$52,275	14%	\$63,029	12%	51.8%
SOLID WASTE ATTENDANT		35,072	45,169	55,266	57.58%	260	2,015	2080	\$31,725	-11%	\$39,774	-14%	\$47,824	-16%	50.7%
EQUIPMENT OPERATOR I		36,522	46,032	55,543	52.08%	260	2,028	2080	\$37,923	4%	\$47,710	4%	\$57,496	3%	51.6%
PAINTER		37,839	48,087	58,336	54.17%	260	2,080	2080	\$41,522	9%	\$52,275	8%	\$63,029	7%	51.8%
ADMINISTRATIVE SPECIALIST		38,508	48,451	58,393	51.64%	260	2,080	2080	\$39,670	3%	\$49,935	3%	\$60,200	3%	51.8%
JUDICIAL CLERK I		38,378	48,493	58,607	52.71%	260	2,080	2080	\$37,923	-1%	\$47,710	-2%	\$57,496	-2%	51.6%
ADMINISTRATIVE ASSISTANT		37,292	48,818	60,344	61.82%	260	2,041	2080	\$34,658	-8%	\$44,756	-9%	\$54,854	-10%	58.3%
DEPUTY CLERK OF PROBATE		38,657	49,272	59,887	54.92%	260	2,080	2080	\$37,923	-2%	\$47,710	-3%	\$57,496	-4%	51.6%
ANIMAL SERVICES OFFICER		38,990	49,413	59,836	53.46%	260	2,048	2080	\$43,456	10%	\$54,792	10%	\$66,128	10%	52.2%
PASSIVE PARKS RANGER		39,538	49,422	59,306	50.00%	260	2,080	2080	\$43,456	9%	\$54,792	10%	\$66,128	10%	52.2%
MAINTENANCE TECHNICIAN II		38,654	50,172	61,690	59.60%	260	2,031	2080	\$39,670	3%	\$49,935	0%	\$60,200	-2%	51.8%
EMER MEDICAL TECHNICIAN		39,795	50,663	61,532	54.62%	260	2,058	2080	\$55,559	28%	\$70,282	28%	\$85,005	28%	53.0%
SIGN TECHNICIAN		42,179	50,776	59,373	40.77%	260	2,080	2080	\$39,670	-6%	\$49,935	-2%	\$60,200	1%	51.8%
RECORDS MANAGEMENT TECHNICIAN		40,413	50,989	61,564	52.34%	260	2,080	2080	\$34,658	-17%	\$44,756	-14%	\$54,854	-12%	58.3%
ACCOUNTS PAYABLE SPECIALIST I		41,226	52,944	64,662	56.85%	260	2,037	2080	\$43,456	5%	\$54,792	3%	\$66,128	2%	52.2%
FLEET AUTOMOTIVE SERVICE TECH		43,277	54,860	66,442	53.53%	260	2,080	2080	\$47,574	9%	\$60,075	9%	\$72,576	8%	52.6%
CORRECTIONAL OFFICER		44,457	55,016	65,576	47.50%	260	2,080	2080	\$45,162	2%	\$56,966	3%	\$68,770	5%	52.3%
CORRECTIONAL OFFICER TRAINEE		43,718	55,741	67,763	55.00%	260	2,080	2080	\$44,226	1%	\$55,759	0%	\$67,293	-1%	52.2%
APPRAISAL TECHNICIAN		41,808	55,797	69,785	66.92%	260	2,015	2080	\$37,923	-10%	\$47,710	-17%	\$57,496	-21%	51.6%
CODE ENFORCEMENT OFFICER		44,150	56,408	68,666	55.53%	260	2,037	2080	\$47,574	7%	\$60,075	6%	\$72,576	5%	52.6%
EMT ADVANCED		43,931	56,479	69,027	57.13%	260	2,048	2080	\$58,178	24%	\$73,647	23%	\$89,117	23%	53.2%
JUDICIAL ADMINISTRATOR		44,382	56,598	68,814	55.05%	260	2,080	2080	\$45,453	2%	\$57,340	1%	\$69,227	1%	52.3%
HVAC MAINTENANCE TECHNICIAN		45,527	56,667	67,807	48.94%	260	2,080	2080	\$52,150	13%	\$65,972	14%	\$79,794	15%	53.0%
GROUND MAINT CREW LEADER		45,304	57,384	69,463	53.33%	260	2,080	2080	\$45,453	0%	\$57,340	0%	\$69,227	0%	52.3%
AIRPORT MAINTENANCE TECH I		37,669	57,914	78,159	107.49%	260	2,080	2080	\$36,259	-4%	\$45,557	-27%	\$54,854	-42%	51.3%
AVIATION LINE SERVICE TECH		37,669	57,914	78,159	107.49%	260	2,080	2080	\$39,670	5%	\$49,935	-16%	\$60,200	-30%	51.8%
VETERANS AFFAIRS COUNSELOR		45,899	58,697	71,494	55.76%	260	2,048	2080	\$43,456	-6%	\$54,792	-7%	\$66,128	-8%	52.2%
CARPENTER SPECIALIST		47,549	58,888	70,228	47.70%	260	2,080	2080	\$52,150	9%	\$65,972	11%	\$79,794	12%	53.0%
EXECUTIVE ASSISTANT		46,407	59,432	72,457	56.13%	260	2,080	2080	\$49,821	7%	\$62,883	5%	\$75,946	5%	52.4%
PAYROLL SPECIALIST		46,081	59,480	72,879	58.15%	260	2,045	2080	\$54,605	16%	\$69,050	14%	\$83,496	13%	52.9%
REVENUE SPECIALIST		47,236	59,677	72,118	52.68%	260	2,080	2080	\$45,453	-4%	\$57,340	-4%	\$69,227	-4%	52.3%
AIRCRAFT MECHANIC		41,259	59,709	78,159	89.44%	260	2,080	2080	\$43,456	5%	\$54,792	-9%	\$66,128	-18%	52.2%
PROBATE COURT ADMINISTRATOR		47,029	59,841	72,652	54.48%	260	2,043	2080	\$43,456	-8%	\$54,792	-9%	\$66,128	-10%	52.2%
CORRECTIONAL CORPORAL		46,894	60,141	73,388	56.50%	260	2,080	2080	\$53,357	12%	\$67,459	11%	\$81,562	10%	52.9%
PARAMEDIC		47,877	60,467	73,057	52.59%	260	2,080	2080	\$66,403	28%	\$84,111	28%	\$101,820	28%	53.3%
PERS. PROPERTY TAX ANALYST I		46,850	61,377	75,904	62.01%	260	2,015	2080	\$41,522	-13%	\$52,275	-17%	\$63,029	-20%	51.8%
PARALEGAL		48,306	62,675	77,044	59.49%	260	2,037	2080	\$54,605	12%	\$69,050	9%	\$83,496	8%	52.9%

Job Class Title	Normalizing Annual Hours:	2080 Averages For Each Job Class						BEAUFORT COUNTY							Ra W	Item 8.
		Min	Mid	Max	Range Width	Duty Days	Ann Hours	Actual	Normal Hours	Min	Mid	Max				
DEPUTY CORONER	48,254	62,986	77,717	61.06%	260	2,037	2080	\$52,150	7%	\$65,972	5%	\$79,794	3%	53.0%		
ALCOHOL & DRUG COUNSELOR	50,235	63,422	76,608	52.50%	260	2,080	2080	\$54,605	8%	\$69,050	8%	\$83,496	8%	52.9%		
EMS CREW CHIEF	49,278	63,734	78,190	58.67%	260	2,080	2080	\$70,215	30%	\$89,034	28%	\$107,852	28%	53.6%		
FLEET EMERGENCY VEHICLE TECH	50,490	63,749	77,007	52.52%	260	2,080	2080	\$49,821	-1%	\$62,883	-1%	\$75,946	-1%	52.4%		
ASST ZONING & DEV ADMINSTR	50,664	63,844	77,025	52.03%	260	2,080	2080	\$54,605	7%	\$69,050	8%	\$83,496	8%	52.9%		
PLANNER	51,979	66,884	81,789	57.35%	260	2,037	2080	\$65,712	21%	\$83,288	20%	\$100,864	19%	53.5%		
PAR PROGRAM SUPERVISOR-SR PGM	52,251	67,096	81,941	56.82%	260	2,080	2080	\$47,574	-10%	\$60,075	-12%	\$72,576	-13%	52.6%		
OFFICE MANAGER	53,160	67,164	81,167	52.68%	260	2,080	2080	\$54,605	3%	\$69,050	3%	\$83,496	3%	52.9%		
SR IT TECHNICIAN	52,843	67,314	81,786	54.77%	260	2,080	2080	\$52,150	-1%	\$65,972	-2%	\$79,794	-2%	53.0%		
SOCIAL MEDIA SPECIALIST	52,554	67,519	82,484	56.95%	260	2,080	2080	\$54,605	4%	\$69,050	2%	\$83,496	1%	52.9%		
MOSQUITO CONTROL SUPERVISOR	53,511	67,522	81,532	52.37%	260	2,080	2080	\$68,832	22%	\$87,282	23%	\$105,731	23%	53.6%		
RESIDENTIAL INSPECTOR	54,208	67,959	81,710	50.74%	260	2,080	2080	\$57,184	5%	\$72,347	6%	\$87,510	7%	53.0%		
SWI UTILITY INSPECTOR	54,454	68,701	82,947	52.32%	260	2,080	2080	\$57,184	5%	\$72,347	5%	\$87,510	5%	53.0%		
STAFF ACCOUNTANT	52,431	69,242	86,054	64.13%	260	2,051	2080	\$52,150	-1%	\$65,972	-5%	\$79,794	-8%	53.0%		
CORRECTIONAL SERGEANT	55,216	70,086	84,956	53.86%	260	2,080	2080	\$57,392	4%	\$72,638	4%	\$87,885	3%	53.1%		
HUMAN RESOURCES SPECIALIST	54,549	70,136	85,723	57.15%	260	2,041	2080	\$57,184	5%	\$72,347	3%	\$87,510	2%	53.0%		
AIRPORT MAINTENANCE MANAGER	55,903	70,557	85,212	52.43%	260	2,080	2080	\$54,605	-2%	\$69,050	-2%	\$83,496	-2%	52.9%		
BUDGET ANALYST	55,410	71,362	87,315	57.58%	260	2,048	2080	\$52,150	-6%	\$65,972	-8%	\$79,794	-9%	53.0%		
RESIDENTIAL APPRAISER	53,677	71,738	89,798	67.29%	260	2,080	2080	\$59,888	10%	\$75,800	5%	\$91,712	2%	53.1%		
GIS ANALYST	56,235	72,320	88,406	57.21%	260	2,028	2080	\$59,888	6%	\$75,800	5%	\$91,712	4%	53.1%		
ANIMAL SERVICES SUPERVISOR	55,207	72,330	89,452	62.03%	260	2,043	2080	\$52,150	-6%	\$65,972	-10%	\$79,794	-12%	53.0%		
FINANCE SUPERVISOR	57,175	72,482	87,790	53.55%	260	2,080	2080	\$62,738	9%	\$79,492	9%	\$96,246	9%	53.4%		
REGISTERED NURSE	59,672	74,406	89,141	49.38%	260	2,080	2080	\$59,888	0%	\$75,800	2%	\$91,712	3%	53.1%		
UTILITY OPERATIONS COORD.	59,838	76,332	92,827	55.13%	260	2,080	2080	\$37,923	-58%	\$47,710	-60%	\$57,496	-61%	51.6%		
ASSISTANT DEPUTY TREASURER	59,289	77,076	94,863	60.00%	260	2,080	2080	\$68,832	14%	\$87,282	12%	\$105,731	10%	53.6%		
COMMERCIAL APPRAISER	60,700	77,998	95,295	56.99%	260	2,037	2080	\$62,738	3%	\$79,492	2%	\$96,246	1%	53.4%		
CORRECTIONAL SECURITY LT	63,321	78,108	92,894	46.70%	260	2,037	2080	\$65,712	4%	\$83,288	6%	\$100,864	8%	53.5%		
ASSISTANT SUPERINTENDENT SW&R	61,438	78,352	95,267	55.06%	260	2,080	2080	\$59,888	-3%	\$75,800	-3%	\$91,712	-4%	53.1%		
SENIOR ACCOUNTANT	62,544	78,668	94,793	51.56%	260	2,080	2080	\$57,184	-9%	\$72,347	-9%	\$87,510	-8%	53.0%		
TRAF SIG TECH SUPERVISOR	62,395	78,842	95,288	52.72%	260	2,080	2080	\$54,605	-14%	\$69,050	-14%	\$83,496	-14%	52.9%		
IT ANALYST	62,258	79,266	96,274	54.64%	260	2,080	2080	\$59,888	-4%	\$75,800	-5%	\$91,712	-5%	53.1%		
FAMILY COURT ADMINISTRATOR	61,869	79,459	97,048	56.86%	260	2,037	2080	\$57,184	-8%	\$72,347	-10%	\$87,510	-11%	53.0%		
COMMUNICATIONS MANAGER	62,556	79,644	96,732	54.63%	260	2,080	2080	\$65,712	5%	\$83,288	4%	\$100,864	4%	53.5%		
LIBRARY MANAGER	61,376	79,790	98,204	60.00%	260	2,080	2080	\$68,832	11%	\$87,282	9%	\$105,731	7%	53.6%		
EMS TRAINING OFFICER	61,282	80,549	99,815	62.88%	260	2,080	2080	\$72,139	15%	\$91,514	12%	\$110,890	10%	53.7%		
AIRPORT DEPUTY DIRECTOR	64,630	82,477	100,324	55.23%	260	2,080	2080	\$75,592	15%	\$95,945	14%	\$116,298	14%	53.8%		
EMS SUPERVISOR	65,954	82,597	99,241	50.47%	260	2,080	2080	\$89,713	26%	\$114,020	28%	\$138,326	28%	54.2%		
AVIATION LINE SERVICE SUPERVSR	66,130	82,662	99,195	50.00%	260	2,080	2080	\$57,184	-16%	\$72,347	-14%	\$87,510	-13%	53.0%		
FACILITIES MAINTENANCE SUPT.	65,083	82,686	100,288	54.09%	260	2,061	2080	\$65,712	1%	\$83,288	1%	\$100,864	1%	53.5%		
DEPUTY TAX COLLECTOR	63,695	83,044	102,392	60.75%	260	2,043	2080	\$68,832	7%	\$87,282	5%	\$105,731	3%	53.6%		
GRANTS ADMINISTRATOR	65,579	83,306	101,034	54.06%	260	2,054	2080	\$62,738	-5%	\$79,492	-5%	\$96,246	-5%	53.4%		
DEPUTY CLERK TO COUNCIL	66,111	84,326	102,541	55.10%	260	2,080	2080	\$54,605	-21%	\$69,050	-22%	\$83,496	-23%	52.9%		
ARFF CHIEF	68,090	85,113	102,136	50.00%	260	2,080	2080	\$59,888	-14%	\$75,800	-12%	\$91,712	-11%	53.1%		



Job Class Title	Normalizing Annual Hours:	2080 Averages For Each Job Class						BEAUFORT COUNTY							Ra W	Item 8.
		Min	Mid	Max	Range Width	Duty Days	Ann Hours	Actual	Normal Hours	Min	Mid	Max				
GROUNDS MAINT. SUPERINTENDENT	67,002	86,289	105,576	57.57%	260	2,080	2080	\$68,832	3%	\$87,282	1%	\$105,731	0%	53.6%		
ZONING & DEV. ADMINISTRATOR	69,024	87,770	106,516	54.32%	260	2,080	2080	\$68,832	0%	\$87,282	-1%	\$105,731	-1%	53.6%		
SOLID WASTE SUPERINTENDENT	68,570	89,614	110,658	61.38%	260	2,037	2080	\$65,712	-4%	\$83,288	-8%	\$100,864	-10%	53.5%		
LIBRARY DEPUTY DIRECTOR	70,909	89,815	108,722	53.33%	260	2,080	2080	\$75,592	6%	\$95,945	6%	\$116,298	7%	53.8%		
SYSTEM ADMINISTRATOR	71,988	89,919	107,850	49.82%	260	2,080	2080	\$72,139	0%	\$91,514	2%	\$110,890	3%	53.7%		
DEPUTY AUDITOR	69,452	90,248	111,044	59.89%	260	2,037	2080	\$83,018	16%	\$105,471	14%	\$127,925	13%	54.1%		
NETWORK ADMINISTRATOR	69,380	92,791	116,203	67.49%	260	2,041	2080	\$72,139	4%	\$91,514	-1%	\$110,890	-5%	53.7%		
DEPUTY TREASURER	71,007	92,901	114,795	61.67%	260	2,037	2080	\$83,018	14%	\$105,471	12%	\$127,925	10%	54.1%		
WEB ADMINISTRATOR	77,880	95,005	112,130	43.98%	260	2,080	2080	\$59,888	-30%	\$75,800	-25%	\$91,712	-22%	53.1%		
OPERATIONS LT.	76,976	95,933	114,889	49.25%	260	2,080	2080	\$65,712	-17%	\$83,288	-15%	\$100,864	-14%	53.5%		
PROJECTS MANAGER	76,491	96,307	116,123	51.81%	260	2,080	2080	\$75,592	-1%	\$95,945	0%	\$116,298	0%	53.8%		
DEPUTY ASSESSOR	73,843	97,189	120,535	63.23%	260	2,015	2080	\$75,592	2%	\$95,945	-1%	\$116,298	-4%	53.8%		
ASST PUBLIC WORKS DEPUTY DIRECTOR-OPS	75,618	97,361	119,104	57.51%	260	2,080	2080	\$75,592	0%	\$95,945	-1%	\$116,298	-2%	53.8%		
ENVIRONMENTAL ENGINEER	78,244	98,103	117,963	50.76%	260	2,080	2080	\$72,139	-8%	\$91,514	-7%	\$110,890	-6%	53.7%		
PLANNING & ZONING DEP DIRECTOR	75,867	98,345	120,823	59.26%	260	2,058	2080	\$83,018	9%	\$105,471	7%	\$127,925	6%	54.1%		
FLEET MANAGER	79,415	99,762	120,109	51.24%	260	2,080	2080	\$72,139	-10%	\$91,514	-9%	\$110,890	-8%	53.7%		
ANIMAL SERVICES DIRECTOR	79,302	100,107	120,912	52.47%	260	2,015	2080	\$83,018	4%	\$105,471	5%	\$127,925	5%	54.1%		
RISK MANAGER	79,134	103,008	126,882	60.34%	260	2,048	2080	\$75,592	-5%	\$95,945	-7%	\$116,298	-9%	53.8%		
PUBLIC INFORMATION OFFICER	80,243	103,245	126,247	57.33%	260	2,028	2080	\$83,018	3%	\$105,471	2%	\$127,925	1%	54.1%		
CAPITAL PROJECTS MANAGER	79,006	103,801	128,596	62.77%	260	2,080	2080	\$75,592	-5%	\$95,945	-8%	\$116,298	-11%	53.8%		
DEPUTY PUBLIC WORKS DIRECTOR	81,123	103,931	126,739	56.23%	260	2,028	2080	\$83,018	2%	\$105,471	1%	\$127,925	1%	54.1%		
EMS DEPUTY DIRECTOR	81,691	106,200	130,709	60.00%	260	2,080	2080	\$75,592	-8%	\$95,945	-11%	\$116,298	-12%	53.8%		
PURCHASING DIRECTOR	83,345	108,009	132,672	59.18%	260	2,041	2080	\$79,211	-5%	\$100,583	-7%	\$121,955	-9%	54.0%		
LIBRARY DIRECTOR	85,670	108,273	130,877	52.77%	260	2,054	2080	\$87,032	2%	\$110,557	2%	\$134,082	2%	54.1%		
BLDG INSP/CODES DIRECTOR	84,009	108,498	132,988	58.30%	260	2,037	2080	\$87,032	3%	\$110,557	2%	\$134,082	1%	54.1%		
FACILITIES MANAGEMENT DIRECTOR	87,365	109,422	131,479	50.49%	260	2,080	2080	\$83,018	-5%	\$105,471	-4%	\$127,925	-3%	54.1%		
PROBATE ASSOCIATE JUDGE	85,137	111,194	137,251	61.21%	260	2,024	2080	\$87,032	2%	\$110,557	-1%	\$134,082	-2%	54.1%		
ASSESSOR	88,106	115,054	142,001	61.17%	260	2,024	2080	\$91,234	3%	\$115,954	1%	\$140,675	-1%	54.2%		
CAPITAL PROJECTS DIRECTOR	92,127	116,271	140,416	52.42%	260	2,080	2080	\$87,032	-6%	\$110,557	-5%	\$134,082	-5%	54.1%		
HUMAN SERVICES DIRECTOR	98,095	119,552	141,009	43.75%	260	2,080	2080	\$75,592	-30%	\$95,945	-25%	\$116,298	-21%	53.8%		
RECREATION DIRECTOR	96,199	123,402	150,606	56.56%	260	2,037	2080	\$87,032	-11%	\$110,557	-12%	\$134,082	-12%	54.1%		
FINANCE DIRECTOR	96,984	125,831	154,678	59.49%	260	2,054	2080	\$91,234	-6%	\$115,954	-9%	\$140,675	-10%	54.2%		
DEPUTY COUNTY ATTORNEY II	96,198	126,756	157,313	63.53%	260	2,024	2080	\$100,261	4%	\$127,519	1%	\$154,778	-2%	54.4%		
DETENTION CENTER DIRECTOR	96,120	127,022	157,924	64.30%	260	2,015	2080	\$87,032	-10%	\$110,557	-15%	\$134,082	-18%	54.1%		
PLANNING & DEV. DIRECTOR	99,582	129,007	158,433	59.10%	260	2,037	2080	\$91,234	-9%	\$115,954	-11%	\$140,675	-13%	54.2%		
HUMAN RESOURCES DIRECTOR	100,573	129,349	158,126	57.23%	260	2,045	2080	\$91,234	-10%	\$115,954	-12%	\$140,675	-12%	54.2%		
DIRECTOR OF ENGINEERING	106,013	132,671	159,328	50.29%	260	2,080	2080	\$91,234	-16%	\$115,954	-14%	\$140,675	-13%	54.2%		
IT SYSTEMS DIRECTOR	101,221	132,886	164,552	62.57%	260	2,045	2080	\$91,234	-11%	\$115,954	-15%	\$140,675	-17%	54.2%		
PUBLIC WORKS DIRECTOR	104,264	135,688	167,112	60.28%	260	2,031	2080	\$91,234	-14%	\$115,954	-17%	\$140,675	-19%	54.2%		
EMS DIRECTOR	104,550	136,892	169,235	61.87%	260	2,058	2080	\$87,032	-20%	\$110,557	-24%	\$134,082	-26%	54.1%		
ACA PUBLIC SAFETY	129,621	164,563	199,506	53.92%	260	2,080	2080	\$115,590	-12%	\$147,113	-12%	\$178,635	-12%	54.5%		
COUNTY ATTORNEY	128,518	165,286	202,055	57.22%	260	2,028	2080	\$121,227	-6%	\$154,351	-7%	\$187,475	-8%	54.6%		
CHIEF FINANCIAL OFFICER	130,254	165,532	200,810	54.17%	260	2,080	2080	\$100,261	-30%	\$127,519	-30%	\$154,778	-30%	54.4%		

Job Class Title	Normalizing Annual Hours:	Averages For Each Job Class							BEAUFORT COUNTY						Ra W	
		2080	Min	Mid	Max	Range Width	Duty Days	Ann Hours	Actual	Normal Hours	Min	Mid	Max			
DEPUTY COUNTY ADMINISTRATOR		135,357	174,041	212,725	57.16%	260	2,048		2080	\$127,134	-6%	\$161,881	-8%	\$196,627	-8%	54.7%
<b>Survey Averages</b>		<b>63,279</b>	<b>81,168</b>	<b>99,058</b>	<b>56.54%</b>	<b>260</b>	<b>2,061</b>			<b>56.77%</b>	62,409	79,072	95,735		53.40%	
<b>% Difference</b>											-1.39%	-2.65%	-3.47%			

Item 8.

**SECTION 10.0**  
***Proposed Pay Plans***

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## Proposed Pay Plans Beaufort County SC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
<b>DETENTION CENTER</b>							
401		\$49,587	\$49,596	\$49,605	\$23.84	\$23.84	\$23.85
450	CORRECTIONAL OFFICER TRAINEE						
402		\$53,058	\$58,308	\$63,558	\$25.51	\$28.03	\$30.56
451	CORRECTIONAL OFFICER						
456	INMATE PROGRAM & SERVICE COORD						
403		\$56,772	\$63,763	\$70,755	\$27.29	\$30.66	\$34.02
452	CORRECTIONAL OFFICER LANCE CPL						
404		\$60,746	\$71,351	\$81,955	\$29.20	\$34.30	\$39.40
453	CORRECTIONAL CORPORAL						
455	INMATE PROGRAMS & SERVICES MGR						
405		\$64,998	\$76,345	\$87,692	\$31.25	\$36.70	\$42.16
454	CORRECTIONAL SERGEANT						
407		\$74,416	\$87,408	\$100,399	\$35.78	\$42.02	\$48.27
458	CORRECTIONAL SECURITY LT						
457	CORRECTIONAL TRAINING LT.						
4571	OPERATIONS LT. (DETENTION CTR.)						
409		\$85,199	\$100,073	\$114,947	\$40.96	\$48.11	\$55.26
4490	DETENTION CENTER DEP. DIRECTOR						
411		\$97,545	\$114,574	\$131,602	\$46.90	\$55.08	\$63.27
449	DETENTION CENTER DIRECTOR						

12 Active Proposed Classes in the DETENTION CENTER Pay Plan

## Proposed Pay Plans Beaufort County SC

Code	Proposed Class Title	Ann Min	Mid	Ann Max
<b>PUBLIC SAFETY</b>				
<b>201</b>		<b>\$39,885</b>	<b>\$51,843</b>	<b>\$63,801</b>
804	AIRPORT MAINTENANCE TECH I			
<b>202</b>		<b>\$41,880</b>	<b>\$54,435</b>	<b>\$66,991</b>
800	AVIATION LINE SERVICE TECH			
<b>204</b>		<b>\$46,172</b>	<b>\$60,015</b>	<b>\$73,857</b>
802	AIRCRAFT RESCUE & FIREFIGHTING TECH			
<b>206</b>		<b>\$50,905</b>	<b>\$66,166</b>	<b>\$81,428</b>
3091	AIRCRAFT MECHANIC			
8020	SENIOR AIRCRAFT RESCUE & FIRE TECH			
<b>207</b>		<b>\$53,450</b>	<b>\$69,475</b>	<b>\$85,499</b>
3192	EMS COMPLIANCE OFFICER			
<b>209</b>		<b>\$58,929</b>	<b>\$76,596</b>	<b>\$94,263</b>
320	EMER MEDICAL TECHNICIAN			
<b>210</b>		<b>\$61,875</b>	<b>\$80,426</b>	<b>\$98,976</b>
801	AIRPORT MAINTENANCE MANAGER			
807	AIRPORT SECURITY COORDINATOR			
321	EMT ADVANCED			
<b>212</b>		<b>\$68,218</b>	<b>\$88,669</b>	<b>\$109,121</b>
810	AIRPORT SUPV/CFR PART 139 COOR			
8001	AVIATION LINE SERVICE SUPERVSR			
322	PARAMEDIC			
<b>214</b>		<b>\$75,210</b>	<b>\$97,758</b>	<b>\$120,306</b>
805	ARFF CHIEF			
324	EMS CREW CHIEF			
<b>215</b>		<b>\$78,971</b>	<b>\$102,646</b>	<b>\$126,321</b>
1812	AIRPORT FINANCE MANAGER			
8010	AIRPORT OPERATIONS CHIEF			
325	SENIOR CREW CHIEF			
<b>216</b>		<b>\$82,919</b>	<b>\$107,778</b>	<b>\$132,637</b>
327	EMS TRAINING OFFICER			
319	LOGISTICS OFFICER			
<b>217</b>		<b>\$87,065</b>	<b>\$113,167</b>	<b>\$139,269</b>
328	EMS DEPUTY DIRECTOR			
<b>219</b>		<b>\$95,989</b>	<b>\$124,767</b>	<b>\$153,544</b>
326	EMS SUPERVISOR			
<b>221</b>		<b>\$105,828</b>	<b>\$137,555</b>	<b>\$169,283</b>
808	AIRPORT DEPUTY DIRECTOR			
329	EMS DIRECTOR			
<b>225</b>		<b>\$128,635</b>	<b>\$167,199</b>	<b>\$205,764</b>
806	AIRPORT DIRECTOR			

25 Active Proposed Classes in the PUBLIC SAFETY Pay Plan

## Proposed Pay Plans Beaufort County SC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
<b>UNIFIED</b>							
<b>307</b>		<b>\$37,488</b>	<b>\$48,727</b>	<b>\$59,966</b>	<b>\$18.02</b>	<b>\$23.43</b>	<b>\$28.83</b>
101	ADMINISTRATIVE CLERK						
600A	BUS DRIVER						
100	CORRECTIONAL SUPPORT SPECIALIST						
710	CUSTODIAN						
501	LIBRARY ASSISTANT						
781	LITTER CONTROL WORKER						
117	MAIL COURIER						
6001	RECREATION AIDE						
782	SOLID WASTE ATTENDANT						
<b>308</b>		<b>\$39,363</b>	<b>\$51,163</b>	<b>\$62,964</b>	<b>\$18.92</b>	<b>\$24.60</b>	<b>\$30.27</b>
102	ADMINISTRATIVE ASSISTANT						
464	CORONER TRANSPORTER						
711	GROUNDS MAINTENANCE TECHNICIAN						
783	HAZARDOUS HOUSEHOLD WASTE TECH						
728	MAINTENANCE WORKER						
203	REAL PROPERTY RECORDING TECH (R.Deeds)						
2401	REAL PROPERTY RECORDS TECH (Assessor)						
121	RECORDS MANAGEMENT TECHNICIAN						
787	RECYCLING TECHNICIAN						
505	SR LIBRARY ASSISTANT						
<b>309</b>		<b>\$41,331</b>	<b>\$53,722</b>	<b>\$66,112</b>	<b>\$19.87</b>	<b>\$25.83</b>	<b>\$31.78</b>
3021	ANIMAL SERVICES DISPATCHER						
2403	APPEALS/BAA SPECIALIST						
240	APPRAISAL TECHNICIAN						
1395	BROADCAST SERVICES ASSISTANT						
241	EXEMPTION SPECIALIST						
122	FOIA SPECIALIST/RECORDS TECH						
2006	JUDICIAL CLERK I						
626	LIFEGUARD						
306	MOSQUITO CONTROL TECHNICIAN						
377	OUTREACH SPECIALIST/COSY						
359	PEER SUPPORT SPECIALIST						
2402	REAL PROPERTY TRANSFER CLERK						
729	UTILITY OPERATIONS COORD.						
127	ZONING & DEV ANALYST I						
<b>310</b>		<b>\$43,397</b>	<b>\$56,408</b>	<b>\$69,418</b>	<b>\$20.86</b>	<b>\$27.12</b>	<b>\$33.37</b>
103	ADMINISTRATIVE SPECIALIST						
3020	ANIMAL SERVICES OFFICER						
230	CUSTOMER SUCCESS REP.						
210	DEPUTY CLERK OF PROBATE						
334	DIRECT CARE SPECIALIST						
730	EQUIPMENT OPERATOR I						
201	JUDICIAL ASSISTANT						
219	JUDICIAL CLERK II						
2190	JUDICIAL SCHEDULING CLK						
7220	MAINTENANCE TECHNICIAN II						
307	MOSQUITO CONTROL SPECIALIST						
238	REAL PROP RESEARCH TECH						

## Proposed Pay Plans Beaufort County SC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
<b>UNIFIED</b>							
<b>310</b>		<b>\$43,397</b>	<b>\$56,408</b>	<b>\$69,418</b>	<b>\$20.86</b>	<b>\$27.12</b>	<b>\$33.37</b>
778	RECYCLING COORDINATOR						
734	SIGN TECHNICIAN						
204	SR. REAL PROP. RECORDING TECH.						
645	WATER SAFETY INSTRUCTOR						
1271	ZONING & DEV. ANALYST II						
<b>311</b>		<b>\$45,567</b>	<b>\$59,228</b>	<b>\$72,889</b>	<b>\$21.91</b>	<b>\$28.48</b>	<b>\$35.04</b>
3022	ANIMAL SERVICES DISPATCH SUPERVISOR						
2103	CLERK OF PROBATE						
607	FACILITIES MAINT TECH - PAR						
112	FISCAL TECH I						
126	HELP DESK ANALYST						
2016	JUDICIAL FISCAL TECH I						
745	PAINTER						
235	PERS. PROPERTY TAX ANALYST I						
600	RECREATION LEADER						
715	SENIOR MAINTENANCE TECHNICIAN						
106	SR ADMINISTRATIVE ASSISTANT						
3191	SUPPLY OFFICER						
747	SW INSPECTION TECH I						
772	TRAFFIC SIGNAL TECHNICIAN I						
1053	VR&E SPECIALIST						
<b>312</b>		<b>\$47,845</b>	<b>\$62,189</b>	<b>\$76,533</b>	<b>\$23.00</b>	<b>\$29.90</b>	<b>\$36.79</b>
123	ACCOUNTS PAYABLE SPECIALIST I						
1010	ADMINISTRATIVE DEPUTY						
5063	BOOKMOBILE LIBRARY ASSISTANT						
1791	BUSINESS SERVICES SPECIALIST						
731	EQUIPMENT OPERATOR II						
2410	EXEMPTION SPECIALIST LEAD						
111	FISCAL TECHNICIAN II						
2007	JURY COORDINATOR						
506	LIBRARY SPECIALIST						
308	MAINTENANCE ENGINEER						
1771	PASSIVE PARKS RANGER						
104	SR ADMINISTRATIVE SPECIALIST						
2026	SR JUDICIAL CLERK, CHILD SUPRT						
2040	SR. ACCOUNTING TECHNICIAN						
136	SR. ADMIN SPECIALIST						
1502	WORKER'S COMP SPECIALIST						
<b>313</b>		<b>\$50,238</b>	<b>\$65,299</b>	<b>\$80,360</b>	<b>\$24.15</b>	<b>\$31.39</b>	<b>\$38.63</b>
1481	CODE ENFORCEMENT OFFICER						
227	CUSTOMER SUCCESS REP LEAD						
1052	ELECTION SYSTEMS SPECIALIST						
3271	EMS COORDINATOR/SCHEDULER						
312	ENTOMOLOGY TECHNICIAN						
7333	FLEET VEHICLE TECH I						
606	GROUNDS MAINT CREW LEADER						
2071	JUDICIAL ADMINISTRATOR						
2222	LEGAL ASSISTANT						

## Proposed Pay Plans Beaufort County SC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
<b>UNIFIED</b>							
<b>313</b>		<b>\$50,238</b>	<b>\$65,299</b>	<b>\$80,360</b>	<b>\$24.15</b>	<b>\$31.39</b>	<b>\$38.63</b>
514	MARKETING DEVELOPMENT SPEC						
2351	PERSONAL PROP TAX ANALYST II						
1394	PRODUCTION SPECIALIST						
1124	REFUND SPECIALIST (TREASURER)						
1114	REVENUE SPECIALIST						
1050	SR. VR&E SPECIALIST						
7471	SW INSPECTION TECH II						
775	TRAFFIC SIGNAL TECHNICIAN II						
<b>314</b>		<b>\$52,750</b>	<b>\$68,564</b>	<b>\$84,378</b>	<b>\$25.36</b>	<b>\$32.96</b>	<b>\$40.57</b>
1232	ACCOUNTS PAYABLE SPECIALIST II						
609	ATHLETICS SUPERVISOR						
233	DELINQUENT TAX ANALYST						
732	EQUIPMENT OPERATOR III						
139	EXECUTIVE ASSISTANT						
338	HUMAN SERVICES SPECIALIST						
6003	PAR PROGRAM SUPERVISOR-SR PGM						
376	PROGRAM COORDINATOR/HUMAN SVC						
133	VETERANS AFFAIRS COUNSELOR						
<b>315</b>		<b>\$55,387</b>	<b>\$71,992</b>	<b>\$88,597</b>	<b>\$26.63</b>	<b>\$34.61</b>	<b>\$42.59</b>
6210	ASSISTANT AQUATICS MANAGER						
6090	ASST ATHLETIC MANAGER						
1982	BUDGET ANALYST						
718	CARPENTER SPECIALIST						
2101	CLK PROBATE/ASST. DIV. CHIEF						
448	DEPUTY CORONER						
7331	FLEET PARTS COORDINATOR						
7332	FLEET VEHICLE TECH II						
116	HUMAN RESOURCES ASSISTANT						
717	HVAC MAINTENANCE TECHNICIAN						
6005	PAR AST PROGRAM MANAGER-SR PGM						
2361	PERSONAL PROP TAX ANALYST III						
341	RESIDENTIAL HOUSE MANAGER						
1483	SR. CODE ENFORCEMENT OFFICER						
1048	VR&E MANAGER						
<b>316</b>		<b>\$58,156</b>	<b>\$75,592</b>	<b>\$93,027</b>	<b>\$27.96</b>	<b>\$36.34</b>	<b>\$44.72</b>
302	ANIMAL SERVICES SUPERVISOR						
1501	CLAIMS & INS ADMINISTRATOR						
345	HUMAN SERVICES SUPERVISOR						
784	LITTER CONTROL/ENFORCEMENT SUP						
605	MARKETING COORDINATOR						
157	OFFICE MANAGER						
2223	PARALEGAL						
140	PAYROLL SPECIALIST						
119	PERSONAL PROPERTY INSPECTOR						
211	PROBATE DIVISION CHIEF						
1122	REVENUE ACCOUNTANT (TREASURER)						
1983	REVENUE ANALYST						
1794	REVENUE COLLECTOR BUS. SVCS.						



## Proposed Pay Plans Beaufort County SC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
<b>UNIFIED</b>							
<b>316</b>		<b>\$58,156</b>	<b>\$75,592</b>	<b>\$93,027</b>	<b>\$27.96</b>	<b>\$36.34</b>	<b>\$44.72</b>
2077	SENIOR JUDICIAL ADMINISTRATOR						
713	SENIOR MAINTENANCE SPECIALIST						
1391	SOCIAL MEDIA SPECIALIST						
785	SOLID WASTE FOREMAN						
107	SR ADMINISTRATIVE SUPERVISOR						
129	SR IT TECHNICIAN						
736	STORMWATER FOREMAN						
154	TRAINING & OUTREACH COORD						
1049	VR&E IT SYSTEMS COORDINATOR						
<b>317</b>		<b>\$61,064</b>	<b>\$79,371</b>	<b>\$97,678</b>	<b>\$29.36</b>	<b>\$38.16</b>	<b>\$46.96</b>
349	ALCOHOL & DRUG COUNSELOR						
114	ASSISTANT OPERATIONS MANAGER						
1631	ASST ZONING & DEV ADMINSTR						
1142	BUSINESS MANAGER						
5062	CIRCULATION SUPERVISOR						
1451	DEPUTY CLERK TO COUNCIL						
1143	ENTERPRISE FUND BUSINESS MGR						
7329	FLEET VEHICLE TECH III						
147	GRANTS ADMINISTRATOR						
1770	PASSIVE PARKS NATURALIST						
740	PROJECT & DEVELOPMENT COORDINATOR						
1390	SENIOR EXECUTIVE ASSISTANT						
209	SENIOR PROBATE DIVISION CHIEF						
1123	STAFF ACCOUNTANT						
<b>318</b>		<b>\$64,117</b>	<b>\$83,340</b>	<b>\$102,562</b>	<b>\$30.83</b>	<b>\$40.07</b>	<b>\$49.31</b>
156	ADMINISTRATIVE MANAGER						
162	APPLICATIONS ADMINISTRATOR						
621	AQUATICS MANAGER						
2381	ASSESSING TECHNICIAN ANALYST						
2343	DATA ANALYST TREASURER						
2075	FAMILY COURT ADMINISTRATOR						
1120	FISCAL ANALYST						
128	GIS ANALYST						
1202	HUMAN RESOURCES RECRUITER						
120	HUMAN RESOURCES SPECIALIST						
340	HUMAN SERVICES ANALYST						
165	IT ANALYST						
1650	IT SECURITY ANALYST I						
507	LIBRARIAN						
1327	NETWORK & SYSTEMS ANALYST						
1531	PLANNING & DEVELOPMENT SPECIALIST						
2221	PROBATE COURT ADMINISTRATOR						
353	REGISTERED NURSE						
243	RESIDENTIAL APPRAISER						
700	RESIDENTIAL INSPECTOR						
7031	RESIDENTIAL PLANS EXAMINER						
1401	SENIOR ACCOUNTANT						
744	SWI UTILITY INSPECTOR						
776	TRAF SIGNAL SUPERVISOR						

## Proposed Pay Plans Beaufort County SC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
<b>UNIFIED</b>							
<b>319</b>		<b>\$67,323</b>	<b>\$87,507</b>	<b>\$107,690</b>	<b>\$32.37</b>	<b>\$42.07</b>	<b>\$51.77</b>
318	ADMINISTRATIVE SUPPORT OFFICER						
780	ASSISTANT SUPERINTENDENT SW&R						
723	ASSISTANT SUPT GRDS MAINT						
735	ASST SUPERINTENDENT (PW Gen. Support)						
7130	ASST SUPERINTENDENT/FACILITIES						
610	ATHLETICS MANAGER						
701	COMMERCIAL COMBO INSPECTOR						
134	DATA ANAYLST AUDITOR						
168	DISASTER RECOVERY MANAGER						
705	FLOODPLAIN MANAGER						
135	LEAD GIS ANALYST						
164	LEAD IT ANALYST						
6004	PAR PROGRAM MANAGER-SR PGM						
350	SR HUMAN SRVCS ANALYST						
1321	WEB ADMINISTRATOR						
1201	WORKFORCE DEVELOPMENT MANAGER						
<b>320</b>		<b>\$70,689</b>	<b>\$91,882</b>	<b>\$113,075</b>	<b>\$33.99</b>	<b>\$44.17</b>	<b>\$54.36</b>
1790	BUSINESS SERVICES LEAD						
4480	CHIEF DEPUTY CORONER						
247	COMMERCIAL APPRAISER						
205	DEPUTY REGISTRAR						
742	ENVIRONMENTAL EDUCATION COORDINATOR						
141	FINANCE SUPERVISOR						
7334	FLEET MAINTENANCE SUPERVISOR						
172	PLANNER						
763	RIGHT-OF-WAY MANAGER						
511	SENIOR LIBRARIAN						
130	SR IT ANALYST						
228	SR IT ANALYST (AUDITOR)						
7411	STORMWATER ASST SUPERINTENDENT						
<b>321</b>		<b>\$74,224</b>	<b>\$96,476</b>	<b>\$118,728</b>	<b>\$35.68</b>	<b>\$46.38</b>	<b>\$57.08</b>
7032	COMMERCIAL PLANS EXAMINER						
1392	COMMUNICATIONS MANAGER						
513	LIBRARY MANAGER						
315	MOSQUITO CONTROL DEP. DIRECTOR						
3093	PILOT						
771	PROJECTS MANAGER I						
<b>322</b>		<b>\$77,935</b>	<b>\$101,300</b>	<b>\$124,665</b>	<b>\$37.47</b>	<b>\$48.70</b>	<b>\$59.94</b>
2363	ASSISTANT DEPUTY AUDITOR						
2340	ASSISTANT DEPUTY TREASURER						
1398	BROADCAST ENGINEER						
2331	DEPUTY TAX COLLECTOR						
720	FACILITIES MAINTENANCE SUPT.						
7330	FLEET MAINTENANCE MANAGER						
466	FORENSIC PATHOLOGIST ASSISTANT						
737	GENERAL SUPPORT SUPERINTENDENT						
611	GROUNDS MAINT. SUPERINTENDENT						
357	HUMAN SERVICES MANAGER						

## Proposed Pay Plans Beaufort County SC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
<b>UNIFIED</b>							
<b>322</b>		<b>\$77,935</b>	<b>\$101,300</b>	<b>\$124,665</b>	<b>\$37.47</b>	<b>\$48.70</b>	<b>\$59.94</b>
5110	LIBRARY ADMINISTRATOR						
313	MOSQUITO CONTROL SUPERVISOR						
1140A	OPERATIONS MANAGER (AUDITOR)						
3461	QUALITY ASSURANCE COORDINATOR						
738	R&D SUPERINTENDENT						
788	SOLID WASTE SUPERINTENDENT						
2342	SR DATA ANALYST TREASURER						
741	SWI SUPERINTENDENT						
7701	TRANSPORTATION PLANNER						
163	ZONING & DEV. ADMINISTRATOR						
<b>323</b>		<b>\$81,832</b>	<b>\$106,365</b>	<b>\$130,898</b>	<b>\$39.34</b>	<b>\$51.14</b>	<b>\$62.93</b>
702	BLDG INSPEC DEP DIRECTOR						
179	BUSINESS SERVICE ADMINISTRATOR						
309	CHIEF PILOT						
145	CLERK TO COUNCIL						
748	ENVIRONMENTAL ENGINEER						
142	FISCAL OPERATIONS MANAGER						
733	FLEET MANAGER						
118	INFO TECH SUPPORT ADMIN						
131	NETWORK ADMINISTRATOR						
1140	OPERATIONS MANAGER (TREASURER)						
7614	PROGRAM AND FINANCE MANAGER						
770	PROJECTS MANAGER II						
754	PUBLIC WORKS PROJECT ENGINEER						
153	PURCHASING DEPUTY DIRECTOR						
613	RECREATION DEPUTY DIRECTOR						
7391	SAFETY/TRAINING MANAGER						
750	STORMWATER PROGRAM MANAGER						
791	SW&R PROGRAM MANAGER						
1324	SYSTEM ADMINISTRATOR						
1055	VR&E DEPUTY DIRECTOR						
<b>324</b>		<b>\$85,923</b>	<b>\$111,683</b>	<b>\$137,443</b>	<b>\$41.31</b>	<b>\$53.69</b>	<b>\$66.08</b>
751	ASST PUBLIC WORKS DEPUTY DIRECTOR-ENV						
752	ASST PUBLIC WORKS DEPUTY DIRECTOR-OPS						
753	ASST PUBLIC WORKS DEPUTY DIRECTOR-SPT						
1393	BROADCAST SVCS. DIRECTOR						
1981	BUDGET MANAGER						
7612	CAPITAL PROJECTS MANAGER						
248	DEPUTY ASSESSOR						
774	DESIGN ENGINEER						
150	DIRECTOR OF RISK MANAGEMENT & SAFETY						
7211	FACILITIES DEPUTY DIRECTOR						
1610	HUMAN RESOURCES DEP DIRECTOR						
1326	IT INFRASTRUCTURE MANAGER						
5121	LIBRARY DEPUTY DIRECTOR						
311	MOSQUITO CONTROL DIRECTOR						
169	VETERANS AFFAIRS DIRECTOR						
<b>325</b>		<b>\$90,220</b>	<b>\$117,267</b>	<b>\$144,315</b>	<b>\$43.37</b>	<b>\$56.38</b>	<b>\$69.38</b>

## Proposed Pay Plans Beaufort County SC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
<b>UNIFIED</b>							
<b>325</b>		<b>\$90,220</b>	<b>\$117,267</b>	<b>\$144,315</b>	<b>\$43.37</b>	<b>\$56.38</b>	<b>\$69.38</b>
303	ANIMAL SERVICES DIRECTOR						
237	DEPUTY AUDITOR						
7390	DEPUTY PUBLIC WORKS DIRECTOR						
2341	DEPUTY TREASURER						
344	DSN DEPUTY DIRECTOR						
171	PLANNING & ZONING DEP DIRECTOR						
137	PUBLIC INFORMATION OFFICER						
206	REGISTRAR						
234	TAX COLLECTOR						
<b>326</b>		<b>\$94,731</b>	<b>\$123,131</b>	<b>\$151,531</b>	<b>\$45.54</b>	<b>\$59.20</b>	<b>\$72.85</b>
707	BLDG INSP/CODES DIRECTOR						
709	FACILITIES MANAGEMENT DIRECTOR						
512	LIBRARY DIRECTOR						
166	MAPPING & APPS DIRECTOR						
177	PASSIVE PARKS DIRECTOR						
151	PURCHASING DIRECTOR						
144	RECORDS MGMT DIRECTOR						
146	VR&E DIRECTOR						
<b>327</b>		<b>\$99,467</b>	<b>\$129,287</b>	<b>\$159,108</b>	<b>\$47.82</b>	<b>\$62.16</b>	<b>\$76.49</b>
367	ALCOHOL & DRUG DIRECTOR						
351	DSN DIRECTOR						
375	HUMAN SERVICES DIRECTOR						
614	RECREATION DIRECTOR						
<b>328</b>		<b>\$104,440</b>	<b>\$135,752</b>	<b>\$167,063</b>	<b>\$50.21</b>	<b>\$65.27</b>	<b>\$80.32</b>
7611	CAPITAL PROJECTS DIRECTOR						
212	PROBATE ASSOCIATE JUDGE						
<b>329</b>		<b>\$109,662</b>	<b>\$142,539</b>	<b>\$175,416</b>	<b>\$52.72</b>	<b>\$68.53</b>	<b>\$84.33</b>
250	ASSESSOR						
1980	DIR STANDARDS, CPL & INT CTRL						
762	DIRECTOR OF ENGINEERING						
198	FINANCE DIRECTOR						
161	HUMAN RESOURCES DIRECTOR						
132	IT SYSTEMS DIRECTOR						
170	PLANNING & DEV. DIRECTOR						
739	PUBLIC WORKS DIRECTOR						
<b>330</b>		<b>\$115,146</b>	<b>\$149,666</b>	<b>\$184,187</b>	<b>\$55.36</b>	<b>\$71.95</b>	<b>\$88.55</b>
81	SPECIAL ASST TO ADMINISTRATOR						
<b>332</b>		<b>\$126,948</b>	<b>\$165,007</b>	<b>\$203,066</b>	<b>\$61.03</b>	<b>\$79.33</b>	<b>\$97.63</b>
789	ASSIST. CO. ADMIN. - ENGINEERING						
124	ASSIST. CO. ADMIN. - DEVELOPMENT & RECREATION						
903	ASSIST. CO. ADMIN. - PUBLIC SAFETY						
155	ASSIST. CO. ADMIN. - COMMUNITY SERVICES						
1290	ASSIST. CO. ADMIN. - IT & COMMUNICATIONS						
1970	ASSIST.CO. ADMIN. - FINANCE						
<b>333</b>		<b>\$133,295</b>	<b>\$173,257</b>	<b>\$213,219</b>	<b>\$64.08</b>	<b>\$83.30</b>	<b>\$102.51</b>
196	DEPUTY COUNTY ATTORNEY						
<b>335</b>		<b>\$146,958</b>	<b>\$191,016</b>	<b>\$235,074</b>	<b>\$70.65</b>	<b>\$91.83</b>	<b>\$113.02</b>

# Proposed Pay Plans Beaufort County SC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
<b>UNIFIED</b>							
<b>335</b>		<b>\$146,958</b>	<b>\$191,016</b>	<b>\$235,074</b>	<b>\$70.65</b>	<b>\$91.83</b>	<b>\$113.02</b>
197	CHIEF FINANCIAL OFFICER						
79	DEPUTY COUNTY ADMINISTRATOR						
<b>337</b>		<b>\$162,021</b>	<b>\$210,595</b>	<b>\$259,169</b>	<b>\$77.89</b>	<b>\$101.25</b>	<b>\$124.60</b>
195	COUNTY ATTORNEY						

314 Active Proposed Classes in the UNIFIED Pay Plan

# Proposed Pay Plans Beaufort County SC

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<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>	<i>Hrly Min</i>	<i>Mid</i>	<i>Hrly Max</i>
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351 Active Proposed Classes in Beaufort County SC

**SECTION 11.0**  
***Alphabetical Classification List***

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Proposed Class List By Title

Item 8.

Beaufort County SC

Proposed Class Title	Code	Pay Plan	Grade	Min	Mid	Max	#
<b>A</b>							
ACCOUNTS PAYABLE SPECIALIST I	123	UNIFIED	312	\$47,845	\$62,189	\$76,533	2
ACCOUNTS PAYABLE SPECIALIST II	1232	UNIFIED	314	\$52,750	\$68,564	\$84,378	2
ADMINISTRATIVE ASSISTANT	102	UNIFIED	308	\$39,363	\$51,163	\$62,964	4
ADMINISTRATIVE CLERK	101	UNIFIED	307	\$37,488	\$48,727	\$59,966	16
ADMINISTRATIVE DEPUTY	1010	UNIFIED	312	\$47,845	\$62,189	\$76,533	1
ADMINISTRATIVE MANAGER	156	UNIFIED	318	\$64,117	\$83,340	\$102,562	3
ADMINISTRATIVE SPECIALIST	103	UNIFIED	310	\$43,397	\$56,408	\$69,418	16
ADMINISTRATIVE SUPPORT OFFICER	318	UNIFIED	319	\$67,323	\$87,507	\$107,690	1
AIRCRAFT MECHANIC	3091	PUBLIC SAFETY	206	\$50,905	\$66,166	\$81,428	1
AIRCRAFT RESCUE & FIREFIGHTING TECH	802	PUBLIC SAFETY	204	\$46,172	\$60,015	\$73,857	3
AIRPORT DEPUTY DIRECTOR	808	PUBLIC SAFETY	221	\$105,828	\$137,555	\$169,283	1
AIRPORT DIRECTOR	806	PUBLIC SAFETY	225	\$128,635	\$167,199	\$205,764	1
AIRPORT FINANCE MANAGER	1812	PUBLIC SAFETY	215	\$78,971	\$102,646	\$126,321	1
AIRPORT MAINTENANCE MANAGER	801	PUBLIC SAFETY	210	\$61,875	\$80,426	\$98,976	1
AIRPORT MAINTENANCE TECH I	804	PUBLIC SAFETY	201	\$39,885	\$51,843	\$63,801	3
AIRPORT OPERATIONS CHIEF	8010	PUBLIC SAFETY	215	\$78,971	\$102,646	\$126,321	1
AIRPORT SECURITY COORDINATOR	807	PUBLIC SAFETY	210	\$61,875	\$80,426	\$98,976	1
AIRPORT SUPV/CFR PART 139 COOR	810	PUBLIC SAFETY	212	\$68,218	\$88,669	\$109,121	1
ALCOHOL & DRUG COUNSELOR	349	UNIFIED	317	\$61,064	\$79,371	\$97,678	14
ALCOHOL & DRUG DIRECTOR	367	UNIFIED	327	\$99,467	\$129,287	\$159,108	1
ANIMAL SERVICES DIRECTOR	303	UNIFIED	325	\$90,220	\$117,267	\$144,315	1
ANIMAL SERVICES DISPATCH SUPERVISOR	3022	UNIFIED	311	\$45,567	\$59,228	\$72,889	0
ANIMAL SERVICES DISPATCHER	3021	UNIFIED	309	\$41,331	\$53,722	\$66,112	2
ANIMAL SERVICES OFFICER	3020	UNIFIED	310	\$43,397	\$56,408	\$69,418	3
ANIMAL SERVICES SUPERVISOR	302	UNIFIED	316	\$58,156	\$75,592	\$93,027	1
APPEALS/BAA SPECIALIST	2403	UNIFIED	309	\$41,331	\$53,722	\$66,112	1
APPLICATIONS ADMINISTRATOR	162	UNIFIED	318	\$64,117	\$83,340	\$102,562	1
APPRAISAL TECHNICIAN	240	UNIFIED	309	\$41,331	\$53,722	\$66,112	8
AQUATICS MANAGER	621	UNIFIED	318	\$64,117	\$83,340	\$102,562	1
ARFF CHIEF	805	PUBLIC SAFETY	214	\$75,210	\$97,758	\$120,306	1
ASSESSING TECHNICIAN ANALYST	2381	UNIFIED	318	\$64,117	\$83,340	\$102,562	1
ASSESSOR	250	UNIFIED	329	\$109,662	\$142,539	\$175,416	1
ASSIST. CO. ADMIN. - ENGINEERING	789	UNIFIED	332	\$126,948	\$165,007	\$203,066	1



Proposed Class List By Title

Item 8.

Beaufort County SC

Proposed Class Title	Code	Pay Plan	Grade	Min	Mid	Max	#
ASSIST. CO. ADMIN. - DEVELOPMENT & RECREATION	124	UNIFIED	332	\$126,948	\$165,007	\$203,066	<u>1</u>
ASSIST. CO. ADMIN. - PUBLIC SAFETY	903	UNIFIED	332	\$126,948	\$165,007	\$203,066	<u>1</u>
ASSIST. CO. ADMIN. - COMMUNITY SERVICES	155	UNIFIED	332	\$126,948	\$165,007	\$203,066	<u>1</u>
ASSIST. CO. ADMIN. - IT & COMMUNICATIONS	1290	UNIFIED	332	\$126,948	\$165,007	\$203,066	<u>1</u>
ASSIST.CO. ADMIN. - FINANCE	1970	UNIFIED	332	\$126,948	\$165,007	\$203,066	<u>1</u>
ASSISTANT AQUATICS MANAGER	6210	UNIFIED	315	\$55,387	\$71,992	\$88,597	<u>3</u>
ASSISTANT DEPUTY AUDITOR	2363	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>1</u>
ASSISTANT DEPUTY TREASURER	2340	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>1</u>
ASSISTANT OPERATIONS MANAGER	114	UNIFIED	317	\$61,064	\$79,371	\$97,678	<u>1</u>
ASSISTANT SUPERINTENDENT SW&R	780	UNIFIED	319	\$67,323	\$87,507	\$107,690	<u>1</u>
ASSISTANT SUPT GRDS MAINT	723	UNIFIED	319	\$67,323	\$87,507	\$107,690	<u>2</u>
ASST ATHLETIC MANAGER	6090	UNIFIED	315	\$55,387	\$71,992	\$88,597	<u>2</u>
ASST PUBLIC WORKS DEPUTY DIRECTOR-ENV	751	UNIFIED	324	\$85,923	\$111,683	\$137,443	<u>1</u>
ASST PUBLIC WORKS DEPUTY DIRECTOR-OPS	752	UNIFIED	324	\$85,923	\$111,683	\$137,443	<u>1</u>
ASST PUBLIC WORKS DEPUTY DIRECTOR-SPT	753	UNIFIED	324	\$85,923	\$111,683	\$137,443	<u>1</u>
ASST SUPERINTENDENT (PW Gen. Support)	735	UNIFIED	319	\$67,323	\$87,507	\$107,690	<u>3</u>
ASST SUPERINTENDENT/FACILITIES	7130	UNIFIED	319	\$67,323	\$87,507	\$107,690	<u>1</u>
ASST ZONING & DEV ADMINSTR	1631	UNIFIED	317	\$61,064	\$79,371	\$97,678	<u>1</u>
ATHLETICS MANAGER	610	UNIFIED	319	\$67,323	\$87,507	\$107,690	<u>2</u>
ATHLETICS SUPERVISOR	609	UNIFIED	314	\$52,750	\$68,564	\$84,378	<u>4</u>
AVIATION LINE SERVICE SUPERVSR	8001	PUBLIC SAFETY	212	\$68,218	\$88,669	\$109,121	<u>1</u>
AVIATION LINE SERVICE TECH	800	PUBLIC SAFETY	202	\$41,880	\$54,435	\$66,991	<u>4</u>

**B**

BLDG INSP/CODES DIRECTOR	707	UNIFIED	326	\$94,731	\$123,131	\$151,531	<u>1</u>
BLDG INSPEC DEP DIRECTOR	702	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>1</u>
BOOKMOBILE LIBRARY ASSISTANT	5063	UNIFIED	312	\$47,845	\$62,189	\$76,533	<u>1</u>
BROADCAST ENGINEER	1398	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>1</u>
BROADCAST SERVICES ASSISTANT	1395	UNIFIED	309	\$41,331	\$53,722	\$66,112	<u>1</u>
BROADCAST SVCS. DIRECTOR	1393	UNIFIED	324	\$85,923	\$111,683	\$137,443	<u>1</u>
BUDGET ANALYST	1982	UNIFIED	315	\$55,387	\$71,992	\$88,597	<u>1</u>
BUDGET MANAGER	1981	UNIFIED	324	\$85,923	\$111,683	\$137,443	<u>1</u>
BUS DRIVER	600A	UNIFIED	307	\$37,488	\$48,727	\$59,966	<u>2</u>
BUSINESS MANAGER	1142	UNIFIED	317	\$61,064	\$79,371	\$97,678	<u>4</u>
BUSINESS SERVICE ADMINISTRATOR	179	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>1</u>

**Proposed Class List By Title**

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**Beaufort County SC**

<b>Proposed Class Title</b>	<b>Code</b>	<b>Pay Plan</b>	<b>Grade</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>	<b>#</b>
BUSINESS SERVICES LEAD	1790	UNIFIED	320	\$70,689	\$91,882	\$113,075	<u>1</u>
BUSINESS SERVICES SPECIALIST	1791	UNIFIED	312	\$47,845	\$62,189	\$76,533	<u>2</u>

**C**

CAPITAL PROJECTS DIRECTOR	7611	UNIFIED	328	\$104,440	\$135,752	\$167,063	<u>1</u>
CAPITAL PROJECTS MANAGER	7612	UNIFIED	324	\$85,923	\$111,683	\$137,443	<u>1</u>
CARPENTER SPECIALIST	718	UNIFIED	315	\$55,387	\$71,992	\$88,597	<u>1</u>
CHIEF DEPUTY CORONER	4480	UNIFIED	320	\$70,689	\$91,882	\$113,075	<u>1</u>
CHIEF FINANCIAL OFFICER	197	UNIFIED	335	\$146,958	\$191,016	\$235,074	<u>1</u>
CHIEF PILOT	309	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>1</u>
CIRCULATION SUPERVISOR	5062	UNIFIED	317	\$61,064	\$79,371	\$97,678	<u>3</u>
CLAIMS & INS ADMINISTRATOR	1501	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>1</u>
CLERK OF PROBATE	2103	UNIFIED	311	\$45,567	\$59,228	\$72,889	<u>1</u>
CLERK TO COUNCIL	145	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>1</u>
CLK PROBATE/ASST. DIV. CHIEF	2101	UNIFIED	315	\$55,387	\$71,992	\$88,597	<u>2</u>
CODE ENFORCEMENT OFFICER	1481	UNIFIED	313	\$50,238	\$65,299	\$80,360	<u>3</u>
COMMERCIAL APPRAISER	247	UNIFIED	320	\$70,689	\$91,882	\$113,075	<u>2</u>
COMMERCIAL COMBO INSPECTOR	701	UNIFIED	319	\$67,323	\$87,507	\$107,690	<u>2</u>
COMMERCIAL PLANS EXAMINER	7032	UNIFIED	321	\$74,224	\$96,476	\$118,728	<u>1</u>
COMMUNICATIONS MANAGER	1392	UNIFIED	321	\$74,224	\$96,476	\$118,728	<u>1</u>
CORONER TRANSPORTER	464	UNIFIED	308	\$39,363	\$51,163	\$62,964	<u>5</u>
CORRECTIONAL CORPORAL	453	DETENTION CENTER	404	\$60,746	\$71,351	\$81,955	<u>12</u>
CORRECTIONAL OFFICER	451	DETENTION CENTER	402	\$53,058	\$58,308	\$63,558	<u>12</u>
CORRECTIONAL OFFICER LANCE CPL	452	DETENTION CENTER	403	\$56,772	\$63,763	\$70,755	<u>13</u>
CORRECTIONAL OFFICER TRAINEE	450	DETENTION CENTER	401	\$49,587	\$49,596	\$49,605	<u>25</u>
CORRECTIONAL SECURITY LT	458	DETENTION CENTER	407	\$74,416	\$87,408	\$100,399	<u>1</u>
CORRECTIONAL SERGEANT	454	DETENTION CENTER	405	\$64,998	\$76,345	\$87,692	<u>4</u>
CORRECTIONAL SUPPORT SPECIALIST	100	UNIFIED	307	\$37,488	\$48,727	\$59,966	<u>2</u>
CORRECTIONAL TRAINING LT.	457	DETENTION CENTER	407	\$74,416	\$87,408	\$100,399	<u>1</u>
COUNTY ATTORNEY	195	UNIFIED	337	\$162,021	\$210,595	\$259,169	<u>2</u>
CUSTODIAN	710	UNIFIED	307	\$37,488	\$48,727	\$59,966	<u>3</u>
CUSTOMER SUCCESS REP LEAD	227	UNIFIED	313	\$50,238	\$65,299	\$80,360	<u>1</u>
CUSTOMER SUCCESS REP.	230	UNIFIED	310	\$43,397	\$56,408	\$69,418	<u>11</u>

**D**

DATA ANALYST TREASURER	2343	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>2</u>
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Proposed Class List By Title

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Proposed Class Title	Code	Pay Plan	Grade	Min	Mid	Max	#
DATA ANALYST AUDITOR	134	UNIFIED	319	\$67,323	\$87,507	\$107,690	<u>2</u>
DELINQUENT TAX ANALYST	233	UNIFIED	314	\$52,750	\$68,564	\$84,378	<u>4</u>
DEPUTY ASSESSOR	248	UNIFIED	324	\$85,923	\$111,683	\$137,443	<u>2</u>
DEPUTY AUDITOR	237	UNIFIED	325	\$90,220	\$117,267	\$144,315	<u>1</u>
DEPUTY CLERK OF PROBATE	210	UNIFIED	310	\$43,397	\$56,408	\$69,418	<u>7</u>
DEPUTY CLERK TO COUNCIL	1451	UNIFIED	317	\$61,064	\$79,371	\$97,678	<u>1</u>
DEPUTY CORONER	448	UNIFIED	315	\$55,387	\$71,992	\$88,597	<u>3</u>
DEPUTY COUNTY ADMINISTRATOR	79	UNIFIED	335	\$146,958	\$191,016	\$235,074	<u>1</u>
DEPUTY COUNTY ATTORNEY	196	UNIFIED	333	\$133,295	\$173,257	\$213,219	<u>2</u>
DEPUTY PUBLIC WORKS DIRECTOR	7390	UNIFIED	325	\$90,220	\$117,267	\$144,315	<u>1</u>
DEPUTY REGISTRAR	205	UNIFIED	320	\$70,689	\$91,882	\$113,075	<u>1</u>
DEPUTY TAX COLLECTOR	2331	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>1</u>
DEPUTY TREASURER	2341	UNIFIED	325	\$90,220	\$117,267	\$144,315	<u>1</u>
DESIGN ENGINEER	774	UNIFIED	324	\$85,923	\$111,683	\$137,443	<u>1</u>
DETENTION CENTER DEP. DIRECTOR	4490	DETENTION CENTER	409	\$85,199	\$100,073	\$114,947	<u>1</u>
DETENTION CENTER DIRECTOR	449	DETENTION CENTER	411	\$97,545	\$114,574	\$131,602	<u>1</u>
DIR STANDARDS, CPL & INT CTRL	1980	UNIFIED	329	\$109,662	\$142,539	\$175,416	<u>1</u>
DIRECT CARE SPECIALIST	334	UNIFIED	310	\$43,397	\$56,408	\$69,418	<u>81</u>
DIRECTOR OF ENGINEERING	762	UNIFIED	329	\$109,662	\$142,539	\$175,416	<u>1</u>
DIRECTOR OF RISK MANAGEMENT & SAFETY	150	UNIFIED	324	\$85,923	\$111,683	\$137,443	<u>1</u>
DISASTER RECOVERY MANAGER	168	UNIFIED	319	\$67,323	\$87,507	\$107,690	<u>1</u>
DSN DEPUTY DIRECTOR	344	UNIFIED	325	\$90,220	\$117,267	\$144,315	<u>1</u>
DSN DIRECTOR	351	UNIFIED	327	\$99,467	\$129,287	\$159,108	<u>1</u>

E

ELECTION SYSTEMS SPECIALIST	1052	UNIFIED	313	\$50,238	\$65,299	\$80,360	<u>2</u>
EMER MEDICAL TECHNICIAN	320	PUBLIC SAFETY	209	\$58,929	\$76,596	\$94,263	<u>30</u>
EMS COMPLIANCE OFFICER	3192	PUBLIC SAFETY	207	\$53,450	\$69,475	\$85,499	<u>1</u>
EMS COORDINATOR/SCHEDULER	3271	UNIFIED	313	\$50,238	\$65,299	\$80,360	<u>1</u>
EMS CREW CHIEF	324	PUBLIC SAFETY	214	\$75,210	\$97,758	\$120,306	<u>6</u>
EMS DEPUTY DIRECTOR	328	PUBLIC SAFETY	217	\$87,065	\$113,167	\$139,269	<u>1</u>
EMS DIRECTOR	329	PUBLIC SAFETY	221	\$105,828	\$137,555	\$169,283	<u>1</u>
EMS SUPERVISOR	326	PUBLIC SAFETY	219	\$95,989	\$124,767	\$153,544	<u>3</u>
EMS TRAINING OFFICER	327	PUBLIC SAFETY	216	\$82,919	\$107,778	\$132,637	<u>1</u>
EMT ADVANCED	321	PUBLIC SAFETY	210	\$61,875	\$80,426	\$98,976	<u>10</u>

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<b>Proposed Class Title</b>	<b>Code</b>	<b>Pay Plan</b>	<b>Grade</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>	<b>#</b>
ENTERPRISE FUND BUSINESS MGR	1143	UNIFIED	317	\$61,064	\$79,371	\$97,678	<u>1</u>
ENTOMOLOGY TECHNICIAN	312	UNIFIED	313	\$50,238	\$65,299	\$80,360	<u>1</u>
ENVIRONMENTAL EDUCATION COORDINATOR	742	UNIFIED	320	\$70,689	\$91,882	\$113,075	<u>1</u>
ENVIRONMENTAL ENGINEER	748	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>1</u>
EQUIPMENT OPERATOR I	730	UNIFIED	310	\$43,397	\$56,408	\$69,418	<u>23</u>
EQUIPMENT OPERATOR II	731	UNIFIED	312	\$47,845	\$62,189	\$76,533	<u>13</u>
EQUIPMENT OPERATOR III	732	UNIFIED	314	\$52,750	\$68,564	\$84,378	<u>4</u>
EXECUTIVE ASSISTANT	139	UNIFIED	314	\$52,750	\$68,564	\$84,378	<u>5</u>
EXEMPTION SPECIALIST	241	UNIFIED	309	\$41,331	\$53,722	\$66,112	<u>7</u>
EXEMPTION SPECIALIST LEAD	2410	UNIFIED	312	\$47,845	\$62,189	\$76,533	<u>1</u>

**F**

FACILITIES DEPUTY DIRECTOR	7211	UNIFIED	324	\$85,923	\$111,683	\$137,443	<u>1</u>
FACILITIES MAINT TECH - PAR	607	UNIFIED	311	\$45,567	\$59,228	\$72,889	<u>1</u>
FACILITIES MAINTENANCE SUPT.	720	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>1</u>
FACILITIES MANAGEMENT DIRECTOR	709	UNIFIED	326	\$94,731	\$123,131	\$151,531	<u>1</u>
FAMILY COURT ADMINISTRATOR	2075	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>1</u>
FINANCE DIRECTOR	198	UNIFIED	329	\$109,662	\$142,539	\$175,416	<u>1</u>
FINANCE SUPERVISOR	141	UNIFIED	320	\$70,689	\$91,882	\$113,075	<u>2</u>
FISCAL ANALYST	1120	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>4</u>
FISCAL OPERATIONS MANAGER	142	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>1</u>
FISCAL TECH I	112	UNIFIED	311	\$45,567	\$59,228	\$72,889	<u>2</u>
FISCAL TECHNICIAN II	111	UNIFIED	312	\$47,845	\$62,189	\$76,533	<u>5</u>
FLEET VEHICLE TECH III	7329	UNIFIED	317	\$61,064	\$79,371	\$97,678	<u>0</u>
FLEET MAINTENANCE MANAGER	7330	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>1</u>
FLEET MAINTENANCE SUPERVISOR	7334	UNIFIED	320	\$70,689	\$91,882	\$113,075	<u>0</u>
FLEET MANAGER	733	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>1</u>
FLEET PARTS COORDINATOR	7331	UNIFIED	315	\$55,387	\$71,992	\$88,597	<u>1</u>
FLEET VEHICLE TECH I	7333	UNIFIED	313	\$50,238	\$65,299	\$80,360	<u>7</u>
FLEET VEHICLE TECH II	7332	UNIFIED	315	\$55,387	\$71,992	\$88,597	<u>2</u>
FLOODPLAIN MANAGER	705	UNIFIED	319	\$67,323	\$87,507	\$107,690	<u>1</u>
FOIA SPECIALIST/RECORDS TECH	122	UNIFIED	309	\$41,331	\$53,722	\$66,112	<u>2</u>
FORENSIC PATHOLOGIST ASSISTANT	466	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>1</u>

**G**

GENERAL SUPPORT SUPERINTENDENT	737	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>1</u>
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Proposed Class List By Title

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Proposed Class Title	Code	Pay Plan	Grade	Min	Mid	Max	#
GIS ANALYST	128	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>3</u>
GRANTS ADMINISTRATOR	147	UNIFIED	317	\$61,064	\$79,371	\$97,678	<u>1</u>
GROUNDS MAINT CREW LEADER	606	UNIFIED	313	\$50,238	\$65,299	\$80,360	<u>11</u>
GROUNDS MAINT. SUPERINTENDENT	611	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>2</u>
GROUNDS MAINTENANCE TECHNICIAN	711	UNIFIED	308	\$39,363	\$51,163	\$62,964	<u>29</u>
<b>H</b>							
HAZARDOUS HOUSEHOLD WASTE TECH	783	UNIFIED	308	\$39,363	\$51,163	\$62,964	<u>1</u>
HELP DESK ANALYST	126	UNIFIED	311	\$45,567	\$59,228	\$72,889	<u>2</u>
HUMAN RESOURCES ASSISTANT	116	UNIFIED	315	\$55,387	\$71,992	\$88,597	<u>1</u>
HUMAN RESOURCES DEP DIRECTOR	1610	UNIFIED	324	\$85,923	\$111,683	\$137,443	<u>1</u>
HUMAN RESOURCES DIRECTOR	161	UNIFIED	329	\$109,662	\$142,539	\$175,416	<u>1</u>
HUMAN RESOURCES RECRUITER	1202	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>1</u>
HUMAN RESOURCES SPECIALIST	120	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>4</u>
HUMAN SERVICES ANALYST	340	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>10</u>
HUMAN SERVICES DIRECTOR	375	UNIFIED	327	\$99,467	\$129,287	\$159,108	<u>1</u>
HUMAN SERVICES MANAGER	357	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>4</u>
HUMAN SERVICES SPECIALIST	338	UNIFIED	314	\$52,750	\$68,564	\$84,378	<u>4</u>
HUMAN SERVICES SUPERVISOR	345	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>2</u>
HVAC MAINTENANCE TECHNICIAN	717	UNIFIED	315	\$55,387	\$71,992	\$88,597	<u>2</u>
<b>I</b>							
INFO TECH SUPPORT ADMIN	118	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>1</u>
INMATE PROGRAM & SERVICE COORD	456	DETENTION CENTER	402	\$53,058	\$58,308	\$63,558	<u>1</u>
INMATE PROGRAMS & SERVICES MGR	455	DETENTION CENTER	404	\$60,746	\$71,351	\$81,955	<u>1</u>
IT ANALYST	165	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>2</u>
IT INFRASTRUCTURE MANAGER	1326	UNIFIED	324	\$85,923	\$111,683	\$137,443	<u>1</u>
IT SECURITY ANALYST I	1650	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>2</u>
IT SYSTEMS DIRECTOR	132	UNIFIED	329	\$109,662	\$142,539	\$175,416	<u>1</u>
<b>J</b>							
JUDICIAL ADMINISTRATOR	2071	UNIFIED	313	\$50,238	\$65,299	\$80,360	<u>1</u>
JUDICIAL ASSISTANT	201	UNIFIED	310	\$43,397	\$56,408	\$69,418	<u>1</u>
JUDICIAL CLERK I	2006	UNIFIED	309	\$41,331	\$53,722	\$66,112	<u>13</u>
JUDICIAL CLERK II	219	UNIFIED	310	\$43,397	\$56,408	\$69,418	<u>1</u>
JUDICIAL FISCAL TECH I	2016	UNIFIED	311	\$45,567	\$59,228	\$72,889	<u>3</u>
JUDICIAL SCHEDULING CLK	2190	UNIFIED	310	\$43,397	\$56,408	\$69,418	<u>1</u>

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JURY COORDINATOR	2007	UNIFIED	312	\$47,845	\$62,189	\$76,533	<u>1</u>
<b>L</b>							
LEAD GIS ANALYST	135	UNIFIED	319	\$67,323	\$87,507	\$107,690	<u>1</u>
LEAD IT ANALYST	164	UNIFIED	319	\$67,323	\$87,507	\$107,690	<u>1</u>
LEGAL ASSISTANT	2222	UNIFIED	313	\$50,238	\$65,299	\$80,360	<u>1</u>
LIBRARIAN	507	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>8</u>
LIBRARY ADMINISTRATOR	5110	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>3</u>
LIBRARY ASSISTANT	501	UNIFIED	307	\$37,488	\$48,727	\$59,966	<u>33</u>
LIBRARY DEPUTY DIRECTOR	5121	UNIFIED	324	\$85,923	\$111,683	\$137,443	<u>1</u>
LIBRARY DIRECTOR	512	UNIFIED	326	\$94,731	\$123,131	\$151,531	<u>1</u>
LIBRARY MANAGER	513	UNIFIED	321	\$74,224	\$96,476	\$118,728	<u>4</u>
LIBRARY SPECIALIST	506	UNIFIED	312	\$47,845	\$62,189	\$76,533	<u>13</u>
LIFEGUARD	626	UNIFIED	309	\$41,331	\$53,722	\$66,112	<u>3</u>
LITTER CONTROL WORKER	781	UNIFIED	307	\$37,488	\$48,727	\$59,966	<u>4</u>
LITTER CONTROL/ENFORCEMENT SUP	784	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>1</u>
LOGISTICS OFFICER	319	PUBLIC SAFETY	216	\$82,919	\$107,778	\$132,637	<u>1</u>
<b>M</b>							
MAIL COURIER	117	UNIFIED	307	\$37,488	\$48,727	\$59,966	<u>1</u>
MAINTENANCE ENGINEER	308	UNIFIED	312	\$47,845	\$62,189	\$76,533	<u>1</u>
MAINTENANCE TECHNICIAN II	7220	UNIFIED	310	\$43,397	\$56,408	\$69,418	<u>1</u>
MAINTENANCE WORKER	728	UNIFIED	308	\$39,363	\$51,163	\$62,964	<u>18</u>
MAPPING & APPS DIRECTOR	166	UNIFIED	326	\$94,731	\$123,131	\$151,531	<u>1</u>
MARKETING COORDINATOR	605	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>1</u>
MARKETING DEVELOPMENT SPEC	514	UNIFIED	313	\$50,238	\$65,299	\$80,360	<u>2</u>
MOSQUITO CONTROL DEP. DIRECTOR	315	UNIFIED	321	\$74,224	\$96,476	\$118,728	<u>1</u>
MOSQUITO CONTROL DIRECTOR	311	UNIFIED	324	\$85,923	\$111,683	\$137,443	<u>1</u>
MOSQUITO CONTROL SPECIALIST	307	UNIFIED	310	\$43,397	\$56,408	\$69,418	<u>5</u>
MOSQUITO CONTROL SUPERVISOR	313	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>1</u>
MOSQUITO CONTROL TECHNICIAN	306	UNIFIED	309	\$41,331	\$53,722	\$66,112	<u>2</u>
<b>N</b>							
NETWORK & SYSTEMS ANALYST	1327	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>1</u>
NETWORK ADMINISTRATOR	131	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>2</u>
<b>O</b>							
OFFICE MANAGER	157	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>3</u>

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OPERATIONS LT. (DETENTION CTR.)	4571	DETENTION CENTER	407	\$74,416	\$87,408	\$100,399	<u>1</u>
OPERATIONS MANAGER (AUDITOR)	1140A	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>0</u>
OPERATIONS MANAGER (TREASURER)	1140	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>2</u>
OUTREACH SPECIALIST/COSY	377	UNIFIED	309	\$41,331	\$53,722	\$66,112	<u>1</u>

P

PAINTER	745	UNIFIED	311	\$45,567	\$59,228	\$72,889	<u>1</u>
PAR AST PROGRAM MANAGER-SR PGM	6005	UNIFIED	315	\$55,387	\$71,992	\$88,597	<u>1</u>
PAR PROGRAM MANAGER-SR PGM	6004	UNIFIED	319	\$67,323	\$87,507	\$107,690	<u>1</u>
PAR PROGRAM SUPERVISOR-SR PGM	6003	UNIFIED	314	\$52,750	\$68,564	\$84,378	<u>10</u>
PARALEGAL	2223	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>1</u>
PARAMEDIC	322	PUBLIC SAFETY	212	\$68,218	\$88,669	\$109,121	<u>50</u>
PASSIVE PARKS DIRECTOR	177	UNIFIED	326	\$94,731	\$123,131	\$151,531	<u>1</u>
PASSIVE PARKS NATURALIST	1770	UNIFIED	317	\$61,064	\$79,371	\$97,678	<u>1</u>
PASSIVE PARKS RANGER	1771	UNIFIED	312	\$47,845	\$62,189	\$76,533	<u>1</u>
PAYROLL SPECIALIST	140	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>1</u>
PEER SUPPORT SPECIALIST	359	UNIFIED	309	\$41,331	\$53,722	\$66,112	<u>3</u>
PERS. PROPERTY TAX ANALYST I	235	UNIFIED	311	\$45,567	\$59,228	\$72,889	<u>5</u>
PERSONAL PROP TAX ANALYST II	2351	UNIFIED	313	\$50,238	\$65,299	\$80,360	<u>2</u>
PERSONAL PROP TAX ANALYST III	2361	UNIFIED	315	\$55,387	\$71,992	\$88,597	<u>2</u>
PERSONAL PROPERTY INSPECTOR	119	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>1</u>
PILOT	3093	UNIFIED	321	\$74,224	\$96,476	\$118,728	<u>4</u>
PLANNER	172	UNIFIED	320	\$70,689	\$91,882	\$113,075	<u>3</u>
PLANNING & DEV. DIRECTOR	170	UNIFIED	329	\$109,662	\$142,539	\$175,416	<u>1</u>
PLANNING & DEVELOPMENT SPECIALIST	1531	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>1</u>
PLANNING & ZONING DEP DIRECTOR	171	UNIFIED	325	\$90,220	\$117,267	\$144,315	<u>1</u>
PROBATE ASSOCIATE JUDGE	212	UNIFIED	328	\$104,440	\$135,752	\$167,063	<u>1</u>
PROBATE COURT ADMINISTRATOR	2221	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>1</u>
PROBATE DIVISION CHIEF	211	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>3</u>
PRODUCTION SPECIALIST	1394	UNIFIED	313	\$50,238	\$65,299	\$80,360	<u>5</u>
PROGRAM AND FINANCE MANAGER	7614	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>1</u>
PROGRAM COORDINATOR/HUMAN SVC	376	UNIFIED	314	\$52,750	\$68,564	\$84,378	<u>1</u>
PROJECT & DEVELOPMENT COORDINATOR	740	UNIFIED	317	\$61,064	\$79,371	\$97,678	<u>1</u>
PROJECTS MANAGER I	771	UNIFIED	321	\$74,224	\$96,476	\$118,728	<u>4</u>
PROJECTS MANAGER II	770	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>1</u>

**Proposed Class List By Title**

Item 8.

**Beaufort County SC**

<b>Proposed Class Title</b>	<b>Code</b>	<b>Pay Plan</b>	<b>Grade</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>	<b>#</b>
PUBLIC INFORMATION OFFICER	137	UNIFIED	325	\$90,220	\$117,267	\$144,315	<u>1</u>
PUBLIC WORKS DIRECTOR	739	UNIFIED	329	\$109,662	\$142,539	\$175,416	<u>1</u>
PUBLIC WORKS PROJECT ENGINEER	754	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>0</u>
PURCHASING DEPUTY DIRECTOR	153	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>1</u>
PURCHASING DIRECTOR	151	UNIFIED	326	\$94,731	\$123,131	\$151,531	<u>1</u>

**Q**

QUALITY ASSURANCE COORDINATOR	3461	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>1</u>
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**R**

R&D SUPERINTENDENT	738	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>1</u>
REAL PROP RESEARCH TECH	238	UNIFIED	310	\$43,397	\$56,408	\$69,418	<u>2</u>
REAL PROPERTY RECORDING TECH (R.Deeds)	203	UNIFIED	308	\$39,363	\$51,163	\$62,964	<u>1</u>
REAL PROPERTY RECORDS TECH (Assessor)	2401	UNIFIED	308	\$39,363	\$51,163	\$62,964	<u>2</u>
REAL PROPERTY TRANSFER CLERK	2402	UNIFIED	309	\$41,331	\$53,722	\$66,112	<u>3</u>
RECORDS MANAGEMENT TECHNICIAN	121	UNIFIED	308	\$39,363	\$51,163	\$62,964	<u>4</u>
RECORDS MGMT DIRECTOR	144	UNIFIED	326	\$94,731	\$123,131	\$151,531	<u>1</u>
RECREATION AIDE	6001	UNIFIED	307	\$37,488	\$48,727	\$59,966	<u>13</u>
RECREATION DEPUTY DIRECTOR	613	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>1</u>
RECREATION DIRECTOR	614	UNIFIED	327	\$99,467	\$129,287	\$159,108	<u>1</u>
RECREATION LEADER	600	UNIFIED	311	\$45,567	\$59,228	\$72,889	<u>1</u>
RECYCLING COORDINATOR	778	UNIFIED	310	\$43,397	\$56,408	\$69,418	<u>1</u>
RECYCLING TECHNICIAN	787	UNIFIED	308	\$39,363	\$51,163	\$62,964	<u>1</u>
REFUND SPECIALIST (TREASURER)	1124	UNIFIED	313	\$50,238	\$65,299	\$80,360	<u>1</u>
REGISTERED NURSE	353	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>1</u>
REGISTRAR	206	UNIFIED	325	\$90,220	\$117,267	\$144,315	<u>1</u>
RESIDENTIAL APPRAISER	243	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>5</u>
RESIDENTIAL HOUSE MANAGER	341	UNIFIED	315	\$55,387	\$71,992	\$88,597	<u>11</u>
RESIDENTIAL INSPECTOR	700	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>4</u>
RESIDENTIAL PLANS EXAMINER	7031	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>1</u>
REVENUE ACCOUNTANT (TREASURER)	1122	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>4</u>
REVENUE ANALYST	1983	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>1</u>
REVENUE COLLECTOR BUS. SVCS.	1794	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>1</u>
REVENUE SPECIALIST	1114	UNIFIED	313	\$50,238	\$65,299	\$80,360	<u>2</u>
RIGHT-OF-WAY MANAGER	763	UNIFIED	320	\$70,689	\$91,882	\$113,075	<u>1</u>

**S**



Proposed Class List By Title

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Beaufort County SC

Proposed Class Title	Code	Pay Plan	Grade	Min	Mid	Max	#
SAFETY/TRAINING MANAGER	7391	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>1</u>
SENIOR ACCOUNTANT	1401	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>1</u>
SENIOR AIRCRAFT RESCUE & FIRE TECH	8020	PUBLIC SAFETY	206	\$50,905	\$66,166	\$81,428	<u>3</u>
SENIOR CREW CHIEF	325	PUBLIC SAFETY	215	\$78,971	\$102,646	\$126,321	<u>3</u>
SENIOR EXECUTIVE ASSISTANT	1390	UNIFIED	317	\$61,064	\$79,371	\$97,678	<u>1</u>
SENIOR JUDICIAL ADMINISTRATOR	2077	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>1</u>
SENIOR LIBRARIAN	511	UNIFIED	320	\$70,689	\$91,882	\$113,075	<u>8</u>
SENIOR MAINTENANCE SPECIALIST	713	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>6</u>
SENIOR MAINTENANCE TECHNICIAN	715	UNIFIED	311	\$45,567	\$59,228	\$72,889	<u>6</u>
SENIOR PROBATE DIVISION CHIEF	209	UNIFIED	317	\$61,064	\$79,371	\$97,678	<u>1</u>
SIGN TECHNICIAN	734	UNIFIED	310	\$43,397	\$56,408	\$69,418	<u>1</u>
SOCIAL MEDIA SPECIALIST	1391	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>1</u>
SOLID WASTE ATTENDANT	782	UNIFIED	307	\$37,488	\$48,727	\$59,966	<u>42</u>
SOLID WASTE FOREMAN	785	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>2</u>
SOLID WASTE SUPERINTENDENT	788	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>1</u>
SPECIAL ASST TO ADMINISTRATOR	81	UNIFIED	330	\$115,146	\$149,666	\$184,187	<u>1</u>
SR ADMINISTRATIVE ASSISTANT	106	UNIFIED	311	\$45,567	\$59,228	\$72,889	<u>1</u>
SR ADMINISTRATIVE SPECIALIST	104	UNIFIED	312	\$47,845	\$62,189	\$76,533	<u>4</u>
SR ADMINISTRATIVE SUPERVISOR	107	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>3</u>
SR DATA ANALYST TREASURER	2342	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>1</u>
SR HUMAN SRVCS ANALYST	350	UNIFIED	319	\$67,323	\$87,507	\$107,690	<u>1</u>
SR IT ANALYST	130	UNIFIED	320	\$70,689	\$91,882	\$113,075	<u>1</u>
SR IT ANALYST (AUDITOR)	228	UNIFIED	320	\$70,689	\$91,882	\$113,075	<u>1</u>
SR IT TECHNICIAN	129	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>6</u>
SR JUDICIAL CLERK, CHILD SUPRT	2026	UNIFIED	312	\$47,845	\$62,189	\$76,533	<u>1</u>
SR LIBRARY ASSISTANT	505	UNIFIED	308	\$39,363	\$51,163	\$62,964	<u>8</u>
SR. ACCOUNTING TECHNICIAN	2040	UNIFIED	312	\$47,845	\$62,189	\$76,533	<u>1</u>
SR. ADMIN SPECIALIST	136	UNIFIED	312	\$47,845	\$62,189	\$76,533	<u>1</u>
SR. CODE ENFORCEMENT OFFICER	1483	UNIFIED	315	\$55,387	\$71,992	\$88,597	<u>1</u>
SR. REAL PROP. RECORDING TECH.	204	UNIFIED	310	\$43,397	\$56,408	\$69,418	<u>1</u>
SR. VR&E SPECIALIST	1050	UNIFIED	313	\$50,238	\$65,299	\$80,360	<u>1</u>
STAFF ACCOUNTANT	1123	UNIFIED	317	\$61,064	\$79,371	\$97,678	<u>1</u>
STORMWATER ASST SUPERINTENDENT	7411	UNIFIED	320	\$70,689	\$91,882	\$113,075	<u>1</u>
STORMWATER FOREMAN	736	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>2</u>
STORMWATER PROGRAM MANAGER	750	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>1</u>

Proposed Class List By Title

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Beaufort County SC

Proposed Class Title	Code	Pay Plan	Grade	Min	Mid	Max	#
SUPPLY OFFICER	3191	UNIFIED	311	\$45,567	\$59,228	\$72,889	<u>1</u>
SW INSPECTION TECH I	747	UNIFIED	311	\$45,567	\$59,228	\$72,889	<u>2</u>
SW INSPECTION TECH II	7471	UNIFIED	313	\$50,238	\$65,299	\$80,360	<u>1</u>
SW&R PROGRAM MANAGER	791	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>1</u>
SWI SUPERINTENDENT	741	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>1</u>
SWI UTILITY INSPECTOR	744	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>3</u>
SYSTEM ADMINISTRATOR	1324	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>2</u>
<b>T</b>							
TAX COLLECTOR	234	UNIFIED	325	\$90,220	\$117,267	\$144,315	<u>1</u>
TRAF SIGNAL SUPERVISOR	776	UNIFIED	318	\$64,117	\$83,340	\$102,562	<u>1</u>
TRAFFIC SIGNAL TECHNICIAN I	772	UNIFIED	311	\$45,567	\$59,228	\$72,889	<u>1</u>
TRAFFIC SIGNAL TECHNICIAN II	775	UNIFIED	313	\$50,238	\$65,299	\$80,360	<u>1</u>
TRAINING & OUTREACH COORD	154	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>1</u>
TRANSPORTATION PLANNER	7701	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>1</u>
<b>U</b>							
UTILITY OPERATIONS COORD.	729	UNIFIED	309	\$41,331	\$53,722	\$66,112	<u>1</u>
<b>V</b>							
VETERANS AFFAIRS COUNSELOR	133	UNIFIED	314	\$52,750	\$68,564	\$84,378	<u>2</u>
VETERANS AFFAIRS DIRECTOR	169	UNIFIED	324	\$85,923	\$111,683	\$137,443	<u>1</u>
VR&E DEPUTY DIRECTOR	1055	UNIFIED	323	\$81,832	\$106,365	\$130,898	<u>1</u>
VR&E DIRECTOR	146	UNIFIED	326	\$94,731	\$123,131	\$151,531	<u>1</u>
VR&E IT SYSTEMS COORDINATOR	1049	UNIFIED	316	\$58,156	\$75,592	\$93,027	<u>1</u>
VR&E MANAGER	1048	UNIFIED	315	\$55,387	\$71,992	\$88,597	<u>1</u>
VR&E SPECIALIST	1053	UNIFIED	311	\$45,567	\$59,228	\$72,889	<u>3</u>
<b>W</b>							
WATER SAFETY INSTRUCTOR	645	UNIFIED	310	\$43,397	\$56,408	\$69,418	<u>17</u>
WEB ADMINISTRATOR	1321	UNIFIED	319	\$67,323	\$87,507	\$107,690	<u>1</u>
WORKER'S COMP SPECIALIST	1502	UNIFIED	312	\$47,845	\$62,189	\$76,533	<u>1</u>
WORKFORCE DEVELOPMENT MANAGER	1201	UNIFIED	319	\$67,323	\$87,507	\$107,690	<u>1</u>
<b>Z</b>							
ZONING & DEV ANALYST I	127	UNIFIED	309	\$41,331	\$53,722	\$66,112	<u>1</u>
ZONING & DEV. ADMINISTRATOR	163	UNIFIED	322	\$77,935	\$101,300	\$124,665	<u>1</u>
ZONING & DEV. ANALYST II	1271	UNIFIED	310	\$43,397	\$56,408	\$69,418	<u>1</u>

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Proposed Class List By Title

Item 8.

Beaufort County SC

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Proposed Class Title	Code	Pay Plan	Grade	Min	Mid	Max	#
351 Job Classes							

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**SECTION 12.0**  
***Classification Comparison List***

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## Class Comparison List By Pay Plan Beaufort County SC

**Proposed Pay Plan: DETENTION CENTER**

<i>Grade</i>	<i>Proposed Class Title</i>	<i>Original Title</i>	<i>Working Title</i>	<i>Annual Range</i>		
				<i>Min</i>	<i>Mid</i>	<i>Max</i>
<b>401</b>				<b>\$49,587</b>	<b>\$49,596</b>	<b>\$49,605</b>
	CORRECTIONAL OFFICER TRAINEE	CORRECTIONAL OFFICER TRAINEE		44,225	55,759	67,292
<b>402</b>				<b>\$53,058</b>	<b>\$58,308</b>	<b>\$63,558</b>
	CORRECTIONAL OFFICER	CORRECTIONAL OFFICER		45,161	56,965	68,769
	INMATE PROGRAM & SERVICE COORD	INMATE PROGRAM & SERVICE COORD		45,452	57,340	69,227
<b>403</b>				<b>\$56,772</b>	<b>\$63,763</b>	<b>\$70,755</b>
	CORRECTIONAL OFFICER LANCE CPL	CORRECTIONAL OFFICER LANCE CPL		48,260	60,938	73,616
<b>404</b>				<b>\$60,746</b>	<b>\$71,351</b>	<b>\$81,955</b>
	CORRECTIONAL CORPORAL	CORRECTIONAL CORPORAL		53,356	67,459	81,561
	INMATE PROGRAMS & SERVICES MGR	INMATE PROGRAMS & SERVICES MGR		47,574	60,075	72,576
<b>405</b>				<b>\$64,998</b>	<b>\$76,345</b>	<b>\$87,692</b>
	CORRECTIONAL SERGEANT	CORRECTIONAL SERGEANT		57,392	72,638	87,884
<b>407</b>				<b>\$74,416</b>	<b>\$87,408</b>	<b>\$100,399</b>
	CORRECTIONAL SECURITY LT	CORRECTIONAL SECURITY LT		65,712	83,288	100,864
	CORRECTIONAL TRAINING LT.	CORRECTIONAL TRAINING LT.		65,712	83,288	100,864
	OPERATIONS LT. (DETENTION CTR.)	OPERATIONS LT.		65,712	83,288	100,864
<b>409</b>				<b>\$85,199</b>	<b>\$100,073</b>	<b>\$114,947</b>
	DETENTION CENTER DEP. DIRECTOR	DETENTION CENTER DEP. DIRECTOR		75,592	95,944	116,297
<b>411</b>				<b>\$97,545</b>	<b>\$114,574</b>	<b>\$131,602</b>
	DETENTION CENTER DIRECTOR	DETENTION CENTER DIRECTOR		87,032	110,556	134,081

## Class Comparison List By Pay Plan Beaufort County SC

**Proposed Pay Plan: PUBLIC SAFETY**

<i>Grade</i>	<i>Proposed Class Title</i>	<i>Original Title</i>	<i>Working Title</i>	<i>Annual Range</i>		
				<i>Min</i>	<i>Mid</i>	<i>Max</i>
<b>201</b>				<b>\$39,885</b>	<b>\$51,843</b>	<b>\$63,801</b>
	AIRPORT MAINTENANCE TECH I	AIRPORT MAINTENANCE TECH I		36,259	45,556	54,854
<b>202</b>				<b>\$41,880</b>	<b>\$54,435</b>	<b>\$66,991</b>
	AVIATION LINE SERVICE TECH	AVIATION LINE SERVICE TECH		39,670	49,935	60,200
<b>204</b>				<b>\$46,172</b>	<b>\$60,015</b>	<b>\$73,857</b>
	AIRCRAFT RESCUE & FIREFIGHTING TECH	AIRCRAFT RESCUE & FIREFIGHTING		42,603	53,710	64,817
<b>206</b>				<b>\$50,905</b>	<b>\$66,166</b>	<b>\$81,428</b>
	AIRCRAFT MECHANIC	AIRCRAFT MECHANIC		43,456	54,792	66,128
	SENIOR AIRCRAFT RESCUE & FIRE TECH	SENIOR AIRCRAFT RESCUE & FIRE		44,615	56,273	67,931
<b>207</b>				<b>\$53,450</b>	<b>\$69,475</b>	<b>\$85,499</b>
	EMS COMPLIANCE OFFICER	EMS COMPLIANCE OFFICER		47,574	60,075	72,576
<b>209</b>				<b>\$58,929</b>	<b>\$76,596</b>	<b>\$94,263</b>
	EMER MEDICAL TECHNICIAN	EMER MED TECH PN		55,558	70,281	85,004
	EMER MEDICAL TECHNICIAN	EMER MEDICAL TECHNICIAN		55,558	70,281	85,004
<b>210</b>				<b>\$61,875</b>	<b>\$80,426</b>	<b>\$98,976</b>
	AIRPORT MAINTENANCE MANAGER	AIRPORT MAINTENANCE MANAGER		54,604	69,050	83,496
	AIRPORT SECURITY COORDINATOR	AIRPORT SECURITY COORDINATOR		54,604	69,050	83,496
	EMT ADVANCED	EMT ADVANCED		58,178	73,647	89,116
<b>212</b>				<b>\$68,218</b>	<b>\$88,669</b>	<b>\$109,121</b>
	AIRPORT SUPV/CFR PART 139 COOR	AIRPORT SUPV/CFR PART 139 COOR		57,184	72,347	87,510
	AVIATION LINE SERVICE SUPERVSR	AVIATION LINE SERVICE SUPERVSR		57,184	72,347	87,510
	PARAMEDIC	PARAMEDIC		66,402	84,111	101,820
	PARAMEDIC	PARAMEDIC PN		66,402	84,111	101,820
<b>214</b>				<b>\$75,210</b>	<b>\$97,758</b>	<b>\$120,306</b>
	ARFF CHIEF	ARFF CHIEF		59,888	75,800	91,712
	EMS CREW CHIEF	EMS CREW CHIEF		70,215	89,033	107,851
<b>215</b>				<b>\$78,971</b>	<b>\$102,646</b>	<b>\$126,321</b>
	AIRPORT FINANCE MANAGER	AIRPORT FINANCE MANAGER		65,712	83,288	100,864
	AIRPORT OPERATIONS CHIEF	AIRPORT OPERATIONS CHIEF		59,888	75,800	91,712
	SENIOR CREW CHIEF	SENIOR CREW CHIEF		75,156	95,367	115,578

## Class Comparison List By Pay Plan Beaufort County SC

**Proposed Pay Plan: PUBLIC SAFETY**

<i>Grade</i>			<i>Annual Range</i>		
<i>Proposed Class Title</i>	<i>Original Title</i>	<i>Working Title</i>	<i>Min</i>	<i>Mid</i>	<i>Max</i>
<b>216</b>			<b>\$82,919</b>	<b>\$107,778</b>	<b>\$132,637</b>
EMS TRAINING OFFICER	EMS TRAINING OFFICER		72,139	91,514	110,889
LOGISTICS OFFICER	LOGISTICS OFFICER		68,832	87,281	105,731
<b>217</b>			<b>\$87,065</b>	<b>\$113,167</b>	<b>\$139,269</b>
EMS DEPUTY DIRECTOR	EMS DEPUTY DIRECTOR		75,592	95,944	116,297
<b>219</b>			<b>\$95,989</b>	<b>\$124,767</b>	<b>\$153,544</b>
EMS SUPERVISOR	EMS SUPERVISOR		89,713	114,019	138,325
<b>221</b>			<b>\$105,828</b>	<b>\$137,555</b>	<b>\$169,283</b>
AIRPORT DEPUTY DIRECTOR	AIRPORT DEPUTY DIRECTOR		75,592	95,944	116,297
EMS DIRECTOR	EMS DIRECTOR		87,032	110,556	134,081
<b>225</b>			<b>\$128,635</b>	<b>\$167,199</b>	<b>\$205,764</b>
AIRPORT DIRECTOR	AIRPORT DIRECTOR		91,233	115,954	140,675

## Class Comparison List By Pay Plan Beaufort County SC

**Proposed Pay Plan: UNIFIED**

Grade	Proposed Class Title	Original Title	Working Title	Annual Range		
				Min	Mid	Max
<b>307</b>				<b>\$37,488</b>	<b>\$48,727</b>	<b>\$59,966</b>
	ADMINISTRATIVE CLERK	ADMINISTRATIVE CLERK		33,160	41,604	50,049
	BUS DRIVER	BUS DRIVER		33,160	41,604	50,049
	CORRECTIONAL SUPPORT SPECIALIST	ADMINISTRATIVE CLERK		33,160	41,604	50,049
	CUSTODIAN	CUSTODIAN		31,724	39,774	47,824
	LIBRARY ASSISTANT	LIBRARY ASSISTANT		31,724	39,774	47,824
	LIBRARY ASSISTANT	LIBRARY ASSISTANT PN(25)		31,724	39,774	47,824
	LIBRARY ASSISTANT	LIBRARY CLERK PART TIME		31,724	39,774	47,824
	LITTER CONTROL WORKER	LITTER CONTROL WORKER		33,160	41,604	50,049
	MAIL COURIER	MAIL COURIER		31,724	39,774	47,824
	RECREATION AIDE	RECREATION AIDE		31,724	39,774	47,824
	SOLID WASTE ATTENDANT	SOLID WASTE ATTENDANT		31,724	39,774	47,824
<b>308</b>				<b>\$39,363</b>	<b>\$51,163</b>	<b>\$62,964</b>
	ADMINISTRATIVE ASSISTANT	ADMINISTRATIVE ASSISTANT		34,657	44,756	54,854
	CORONER TRANSPORTER	CORONER TRANSPORT		34,657	44,756	54,854
	GROUND MAINTENANCE TECHNICIAN	GROUND MAINTENANCE TECHNICIAN		33,160	41,604	50,049
	HAZARDOUS HOUSEHOLD WASTE TECH	HAZARDOUS HOUSEHOLD WASTE TECH		36,259	45,556	54,854
	MAINTENANCE WORKER	MAINTENANCE WORKER		31,724	39,774	47,824
	REAL PROPERTY RECORDING TECH (R.Deeds)	REAL PROPERTY RECORDING TECH		34,657	44,756	54,854
	REAL PROPERTY RECORDS TECH (Assessor)	REAL PROPERTY RECORDS TECH		36,259	45,556	54,854
	RECORDS MANAGEMENT TECHNICIAN	RECORDS MANAGEMENT TECHNICIAN		34,657	44,756	54,854
	RECYCLING TECHNICIAN	RECYCLING TECHNICIAN		36,259	45,556	54,854
	SR LIBRARY ASSISTANT	SR LIBRARY ASSISTANT		33,160	41,604	50,049
<b>309</b>				<b>\$41,331</b>	<b>\$53,722</b>	<b>\$66,112</b>
	ANIMAL SERVICES DISPATCHER	ANIMAL SERVICES DISPATCHER		37,923	47,709	57,496
	APPEALS/BAA SPECIALIST	APPEALS/BAA SPECIALIST		37,923	47,709	57,496
	APPRAISAL TECHNICIAN	APPRAISAL TECHNICIAN		37,923	47,709	57,496
	BROADCAST SERVICES ASSISTANT	BROADCAST SERVICES ASSISTANT		37,923	47,709	57,496
	EXEMPTION SPECIALIST	EXEMPTION SPECIALIST		37,923	47,709	57,496
	FOIA SPECIALIST/RECORDS TECH	FOIA SPECIALIST/RECORDS TECH		37,923	47,709	57,496
	JUDICIAL CLERK I	JUDICIAL CLERK I		37,923	47,709	57,496
	LIFEGUARD	LIFEGUARD F/T		37,923	47,709	57,496
	LIFEGUARD	LIFEGUARD P/T 24HRS		37,923	47,709	57,496



## Class Comparison List By Pay Plan Beaufort County SC

**Proposed Pay Plan: UNIFIED**

Grade	Proposed Class Title	Original Title	Working Title	Annual Range		
				Min	Mid	Max
<b>309</b>				<b>\$41,331</b>	<b>\$53,722</b>	<b>\$66,112</b>
	MOSQUITO CONTROL TECHNICIAN	MOSQUITO CONTROL SPECIALIST		37,923	47,709	57,496
	OUTREACH SPECIALIST/COSY	OUTREACH SPECIALIST/COSY		37,923	47,709	57,496
	PEER SUPPORT SPECIALIST	PEER SUPPORT SPECIALIST		37,923	47,709	57,496
	REAL PROPERTY TRANSFER CLERK	REAL PROPERTY TRANSFER CLERK		37,923	47,709	57,496
	UTILITY OPERATIONS COORD.	UTILITY OPERATIONS COORD.		37,923	47,709	57,496
	ZONING & DEV ANALYST I	ZONING & DEV ANALYST I		36,259	45,556	54,854
<b>310</b>				<b>\$43,397</b>	<b>\$56,408</b>	<b>\$69,418</b>
	ADMINISTRATIVE SPECIALIST	ADMINISTRATIVE SPECIALIST		39,670	49,935	60,200
	ADMINISTRATIVE SPECIALIST	SR ADMINISTRATIVE SPECIALIST		43,456	54,792	66,128
	ANIMAL SERVICES OFFICER	ANIMAL SERVICES OFFICER		43,456	54,792	66,128
	CUSTOMER SUCCESS REP.	CUSTOMER SUCCESS REP.		41,521	52,275	63,028
	CUSTOMER SUCCESS REP.	CUSTOMER SUCCESS REP. PN		41,521	52,275	63,028
	DEPUTY CLERK OF PROBATE	DEPUTY CLERK OF PROBATE		37,923	47,709	57,496
	DIRECT CARE SPECIALIST	DIRECT CARE SPECIALIST		39,670	49,935	60,200
	DIRECT CARE SPECIALIST	DIRECT CARE SPECIALIST PN		39,670	49,935	60,200
	EQUIPMENT OPERATOR I	EQUIPMENT OPERATOR I		37,923	47,709	57,496
	JUDICIAL ASSISTANT	JUDICIAL ASSISTANT		39,670	49,935	60,200
	JUDICIAL CLERK II	JUDICIAL CLERK II		41,521	52,275	63,028
	JUDICIAL SCHEDULING CLK	JUDICIAL SCHEDULING CLK		41,521	52,275	63,028
	MAINTENANCE TECHNICIAN II	MAINTENANCE TECHNICIAN II		39,670	49,935	60,200
	MOSQUITO CONTROL SPECIALIST	MOSQUITO CONTROL SPECIALIST		37,923	47,709	57,496
	REAL PROP RESEARCH TECH	REAL PROP RESEARCH TECH		41,521	52,275	63,028
	RECYCLING COORDINATOR	RECYCLING COORDINATOR		39,670	49,935	60,200
	SIGN TECHNICIAN	SIGN TECHNICIAN		39,670	49,935	60,200
	SR. REAL PROP. RECORDING TECH.	SR. REAL PROP. RECORDING TECH.		39,670	49,935	60,200
	WATER SAFETY INSTRUCTOR	LIFEGUARD P/T 24HRS		37,923	47,709	57,496
	WATER SAFETY INSTRUCTOR	WATER SAFETY INSTRUCTOR FR		39,670	49,935	60,200
	WATER SAFETY INSTRUCTOR	WATER SAFETY INSTRUCTOR PN		39,670	49,935	60,200
	ZONING & DEV. ANALYST II	ZONING & DEV. ANALYST II		37,923	47,709	57,496
<b>311</b>				<b>\$45,567</b>	<b>\$59,228</b>	<b>\$72,889</b>
	CLERK OF PROBATE	CLERK OF PROBATE		39,670	49,935	60,200
	FACILITIES MAINT TECH - PAR	FACILITIES MAINT TECH - PAR		41,521	52,275	63,028
	FISCAL TECH I	FISCAL TECH I		41,521	52,275	63,028
	HELP DESK ANALYST	ADMINISTRATIVE SPECIALIST		39,670	49,935	60,200

## Class Comparison List By Pay Plan Beaufort County SC

**Proposed Pay Plan: UNIFIED**

Grade	Proposed Class Title	Original Title	Working Title	Annual Range		
				Min	Mid	Max
<b>311</b>				<b>\$45,567</b>	<b>\$59,228</b>	<b>\$72,889</b>
	JUDICIAL FISCAL TECH I	JUDICIAL FISCAL TECH I		41,521	52,275	63,028
	PAINTER	PAINTER		41,521	52,275	63,028
	PERS. PROPERTY TAX ANALYST I	PERS. PROPERTY TAX ANALYST I		41,521	52,275	63,028
	RECREATION LEADER	RECREATION LEADER		41,521	52,275	63,028
	SENIOR MAINTENANCE TECHNICIAN	SENIOR MAINTENANCE TECHNICIAN		41,521	52,275	63,028
	SR ADMINISTRATIVE ASSISTANT	SR ADMINISTRATIVE ASSISTANT		43,456	54,792	66,128
	SUPPLY OFFICER	SUPPLY OFFICER		41,521	52,275	63,028
	SW INSPECTION TECH I	SW INSPECTION TECH		41,521	52,275	63,028
	TRAFFIC SIGNAL TECHNICIAN I	TRAFFIC SIGNAL TECHNICIAN		41,521	52,275	63,028
	VR&E SPECIALIST	VR&E SPECIALIST		41,521	52,275	63,028
<b>312</b>				<b>\$47,845</b>	<b>\$62,189</b>	<b>\$76,533</b>
	ACCOUNTS PAYABLE SPECIALIST I	ACCOUNTS PAYABLE SPECIALIST I		43,456	54,792	66,128
	ADMINISTRATIVE DEPUTY	ADMINISTRATIVE DEPUTY		43,456	54,792	66,128
	BOOKMOBILE LIBRARY ASSISTANT	BOOKMOBILE LIBRARY ASSISTANT		43,456	54,792	66,128
	BUSINESS SERVICES SPECIALIST	BUSINESS SERVICES SPECIALIST		43,456	54,792	66,128
	EQUIPMENT OPERATOR II	EQUIPMENT OPERATOR II		43,456	54,792	66,128
	EXEMPTION SPECIALIST LEAD	EXEMPTION SPECIALIST LEAD		47,574	60,075	72,576
	FISCAL TECHNICIAN II	FISCAL TECHNICIAN II		45,452	57,340	69,227
	JURY COORDINATOR	JURY COORDINATOR		43,456	54,792	66,128
	LIBRARY SPECIALIST	LIBRARY SPECIALIST		43,456	54,792	66,128
	MAINTENANCE ENGINEER	MAINTENANCE ENGINEER		43,456	54,792	66,128
	PASSIVE PARKS RANGER	PASSIVE PARKS RANGER		43,456	54,792	66,128
	SR ADMINISTRATIVE SPECIALIST	SR ADMINISTRATIVE SPECIALIST		43,456	54,792	66,128
	SR JUDICIAL CLERK, CHILD SUPRT	SR JUDICIAL CLERK, CHILD SUPRT		43,456	54,792	66,128
	SR. ACCOUNTING TECHNICIAN	SR. ACCOUNTING TECHNICIAN		43,456	54,792	66,128
	SR. ADMIN SPECIALIST	SR ADMINISTRATIVE SPECIALIST		43,456	54,792	66,128
	WORKER'S COMP SPECIALIST	WORKER'S COMP SPECIALIST		43,456	54,792	66,128
<b>313</b>				<b>\$50,238</b>	<b>\$65,299</b>	<b>\$80,360</b>
	CODE ENFORCEMENT OFFICER	CODE ENFORCEMENT OFFICER		47,574	60,075	72,576
	CUSTOMER SUCCESS REP LEAD	CUSTOMER SUCCESS REP LEAD		49,820	62,883	75,945
	ELECTION SYSTEMS SPECIALIST	VR&E SPECIALIST		41,521	52,275	63,028
	EMS COORDINATOR/SCHEDULER	EMS COORDINATOR/SCHEDULER		45,452	57,340	69,227
	ENTOMOLOGY TECHNICIAN	ENTOMOLOGY TECHNICIAN		47,574	60,075	72,576

## Class Comparison List By Pay Plan Beaufort County SC

**Proposed Pay Plan: UNIFIED**

Grade	Proposed Class Title	Original Title	Working Title	Annual Range		
				Min	Mid	Max
<b>313</b>				<b>\$50,238</b>	<b>\$65,299</b>	<b>\$80,360</b>
	FLEET VEHICLE TECH I	FLEET AUTOMOTIVE SERVICE TECH		47,574	60,075	72,576
	GROUND MAINT CREW LEADER	GROUND MAINT CREW LEADER		45,452	57,340	69,227
	JUDICIAL ADMINISTRATOR	JUDICIAL ADMINISTRATOR		45,452	57,340	69,227
	LEGAL ASSISTANT	LEGAL ASSISTANT		49,820	62,883	75,945
	MARKETING DEVELOPMENT SPEC	MARKETING DEVELOPMENT SPEC		45,452	57,340	69,227
	PERSONAL PROP TAX ANALYST II	PERSONAL PROP TAX ANALYST II		45,452	57,340	69,227
	PRODUCTION SPECIALIST	PRODUCTION SPECIALIST		45,452	57,340	69,227
	REFUND SPECIALIST (TREASURER)	REFUND SPECIALIST - TREASURER		45,452	57,340	69,227
	REVENUE SPECIALIST	REVENUE SPECIALIST		45,452	57,340	69,227
	SR. VR&E SPECIALIST	SR. VR&E SPECIALIST		45,452	57,340	69,227
	SW INSPECTION TECH II	SW INSPECTION TECH LEAD		43,456	54,792	66,128
	TRAFFIC SIGNAL TECHNICIAN II	TRAFFIC SIGNAL TECHNICIAN		41,521	52,275	63,028
<b>314</b>				<b>\$52,750</b>	<b>\$68,564</b>	<b>\$84,378</b>
	ACCOUNTS PAYABLE SPECIALIST II	ACCOUNTS PAYABLE SPECIALIST II		47,574	60,075	72,576
	ATHLETICS SUPERVISOR	ATHLETICS SUPERVISOR		47,574	60,075	72,576
	DELINQUENT TAX ANALYST	DELINQUENT TAX ANALYST		47,574	60,075	72,576
	EQUIPMENT OPERATOR III	EQUIPMENT OPERATOR III		47,574	60,075	72,576
	EXECUTIVE ASSISTANT	ADMINISTRATIVE SPECIALIST		39,670	49,935	60,200
	EXECUTIVE ASSISTANT	EXECUTIVE ASSISTANT		49,820	62,883	75,945
	HUMAN SERVICES SPECIALIST	HUMAN SERVICES SPECIALIST		47,574	60,075	72,576
	PAR PROGRAM SUPERVISOR-SR PGM	PAR AST PROGRAM MANAGER-SR PGM		49,820	62,883	75,945
	PAR PROGRAM SUPERVISOR-SR PGM	PAR PROGRAM SUPERVISOR-SR PGM		47,574	60,075	72,576
	PROGRAM COORDINATOR/HUMAN SVC	PROGRAM COORDINATOR/HUMAN SVC		52,150	65,972	79,793
	VETERANS AFFAIRS COUNSELOR	VETERANS AFFAIRS COUNSELOR		43,456	54,792	66,128
<b>315</b>				<b>\$55,387</b>	<b>\$71,992</b>	<b>\$88,597</b>
	ASSISTANT AQUATICS MANAGER	ASSISTANT AQUATICS MANAGER		49,820	62,883	75,945
	ASST ATHLETIC MANAGER	ASST ATHLETIC MANAGER		49,820	62,883	75,945
	BUDGET ANALYST	BUDGET ANALYST		52,150	65,972	79,793
	CARPENTER SPECIALIST	CARPENTER SPECIALIST		52,150	65,972	79,793

## Class Comparison List By Pay Plan Beaufort County SC

**Proposed Pay Plan: UNIFIED**

Grade	Proposed Class Title	Original Title	Working Title	Annual Range		
				Min	Mid	Max
<b>315</b>				<b>\$55,387</b>	<b>\$71,992</b>	<b>\$88,597</b>
	CLK PROBATE/ASST. DIV. CHIEF	CLK PROBATE/ASST. DIV. CHIEF		41,521	52,275	63,028
	DEPUTY CORONER	DEPUTY CORONER		52,150	65,972	79,793
	FLEET PARTS COORDINATOR	FLEET PARTS COORDINATOR		54,604	69,050	83,496
	FLEET VEHICLE TECH II	FLEET EMERGENCY VEHICLE TECH		49,820	62,883	75,945
	HUMAN RESOURCES ASSISTANT	HUMAN RESOURCES SPECIALIST		57,184	72,347	87,510
	HVAC MAINTENANCE TECHNICIAN	HVAC MAINTENANCE TECHNICIAN		52,150	65,972	79,793
	PAR AST PROGRAM MANAGER-SR PGM	SR ADMINISTRATIVE SPECIALIST		43,456	54,792	66,128
	PERSONAL PROP TAX ANALYST III	PERSONAL PROP TAX ANALYST III		49,820	62,883	75,945
	RESIDENTIAL HOUSE MANAGER	RESIDENTIAL HOUSE MANAGER		47,574	60,075	72,576
	SR. CODE ENFORCEMENT OFFICER	SR. CODE ENFORCEMENT OFFICER		52,150	65,972	79,793
	VR&E MANAGER	VR&E MANAGER		49,820	62,883	75,945
<b>316</b>				<b>\$58,156</b>	<b>\$75,592</b>	<b>\$93,027</b>
	ANIMAL SERVICES SUPERVISOR	ANIMAL SERVICES SUPERVISOR		52,150	65,972	79,793
	CLAIMS & INS ADMINISTRATOR	CLAIMS & INS ADMINISTRATOR		52,150	65,972	79,793
	HUMAN SERVICES SUPERVISOR	HUMAN SERVICES SUPERVISOR		52,150	65,972	79,793
	LITTER CONTROL/ENFORCEMENT SUP	LITTER CONTROL/ENFORCEMENT SUP		54,604	69,050	83,496
	MARKETING COORDINATOR	MARKETING COORDINATOR		54,604	69,050	83,496
	OFFICE MANAGER	OFFICE MANAGER		54,604	69,050	83,496
	PARALEGAL	PARALEGAL		54,604	69,050	83,496
	PAYROLL SPECIALIST	PAYROLL SPECIALIST		54,604	69,050	83,496
	PERSONAL PROPERTY INSPECTOR	PERSONAL PROPERTY INSPECTOR		52,150	65,972	79,793
	PROBATE DIVISION CHIEF	PROBATE DIVISION CHIEF		49,820	62,883	75,945
	REVENUE ACCOUNTANT (TREASURER)	REVENUE ACCOUNTANT - TREASURER		52,150	65,972	79,793
	REVENUE ANALYST	REVENUE ANALYST		52,150	65,972	79,793
	REVENUE COLLECTOR BUS. SVCS.	REVENUE COLLECTOR BUS. SVCS.		52,150	65,972	79,793
	SENIOR JUDICIAL ADMINISTRATOR	SENIOR JUDICIAL ADMINISTRATOR		49,820	62,883	75,945
	SENIOR MAINTENANCE SPECIALIST	SENIOR MAINTENANCE SPECIALIST		54,604	69,050	83,496
	SOCIAL MEDIA SPECIALIST	SOCIAL MEDIA SPECIALIST		54,604	69,050	83,496
	SOLID WASTE FOREMAN	SOLID WASTE FOREMAN		52,150	65,972	79,793

## Class Comparison List By Pay Plan Beaufort County SC

**Proposed Pay Plan: UNIFIED**

Grade	Proposed Class Title	Original Title	Working Title	Annual Range		
				Min	Mid	Max
<b>316</b>				<b>\$58,156</b>	<b>\$75,592</b>	<b>\$93,027</b>
	SR ADMINISTRATIVE SUPERVISOR	SR ADMINISTRATIVE SUPERVISOR		52,150	65,972	79,793
	SR IT TECHNICIAN	SR IT TECHNICIAN		52,150	65,972	79,793
	STORMWATER FOREMAN	FOREMAN		54,604	69,050	83,496
	TRAINING & OUTREACH COORD	TRAINING & OUTREACH COORD		49,820	62,883	75,945
	VR&E IT SYSTEMS COORDINATOR	VR&E IT SYSTEMS COORDINATOR		52,150	65,972	79,793
<b>317</b>				<b>\$61,064</b>	<b>\$79,371</b>	<b>\$97,678</b>
	ALCOHOL & DRUG COUNSELOR	ALCOHOL & DRUG COUNSELOR		54,604	69,050	83,496
	ASSISTANT OPERATIONS MANAGER	ASSISTANT OPERATIONS MANAGER		54,604	69,050	83,496
	ASST ZONING & DEV ADMINSTR	ASST ZONING & DEV ADMINSTR		54,604	69,050	83,496
	BUSINESS MANAGER	BUSINESS MANAGER		54,604	69,050	83,496
	CIRCULATION SUPERVISOR	CIRCULATION SUPERVISOR		54,604	69,050	83,496
	DEPUTY CLERK TO COUNCIL	DEPUTY CLERK TO COUNCIL		54,604	69,050	83,496
	ENTERPRISE FUND BUSINESS MGR	ENTERPRISE FUND BUSINESS MGR		54,604	69,050	83,496
	GRANTS ADMINISTRATOR	GRANTS ADMINISTRATOR		62,737	79,492	96,246
	PASSIVE PARKS NATURALIST	PASSIVE PARKS NATURALIST		57,184	72,347	87,510
	PROJECT & DEVELOPMENT COORDINATOR	PROJECT COORDINATOR		54,604	69,050	83,496
	SENIOR EXECUTIVE ASSISTANT	SENIOR EXECUTIVE ASSISTANT		59,888	75,800	91,712
	SENIOR PROBATE DIVISION CHIEF	PROBATE DIVISION CHIEF		49,820	62,883	75,945
	STAFF ACCOUNTANT	STAFF ACCOUNTANT		52,150	65,972	79,793
<b>318</b>				<b>\$64,117</b>	<b>\$83,340</b>	<b>\$102,562</b>
	ADMINISTRATIVE MANAGER	ADMINISTRATIVE MANAGER		57,184	72,347	87,510
	APPLICATIONS ADMINISTRATOR	IT ANALYST		59,888	75,800	91,712
	AQUATICS MANAGER	AQUATICS MANAGER		59,888	75,800	91,712
	ASSESSING TECHNICIAN ANALYST	ASSESSING TECHNICIAN ANALYST		57,184	72,347	87,510
	DATA ANALYST TREASURER	DATA ANALYST TREASURER		57,184	72,347	87,510
	FAMILY COURT ADMINISTRATOR	FAMILY COURT ADMINISTRATOR		57,184	72,347	87,510
	FISCAL ANALYST	FISCAL ANALYST		57,184	72,347	87,510
	GIS ANALYST	GIS ANALYST		59,888	75,800	91,712
	HUMAN RESOURCES RECRUITER	HUMAN RESOURCES RECRUITER		57,184	72,347	87,510
	HUMAN RESOURCES SPECIALIST	HUMAN RESOURCES SPECIALIST		57,184	72,347	87,510
	HUMAN SERVICES ANALYST	HUMAN SERVICES ANALYST		57,184	72,347	87,510
	HUMAN SERVICES ANALYST	HUMAN SERVICES ANALYST PN		57,184	72,347	87,510

## Class Comparison List By Pay Plan Beaufort County SC

**Proposed Pay Plan: UNIFIED**

Grade	Proposed Class Title	Original Title	Working Title	Annual Range		
				Min	Mid	Max
<b>318</b>				<b>\$64,117</b>	<b>\$83,340</b>	<b>\$102,562</b>
	IT ANALYST	IT ANALYST		59,888	75,800	91,712
	IT SECURITY ANALYST I	IT SECURITY ANALYST I		59,888	75,800	91,712
	LIBRARIAN	LIBRARIAN		59,888	75,800	91,712
	NETWORK & SYSTEMS ANALYST	NETWORK & SYSTEMS ANALYST		59,888	75,800	91,712
	PLANNING & DEVELOPMENT SPECIALIST	PLANNING & DEVELOPMENT SPECIAL		59,888	75,800	91,712
	PROBATE COURT ADMINISTRATOR	PROBATE COURT ADMINISTRATOR		43,456	54,792	66,128
	REGISTERED NURSE	REGISTERED NURSE		59,888	75,800	91,712
	RESIDENTIAL APPRAISER	RESIDENTIAL APPRAISER		59,888	75,800	91,712
	RESIDENTIAL INSPECTOR	COMMERCIAL COMBO INSPECTOR		59,888	75,800	91,712
	RESIDENTIAL INSPECTOR	RESIDENTIAL INSPECTOR		57,184	72,347	87,510
	RESIDENTIAL PLANS EXAMINER	RESIDENTIAL PLANS EXAMINER		57,184	72,347	87,510
	SENIOR ACCOUNTANT	SENIOR ACCOUNTANT		57,184	72,347	87,510
	SWI UTILITY INSPECTOR	SWI UTILITY INSPECTOR		57,184	72,347	87,510
	TRAF SIGNAL SUPERVISOR	TRAF SIG ASST SUPERINTENDENT		59,888	75,800	91,712
<b>319</b>				<b>\$67,323</b>	<b>\$87,507</b>	<b>\$107,690</b>
	ADMINISTRATIVE SUPPORT OFFICER	ADMINISTRATIVE SUPPORT OFFICER		59,888	75,800	91,712
	ASSISTANT SUPERINTENDENT SW&R	ASSISTANT SUPERINTENDENT SW&R		59,888	75,800	91,712
	ASSISTANT SUPT GRDS MAINT	ASSISTANT SUPT GRDS MAINT		59,888	75,800	91,712
	ASST SUPERINTENDENT (PW Gen. Support)	ASST SUPERINTENDENT		59,888	75,800	91,712
	ASST SUPERINTENDENT/FACILITIES	ASST SUPERINTENDENT/FACILITIES		59,888	75,800	91,712
	ATHLETICS MANAGER	ATHLETIC MANAGER		59,888	75,800	91,712
	COMMERCIAL COMBO INSPECTOR	COMMERCIAL COMBO INSPECTOR		59,888	75,800	91,712
	DATA ANALYST AUDITOR	DATA ANALYST AUDITOR		59,888	75,800	91,712
	DISASTER RECOVERY MANAGER	DISASTER RECOVERY MANAGER		59,888	75,800	91,712
	FLOODPLAIN MANAGER	FLOODPLAIN MANAGER		59,888	75,800	91,712
	LEAD GIS ANALYST	GIS ANALYST		59,888	75,800	91,712
	LEAD IT ANALYST	IT ANALYST		59,888	75,800	91,712
	PAR PROGRAM MANAGER-SR PGM	PAR PROGRAM MANAGER-SR PGM		59,888	75,800	91,712
	SR HUMAN SRVCS ANALYST	SR HUMAN SRVCS ANALYST		59,888	75,800	91,712
	WEB ADMINISTRATOR	WEB ADMINISTRATOR		59,888	75,800	91,712

## Class Comparison List By Pay Plan Beaufort County SC

**Proposed Pay Plan: UNIFIED**

Grade	Proposed Class Title	Original Title	Working Title	Annual Range		
				Min	Mid	Max
<b>319</b>				<b>\$67,323</b>	<b>\$87,507</b>	<b>\$107,690</b>
	WORKFORCE DEVELOPMENT MANAGER	WORKFORCE DEVELOPMENT SPEC		59,888	75,800	91,712
<b>320</b>				<b>\$70,689</b>	<b>\$91,882</b>	<b>\$113,075</b>
	BUSINESS SERVICES LEAD	BUSINESS SERVICES LEAD		68,832	87,281	105,731
	CHIEF DEPUTY CORONER	CHIEF DEPUTY CORONER		62,737	79,492	96,246
	COMMERCIAL APPRAISER	COMMERCIAL APPRAISER		62,737	79,492	96,246
	DEPUTY REGISTRAR	DEPUTY REGISTRAR		62,737	79,492	96,246
	ENVIRONMENTAL EDUCATION COORDINATOR	SWI MS4 COORDINATOR		62,737	79,492	96,246
	FINANCE SUPERVISOR	FINANCE SUPERVISOR		62,737	79,492	96,246
	PLANNER	PLANNER		65,712	83,288	100,864
	RIGHT-OF-WAY MANAGER	RIGHT-OF-WAY MANAGER		65,712	83,288	100,864
	SENIOR LIBRARIAN	SENIOR LIBRARIAN		62,737	79,492	96,246
	SR IT ANALYST	SR IT ANALYST		65,712	83,288	100,864
	SR IT ANALYST (AUDITOR)	SR IT ANALYST AUDITOR		65,712	83,288	100,864
	STORMWATER ASST SUPERINTENDENT	STORMWATER ASST SUPERINTENDENT		65,712	83,288	100,864
<b>321</b>				<b>\$74,224</b>	<b>\$96,476</b>	<b>\$118,728</b>
	COMMERCIAL PLANS EXAMINER	COMMERCIAL PLANS EXAMINER		65,712	83,288	100,864
	COMMUNICATIONS MANAGER	COMMUNICATIONS MANAGER		65,712	83,288	100,864
	LIBRARY MANAGER	LIBRARY MANAGER		68,832	87,281	105,731
	MOSQUITO CONTROL DEP. DIRECTOR	MOSQUITO CONTROL DEP. DIRECTOR		72,139	91,514	110,889
	PILOT	CHIEF PILOT		65,712	83,288	100,864
	PILOT	DUAL-RATED CHIEF PILOT - PN		65,712	83,288	100,864
	PILOT	FIXED WING PILOT PN		62,737	79,492	96,246
	PROJECTS MANAGER I	PROJECTS MANAGER		75,592	95,944	116,297
<b>322</b>				<b>\$77,935</b>	<b>\$101,300</b>	<b>\$124,665</b>
	ASSISTANT DEPUTY AUDITOR	ASSISTANT DEPUTY AUDITOR		68,832	87,281	105,731
	ASSISTANT DEPUTY TREASURER	ASSISTANT DEPUTY TREASURER		68,832	87,281	105,731
	BROADCAST ENGINEER	BROADCAST ENGINEER		68,832	87,281	105,731
	DEPUTY TAX COLLECTOR	DEPUTY TAX COLLECTOR		68,832	87,281	105,731
	FACILITIES MAINTENANCE SUPT.	FACILITIES MAINTENANCE SUPT.		65,712	83,288	100,864
	FLEET MAINTENANCE MANAGER	FLEET MAINTENANCE MANAGER		65,712	83,288	100,864
	FORENSIC PATHOLOGIST ASSISTANT	MORGUE SUPERVISOR		68,832	87,281	105,731
	GENERAL SUPPORT SUPERINTENDENT	GENERAL SUPPORT SUPERINTENDENT		68,832	87,281	105,731

## Class Comparison List By Pay Plan Beaufort County SC

**Proposed Pay Plan: UNIFIED**

Grade	Proposed Class Title	Original Title	Working Title	Annual Range		
				Min	Mid	Max
<b>322</b>				<b>\$77,935</b>	<b>\$101,300</b>	<b>\$124,665</b>
	GROUNDS MAINT. SUPERINTENDENT	GROUNDS MAINT. SUPERINTENDENT		68,832	87,281	105,731
	HUMAN SERVICES MANAGER	HUMAN SERVICES MANAGER		68,832	87,281	105,731
	LIBRARY ADMINISTRATOR	LIBRARY ADMINISTRATOR		65,712	83,288	100,864
	MOSQUITO CONTROL SUPERVISOR	MOSQUITO CONTROL SUPERVISOR		68,832	87,281	105,731
	QUALITY ASSURANCE COORDINATOR	QUALITY ASSURANCE COORDINATOR		68,832	87,281	105,731
	R&D SUPERINTENDENT	R&D SUPERINTENDENT		68,832	87,281	105,731
	SOLID WASTE SUPERINTENDENT	SOLID WASTE SUPERINTENDENT		65,712	83,288	100,864
	SR DATA ANALYST TREASURER	SR DATA ANALYST TREASURER		68,832	87,281	105,731
	SWI SUPERINTENDENT	SWI SUPERINTENDENT		68,832	87,281	105,731
	TRANSPORTATION PLANNER	TRANSPORTATION PLANNER		65,712	83,288	100,864
	ZONING & DEV. ADMINISTRATOR	ZONING & DEV. ADMINISTRATOR		68,832	87,281	105,731
<b>323</b>				<b>\$81,832</b>	<b>\$106,365</b>	<b>\$130,898</b>
	BLDG INSPEC DEP DIRECTOR	BLDG INSPEC DEP DIRECTOR		72,139	91,514	110,889
	BUSINESS SERVICE ADMINISTRATOR	BUSINESS SERVICE ADMINISTRATOR		72,139	91,514	110,889
	CHIEF PILOT	CHIEF PILOT		65,712	83,288	100,864
	CLERK TO COUNCIL	CLERK TO COUNCIL		65,712	83,288	100,864
	ENVIRONMENTAL ENGINEER	ENVIRONMENTAL ENGINEER		72,139	91,514	110,889
	FISCAL OPERATIONS MANAGER	FISCAL OPERATIONS MANAGER		68,832	87,281	105,731
	FLEET MANAGER	FLEET MANAGER		72,139	91,514	110,889
	INFO TECH SUPPORT ADMIN	INFO TECH SUPPORT ADMIN		72,139	91,514	110,889
	NETWORK ADMINISTRATOR	NETWORK ADMINISTRATOR		72,139	91,514	110,889
	OPERATIONS MANAGER (TREASURER)	OPERATIONS MANAGER		65,712	83,288	100,864
	PROGRAM AND FINANCE MANAGER	PROGRAM AND FINANCE MANAGER		68,832	87,281	105,731
	PROJECTS MANAGER II	PROJECTS MANAGER		75,592	95,944	116,297
	PURCHASING DEPUTY DIRECTOR	PURCHASING DEPUTY DIRECTOR		75,592	95,944	116,297
	RECREATION DEPUTY DIRECTOR	RECREATION DEPUTY DIRECTOR		72,139	91,514	110,889
	SAFETY/TRAINING MANAGER	SAFETY/TRAINING MANAGER		72,139	91,514	110,889
	STORMWATER PROGRAM MANAGER	STORMWATER PROGRAM MANAGER		72,139	91,514	110,889
	SW&R PROGRAM MANAGER	SW&R PROGRAM MANAGER		72,139	91,514	110,889
	SYSTEM ADMINISTRATOR	SYSTEM ADMINISTRATOR		72,139	91,514	110,889
	VR&E DEPUTY DIRECTOR	VR&E DEPUTY DIRECTOR		72,139	91,514	110,889



## Class Comparison List By Pay Plan Beaufort County SC

**Proposed Pay Plan: UNIFIED**

Grade	Proposed Class Title	Original Title	Working Title	Annual Range		
				Min	Mid	Max
<b>324</b>				<b>\$85,923</b>	<b>\$111,683</b>	<b>\$137,443</b>
	ASST PUBLIC WORKS DEPUTY DIRECTOR-ENV	ASST PUBLIC WORKS DEPUTY DIRECTOR-ENV		75,592	95,944	116,297
	ASST PUBLIC WORKS DEPUTY DIRECTOR-OPS	ASST PUBLIC WORKS DEPUTY DIRECTOR-OPS		75,592	95,944	116,297
	ASST PUBLIC WORKS DEPUTY DIRECTOR-SPT	ASST PUBLIC WORKS DEPUTY DIRECTOR-SPT		75,592	95,944	116,297
	BROADCAST SVCS. DIRECTOR	BROADCAST SVCS. DIRECTOR		75,592	95,944	116,297
	BUDGET MANAGER	BUDGET MANAGER		75,592	95,944	116,297
	CAPITAL PROJECTS MANAGER	CAPITAL PROJECTS MANAGER		75,592	95,944	116,297
	DEPUTY ASSESSOR	DEPUTY ASSESSOR		75,592	95,944	116,297
	DESIGN ENGINEER	DESIGN ENGINEER		75,592	95,944	116,297
	DIRECTOR OF RISK MANAGEMENT & SAFETY	RISK MANAGER		75,592	95,944	116,297
	FACILITIES DEPUTY DIRECTOR	FACILITIES DEPUTY DIRECTOR		75,592	95,944	116,297
	HUMAN RESOURCES DEP DIRECTOR	HUMAN RESOURCES DEP DIRECTOR		75,592	95,944	116,297
	IT INFRASTRUCTURE MANAGER	IT INFRASTRUCTURE MANAGER		75,592	95,944	116,297
	LIBRARY DEPUTY DIRECTOR	LIBRARY DEPUTY DIRECTOR		75,592	95,944	116,297
	MOSQUITO CONTROL DIRECTOR	MOSQUITO CONTROL DIRECTOR		75,592	95,944	116,297
	VETERANS AFFAIRS DIRECTOR	VETERANS AFFAIRS DIRECTOR		75,592	95,944	116,297
<b>325</b>				<b>\$90,220</b>	<b>\$117,267</b>	<b>\$144,315</b>
	ANIMAL SERVICES DIRECTOR	ANIMAL SERVICES DIRECTOR		83,017	105,471	127,924
	DEPUTY AUDITOR	DEPUTY AUDITOR		83,017	105,471	127,924
	DEPUTY PUBLIC WORKS DIRECTOR	PUBLIC WORKS PROJECT ENGINEER		72,139	91,514	110,889
	DEPUTY TREASURER	DEPUTY TREASURER		83,017	105,471	127,924
	DSN DEPUTY DIRECTOR	DSN DEPUTY DIRECTOR		83,017	105,471	127,924
	PLANNING & ZONING DEP DIRECTOR	PLANNING & ZONING DEP DIRECTOR		83,017	105,471	127,924
	PUBLIC INFORMATION OFFICER	PUBLIC INFORMATION OFFICER		83,017	105,471	127,924
	REGISTRAR	REGISTRAR		79,211	100,583	121,955
	TAX COLLECTOR	TAX COLLECTOR		83,017	105,471	127,924
<b>326</b>				<b>\$94,731</b>	<b>\$123,131</b>	<b>\$151,531</b>
	BLDG INSP/CODES DIRECTOR	BLDG INSP/CODES DIRECTOR		87,032	110,556	134,081
	FACILITIES MANAGEMENT DIRECTOR	FACILITIES MANAGEMENT DIRECTOR		83,017	105,471	127,924
	LIBRARY DIRECTOR	LIBRARY DIRECTOR		87,032	110,556	134,081
	MAPPING & APPS DIRECTOR	MAPPING & APPS DIRECTOR		83,017	105,471	127,924
	PASSIVE PARKS DIRECTOR	PASSIVE PARKS DIRECTOR		83,017	105,471	127,924

## Class Comparison List By Pay Plan Beaufort County SC

**Proposed Pay Plan: UNIFIED**

Grade	Proposed Class Title	Original Title	Working Title	Annual Range		
				Min	Mid	Max
<b>326</b>				<b>\$94,731</b>	<b>\$123,131</b>	<b>\$151,531</b>
	PURCHASING DIRECTOR	PURCHASING DIRECTOR		79,211	100,583	121,955
	RECORDS MGMT DIRECTOR	RECORDS MGMT DIRECTOR		75,592	95,944	116,297
	VR&E DIRECTOR	VR&E DIRECTOR		83,017	105,471	127,924
<b>327</b>				<b>\$99,467</b>	<b>\$129,287</b>	<b>\$159,108</b>
	ALCOHOL & DRUG DIRECTOR	ALCOHOL & DRUG DIRECTOR		91,233	115,954	140,675
	DSN DIRECTOR	DSN DIRECTOR		91,233	115,954	140,675
	HUMAN SERVICES DIRECTOR	HUMAN SERVICES DIRECTOR		75,592	95,944	116,297
	RECREATION DIRECTOR	RECREATION DIRECTOR		87,032	110,556	134,081
<b>328</b>				<b>\$104,440</b>	<b>\$135,752</b>	<b>\$167,063</b>
	CAPITAL PROJECTS DIRECTOR	CAPITAL PROJECTS DIRECTOR		87,032	110,556	134,081
	PROBATE ASSOCIATE JUDGE	PROBATE ASSOCIATE JUDGE		87,032	110,556	134,081
<b>329</b>				<b>\$109,662</b>	<b>\$142,539</b>	<b>\$175,416</b>
	ASSESSOR	ASSESSOR		91,233	115,954	140,675
	DIR STANDARDS, CPL & INT CTRL	DIR STANDARDS, CPL & INT CTRL		91,233	115,954	140,675
	DIRECTOR OF ENGINEERING	DIRECTOR OF ENGINEERING		91,233	115,954	140,675
	FINANCE DIRECTOR	FINANCE DIRECTOR		91,233	115,954	140,675
	HUMAN RESOURCES DIRECTOR	HUMAN RESOURCES DIRECTOR		91,233	115,954	140,675
	IT SYSTEMS DIRECTOR	IT SYSTEMS DIRECTOR		91,233	115,954	140,675
	PLANNING & DEV. DIRECTOR	PLANNING & DEV. DIRECTOR		91,233	115,954	140,675
	PUBLIC WORKS DIRECTOR	PUBLIC WORKS DIRECTOR		91,233	115,954	140,675
<b>330</b>				<b>\$115,146</b>	<b>\$149,666</b>	<b>\$184,187</b>
	SPECIAL ASST TO ADMINISTRATOR	SPECIAL ASST TO ADMINISTRATOR		115,590	147,112	178,635
<b>332</b>				<b>\$126,948</b>	<b>\$165,007</b>	<b>\$203,066</b>
	ASSIST. CO. ADMIN. - ENGINEERING	ACA ENGINEERING		115,590	147,112	178,635
	ASSIST. CO. ADMIN. - DEVELOPMENT & RECREATION	ACA DEVELOPMENT & RECREATION		115,590	147,112	178,635
	ASSIST. CO. ADMIN. - PUBLIC SAFETY	ACA PUBLIC SAFETY		115,590	147,112	178,635
	ASSIST. CO. ADMIN. - COMMUNITY SERVICES	ACA - COMMUNITY SERVICES		115,590	147,112	178,635
	ASSIST. CO. ADMIN. - IT & COMMUNICATIONS	ACA - IT & COMMUNICATIONS		115,590	147,112	178,635
	ASSIST.CO. ADMIN. - FINANCE	ACA FINANCE		115,590	147,112	178,635
<b>333</b>				<b>\$133,295</b>	<b>\$173,257</b>	<b>\$213,219</b>
	DEPUTY COUNTY ATTORNEY	DEPUTY COUNTY ATTORNEY I		115,590	147,112	178,635

### Class Comparison List By Pay Plan Beaufort County SC

Proposed Pay Plan: UNIFIED

Grade	Proposed Class Title	Original Title	Working Title	Annual Range		
				Min	Mid	Max
<b>333</b>				<b>\$133,295</b>	<b>\$173,257</b>	<b>\$213,219</b>
	DEPUTY COUNTY ATTORNEY	DEPUTY COUNTY ATTORNEY II		100,260	127,519	154,777
<b>335</b>				<b>\$146,958</b>	<b>\$191,016</b>	<b>\$235,074</b>
	CHIEF FINANCIAL OFFICER	CHIEF FINANCIAL OFFICER		100,260	127,519	154,777
	DEPUTY COUNTY ADMINISTRATOR	DEPUTY COUNTY ADMINISTRATOR		127,134	161,880	196,627
<b>337</b>				<b>\$162,021</b>	<b>\$210,595</b>	<b>\$259,169</b>
	COUNTY ATTORNEY	COUNTY ATTORNEY		121,227	154,351	187,475

**SECTION 13.0**  
***Implementation Cost Summary***

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Summary for Beaufort County SC

Current Payroll	\$59,026,507	# Positions	1,109	
Flat 4% Adjustment	\$2,312,069	# Positions Adjusted (any type)	1,103	# Not Adj 6
Adjustment To Minimum	\$2,864,415	# Adjusted To Minimum	653	
Adjustment Toward Mid	\$0	# Adjusted Toward Mid	0	
Adjustment To Max (Equity Adj)	\$1,621,177	# Adjusted To Max (Equity Adj)	393	
Adjustment To Step	\$0	# Adjusted To Step	0	
OrgExp Adjustment	\$0	# OrgExp Adjustments	0	
Stipends / Supplements	\$0	# Assignment	0	
Total Applied Adjustments	\$6,797,662			
Proposed Payroll	\$65,824,169	% Change in Total Payroll	11.52%	
FICA Rate: 0				
Proposed Payroll plus FICA	\$65,824,169			

**SECTION 14.0**  
***FLSA Recommendations***

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# Proposed Class FLSA Recommendations List

## Beaufort County SC

Proposed Class Title	Code	Exempt	Occ Category	Proposed Grade	Proposed Pay Plan
ACCOUNTS PAYABLE SPECIALIST I	123	<input type="checkbox"/>		312	UNIFIED
ACCOUNTS PAYABLE SPECIALIST II	1232	<input type="checkbox"/>		314	UNIFIED
ADMINISTRATIVE ASSISTANT	102	<input type="checkbox"/>		308	UNIFIED
ADMINISTRATIVE CLERK	101	<input type="checkbox"/>		307	UNIFIED
ADMINISTRATIVE DEPUTY	1010	<input type="checkbox"/>		312	UNIFIED
ADMINISTRATIVE MANAGER	156	<input checked="" type="checkbox"/>		318	UNIFIED
ADMINISTRATIVE SPECIALIST	103	<input type="checkbox"/>		310	UNIFIED
ADMINISTRATIVE SUPPORT OFFICER	318	<input type="checkbox"/>		319	UNIFIED
AIRCRAFT MECHANIC	3091	<input type="checkbox"/>		206	PUBLIC SAFETY
AIRCRAFT RESCUE & FIREFIGHTING TECH	802	<input type="checkbox"/>		204	PUBLIC SAFETY
AIRPORT DEPUTY DIRECTOR	808	<input checked="" type="checkbox"/>		221	PUBLIC SAFETY
AIRPORT DIRECTOR	806	<input checked="" type="checkbox"/>		225	PUBLIC SAFETY
AIRPORT FINANCE MANAGER	1812	<input checked="" type="checkbox"/>		215	PUBLIC SAFETY
AIRPORT MAINTENANCE MANAGER	801	<input checked="" type="checkbox"/>		210	PUBLIC SAFETY
AIRPORT MAINTENANCE TECH I	804	<input type="checkbox"/>		201	PUBLIC SAFETY
AIRPORT OPERATIONS CHIEF	8010	<input checked="" type="checkbox"/>		215	PUBLIC SAFETY
AIRPORT SECURITY COORDINATOR	807	<input checked="" type="checkbox"/>		210	PUBLIC SAFETY
AIRPORT SUPV/CFR PART 139 COOR	810	<input checked="" type="checkbox"/>		212	PUBLIC SAFETY
ALCOHOL & DRUG COUNSELOR	349	<input checked="" type="checkbox"/>		317	UNIFIED
ALCOHOL & DRUG DIRECTOR	367	<input checked="" type="checkbox"/>		327	UNIFIED
ANIMAL SERVICES DIRECTOR	303	<input checked="" type="checkbox"/>		325	UNIFIED
ANIMAL SERVICES DISPATCH SUPERVISOR	3022	<input type="checkbox"/>		311	UNIFIED
ANIMAL SERVICES DISPATCHER	3021	<input type="checkbox"/>		309	UNIFIED
ANIMAL SERVICES OFFICER	3020	<input type="checkbox"/>		310	UNIFIED
ANIMAL SERVICES SUPERVISOR	302	<input checked="" type="checkbox"/>		316	UNIFIED
APPEALS/BAA SPECIALIST	2403	<input type="checkbox"/>		309	UNIFIED
APPLICATIONS ADMINISTRATOR	162	<input type="checkbox"/>		318	UNIFIED
APPRAISAL TECHNICIAN	240	<input type="checkbox"/>		309	UNIFIED
AQUATICS MANAGER	621	<input checked="" type="checkbox"/>		318	UNIFIED
ARFF CHIEF	805	<input checked="" type="checkbox"/>		212	PUBLIC SAFETY
ASSESSING TECHNICIAN ANALYST	2381	<input type="checkbox"/>		318	UNIFIED
ASSESSOR	250	<input checked="" type="checkbox"/>		329	UNIFIED
ASSIST. CO. ADMIN. - ENGINEERING	789	<input checked="" type="checkbox"/>		332	UNIFIED
ASSIST. CO. ADMIN. - DEVELOPMENT & RE	124	<input checked="" type="checkbox"/>		332	UNIFIED
ASSIST. CO. ADMIN. - PUBLIC SAFETY	903	<input checked="" type="checkbox"/>		332	UNIFIED
ASSIST. CO. ADMIN. - COMMUNITY SERVICE	155	<input checked="" type="checkbox"/>		332	UNIFIED
ASSIST. CO. ADMIN. - IT & COMMUNICATIO	1290	<input checked="" type="checkbox"/>		332	UNIFIED
ASSIST.CO. ADMIN. - FINANCE	1970	<input checked="" type="checkbox"/>		332	UNIFIED
ASSISTANT AQUATICS MANAGER	6210	<input checked="" type="checkbox"/>		315	UNIFIED
ASSISTANT DEPUTY AUDITOR	2363	<input checked="" type="checkbox"/>		322	UNIFIED
ASSISTANT DEPUTY TREASURER	2340	<input checked="" type="checkbox"/>		322	UNIFIED
ASSISTANT OPERATIONS MANAGER	114	<input checked="" type="checkbox"/>		317	UNIFIED
ASSISTANT SUPERINTENDENT SW&R	780	<input checked="" type="checkbox"/>		319	UNIFIED
ASSISTANT SUPT GRDS MAINT	723	<input checked="" type="checkbox"/>		319	UNIFIED
ASST ATHLETIC MANAGER	6090	<input checked="" type="checkbox"/>		315	UNIFIED
ASST PUBLIC WORKS DEPUTY DIRECTOR-E	751	<input checked="" type="checkbox"/>		324	UNIFIED
ASST PUBLIC WORKS DEPUTY DIRECTOR-O	752	<input checked="" type="checkbox"/>		324	UNIFIED
ASST PUBLIC WORKS DEPUTY DIRECTOR-S	753	<input checked="" type="checkbox"/>		324	UNIFIED
ASST SUPERINTENDENT (PW Gen. Support)	735	<input checked="" type="checkbox"/>		319	UNIFIED

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Tuesday, June 4, 2024

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*\* FLSA Disclaimer: MAG consultants are not attorneys and do not offer legal opinions. The exemption status of any job classification should be reviewed by competent legal counsel.*

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## Proposed Class FLSA Recommendations List Beaufort County SC

Proposed Class Title	Code	Exempt	Occ Category	Proposed Grade	Proposed Pay Plan
ASST SUPERINTENDENT/FACILITIES	7130	<input checked="" type="checkbox"/>		319	UNIFIED
ASST ZONING & DEV ADMINSTR	1631	<input checked="" type="checkbox"/>		317	UNIFIED
ATHLETICS MANAGER	610	<input checked="" type="checkbox"/>		319	UNIFIED
ATHLETICS SUPERVISOR	609	<input checked="" type="checkbox"/>		314	UNIFIED
AVIATION LINE SERVICE SUPERVSR	8001	<input checked="" type="checkbox"/>		212	PUBLIC SAFETY
AVIATION LINE SERVICE TECH	800	<input type="checkbox"/>		202	PUBLIC SAFETY
BLDG INSP/CODES DIRECTOR	707	<input checked="" type="checkbox"/>		326	UNIFIED
BLDG INSPEC DEP DIRECTOR	702	<input checked="" type="checkbox"/>		323	UNIFIED
BOOKMOBILE LIBRARY ASSISTANT	5063	<input type="checkbox"/>		312	UNIFIED
BROADCAST ENGINEER	1398	<input type="checkbox"/>		322	UNIFIED
BROADCAST SERVICES ASSISTANT	1395	<input type="checkbox"/>		309	UNIFIED
BROADCAST SVCS. DIRECTOR	1393	<input checked="" type="checkbox"/>		324	UNIFIED
BUDGET ANALYST	1982	<input type="checkbox"/>		315	UNIFIED
BUDGET MANAGER	1981	<input checked="" type="checkbox"/>		324	UNIFIED
BUS DRIVER	600A	<input type="checkbox"/>		307	UNIFIED
BUSINESS MANAGER	1142	<input checked="" type="checkbox"/>		317	UNIFIED
BUSINESS SERVICE ADMINISTRATOR	179	<input checked="" type="checkbox"/>		323	UNIFIED
BUSINESS SERVICES LEAD	1790	<input type="checkbox"/>		320	UNIFIED
BUSINESS SERVICES SPECIALIST	1791	<input type="checkbox"/>		312	UNIFIED
CAPITAL PROJECTS DIRECTOR	7611	<input checked="" type="checkbox"/>		328	UNIFIED
CAPITAL PROJECTS MANAGER	7612	<input checked="" type="checkbox"/>		324	UNIFIED
CARPENTER SPECIALIST	718	<input type="checkbox"/>		315	UNIFIED
CHIEF DEPUTY CORONER	4480	<input checked="" type="checkbox"/>		320	UNIFIED
CHIEF FINANCIAL OFFICER	197	<input checked="" type="checkbox"/>		335	UNIFIED
CHIEF PILOT	309	<input type="checkbox"/>		323	UNIFIED
CIRCULATION SUPERVISOR	5062	<input checked="" type="checkbox"/>		317	UNIFIED
CLAIMS & INS ADMINISTRATOR	1501	<input type="checkbox"/>		316	UNIFIED
CLERK OF PROBATE	2103	<input type="checkbox"/>		311	UNIFIED
CLERK TO COUNCIL	145	<input checked="" type="checkbox"/>		323	UNIFIED
CLK PROBATE/ASST. DIV. CHIEF	2101	<input type="checkbox"/>		315	UNIFIED
CODE ENFORCEMENT OFFICER	1481	<input type="checkbox"/>		313	UNIFIED
COMMERCIAL APPRAISER	247	<input type="checkbox"/>		320	UNIFIED
COMMERCIAL COMBO INSPECTOR	701	<input type="checkbox"/>		319	UNIFIED
COMMERCIAL PLANS EXAMINER	7032	<input type="checkbox"/>		321	UNIFIED
COMMUNICATIONS MANAGER	1392	<input checked="" type="checkbox"/>		321	UNIFIED
CORONER TRANSPORTER	464	<input type="checkbox"/>		308	UNIFIED
CORRECTIONAL CORPORAL	453	<input type="checkbox"/>		404	DETENTION CE
CORRECTIONAL OFFICER	451	<input type="checkbox"/>		402	DETENTION CE
CORRECTIONAL OFFICER LANCE CPL	452	<input type="checkbox"/>		403	DETENTION CE
CORRECTIONAL OFFICER TRAINEE	450	<input type="checkbox"/>		401	DETENTION CE
CORRECTIONAL SECURITY LT	458	<input checked="" type="checkbox"/>		407	DETENTION CE
CORRECTIONAL SERGEANT	454	<input type="checkbox"/>		405	DETENTION CE
CORRECTIONAL SUPPORT SPECIALIST	100	<input type="checkbox"/>		307	UNIFIED
CORRECTIONAL TRAINING LT.	457	<input checked="" type="checkbox"/>		407	DETENTION CE
COUNTY ATTORNEY	195	<input checked="" type="checkbox"/>		337	UNIFIED
CUSTODIAN	710	<input type="checkbox"/>		307	UNIFIED
CUSTOMER SUCCESS REP LEAD	227	<input type="checkbox"/>		313	UNIFIED
CUSTOMER SUCCESS REP.	230	<input type="checkbox"/>		310	UNIFIED
DATA ANALYST TREASURER	2343	<input type="checkbox"/>		318	UNIFIED

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# Proposed Class FLSA Recommendations List

## Beaufort County SC

Proposed Class Title	Code	Exempt	Occ Category	Proposed Grade	Proposed Pay Plan
DATA ANALYST AUDITOR	134	<input type="checkbox"/>		319	UNIFIED
DELINQUENT TAX ANALYST	233	<input type="checkbox"/>		314	UNIFIED
DEPUTY ASSESSOR	248	<input checked="" type="checkbox"/>		324	UNIFIED
DEPUTY AUDITOR	237	<input checked="" type="checkbox"/>		325	UNIFIED
DEPUTY CLERK OF PROBATE	210	<input type="checkbox"/>		310	UNIFIED
DEPUTY CLERK TO COUNCIL	1451	<input checked="" type="checkbox"/>		317	UNIFIED
DEPUTY CORONER	448	<input checked="" type="checkbox"/>		315	UNIFIED
DEPUTY COUNTY ADMINISTRATOR	79	<input checked="" type="checkbox"/>		335	UNIFIED
DEPUTY COUNTY ATTORNEY	196	<input checked="" type="checkbox"/>		333	UNIFIED
DEPUTY PUBLIC WORKS DIRECTOR	7390	<input checked="" type="checkbox"/>		325	UNIFIED
DEPUTY REGISTRAR	205	<input checked="" type="checkbox"/>		320	UNIFIED
DEPUTY TAX COLLECTOR	2331	<input checked="" type="checkbox"/>		322	UNIFIED
DEPUTY TREASURER	2341	<input checked="" type="checkbox"/>		325	UNIFIED
DESIGN ENGINEER	774	<input checked="" type="checkbox"/>		324	UNIFIED
DETENTION CENTER DEP. DIRECTOR	4490	<input checked="" type="checkbox"/>		409	DETENTION CE
DETENTION CENTER DIRECTOR	449	<input checked="" type="checkbox"/>		411	DETENTION CE
DIR STANDARDS, CPL & INT CTRL	1980	<input checked="" type="checkbox"/>		329	UNIFIED
DIRECT CARE SPECIALIST	334	<input type="checkbox"/>		310	UNIFIED
DIRECTOR OF ENGINEERING	762	<input checked="" type="checkbox"/>		329	UNIFIED
DIRECTOR OF RISK MANAGEMENT & SAFET	150	<input checked="" type="checkbox"/>		324	UNIFIED
DISASTER RECOVERY MANAGER	168	<input checked="" type="checkbox"/>		319	UNIFIED
DSN DEPUTY DIRECTOR	344	<input checked="" type="checkbox"/>		325	UNIFIED
DSN DIRECTOR	351	<input checked="" type="checkbox"/>		327	UNIFIED
ELECTION SYSTEMS SPECIALIST	1052	<input type="checkbox"/>		313	UNIFIED
EMER MEDICAL TECHNICIAN	320	<input type="checkbox"/>		209	PUBLIC SAFETY
EMS COMPLIANCE OFFICER	3192	<input type="checkbox"/>		207	PUBLIC SAFETY
EMS COORDINATOR/SCHEDULER	3271	<input type="checkbox"/>		313	UNIFIED
EMS CREW CHIEF	324	<input type="checkbox"/>		214	PUBLIC SAFETY
EMS DEPUTY DIRECTOR	328	<input checked="" type="checkbox"/>		217	PUBLIC SAFETY
EMS DIRECTOR	329	<input checked="" type="checkbox"/>		221	PUBLIC SAFETY
EMS SUPERVISOR	326	<input checked="" type="checkbox"/>		219	PUBLIC SAFETY
EMS TRAINING OFFICER	327	<input checked="" type="checkbox"/>		216	PUBLIC SAFETY
EMT ADVANCED	321	<input type="checkbox"/>		210	PUBLIC SAFETY
ENTERPRISE FUND BUSINESS MGR	1143	<input checked="" type="checkbox"/>		317	UNIFIED
ENTOMOLOGY TECHNICIAN	312	<input type="checkbox"/>		313	UNIFIED
ENVIRONMENTAL EDUCATION COORDINAT	742	<input type="checkbox"/>		320	UNIFIED
ENVIRONMENTAL ENGINEER	748	<input checked="" type="checkbox"/>		323	UNIFIED
EQUIPMENT OPERATOR I	730	<input type="checkbox"/>		310	UNIFIED
EQUIPMENT OPERATOR II	731	<input type="checkbox"/>		312	UNIFIED
EQUIPMENT OPERATOR III	732	<input type="checkbox"/>		314	UNIFIED
EXECUTIVE ASSISTANT	139	<input type="checkbox"/>		314	UNIFIED
EXEMPTION SPECIALIST	241	<input type="checkbox"/>		309	UNIFIED
EXEMPTION SPECIALIST LEAD	2410	<input type="checkbox"/>		312	UNIFIED
FACILITIES DEPUTY DIRECTOR	7211	<input checked="" type="checkbox"/>		324	UNIFIED
FACILITIES MAINT TECH - PAR	607	<input type="checkbox"/>		311	UNIFIED
FACILITIES MAINTENANCE SUPT.	720	<input checked="" type="checkbox"/>		322	UNIFIED
FACILITIES MANAGEMENT DIRECTOR	709	<input checked="" type="checkbox"/>		326	UNIFIED
FAMILY COURT ADMINISTRATOR	2075	<input checked="" type="checkbox"/>		318	UNIFIED
FINANCE DIRECTOR	198	<input checked="" type="checkbox"/>		329	UNIFIED

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## Proposed Class FLSA Recommendations List Beaufort County SC

Proposed Class Title	Code	Exempt	Occ Category	Proposed Grade	Proposed Pay Plan
FINANCE SUPERVISOR	141	<input checked="" type="checkbox"/>		320	UNIFIED
FISCAL ANALYST	1120	<input type="checkbox"/>		318	UNIFIED
FISCAL OPERATIONS MANAGER	142	<input checked="" type="checkbox"/>		323	UNIFIED
FISCAL TECH I	112	<input type="checkbox"/>		311	UNIFIED
FISCAL TECHNICIAN II	111	<input type="checkbox"/>		312	UNIFIED
FLEET VEHICLE TECH III	7329	<input type="checkbox"/>		317	UNIFIED
FLEET MAINTENANCE MANAGER	7330	<input checked="" type="checkbox"/>		322	UNIFIED
FLEET MAINTENANCE SUPERVISOR	7334	<input type="checkbox"/>		320	UNIFIED
FLEET MANAGER	733	<input checked="" type="checkbox"/>		323	UNIFIED
FLEET PARTS COORDINATOR	7331	<input type="checkbox"/>		315	UNIFIED
FLEET VEHICLE TECH I	7333	<input type="checkbox"/>		313	UNIFIED
FLEET VEHICLE TECH II	7332	<input type="checkbox"/>		315	UNIFIED
FLOODPLAIN MANAGER	705	<input type="checkbox"/>		319	UNIFIED
FOIA SPECIALIST/RECORDS TECH	122	<input type="checkbox"/>		309	UNIFIED
FORENSIC PATHOLOGIST ASSISTANT	466	<input checked="" type="checkbox"/>		322	UNIFIED
GENERAL SUPPORT SUPERINTENDENT	737	<input checked="" type="checkbox"/>		322	UNIFIED
GIS ANALYST	128	<input type="checkbox"/>		318	UNIFIED
GRANTS ADMINISTRATOR	147	<input checked="" type="checkbox"/>		317	UNIFIED
GROUNDS MAINT CREW LEADER	606	<input type="checkbox"/>		313	UNIFIED
GROUNDS MAINT. SUPERINTENDENT	611	<input checked="" type="checkbox"/>		322	UNIFIED
GROUNDS MAINTENANCE TECHNICIAN	711	<input type="checkbox"/>		308	UNIFIED
HAZARDOUS HOUSEHOLD WASTE TECH	783	<input type="checkbox"/>		308	UNIFIED
HELP DESK ANALYST	126	<input type="checkbox"/>		311	UNIFIED
HUMAN RESOURCES ASSISTANT	116	<input type="checkbox"/>		315	UNIFIED
HUMAN RESOURCES DEP DIRECTOR	1610	<input checked="" type="checkbox"/>		324	UNIFIED
HUMAN RESOURCES DIRECTOR	161	<input checked="" type="checkbox"/>		329	UNIFIED
HUMAN RESOURCES RECRUITER	1202	<input type="checkbox"/>		318	UNIFIED
HUMAN RESOURCES SPECIALIST	120	<input type="checkbox"/>		318	UNIFIED
HUMAN SERVICES ANALYST	340	<input type="checkbox"/>		318	UNIFIED
HUMAN SERVICES DIRECTOR	375	<input checked="" type="checkbox"/>		327	UNIFIED
HUMAN SERVICES MANAGER	357	<input checked="" type="checkbox"/>		322	UNIFIED
HUMAN SERVICES SPECIALIST	338	<input type="checkbox"/>		314	UNIFIED
HUMAN SERVICES SUPERVISOR	345	<input checked="" type="checkbox"/>		316	UNIFIED
HVAC MAINTENANCE TECHNICIAN	717	<input type="checkbox"/>		315	UNIFIED
INFO TECH SUPPORT ADMIN	118	<input checked="" type="checkbox"/>		323	UNIFIED
INMATE PROGRAM & SERVICE COORD	456	<input type="checkbox"/>		402	DETENTION CE
INMATE PROGRAMS & SERVICES MGR	455	<input checked="" type="checkbox"/>		403	DETENTION CE
IT ANALYST	165	<input checked="" type="checkbox"/>		318	UNIFIED
IT INFRASTRUCTURE MANAGER	1326	<input checked="" type="checkbox"/>		324	UNIFIED
IT SECURITY ANALYST I	1650	<input checked="" type="checkbox"/>		318	UNIFIED
IT SYSTEMS DIRECTOR	132	<input checked="" type="checkbox"/>		329	UNIFIED
JUDICIAL ADMINISTRATOR	2071	<input type="checkbox"/>		313	UNIFIED
JUDICIAL ASSISTANT	201	<input type="checkbox"/>		310	UNIFIED
JUDICIAL CLERK I	2006	<input type="checkbox"/>		309	UNIFIED
JUDICIAL CLERK II	219	<input type="checkbox"/>		310	UNIFIED
JUDICIAL FISCAL TECH I	2016	<input type="checkbox"/>		311	UNIFIED
JUDICIAL SCHEDULING CLK	2190	<input type="checkbox"/>		310	UNIFIED
JURY COORDINATOR	2007	<input type="checkbox"/>		312	UNIFIED
LEAD GIS ANALYST	135	<input type="checkbox"/>		319	UNIFIED

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## Proposed Class FLSA Recommendations List Beaufort County SC

Proposed Class Title	Code	Exempt	Occ Category	Proposed Grade	Proposed Pay Plan
LEAD IT ANALYST	164	<input type="checkbox"/>		319	UNIFIED
LEGAL ASSISTANT	2222	<input type="checkbox"/>		313	UNIFIED
LIBRARIAN	507	<input checked="" type="checkbox"/>		318	UNIFIED
LIBRARY ADMINISTRATOR	5110	<input checked="" type="checkbox"/>		322	UNIFIED
LIBRARY ASSISTANT	501	<input type="checkbox"/>		307	UNIFIED
LIBRARY DEPUTY DIRECTOR	5121	<input checked="" type="checkbox"/>		324	UNIFIED
LIBRARY DIRECTOR	512	<input checked="" type="checkbox"/>		326	UNIFIED
LIBRARY MANAGER	513	<input checked="" type="checkbox"/>		321	UNIFIED
LIBRARY SPECIALIST	506	<input type="checkbox"/>		312	UNIFIED
LIFEGUARD	626	<input type="checkbox"/>		309	UNIFIED
LITTER CONTROL WORKER	781	<input type="checkbox"/>		307	UNIFIED
LITTER CONTROL/ENFORCEMENT SUP	784	<input type="checkbox"/>		316	UNIFIED
LOGISTICS OFFICER	319	<input type="checkbox"/>		216	PUBLIC SAFETY
MAIL COURIER	117	<input type="checkbox"/>		307	UNIFIED
MAINTENANCE ENGINEER	308	<input type="checkbox"/>		312	UNIFIED
MAINTENANCE TECHNICIAN II	7220	<input type="checkbox"/>		310	UNIFIED
MAINTENANCE WORKER	728	<input type="checkbox"/>		308	UNIFIED
MAPPING & APPS DIRECTOR	166	<input checked="" type="checkbox"/>		326	UNIFIED
MARKETING COORDINATOR	605	<input type="checkbox"/>		316	UNIFIED
MARKETING DEVELOPMENT SPEC	514	<input type="checkbox"/>		313	UNIFIED
MOSQUITO CONTROL DEP. DIRECTOR	315	<input checked="" type="checkbox"/>		321	UNIFIED
MOSQUITO CONTROL DIRECTOR	311	<input checked="" type="checkbox"/>		324	UNIFIED
MOSQUITO CONTROL SPECIALIST	307	<input type="checkbox"/>		310	UNIFIED
MOSQUITO CONTROL SUPERVISOR	313	<input checked="" type="checkbox"/>		322	UNIFIED
MOSQUITO CONTROL TECHNICIAN	306	<input type="checkbox"/>		309	UNIFIED
NETWORK & SYSTEMS ANALYST	1327	<input checked="" type="checkbox"/>		318	UNIFIED
NETWORK ADMINISTRATOR	131	<input checked="" type="checkbox"/>		323	UNIFIED
OFFICE MANAGER	157	<input type="checkbox"/>		316	UNIFIED
OPERATIONS LT. (DETENTION CTR.)	4571	<input type="checkbox"/>		407	DETENTION CE
OPERATIONS MANAGER (AUDITOR)	1140A	<input checked="" type="checkbox"/>		322	UNIFIED
OPERATIONS MANAGER (TREASURER)	1140	<input checked="" type="checkbox"/>		323	UNIFIED
OUTREACH SPECIALIST/COSY	377	<input type="checkbox"/>		309	UNIFIED
PAINTER	745	<input type="checkbox"/>		311	UNIFIED
PAR AST PROGRAM MANAGER-SR PGM	6005	<input type="checkbox"/>		315	UNIFIED
PAR PROGRAM MANAGER-SR PGM	6004	<input checked="" type="checkbox"/>		319	UNIFIED
PAR PROGRAM SUPERVISOR-SR PGM	6003	<input type="checkbox"/>		314	UNIFIED
PARALEGAL	2223	<input type="checkbox"/>		316	UNIFIED
PARAMEDIC	322	<input type="checkbox"/>		212	PUBLIC SAFETY
PASSIVE PARKS DIRECTOR	177	<input checked="" type="checkbox"/>		326	UNIFIED
PASSIVE PARKS NATURALIST	1770	<input type="checkbox"/>		317	UNIFIED
PASSIVE PARKS RANGER	1771	<input type="checkbox"/>		312	UNIFIED
PAYROLL SPECIALIST	140	<input type="checkbox"/>		316	UNIFIED
PEER SUPPORT SPECIALIST	359	<input type="checkbox"/>		309	UNIFIED
PERS. PROPERTY TAX ANALYST I	235	<input type="checkbox"/>		311	UNIFIED
PERSONAL PROP TAX ANALYST II	2351	<input type="checkbox"/>		313	UNIFIED
PERSONAL PROP TAX ANALYST III	2361	<input type="checkbox"/>		315	UNIFIED
PERSONAL PROPERTY INSPECTOR	119	<input type="checkbox"/>		316	UNIFIED
PILOT	3093	<input type="checkbox"/>		321	UNIFIED
PLANNER	172	<input checked="" type="checkbox"/>		320	UNIFIED

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## Proposed Class FLSA Recommendations List

### Beaufort County SC

Proposed Class Title	Code	Exempt	Occ Category	Proposed Grade	Proposed Pay Plan
PLANNING & DEV. DIRECTOR	170	<input checked="" type="checkbox"/>		329	UNIFIED
PLANNING & DEVELOPMENT SPECIALIST	1531	<input type="checkbox"/>		318	UNIFIED
PLANNING & ZONING DEP DIRECTOR	171	<input checked="" type="checkbox"/>		325	UNIFIED
PROBATE ASSOCIATE JUDGE	212	<input checked="" type="checkbox"/>		328	UNIFIED
PROBATE COURT ADMINISTRATOR	2221	<input type="checkbox"/>		318	UNIFIED
PROBATE DIVISION CHIEF	211	<input type="checkbox"/>		316	UNIFIED
PRODUCTION SPECIALIST	1394	<input type="checkbox"/>		313	UNIFIED
PROGRAM AND FINANCE MANAGER	7614	<input checked="" type="checkbox"/>		323	UNIFIED
PROGRAM COORDINATOR/HUMAN SVC	376	<input type="checkbox"/>		314	UNIFIED
PROJECT & DEVELOPMENT COORDINATOR	740	<input type="checkbox"/>		317	UNIFIED
PROJECTS MANAGER I	771	<input checked="" type="checkbox"/>		321	UNIFIED
PROJECTS MANAGER II	770	<input type="checkbox"/>		323	UNIFIED
PUBLIC INFORMATION OFFICER	137	<input checked="" type="checkbox"/>		325	UNIFIED
PUBLIC WORKS DIRECTOR	739	<input checked="" type="checkbox"/>		329	UNIFIED
PUBLIC WORKS PROJECT ENGINEER	754	<input checked="" type="checkbox"/>		323	UNIFIED
PURCHASING DEPUTY DIRECTOR	153	<input checked="" type="checkbox"/>		323	UNIFIED
PURCHASING DIRECTOR	151	<input checked="" type="checkbox"/>		326	UNIFIED
QUALITY ASSURANCE COORDINATOR	3461	<input checked="" type="checkbox"/>		322	UNIFIED
R&D SUPERINTENDENT	738	<input checked="" type="checkbox"/>		322	UNIFIED
REAL PROP RESEARCH TECH	238	<input type="checkbox"/>		310	UNIFIED
REAL PROPERTY RECORDING TECH (R.De	203	<input type="checkbox"/>		308	UNIFIED
REAL PROPERTY RECORDS TECH (Assessor	2401	<input type="checkbox"/>		308	UNIFIED
REAL PROPERTY TRANSFER CLERK	2402	<input type="checkbox"/>		309	UNIFIED
RECORDS MANAGEMENT TECHNICIAN	121	<input type="checkbox"/>		308	UNIFIED
RECORDS MGMT DIRECTOR	144	<input checked="" type="checkbox"/>		326	UNIFIED
RECREATION AIDE	6001	<input type="checkbox"/>		307	UNIFIED
RECREATION DEPUTY DIRECTOR	613	<input checked="" type="checkbox"/>		323	UNIFIED
RECREATION DIRECTOR	614	<input checked="" type="checkbox"/>		327	UNIFIED
RECREATION LEADER	600	<input type="checkbox"/>		311	UNIFIED
RECYCLING COORDINATOR	778	<input type="checkbox"/>		310	UNIFIED
RECYCLING TECHNICIAN	787	<input type="checkbox"/>		308	UNIFIED
REFUND SPECIALIST (TREASURER)	1124	<input type="checkbox"/>		313	UNIFIED
REGISTERED NURSE	353	<input type="checkbox"/>		318	UNIFIED
REGISTRAR	206	<input checked="" type="checkbox"/>		325	UNIFIED
RESIDENTIAL APPRAISER	243	<input type="checkbox"/>		318	UNIFIED
RESIDENTIAL HOUSE MANAGER	341	<input checked="" type="checkbox"/>		315	UNIFIED
RESIDENTIAL INSPECTOR	700	<input type="checkbox"/>		318	UNIFIED
RESIDENTIAL PLANS EXAMINER	7031	<input checked="" type="checkbox"/>		318	UNIFIED
REVENUE ACCOUNTANT (TREASURER)	1122	<input type="checkbox"/>		316	UNIFIED
REVENUE ANALYST	1983	<input type="checkbox"/>		316	UNIFIED
REVENUE COLLECTOR BUS. SVCS.	1794	<input type="checkbox"/>		316	UNIFIED
REVENUE SPECIALIST	1114	<input type="checkbox"/>		313	UNIFIED
RIGHT-OF-WAY MANAGER	763	<input checked="" type="checkbox"/>		320	UNIFIED
SAFETY/TRAINING MANAGER	7391	<input checked="" type="checkbox"/>		323	UNIFIED
SENIOR ACCOUNTANT	1401	<input checked="" type="checkbox"/>		318	UNIFIED
SENIOR AIRCRAFT RESCUE & FIRE TECH	8020	<input type="checkbox"/>		206	PUBLIC SAFETY
SENIOR CREW CHIEF	325	<input type="checkbox"/>		215	PUBLIC SAFETY
SENIOR EXECUTIVE ASSISTANT	1390	<input type="checkbox"/>		317	UNIFIED
SENIOR JUDICIAL ADMINISTRATOR	2077	<input type="checkbox"/>		316	UNIFIED

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# Proposed Class FLSA Recommendations List

## Beaufort County SC

Proposed Class Title	Code	Exempt	Occ Category	Proposed Grade	Proposed Pay Plan
SENIOR LIBRARIAN	511	<input checked="" type="checkbox"/>		320	UNIFIED
SENIOR MAINTENANCE SPECIALIST	713	<input type="checkbox"/>		316	UNIFIED
SENIOR MAINTENANCE TECHNICIAN	715	<input type="checkbox"/>		311	UNIFIED
SENIOR PROBATE DIVISION CHIEF	209	<input type="checkbox"/>		317	UNIFIED
SIGN TECHNICIAN	734	<input type="checkbox"/>		310	UNIFIED
SOCIAL MEDIA SPECIALIST	1391	<input type="checkbox"/>		316	UNIFIED
SOLID WASTE ATTENDANT	782	<input type="checkbox"/>		307	UNIFIED
SOLID WASTE FOREMAN	785	<input checked="" type="checkbox"/>		316	UNIFIED
SOLID WASTE SUPERINTENDENT	788	<input checked="" type="checkbox"/>		322	UNIFIED
SPECIAL ASST TO ADMINISTRATOR	81	<input checked="" type="checkbox"/>		330	UNIFIED
SR ADMINISTRATIVE ASSISTANT	106	<input type="checkbox"/>		311	UNIFIED
SR ADMINISTRATIVE SPECIALIST	104	<input type="checkbox"/>		312	UNIFIED
SR ADMINISTRATIVE SUPERVISOR	107	<input checked="" type="checkbox"/>		316	UNIFIED
SR DATA ANALYST TREASURER	2342	<input type="checkbox"/>		322	UNIFIED
SR HUMAN SRVCS ANALYST	350	<input type="checkbox"/>		319	UNIFIED
SR IT ANALYST	130	<input checked="" type="checkbox"/>		320	UNIFIED
SR IT ANALYST (AUDITOR)	228	<input checked="" type="checkbox"/>		320	UNIFIED
SR IT TECHNICIAN	129	<input type="checkbox"/>		316	UNIFIED
SR JUDICIAL CLERK, CHILD SUPRT	2026	<input type="checkbox"/>		312	UNIFIED
SR LIBRARY ASSISTANT	505	<input type="checkbox"/>		308	UNIFIED
SR. ACCOUNTING TECHNICIAN	2040	<input type="checkbox"/>		312	UNIFIED
SR. ADMIN SPECIALIST	136	<input type="checkbox"/>		312	UNIFIED
SR. CODE ENFORCEMENT OFFICER	1483	<input type="checkbox"/>		315	UNIFIED
SR. REAL PROP. RECORDING TECH.	204	<input type="checkbox"/>		310	UNIFIED
SR. VR&E SPECIALIST	1050	<input type="checkbox"/>		313	UNIFIED
STAFF ACCOUNTANT	1123	<input type="checkbox"/>		317	UNIFIED
STORMWATER ASST SUPERINTENDENT	7411	<input checked="" type="checkbox"/>		320	UNIFIED
STORMWATER FOREMAN	736	<input type="checkbox"/>		316	UNIFIED
STORMWATER PROGRAM MANAGER	750	<input checked="" type="checkbox"/>		323	UNIFIED
SUPPLY OFFICER	3191	<input type="checkbox"/>		311	UNIFIED
SW INSPECTION TECH I	747	<input type="checkbox"/>		311	UNIFIED
SW INSPECTION TECH II	7471	<input type="checkbox"/>		313	UNIFIED
SW&R PROGRAM MANAGER	791	<input checked="" type="checkbox"/>		323	UNIFIED
SWI SUPERINTENDENT	741	<input checked="" type="checkbox"/>		322	UNIFIED
SWI UTILITY INSPECTOR	744	<input type="checkbox"/>		318	UNIFIED
SYSTEM ADMINISTRATOR	1324	<input checked="" type="checkbox"/>		323	UNIFIED
TAX COLLECTOR	234	<input checked="" type="checkbox"/>		325	UNIFIED
TRAF SIGNAL SUPERVISOR	776	<input checked="" type="checkbox"/>		318	UNIFIED
TRAFFIC SIGNAL TECHNICIAN I	772	<input type="checkbox"/>		311	UNIFIED
TRAFFIC SIGNAL TECHNICIAN II	775	<input type="checkbox"/>		313	UNIFIED
TRAINING & OUTREACH COORD	154	<input type="checkbox"/>		316	UNIFIED
TRANSPORTATION PLANNER	7701	<input checked="" type="checkbox"/>		322	UNIFIED
UTILITY OPERATIONS COORD.	729	<input type="checkbox"/>		309	UNIFIED
VETERANS AFFAIRS COUNSELOR	133	<input type="checkbox"/>		314	UNIFIED
VETERANS AFFAIRS DIRECTOR	169	<input checked="" type="checkbox"/>		324	UNIFIED
VR&E DEPUTY DIRECTOR	1055	<input checked="" type="checkbox"/>		323	UNIFIED
VR&E DIRECTOR	146	<input checked="" type="checkbox"/>		326	UNIFIED
VR&E IT SYSTEMS COORDINATOR	1049	<input type="checkbox"/>		316	UNIFIED
VR&E MANAGER	1048	<input checked="" type="checkbox"/>		315	UNIFIED

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# Proposed Class FLSA Recommendations List

## Beaufort County SC

Proposed Class Title	Code	Exempt	Occ Category	Proposed Grade	Proposed Pay Plan
VR&E SPECIALIST	1053	<input type="checkbox"/>		311	UNIFIED
WATER SAFETY INSTRUCTOR	645	<input type="checkbox"/>		310	UNIFIED
WEB ADMINISTRATOR	1321	<input type="checkbox"/>		319	UNIFIED
WORKER'S COMP SPECIALIST	1502	<input type="checkbox"/>		312	UNIFIED
WORKFORCE DEVELOPMENT MANAGER	1201	<input type="checkbox"/>		319	UNIFIED
ZONING & DEV ANALYST I	127	<input type="checkbox"/>		309	UNIFIED
ZONING & DEV. ADMINISTRATOR	163	<input checked="" type="checkbox"/>		322	UNIFIED
ZONING & DEV. ANALYST II	1271	<input type="checkbox"/>		310	UNIFIED

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# **Compensation & Classification Study Presentation**

**for**



**Management Advisory Group International, Inc.**

**June 2024**

# ***Management Advisory Group Int'l, Inc. (MAG)***

Item 8.

- ❖ MAG staff have conducted studies in all 48 continental states
- ❖ Over 600 successful public sector projects including:
  - Counties and Municipalities
  - Law Enforcement
  - School Districts
- ❖ Offices in Fairfax, VA; Asheville, NC; and Columbia & Spartanburg, SC



# Why is the Study needed?

- **Evaluate the current structure**
- **Measure the Market competitiveness of the County's current compensation structure**
- **Create new system that addresses internal and external equity**
- **Provide "Best Practices" Policy & Procedure guidelines**

## Project Goals and Scope:

Beaufort County seeks to conduct a *Classification and Compensation Study* for:

- **Approximately 900 positions**
- **Approximately 350 job classifications**

# This project IS designed to:

- Capture current job data from employees
- Establish internal ranking of positions (Internal Equity)
- Establish market competitiveness (External Equity)
- Determine appropriate implementation plan

# This project **IS NOT** designed to:

- Evaluate individual employee performance/capabilities.
- Guarantee salary increases
- Recommend salary decreases

# ***Job Profile Questionnaire***<sup>©</sup> (JPQ)

- The Essential Data-Gathering Instrument of the Study
- Used for Job Analysis
- 100% Participation by Employees in Scope of Study
  - At least one completed JPQ for each job title
- JPQs may be completed individually or in a group setting
- Supervisors Review Completed JPQs
- Review & Analysis by MAG Consultants

# ***Job Factors***

- Data Responsibility
- Judgment
- People Responsibility
- Complexity of Work
- Assets Responsibility
- Impact of Decisions
- Education
- Equipment Usage
- Physical Demands
- Communications
- Math
- Unavoidable Hazards
- Safety of Others
- Experience

# ***Market Survey***

Measures the County's market competitiveness

Compares select group of organizations

- Competitor – based on geography
- Peer – based on similarities

# *Market Survey Competitors & Peers*

- City of Beaufort
- City of Charleston
- City of Savannah, GA
- Town of Bluffton
- Town of Hilton Head
- Berkeley County
- Charleston County
- Dorchester County
- Greenville County
- Horry County
- Lexington County
- Richland County

12 Agencies Selected





# Estimated Annualized Costs

2,273 Positions in 478 Titles	Annualized Costs
4% COLA (1,103)	\$ 2,312,069
Adjustment to Minimum (653)	\$ 2,864,415
Compression/Equity Adjustments (393)	\$ 1,621,177
Total Annualized Adjustments	\$ 6,797,662
Changes in Total Payroll for Included Positions	11.52%



# Points of Emphasis:

- Detention Center 9.3% change in payroll.
- EMS 8.9% change in payroll.
- Employer of Choice (70<sup>th</sup> percentile of market).



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
<b>A RESOLUTION ESTABLISHING THE BEAUFORT COUNTY INTERNSHIP PROGRAM AND ADOPTING POLICIES AND PROCEDURES FOR THE PROGRAM</b>
<b>MEETING NAME AND DATE:</b>
Finance, Administration & Economic Development Committee; June 17, 2024
<b>PRESENTER INFORMATION:</b>
Katherine Mead, Human Resources Director
<b>ITEM BACKGROUND:</b>
<b>PROJECT / ITEM NARRATIVE:</b>
Beaufort County desires to establish an internship program in order to provide high school, college students and others with a unique and immersive experience in a real-world professional setting to bridge the gap between academic knowledge and practical application, fostering rapport among students and fostering the professional development of future County leaders. In having a positive experience, it increases the likelihood of the individual returning to the County as full-time employees and, should they accept a permanent position, former interns are anticipated to adapt more quickly to their new positions, experiencing shorter learning curves compared to external hires. In order to successfully establish the internship program the staff has developed policies and procedures for the program that includes expectations, requirements, forms and evaluations.
<b>FISCAL IMPACT:</b>
Interns compensation \$15 hourly not to exceed 15 hours a week; \$100k included in employee contingency budget designated to cover the cost
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Staff recommends approval
<b>OPTIONS FOR COUNCIL MOTION:</b>
Motion to deny. Motion to move forward to Council for approval.

**RESOLUTION 2024/ \_\_\_\_\_**

**A RESOLUTION ESTABLISHING THE BEAUFORT COUNTY INTERNSHIP PROGRAM AND ADOPTING POLICIES AND PROCEDURES FOR THE PROGRAM**

**WHEREAS**, Beaufort County (“County”) desires to establish the Beaufort County Internship Program (“Program”) in order to provide high school, college students and others with a unique and immersive experience in a real-world professional setting to bridge the gap between academic knowledge and practical application, fostering rapport among students and fostering the professional development of future County leaders; and

**WHEREAS**, integrating interns into County departments not only provides an enriching educational environment, but also serves as a strategic investment in the County’s growth and innovation, as interns can contribute fresh perspectives into projects and workflows, enhancing the overall creativity of departments; and

**WHEREAS**, interns can become advocates for the County by sharing their experience with peers and strengthens our ties with educational institutions. In having a positive experience, it increases the likelihood of the individual returning to the County as full-time employees and, should they accept a permanent position, former interns are anticipated to adapt more quickly to their new positions, experiencing shorter learning curves compared to external hires; and

**WHEREAS**, in order to successfully establish the Program, the County desires to adopt the policies and procedures in Exhibit A, attached hereto and incorporated herein by reference; and

**WHEREAS**, Beaufort County Council finds that it is in best interest of Beaufort County citizens to establish the Beaufort County Internship Program and adopt the applicable policies and procedures.

**NOW, THEREFORE, BE IT RESOLVED** that Beaufort County Council hereby establishes the Beaufort County Internship Program and adopts the policies and procedures as shown in Exhibit A for the program.

Adopted this day \_\_\_\_\_, 2024

COUNTY COUNCIL OF BEAUFORT COUNTY

\_\_\_\_\_  
Joseph Passiment, Chairman

ATTEST

\_\_\_\_\_  
Sarah W. Brock, Clerk to Council



# BEAUFORT COUNTY

AN EQUAL OPPORTUNITY EMPLOYER



## INTERNSHIP PROGRAM MANUAL

THIS IS NOT A CONTRACT OF EMPLOYMENT



### Internship Program Manual Revisions

Revision Date	Section	Type



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## SECTION 1 - INTRODUCTION

Beaufort County intends to provide high school and higher education students with a unique and immersive experience by means of an internship program in a real-world professional setting. This will bridge the gap between academic knowledge and practical application, fostering rapport among students and fostering the professional development of future County leaders.

This guide is designed as a resource for departments within the County interested in participating in this internship program. It will outline the key elements of the program, to include the objectives, selection criteria, and the roles and responsibilities of both interns and supervisory teams. The policies, procedures, and work guidelines are applicable to all departments and must be followed at all times. For any clarification, please direct your questions to the Human Resources Department at [HRAdmin@bcgov.net](mailto:HRAdmin@bcgov.net).

### 1.1 Benefits of A Paid Internship Program

Integrating interns into departments not only provides an enriching educational environment for students; it is a strategic investment in Beaufort County's growth and innovation. Interns can contribute fresh perspectives into projects and workflows, enhancing the overall creativity of departments.

As a result, hosting interns increases the likelihood of their desire to apply for permanent positions and will provide direct working experience that may assist in them securing a job upon completion of their internship. They become advocates for Beaufort County by sharing their positive experience with peers and strengthening our ties with education institutions. Should former interns be offered a permanent position, they are anticipated to adapt more quickly to their new positions, experiencing shorter learning curves. Additionally, they are afforded the opportunity to immerse themselves in a realistic work environment and develop skills that will aid in their future career success.

## SECTION 2 – POLICIES AND PROCEDURES

### 2.1 Intern Eligibility

The internship program is open to high school and higher education students. The minimum age for interns is 16. Exceptions may be made on a case-by-case basis with approval from the County Administrator.

The family members of County staff and/or Board Member may be allowed to intern but may not be placed under direct supervision or within the same department as other members of their family who are employees of the County. In addition, no person who has a conflict of interest with any activity or program of the County shall be accepted or serve as an intern with the County.



The County accepts interns based on certain criteria, including, but not limited to, an individual's interests, skills, availability, and interview. The County will not participate in or tolerate discrimination against an applicant based on race, color, religion, ethnicity, national origin, gender, age disability, or any other protected class status.

## 2.2 Internship Program Structure

Departments may determine the internship periods throughout the year as this program offers flexibility in timing and duration. Most internships occur in the summer; however, year-round opportunities are not uncommon, especially if an internship is needed for academic credit. The position of an intern is intended to complement existing regular or part-time/temporary employee roles within departments. Departments hosting interns should structure their internship roles to ensure interns receive meaningful learning experiences, practical application opportunities, and skill development in a professional setting.

Internship roles should be designed to allow interns to integrate classroom knowledge with hands-on experiential learning. This may involve specific projects, tasks, or responsibilities that align with the intern's academic focus and career interests. Shadowing experienced employees will allow interns to gain valuable exposure to potential career paths. Each intern will be paired with a mentor or supervisor who provides guidance, support, and feedback throughout their internship.

Internships shall not exceed a duration of 15 weeks, and interns shall not work more than 15 hours per week.

## 2.3 Intern Recruitment and Selection Process

For a student to become an intern, they must submit the required application forms, receive approval from Beaufort County, and complete an orientation for the specific department. The internship application is available online at the Beaufort County Job Opportunities webpage. Upon receipt of the application, Beaufort County will perform the necessary screening and the intern supervisor will receive the application for final approval. Once approved, the intern supervisor will contact the intern to set up a convenient time to conduct orientation.

The County reserves the right to require an intern to complete the application process for different internship programs or on a yearly basis.

### Department Participation Process

Departments who are interested in hosting interns are required to complete the Department Internship Form (Exhibit 1) which contains the following:

1. A brief outline detailing their department's capacity to host interns,
2. Identification of the key areas or projects within the department where interns would be contributing/working,



3. Specific tasks and responsibilities interns will be assigned, ensuring they align with the County's and department's goals while providing valuable learning opportunities,
4. Preferred academic background and educational/experience requirements.
5. The name and contact information of the designated supervisor/mentor who will guide and oversee the intern(s).

Departments should submit the application to the Human Resources Department by including it in the "Attachments" section when creating their requisition in NEOGOV Online Hiring Center (OHC).

Akin to departments submitting their internship request form, HR will review the submissions to ensure compliance with the Department of Labor (DOL) and alignment with Beaufort County's Internship Program goals and overall objectives.

### **Criminal Background Information**

It is the County's policy that all interns who provide services consent to a criminal background check by completing and signing the "Consent to Conduct Background Investigation" form provided in the orientation materials. Failure to provide consent may result in the inability of an intern to provide services with the County. The background investigation will include an investigation of criminal or police records, and may include financial/credit records, education records, driving records, and any other information deemed by the County to be material to filling the position sought.

### **Drugs and Alcohol**

To help ensure a safe, healthy and productive work environment for our interns and others, to protect Beaufort County property, and to ensure efficient operations, Beaufort County has adopted a policy and complies with the Drug-Free Workplace Act of 1988 of maintaining a workplace free of drugs and alcohol. This policy applies to all interns and other individuals who do work for Beaufort County.

The policy prohibits being in possession or under the influence of any illegal drug or unauthorized controlled substance while working and/or on County premises or in County vehicles.

All interns of the County are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, CBD Oil or any other product that contains THC, etc.). Further, this prohibition applies to the misuse, abuse or any unlawful use or possession of otherwise legal drugs. This prohibition applies to use at any time, both on the job and off the job. County interns are permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person.

All interns of the County are prohibited from using or possessing alcoholic beverages on County premises or time. (The term "County premises or time" includes: County vehicles and private vehicles on County premises; parking lots and recreation areas; and any circumstances in which an intern is representing the County, such as attending off-premises business meetings or conferences.)



All interns of the County are prohibited from reporting to or being at work while under the influence of alcohol. (An intern is considered to be "under the influence of alcohol" if he has any detectable amount of alcohol in his system). An intern taking prescribed medication which might affect their ability to perform their job is required to advise their supervisor. The County will determine whether the intern may continue to work. Interns may be required to submit to a drug screen.

The County reserves the right to test interns it reasonably suspects to be in violation of this policy. Refusal to submit to a drug screening test may result in termination of employment.

## 2.4 Intern Compensation and Benefits

Interns engaged in the Beaufort County Internship Program shall receive compensation for their contributions, disbursed from the budget of the respective hosting department. Compensation for interns shall not exceed \$15.00 per hour. Interns shall not be entitled to any County-provided benefits. The County reserves the right to grant exceptions to federal, state, or higher education program stipulations, that may preclude internship participants from receiving compensation.

### Provisions for DOD SkillBridge Program Participants

The Department of Defense (DOD) SkillBridge program is an opportunity for current service members to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of their service. SkillBridge connects transitioning service members with industry partners in real-world job experiences. Service members are not paid by the County or receive any health or retirement benefits during their time as a SkillBridge participant, as they are still receiving their active duty pay and benefits while in the program.

For a department to participate in the SkillBridge program, there must be a fully executed Memorandum of Understanding (MOU) with the Department of Defense prior to the commencement of participation. The maximum amount of time that a service member may participate in the SkillBridge program is 180 days, with no minimum requirement. In the instance that a service member must relocate to participate in the program, relocation allowances are not permitted by County when utilizing the SkillBridge program. Service members are also not allowed to receive gifts, allowances, or similar perks.

## 2.5 Mentorship and Supervision

Every intern will be provided with a job description and expectations, hours of service, explanation of supervision, and any additional necessary forms during their orientation.

Interns will be supervised by a permanent County employee (Intern Supervisor) as designated by the Department Director. The Intern Supervisor will oversee assignments, performance, activities, and use of equipment of the intern. The Intern Supervisor is responsible for addressing and correcting any issues or concerns with the intern and may at their discretion terminate the intern position if deemed necessary.



## 2.6 Confidentiality

Interns agree that they are subject to Beaufort County's policies prohibiting the nonbusiness use or dissemination of Beaufort County's confidential business information. Interns will take all appropriate steps to safeguard Beaufort County's confidential business information, including segregating it from personal papers and documents, not allowing non-interns to access such information, and keeping such information in locked drawers or file cabinets when not in use. Interns will maintain confidential information, including, but not limited to, information regarding Beaufort County's products or services, processing, marketing and sales, client lists, client e-mail addresses and mailing addresses, client data, orders, memoranda, notes, records, technical data, sketches, designs, plans, drawings, trade secrets, research and development data, experimental work, proposals, new product and/or service developments, project reports, sources of supply and material, operating and cost data, and corporate financial information.

## SECTION 3 – DUTY RESTRICTIONS AND RESPONSIBILITIES

### 3.1 Health and Safety

In assigning an intern to a position, the County will take all precautions to protect the safety and confidentiality of all parties. Interns are required to report any concerns regarding the ability to perform the assigned position to the Intern Supervisor. Interns are not to perform professional services where certification or licensing is required, unless certified or licensed to do so and must receive permission from the Intern Supervisor.

In addition, interns are prohibited from performing the following duties:

- Participating in any activity considered inappropriate for a County employee.
- Operating outside of the scope of the assigned internship position.
- Entering into any contract or agreement on behalf of the County.
- Participating in media interviews without permission from the Public Information Officer (PIO)
- Presenting themselves as a permanent County employee.

### Transportation/Driving

Interns are strictly prohibited from using County vehicles, even if for the purpose of completing a task. If an intern chooses to use their personal vehicle during or in pursuit of completing a task, the intern assumes liability under their own personal insurance. **Use of a supervisor's personal vehicle to transport interns is not permitted and may result in dismissal or immediate termination.**

### Injury, Accidents, and Emergency Procedures

Any injury or accident involving an intern, or a program participant, must be reported to the Intern Supervisor immediately, regardless of the nature of the injury. The incident or accident may require the



completion of applicable paperwork provided by Risk Management by both the intern and Intern Supervisor.

In the case of an emergency, immediately dial 911. Without delay, immediately contact the Intern Supervisor.

### 3.2 Record Keeping & Performance Evaluations

Interns should have access to the County Timekeeping system to log hours worked. The records may be used by the County as data to determine the best use of interns in the future.

A system of records will be maintained on each intern with the County, including the intern application, dates of service, positions held, duties performed, and evaluation of work. At a minimum, the Intern Supervisor is responsible for completing the Intern Evaluation Form for each intern at the midpoint and conclusion of the work period assignment. Intern Evaluation Forms may also be submitted at the conclusion of specific work assignments deemed appropriate by the Intern Supervisor or Department Head.

#### **Conduct**

When interacting with fellow interns, County staff, and members of the public, interns are expected to always be polite, courteous, and helpful. The County is committed to a safe work environment where violence, harassment, or bullying will be strictly prohibited. Any intern who may experience such acts should promptly notify the Intern Supervisor or the Human Resources Department in order for an investigation to take place and appropriate action be taken.

#### **Dress Code**

Interns represent the County when participating in the internship program and are required to present a positive image to the public at all times. Interns are expected to maintain a neat, well-groomed and professional appearance, in addition to good hygiene habits, while at work.

Management makes the final determination of appropriateness of attire and appearance. Interns may be asked to go home and change if deemed inappropriate in the workplace. Time spent away from your workstation changing attire is unpaid time.

#### **Termination of Intern Services**

The policies and procedures stated in the Intern Manual exist for the comfort and safety of the interns, employees, and the public being served. A failure to comply with said policies and procedures may result in termination of an individual's internship service.

Termination of an intern is at the sole discretion of the Department Head and may occur without notice or cause.



Additional possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuses of agency equipment or materials, abuse or mistreatment of consumers or co-workers, and failure to satisfactorily perform assigned duties.



# Exhibits

## E-1 Internship Department Application



### INTERNSHIP DEPARTMENT APPLICATION

DEPARTMENT INFORMATION			
Department:		Intern Supervisor:	
Worksite Address:		Phone Number:	
		Email Address:	
Intern Position Title:		Intern Educational Level:	

The purpose of the Internship Department Application is twofold: 1) To ensure that our internship program aligns with labor laws, providing a secure foundation for interns, and for Beaufort County employees; 2) The position of an intern complements existing regular or part-time/temporary employee roles within departments and provides them with opportunities to integrate classroom knowledge with hands-on experiential learning and shadow a professional employee.

Furthermore, the Human Resources Department will leverage the information provided from this form to promote the internship program externally. **Submit this form in the "Attachments" section when adding your requisition in NEOGOV for processing.** For any questions, please contact Human Resources and refer to the Internship Program Manual for further clarification.

DURATION AND TIMING			
Program Start Date:		Program End Date:	
Work Schedule Start Time:		Work Schedule End Time:	
Days Per Week:	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
		<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
Hours Worked Per Week:			

INTERNSHIP RESPONSIBILITIES (be specific)	


FUTURE EMPLOYMENT OPPORTUNITIES (Please list all current job positions this internship position would most correlate to.)	
Position Titles:	

HR Internship Request – XX/XX/2024





E-2 Intern Evaluation

 <b>INTERN EVALUATION</b>				
INTERN AND DEPARTMENT INFORMATION				
Intern Name:		Intern Position Title:		
Evaluation Date:		Department:		
Demeanor	Excellent	Good	Poor	Not Observed
Cheerful and friendly with everyone				
Cooperative attitude				
Displays patience and understanding with participants				
Accepts Supervision and constructive criticism				
Respectful				
Contribution and Conduct				
Adheres to Department's policies				
Shows initiative; desires to grow and learn				
Receptive to suggestions from others				
Displays integrity				
Performs requested duties in a timely manner				
Offers assistance				
Works well in a group setting				
Follows instructions				
Leads when appropriate				
Conducts him/herself in a professional manner				
Respects confidentiality				
Reliability				
Reports on time to assigned location				
Aspects responsibility for own actions				
Manages times efficiently				
ADDITIONAL COMMENTS				
REQUIRED APPROVAL SIGNATURES				
Intern's Signature:				
Intern Supervisor's Signature:				
Department Director's Signature:				
HR Signature:				

Internship Evaluation – XX/XX/2024

## E-3 Intern Release and Waiver of Liability & Assumption of Risk



### INTERN RELEASE AND WAIVER OF LIABILITY & ASSUMPTION OF RISK

Applicant enters into this Release and Waiver of Liability and Assumption of Risk (“Waiver”) for the benefit of Beaufort County and released parties, myself, my personal representative, next of kin, heirs, successors, and assigns; and in consideration for being allowed to participate as an Intern in the above stated Department of Beaufort County.

Applicant hereby agrees to the following:

1. *Intern not Employee.* Applicant understands and agrees that services provided are in no way an offer of or employment by Beaufort County. Additionally, Applicant agrees that at no time shall they be deemed to be an employee or an agent of Beaufort County, and participation is completely voluntary.
  - a. *Insurance.* Beaufort County will provide Applicant with Workman’s Compensation insurance coverage but will not provide any additional health insurance or coverage, which would be provided if Applicant was considered an employee.
2. *Activities.* Applicant agrees that the activities necessary to complete intern services have been fully and adequately explained (hereafter “Services”) and that Applicant is physically and mentally capable of participating in Services without injuring themselves or others in any manner. Applicant shall read, listen, and follow all safety instructions and procedures presented in conjunction with Services; and shall use their best independent judgment based upon their abilities and will immediately terminate participation in Services if it becomes too strenuous, difficult, or hazardous.
3. *Professional Conduct and Assigned Duties.* Applicant agrees to act appropriately and in a professional, courteous manner at all times; and shall adhere to all rules, policies, and conduct as outlined by the coordinator for the Services. Applicant shall not leave their assigned position prior to a replacement individual arriving or informing the Service’s coordinator of a vacancy and receiving authorization to leave the assigned position. Applicant understands that the Service’s coordinator and/or designated Beaufort County staff member may move, or re-assign interns as needed.
4. *Termination of Services.* Applicant understands and agrees that Beaufort County may refuse to accept intern services at any time, whether with justification or not, and at that point Applicant must and cannot hold themselves out as an intern.
5. *Release and Waiver.* Applicant hereby releases and waives liability for Beaufort County, other interns, coordinators, sponsors, suppliers, supporters, and all private and public land owners on whose property and project may be located (collectively “Released Parties”), including without limitation the Released Parties’ employees, agents, personal representatives, heirs, succors, and assigns for **all** injury, disability, death, loss or damage to themselves or their property whether caused by the negligence of the Released Parties or otherwise except that which is the result of gross negligence and/or wanton misconduct.
6. *Indemnification and Hold Harmless.* Applicant hereby agrees to indemnify, defend, and hold harmless the Released Parties from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities including, but not limited to, attorney’s fees, arising from, or in any way be related to or caused in whole or in part by participating in the intern activity. **Applicant intends this Waiver to be a complete and unconditional release of all liability to the greatest extent allowed by law.**
7. *Assumption of Risk.* Applicant understands that said Services may take place on a location or under conditions that may be considered dangerous. **Applicant knowingly and freely assumes all foreseeable and/or unforeseeable risks and dangers, and all other risks and dangers that could arise out of, or occur while,**

Intern Release and Waiver of Liability and Assumption of Risk



**unforeseeable risks and dangers, and all other risks and dangers that could arise out of, or occur while, participating in Services; even if those risks arise from the negligence of other parties (specifically Beaufort County) or third parties, and Applicant assumes full responsibility for participation in Services and/or activities association with intern activities.**

- 8. *Severability.* If any provision of this Waiver is held to be prohibited by law, then the remaining provisions of the Waiver shall continue in full force and effect.
- 9. *Governing Law.* The construction, interpretation, and performance of this Waiver shall be governed by the laws of South Carolina. The sole venue for any action arising out of this Waiver shall be Beaufort County, South Carolina.

**I have read this release and waiver of liability and assumption of risk. I fully understand its terms, I understand that I have given up substantial rights by signing it and sign it freely and voluntarily without any inducement. If signing on behalf of a minor, I have explained the above agreement to the minor and attest to the fact that I am the parent or guardian of the minor. Note: This Waiver does not alter or affect any protections afforded to interns by any State or Federal Laws.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Printed Name

Intern Release and Waiver of Liability and Assumption of Risk



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
<b>AN ORDINANCE PROVIDING FOR THE APPROPRIATION OF FUNDS FOR FISCAL YEAR 2024-2025 GENERATED BY THE LOCAL HOSPITALITY TAX</b>
<b>MEETING NAME AND DATE:</b>
Finance Committee Meeting; June 17, 2024
<b>PRESENTER INFORMATION:</b>
John Robinson, Interim County Administrator Christine Webb, Director of Compliance
<b>ITEM BACKGROUND:</b>
<b>PROJECT / ITEM NARRATIVE:</b>
Based on historical amounts, the County has projected that Fiscal Year 2024-2025 (“FY25”) will produce \$3,040,000 (“Projected Revenue”) in revenue from the Local H-Tax. Additional available funds consist of \$3,995,000 of prior year fund balance and \$40,000 of interest revenue. In accordance with the applicable Beaufort County Code Sections, the County desires to have Local H-Tax collected and appropriated during the entire term FY25.
<b>FISCAL IMPACT:</b>
Potential appropriation of funds in the amount of \$7,075,000 in Local H-Tax funds.
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Approval of ordinance appropriating FY25 Local H-Tax funds
<b>OPTIONS FOR COUNCIL MOTION:</b>
Motion to Deny  Motion to move forward to County Council an ordinance providing for the distribution of funds for fiscal year 2024-2025 generated by the local hospitality tax (3 readings and public hearing required)

**ORDINANCE 2024/ \_\_\_\_\_**

**AN ORDINANCE PROVIDING FOR THE APPROPRIATION OF FUNDS FOR FISCAL YEAR 2024-2025 GENERATED BY THE LOCAL HOSPITALITY TAX**

**WHEREAS**, Beaufort County (“County”) collects and administers a 2% local hospitality tax pursuant to S.C. Code Sections 4-9-30 and 6-1-700 and as provided in Beaufort County Code Sec. 66-531, hereinafter referred to as “Local H-Tax”; and

**WHEREAS**, Local H-tax revenues shall only be used for the exclusive purposes provided in Beaufort County Code Sec. 66-534(a) and in accordance with Beaufort County Code Sec. 66-534(b) authorization to utilize Local H-Tax funds shall be by ordinance adopted by Beaufort County Council; and

**WHEREAS**, based on historical amounts, the County has projected that Fiscal Year 2024-2025 (“FY25”) will produce \$3,040,000 (“Projected Revenue”) in revenue from the Local H-Tax. Additional available funds consist of \$3,995,000 of prior year fund balance and \$40,000 of interest revenue; and

**WHEREAS**, in accordance with the applicable Beaufort County Code Sections, the County desires to have Local H-Tax collected and appropriated during the entire term of FY25. Based on the Projected Revenue and other available funds as stated above, the Local H-Tax funds for FY25 shall be appropriated as follows:

Advertising	\$ 100,000
Beaufort County Projects	\$ 4,975,000
Tourism Projects	\$ 1,000,000
Transfer Out to General Fund	<u>\$ 1,000,000</u>
Total for FY25:	\$ 7,075,000

**WHEREAS**, the future appropriation of Local H-Tax funds for specific projects under the categories set forth above may be approved by County Council by way of a resolution; and

**WHEREAS**, this Ordinance shall be retroactively be effective on July 1, 2024, and all funds collected starting on July 1, 2024, shall be allocated as described herein; and

**WHEREAS**, Beaufort County Council finds that it is in the best interest of its citizens, residents, visitors and tourists to allocate funds as described above for FY25; and

**NOW, THEREFORE, BE IT ORDAINED BY BEAUFORT COUNTY COUNCIL**, that revenue from the Beaufort County Local Hospitality Tax shall be appropriated as stated herein for Fiscal Year 2024-2025.

DONE this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

COUNTY COUNCIL OF BEAUFORT COUNTY

\_\_\_\_\_  
Joseph Passiment, Council Chairman

ATTEST:

---

Sarah Brock, Clerk to Council



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

Item 11.

<b>ITEM TITLE:</b>
<b>AN ORDINANCE PROVIDING FOR THE APPROPRIATION OF FUNDS FOR FISCAL YEAR 2024-2025 GENERATED BY THE LOCAL A-TAX</b>
<b>MEETING NAME AND DATE:</b>
Finance Committee Meeting; June 17, 2024
<b>PRESENTER INFORMATION:</b>
John Robinson, Interim County Administrator Christine Webb, Director of Compliance
<b>ITEM BACKGROUND:</b>
<b>PROJECT / ITEM NARRATIVE:</b>
Based on historical amounts, the County has projected that Fiscal Year 2024-2025 (“FY25”) will produce \$2,202,900 (“Projected Revenue”) in revenue from the Local A-Tax. Additional available funds consist of \$3,009,924 of prior year fund balance and \$40,000 of estimated interest income. In accordance with the applicable Beaufort County Code Sections, the County desires to have Local A-Tax collected and appropriated during the entire term FY25.
<b>FISCAL IMPACT:</b>
Potential appropriation of funds in the amount of \$5,252,824 of Local A-Tax revenue
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Approval of ordinance appropriating FY 25 Local A-Tax funds
<b>OPTIONS FOR COUNCIL MOTION:</b>
Motion to Deny  Motion to move forward to County Council an ordinance providing for the distribution of funds for fiscal year 2024-2025 generated by the local accommodations tax (3 readings and public hearing required)

**ORDINANCE 2024/ \_\_\_\_\_****AN ORDINANCE PROVIDING FOR THE APPROPRIATION OF FUNDS FOR FISCAL YEAR 2024-2025 GENERATED BY THE LOCAL ACCOMMODATIONS TAX**

**WHEREAS**, Beaufort County (“County”) collects and administers a 3% local accommodations tax pursuant to S.C. Code Sections 4-9-30 and 6-1-500 and as provided in Beaufort County Code Sec. 66-41, hereinafter referred to as “Local A-Tax”; and

**WHEREAS**, the Local A-Tax revenues shall only be used for the exclusive purposes provided in Beaufort County Code Sec. 66-44(a), must be allocated pursuant to Beaufort County Code Sec. 66-45, and in accordance with Beaufort County Code Sec. 66-44(b) authorization to utilize Local A-Tax funds shall be by ordinance adopted by the Beaufort County Council; and

**WHEREAS**, based on historical amounts, the County has projected that Fiscal Year 2024-2025 (“FY25”) will produce \$2,202,900 (“Projected Revenue”) in revenue from the Local A-Tax. Additional available funds consist of \$3,009,924 of prior year fund balance and \$40,000 of estimated interest income; and

**WHEREAS**, in accordance with the applicable Beaufort County Code Sections, the County desires to have Local A-Tax collected and appropriated during the entire term FY25. Based on the Projected Revenue and other available funds as stated above, the Local A-Tax funds for FY25 shall be appropriated as follows:

1. An amount not to exceed \$300,000 for workforce housing after the required study has been completed.
2. Twenty (20%) Percent for emergency contingency and on the effective date of this ordinance the required \$1,000,000 maximum has been met. The allocation provided in this Section shall only be allocated if at any time the emergency contingency funds are below the \$1,000,000 maximum balance established in Beaufort County Code Section 66-45.
3. An amount not to exceed \$1,052,824 for the construction of, improvements to, or maintenance of the Okatie River Park.
4. An amount not to exceed \$2,900,000 for Beaufort County tourism-related projects pursuant Beaufort County Code Section 66-44(a)(1) – (9).
5. An amount not to exceed \$1,000,000 for tourism-related projects pursuant to Beaufort County Code Section 66-44(a)(1) – (9).

**WHEREAS**, the future appropriation of Local A-Tax funds for specific projects under the categories set forth above may be approved by County Council by way of a resolution; and

**WHEREAS**, this Ordinance shall be retroactively be effective on July 1, 2024, and all funds collected starting on July 1, 2024, shall be appropriated as described herein; and

**WHEREAS**, Beaufort County Council finds that it is in the best interest of its citizens, residents, visitors and tourists to appropriate funds as described above for FY25.



**NOW, THEREFORE, BE IT ORDAINED BY BEAUFORT COUNTY COUNCIL**, that revenue from the Beaufort County Local Accommodations Tax shall be appropriated as stated herein for Fiscal Year 2024-2025.

DONE this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

COUNTY COUNCIL OF BEAUFORT COUNTY

\_\_\_\_\_  
Joseph Passiment, Council Chairman

ATTEST:

\_\_\_\_\_  
Sarah Brock, Clerk to Council

SECTION 2. This Ordinance shall become effective on July 1, 2024.

Ordered in meeting duly assembled on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

COUNTY COUNCIL OF BEAUFORT COUNTY

\_\_\_\_\_  
Joseph Passiment, Council Chairman

ATTEST:

\_\_\_\_\_  
Sarah Brock, Clerk to Council



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
RECOMMEND APPROVAL TO AUTHORIZE THE INTERIM ADMINISTRATOR TO ENTER INTO A CONTRACT WITH HAIG POINT CLUB AND COMMUNITY ASSOCIATION’S FERRY COMPANY FOR THE PROVISION OF EMS/MEDIVAC FERRY SERVICES FOR DAUFUSKIE ISLAND.
<b>MEETING NAME AND DATE:</b>
FINANACE, ADMINISTRATION, & ECONOMIC DEVELOPMENT COMMITTEE - June 17, 2024
<b>PRESENTER INFORMATION:</b>
Hank Amundson – Special Assistant to the County Administrator <i>5 Minutes</i>
<b>ITEM BACKGROUND:</b>
<p>In early 2024, Beaufort County was forced to engage, on an emergency month-to-month basis, Emergency (medivac) transportation service from Haig Point Club &amp; Community Ferry Service in order to provide essential service for the Island until a permanent contract could be put into place.</p> <p>In April of 2024, an RFP for the provision of Emergency Transportation Services (Medivac) was published with a proposal submission deadline of May 17<sup>th</sup>. See RFP attached</p> <p>Haig Point Club &amp; Community Association Ferry Service was the only proposal submitted. See attached.</p>
<b>PROJECT / ITEM NARRATIVE:</b>
<p>The proposed cost to the County is \$275,000 per year. Submitted Proposal is attached</p> <p>The proposer, HPCCA Ferry Service, will provide docking locations on Daufuskie Island at the Haig Point private dock, and on the Hilton Head Island side, at Sea Pines Marina and 24/7 medivac services as a waterborne extension of our EMS transportation services.</p> <p>The new contract period will begin July 1, 2024 and is for a term of 1 (one) year ending on June 30, 2025 with the potential for up to 4 (four) 1-year renewals, subject to Administrator and budget approval.</p>
<b>FISCAL IMPACT:</b>
\$275,000 in the upcoming 2025 budget year. (Acct# 2546-50-0000-55000)
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Staff recommends that Council authorize the Interim County Administrator to negotiate and enter into a contract with HPCCA Ferry Service for, at most, this amount for the provision Emergency medivac and First Responder ferry services.

**OPTIONS FOR COUNCIL MOTION:**

(Motion to approve/deny “AUTHORIZE THE INTERIM COUNTY ADMINISTRATOR TO NEGOTIATE AND CONTRACT WITH HPCCA FERRY SERVICES AS A RESULT OF THE RECENT RFP PROCESS, FOR THE PROVISION OF EMERGENCY MEDIVAC AND EMS FERRY SERVICES TO AND FROM DAUFUSKIE ISLAND”)

(Move forward to Council for Approval on date June 24, 2024)

# EXHIBIT C

## PRICE PROPOSAL AND CERTIFICATION

The undersigned HPCCA Ferry Company, Inc., having carefully examined the information contained in the Beaufort County RFP Number #051724 dated May 17th, 2024, proposes to provide EMS Transportation Services from Daufuskie Island, as outlined in this proposal, at the prices specified below:

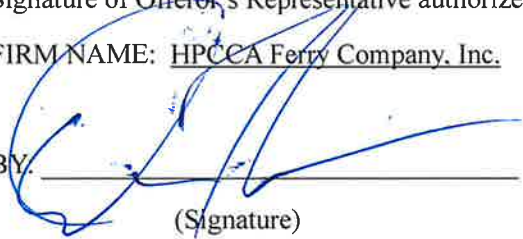
### Provide annual cost for ferry services for Beaufort County:

- Total annual cost to provide all required services for the fiscal year starting July 1, 2024:  
**\$ 275,000 (numbers) / two hundred and seventy-five thousand dollars (words)**

This cost proposal is made without prior understanding, agreement, or connections with any corporation, firm, or person submitting a proposal for the same service and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

Signature of Offeror's Representative authorized to enter into contract with Beaufort County Council:

FIRM NAME: HPCCA Ferry Company, Inc.

BY:   
 (Signature)

DATE: May 17, 2024

TYPE/PRINT: Don Hunter

CEO

(Name)

(Title)

ADDRESS: 10 Haig Point Circle

(Street Address and/or P. O. Box Number)

Hilton Head, Island, South Carolina, 29928

(City) (State) (Zip Code)

PHONE: (843) 341-8141 \_\_\_\_\_

(Area Code) Phone Number

( ) \_\_\_\_\_

(Area Code) Phone Number

EMAIL: dhunter@haigpoint.com

FEDERAL ID#: 22-2690475

S.C. TAX #: \_\_\_\_\_



**HAIG POINT**  
— DAUFUSKIE ISLAND —

Beaufort County, SC

EMS Transportation Services from Daufuskie Island

RFP # 051724



Submitted by HPCCA Ferry Company Inc.

May 17, 2024



**HAIG POINT**  
— DAUFUSKIE ISLAND —

May 17, 2024

County Council of Beaufort County Procurement Services Department  
106 Industrial Village Road, Bldg. 2  
Post Office Drawer 1228 Beaufort, SC 29901-1228

Re: Request for Proposal No. 051724

Dear Mr. Thomas,

Haig Point Club & Community Association (HPCCA) Ferry Company is very pleased to submit our proposal to continue providing transportation services to Beaufort County (BC) Emergency Medical Services (EMS), Coroner, Sheriff’s Office (BCSO) and other approved BC staff. As part of various contracts, HPFC has provided BC these services for almost 40 years. The attached documents outline our proven approach and addresses the information requirements outlined in the Request for Proposal (RFP).

HPCCA Ferry Company (HPFC) is best positioned to provide transportation services between Daufuskie Island and Hilton Head Island, SC. Our proposal is built on four decades of demonstrated success providing trained, certified crews, reliable vessels, and customer-oriented service. Passenger safety and comfort is incorporated in all our operations. HPFC’s proven record of providing service between Hilton Head and Daufuskie, 7 days-a-week, throughout the year is unsurpassed. Currently we operate 18 scheduled round trips each day with a 99% on-time record and 24 hour per day emergency transport for all Daufuskie residents and visitors on behalf of BC.

Having operated so long in and around Daufuskie coupled with the depth and breadth of services offered, our proposal is sound and our pricing provides a great partnership opportunity for Beaufort County. With this proposal, HPFC is continuing to show its commitment to Daufuskie Island and Beaufort County.

Should you desire or require any clarifications, please don’t hesitate to contact me.

Don Hunter

Chief Executive Officer

Haig Point Club & Community Association, Inc. 10 Haig Point Circle  
Hilton Head Island, SC 29928

RFP # 051724

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# 1. Executive Summary

Haig Point Club and Community Association (HPCCA) and its ferry service subsidiary HPCCA Ferry Company (HPFC) propose to provide the following services that will meet and exceed Beaufort County's Request for Proposal #051724. Specific details of these services are covered in section 3.0 Work Plan and Scheduling.

- 1.1 Beaufort County (BC) Emergency Medical Services (EMS)**
  - a) Parking, daily ferry, and gate access services
  - b) Emergency Waterborne Medivac Services
  - c) Air Ambulance Landing and Take-off Area
- 1.2 BC Coroner**
  - a) Private Waterborne Service
- 1.3 BC Sheriff's Office (BCSO)**
  - a) Parking, daily ferry, and gate access services
  - b) Access to the HPFC Harbour Town Water Taxi
  - c) On-Call Transportation Services
  - d) Vehicle Storage and Boat Docking on Daufuskie
- 1.4 BC Approved Personnel (Stormwater, Code Enforcement, Build Inspector, etc.)**
  - a) Parking, daily ferry, and gate access services
  - b) Access to Cart Rentals and Other Conveniences
- 1.5 Emergency Evacuation and Re-entry Services for individuals covered under this agreement**

HPFC is proposing to provide these services at an annual rate of \$275,000 for a term of five years with two optional five-year renewals. HPFC carries a \$50,000,000 General Liability Marine Insurance Policy. Given the high cost of labor, boats, maintenance, fuel, and insurance, HPFC is providing Beaufort County with a tremendous value.



## 2. Approach to the Planning Process

HPCCA Ferry Company (HPFC) recognizes Beaufort County's desire to procure a reliable, high-quality Medivac and ferry service for its employees.

HPFC is best positioned to provide waterborne services between Daufuskie Island and Hilton Head Island, SC. Our proposal is built on 39 years of demonstrated success providing trained, certified crews, reliable vessels, and customer-oriented service. Passenger safety and comfort is incorporated in all our operations. HPFC's proven record of providing service between Hilton Head and Daufuskie, 7 days-a-week, throughout the year is unsurpassed. Currently we operate an 4-boat fleet with 18 round trips daily and 24 hour per day emergency transport. In total, we have over 29,300 departures annually to and from Daufuskie Island.

### **In preparation for this proposal response,**

- We reviewed the Beaufort County Daufuskie Island Planning Code (developed in 2010 and updated in 2018) Section 2 titled Ferry Service to determine the needs and expectations of both the County and the residents of Daufuskie Island.
- We leveraged our many years of transportation services to research the Beaufort County employee usage, Medivac occurrences (as documented by the Daufuskie Island Fire Department), the parking needs, and the financial performance of the HPFC service.
- We have a lease in place with Harbour Town and have reviewed the terms of the lease to ensure that HPFC has the right to come and go.
- We sailed the route between the docks to determine (1) the accessibility of the docks during various tidal shifts and (2) the time and fuel required to ensure the integrity of our proposed departure schedule.
- We hired a seasoned United States Coast Guard Captain to be the business lead of the HPFC to ensure the professional execution of the service for passengers and the contract with Beaufort County.

### 3. **Work Plan and Scheduling**

#### 3.1 **Beaufort County (BC) Emergency Medical Services (EMS)**

- a) Parking, daily ferry, and gate access services
  - 3.1.a.1 Each EMS employee's vehicle will be issued a parking pass for the HPFC embarkation located at 10 Haig Point Circle, Hilton Head Island. Vehicles will be required to park in designated areas as determined by HPCCA.
  - 3.1.a.2 EMS will provide HPFC a list of employees on the contract anniversary that will need access to the HPFC ferry. EMS list can be updated by administrator assigned by BC. Each EMS employee will be issued a permanent ferry pass for purposes of traveling to and from shifts on Daufuskie Island. The primary benefit of the permanent pass is that EMS employees can simply park and walk directly to the boarding area on Hilton Head and Daufuskie. Permanent passes will also be used for the exit and re-entry from HPCCA on Daufuskie Island.
  - 3.1.a.3 EMS can request single-day ferry passes for employees or contractors going to Daufuskie to perform work for BC.
  - 3.1.a.4 EMS employees receive guaranteed and priority boarding on HPFC ferries. HPFC ferries operate 18 round trips each day. One-way HPFC ferry time is 30 minutes to the Haig Point Landing on Daufuskie Island where EMS employees are greeted by fellow team members and shift changes occur.
  - 3.1.a.5 EMS Employees can use the HPFC cargo and freight transportation system for EMS-related items or personal items needed during their shifts.
- b) Emergency Waterborne Medivac Services (SEE IMAGE BELOW)
  - 3.1.b.1 24 hours a day, 365 days per year an HPFC Captain will be available to transport EMS personnel and patients. HPFC Captains are stationed at the Haig Point Landing on Daufuskie, allowing for immediate departures upon the ambulance's arrival.
  - 3.1.b.2 HPFC will provide immediate telephone response when alerted of an emergency, and initiate the waterborne extension of ambulance services.
  - 3.1.b.3 Waterborne ambulance services will be provided by HPFC in an "on-call" model 24 hours a day, 365 days per year. Captain will transport EMS employees and patient(s) from the HPCCA-owned Haig Point Landing on Daufuskie Island to the HPCCA-leased dock in Harbour Town on Hilton Head. The vessel will provide a weather-protected, climate controlled, safe, stable, and rapid transport (<8 min). Ambulances on both Daufuskie Island and Hilton Head will

be provided with easy access to the docks. Once the Daufuskie Island EMS employees deliver the patient to the care of mainland EMS staff, then the HPFC Captain will return the Daufuskie EMS team to the Haig Point Landing.

- c) Air Ambulance Landing and Take-off Area
  - 3.1.c.1 HPCCA will provide a suitable area within the private community for the landing and take-off of air ambulance services.
- 3.2 BC Coroner**
  - a) Private Waterborne Service
    - 3.2.a.1 HPFC agrees to provide service to BC Coroner's office for a body to be moved from Daufuskie Island on a mutually acceptable day and time. HPFC's private service will originate from Haig Point Landing on Daufuskie Island and debark at Harbour Town on Hilton Head Island.
    - 3.2.a.2 Upon reservation, Coroner and deputy coroners will have access to the HPFC regularly scheduled ferry, as well as, the HPFC water taxi.
- 3.3 BC Sheriff's Office (BCSO)**
  - a) Parking, daily ferry, and gate access services
    - 3.3.a.1 Each BCSO employee's vehicle will be issued a parking pass for the HPFC embarkation located at 10 Haig Point Circle, Hilton Head Island. Vehicles will be required to park in designated areas as determined by HPCCA.
    - 3.3.a.2 BCSO will provide HPFC a list of employees on the contract anniversary that will need access to the HPFC ferry. BCSO list can be updated by administrator assigned by BC. Each BCSO employee will be issued a permanent ferry pass for purposes of traveling to and from shifts on Daufuskie Island. The primary benefit of the permanent pass is that BCSO employees can simply park and walk directly to the boarding area on Hilton Head and Daufuskie. Permanent passes will also be used for the exit and re-entry from HPCCA on Daufuskie Island.
    - 3.3.a.3 BCSO can request single-day ferry passes for employees or contractors going to Daufuskie to perform work for BC.
    - 3.3.a.4 BCSO employees receive guaranteed and priority boarding on HPFC ferries. HPFC ferries operate 18 round trips each day. One-way HPFC ferry time is 30 minutes to the Haig Point Landing on Daufuskie Island.
  - b) Access to the HPFC Harbour Town Water Taxi
    - 3.3.b.1 24 hours per day BCSO can call to reserve space on the regularly schedule HPFC Harbour Town Water Taxi for emergencies on Daufuskie Island.
  - c) On-Call Services
    - 3.3.c.1 24 hours a day, 365 days per year an HPFC Captain will be available to transport BCSO personnel and perpetrator(s).

HPFC Captains are stationed at the Haig Point Landing on Daufuskie, allowing for immediate departures upon BCSO arrival.

3.3.c.2 HPFC will provide immediate telephone response when alerted of an emergency, and initiate the waterborne extension of BCSO services.

3.3.c.3 Waterborne ambulance services will be provided by HPFC in an “on-call” model 24 hours a day, 365 days per year. Captain will transport BCSO employees and perpetrator(s) between the HPCCA-owned Haig Point Landing on Daufuskie Island to the HPCCA-leased dock in Harbour Town on Hilton Head. The vessel will provide a safe, stable, and rapid transport (<8 min).

d) Vehicle Storage and Boat Docking on Daufuskie

3.3.d.1 BCSO Marine Division will be granted dock space at the HPCCA Landing on Daufuskie when necessary. HPCCA Landing is the closest point between Hilton Head and Daufuskie.

3.3.d.2 BCSO will have two parking spots reserved near the Haig Point Landing on Daufuskie for them to leave vehicles stored in case of an emergency.

**3.4 BC Approved Personnel (Stormwater, Code Enforcement, Build Inspector, etc.)**

a) Parking, daily ferry, and gate access services

3.4.a.1 Each approved employee’s vehicle will be issued a parking pass for the HPFC embarkation located at 10 Haig Point Circle, Hilton Head Island. Vehicles will be required to park in designated areas as determined by HPCCA

3.4.a.2 BC will provide HPFC a list of employees on the contract anniversary that will need access to the HPFC ferry. List can be updated by administrator assigned by BC. Each BC employee will be issued a permanent ferry pass for purposes of traveling to and from shifts on Daufuskie Island. The primary benefit of the permanent pass is that BC employees can simply park and walk directly to the boarding area on Hilton Head and Daufuskie. Permanent passes will also be used for the exit and re-entry from HPCCA on Daufuskie Island.

3.4.a.3 BC can request single-day ferry passes for employees or contractors going to Daufuskie to perform work for BC.

3.4.a.4 BC employees receive guaranteed and priority boarding on HPFC ferries. HPFC ferries operate 18 round trips each day. One-way HPFC ferry time is 30 minutes to the Haig Point Landing on Daufuskie Island.

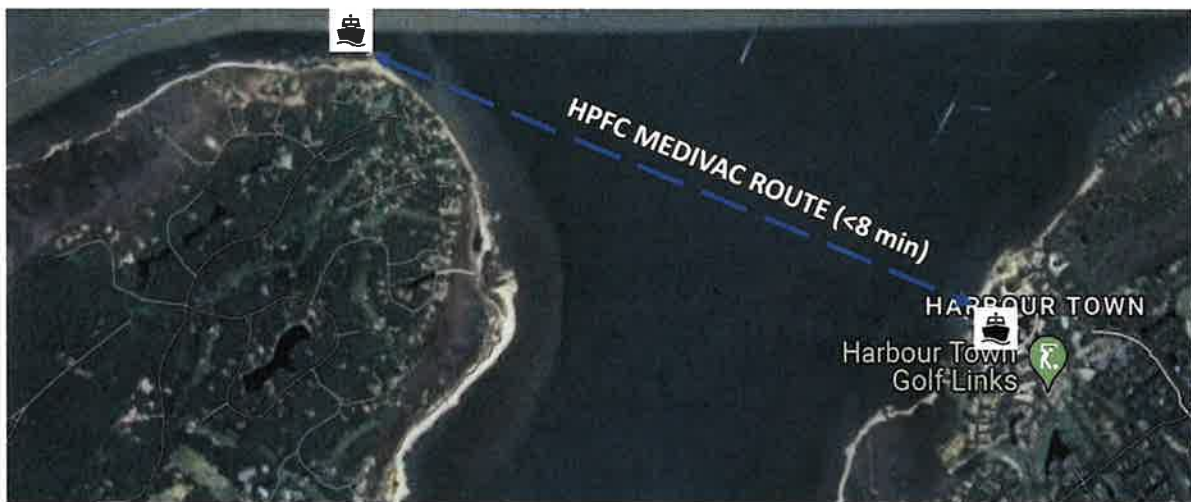
3.4.a.5 BC Employees can use the HPFC cargo and freight transportation system for BC-related items or personal items needed during their shifts.

- b) Access to Cart Rentals and Other Conveniences
  - 3.4.b.1 BC has an HPCCA commercial vendor account for miscellaneous purchases at HPCCA, such as, golf cart rentals. Cargo Cart and/or 4 and 6-seat Golf Carts can be rented for BC employees at the prevailing commercial vendor rate and charged to the BC account. BC will be billed for miscellaneous charges on a monthly basis.
  - 3.4.b.2 BC employees have access to HPCCA’s private Strachan Mansion General Store, Café and Restrooms.

**3.5 Emergency Evacuation and Re-entry Services for individuals covered under this agreement**

- a) HPFC will provide evacuation on regularly scheduled HPFC ferry departures for individuals covered under this agreement in the case of an emergency where evacuation is ordered.
- b) Individuals covered under this agreement will have the fastest possible re-entry following an emergency. HPFC has four employees on the DIFD REntry Disaster Daufuskie Island (REDDI) Team. The REDDI team enables HPFC to facilitate the re-entry of EMS employees to Daufuskie Island

**Haig Point Landing to Harbour Town Route for EMS, Coroner, and BCSO:**



**HPFC Ferry Schedule:**

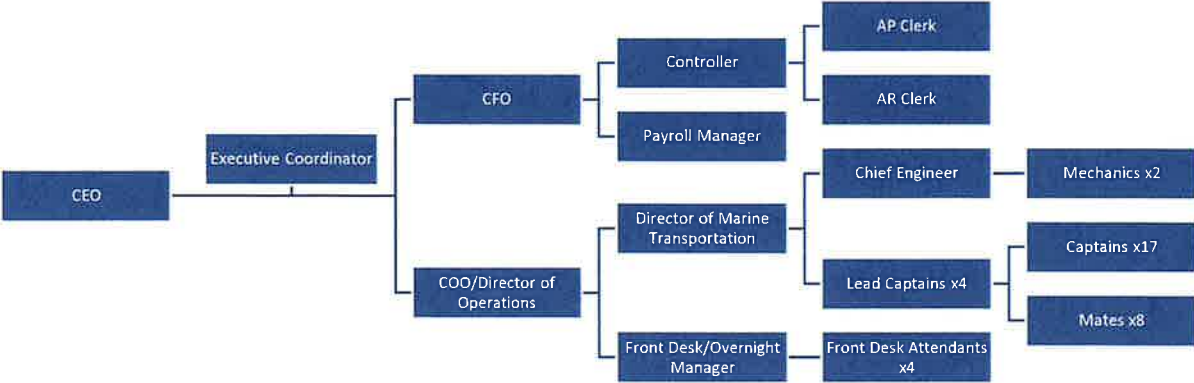
Departing HHI (10 Haig Point Circle)	Departing DI (Haig Point Landing)
<ul style="list-style-type: none"> <li>Every hour on the :30s from 6:30 AM to 11:30 PM. 30-minute travel time</li> </ul>	<ul style="list-style-type: none"> <li>Every hour on the :40s from 6:40 AM to 11:40 PM. 30-minute travel time</li> </ul>

**HPFC Water Taxi Schedule (By Reservation):**

Departing DI (Haig Point Landing)	Departing HHI (Harbour Town)
<ul style="list-style-type: none"> <li>Every hour on the :10s – 24 hours per day. 8-minute travel time</li> </ul>	<ul style="list-style-type: none"> <li>Every hour on the :20s – 24 hours per day. 8-minute travel time</li> </ul>

# 4. Experience, Qualifications and Vessel Information

## 4.1 HPFC Organizational Chart



## 4.2 Captain and Mate Experience and Qualifications

Chris Doscher, Captain (Director of Marine), 100 Ton Master License

- 1 year with Haig Point
- 38 years with a Captain License
- Sea School
- BS Aerospace Engineering
- MBA Penn School of Business

Andrew (AJ) Brannan, Captain, 50 Ton Master License

- 5 years with Haig Point
- 9 years with a Captain License
- Mariners Learning System
- BS Marine Biology

Antonio Chalmers, Captain, 100 Ton Master License

- 15 Years with Haig Point
- 8 years with a Captain License
- Sea School

Joshua Eben, Captain, 100 Ton Master License

- 6 years with Haig Point
- 5 years with a Captain License
- Down East Maritime School

## Stephanie Hodge, Captain, 50 Ton Master License

- 3 and a half years with Haig Point
- 1 and a half years with a Captain License
- Sea School
- Lowcountry Practical Nursing school (NCLEX-PN)

## Chris Kennedy, Captain, 100 Ton Master License

- 4 years with Haig Point
- 4 years with a Captain License
- Sea School

## Robert Levis, Captain, 100 Ton Master License

- 9 years with Haig Point
- 5 years with a Captain License
- Sea School

## John Lynn, Captain (Retired Law Enforcement), 50 Ton Master License

- 8 months with Haig Point
- 2 years with a Captain License
- Sea School
- Masters Criminal Justice
- BS Computer Science
- AS Civil Engineering

## Michael (Mick) Mayers, Captain, 100 Ton Master License

- (Operations Chief for US Dept of Health and Human Services)
- 1 year with Haig Point
- 5 years with a Captain License
- Sea School
- BA Organizational Leadership
- AS Fire Science

## Robert Paulik, Captain, 100 Ton Master License

- 32 years with Haig Point
- 28 years with a Captain License
- Sea School
- BS in Education

## Joseph Pelletier, Captain, (Lead Captain), 100 Ton Master License

- 6 years with Haig Point
- 24 years with a Captain License
- Sea School

## Nathan Plavcan, Captain, US Coast Guard Reserves, 100 Ton Master License

- 4 years with Haig Point
- 4 years with a Captain License
- Sea School

Geoff Rosenberry, Captain, 100 Ton Master License

- 4 years with Haig Point
- 23 years with a Captain License
- Sea School

Robert Stevens, Captain, 100 Ton Master License, STCW

- 4 years with Haig Point
- 2 years with a Captain License
- Sea School

Lauren Uslin, Captain, 50 Ton Master License

- 1 year with Haig Point
- 3 years with a Captain License
- Sea School

Jeff Gephart, Captain, 100 Ton Master License

- 1 year with Haig Point
- 8 years with a Captain License
- Mariners Learning Center
- BS Sports Medicine
- Masters Business Administration

Joe Walsh, Captain, 50 Ton Master License

- 1 years with Haig Point
- 1 ½ years with a Captain License
- Sea School
- BS Electrical Engineering

#### Marine Boat Mates 2024

Ryan Blalock, Boat Mate, 25 Ton Master License

- 8 months with Haig Point
- 5-year Boat Mate

Romal Garcia, Boat Mate

- 9 months with Haig Point
- 9-month Boat Mate

Trent Grant, Boat Mate

- 4 and a half years at Haig Point
- 4-year Boat Mate



Jerome Jones, Boat Mate

- 2 years at Haig Point
- 2-year Boat Mate

Steve Martin, Boat Mate, Six-Pack Captain License

- 5 years at Haig Point
- 5-year Boat Mate

Danny Ragland, Boat Mate, Six-Pack Captain License

- 2 years at Haig Point
- 2-year Boat Mate

Myron Spence, Boat Mate

- 1 year at Haig Point
- 1-year Boat Mate
- BS Information Systems

Craig Stoddard, Boat Mate

- 2 years at Haig Point
- 2-year Boat Mate

4.3 Vessel Information



PRIMARY VESSEL CHARACTERISTICS

<b>Owner:</b>	HPCCA Ferry Company Inc.	<b>Operator:</b>	HPCCA Ferry Company Inc.
<b>Owner Address:</b>	10 Haig Point Circle, Hilton Head, SC 29928	<b>Operator Address:</b>	10 Haig Point Circle, Hilton Head, SC 29928
<b>Name of Vessel:</b>	Haig Point III		
<b>Length:</b>	36'	<b>Beam:</b>	12.7'
<b>Cruising Speed:</b>	18 knots	<b>Horsepower:</b>	750 (375 x 2)
<b>Propulsion:</b>	Twin inboard diesels	<b>Navigation Electronics:</b>	Marine Radar, Depth Sounder, Compass & GPS
<b>Communication Equipment:</b>	VHF Marine Radio, 2-way radio, Cell Phone	<b>Constructed:</b>	1986-1987
<b>USCG Certified Passengers:</b>	30		



BACK-UP VESSELS CHARACTERISTICS (THREE DIFFERENT FERRIES)

<b>Owner:</b>	HPCCA Ferry Company Inc.	<b>Operator:</b>	HPCCA Ferry Company Inc.
<b>Owner Address:</b>	10 Haig Point Circle, Hilton Head, SC 29928	<b>Operator Address:</b>	10 Haig Point Circle, Hilton Head, SC 29928
<b>Name of Vessel:</b>	Haig Point I, II and IV		
<b>Length:</b>	55.3'	<b>Beam:</b>	17.2'
<b>Cruising Speed:</b>	20 knots	<b>Horsepower:</b>	750 (375 x 2)
<b>Propulsion:</b>	Twin inboard diesels	<b>Navigation Electronics:</b>	Marine Radar, Depth Sounder, Compass & GPS
<b>Communication Equipment:</b>	VHF Marine Radio, 2-way radio, Cell Phone	<b>Constructed:</b>	1986-1987
<b>USCG Certified Passengers:</b>	89		

## **5. Additions, Exceptions or Exclusions to the RFP**

### **5.1 Additional Terms**

#### a) Operating Expense Escalator

Each year on the anniversary date of the contract, the contractor shall have the opportunity to negotiate the contract price if the contractor's annual operating expenses, from May to May, increase more than 3%, or there is a larger than 3% increase in the Consumer Price Index, South Urban, All Items.

#### b) Proposal Term Length

HPFC proposes a five (5) year contractual period of performance with up to two (2) optional five (5) year periods.

## EXHIBIT A

### **Certification regarding Debarment, Suspension, Ineligibility, and Voluntary exclusion**

The contractor certifies, by submission of this qualification statement or acceptance of a contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State, Federal department, or agency.

It further agrees by submitting this qualification statement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/bid.

**State whether your company has been involved in any litigation within the past five (5) years, arising out of your performance.**

Circle Yes or No.

**If you answer yes, explain fully if it has been involved in any litigation involving performance.**

**See C/A 2021-CP-07-01078 James Ware, et. al. vs. Beaufort County, HPCCA Ferry Company, Inc., and The Daufuskie Island Ferry Services, LLC.**

# EXHIBIT B

## CERTIFICATION BY CONTRACTOR

Regarding

### NON-SEGREGATED FACILITIES

The Bidder certifies that he does not, and will not, provide and maintain segregated facilities for his employees at his establishments and, further that he does not, and will not, permit his employees to perform their services at those locations, under his control, where segregated facilities are provided and maintained. Segregated fountains, transportation, parking, entertainment, recreation, ad housing facilities; waiting, rest, wash, dressing, and locker room, and time clock, work, storage, restaurant, and other eating areas which are set apart in fact, or by explicit directive, habit, local custom, or otherwise, based on color, creed, national origin, and race. The Bidder agrees that, except where he has obtained identical certifications from proposed subcontractors for specific time periods, he will obtain identical certifications from proposed subcontractors prior to the award of subcontractors exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

The Bidder agrees that a breach of this certification is a violation of the Equal Opportunity clause in this Contract. The penalty for making false statements is prescribed in 18 U.S.C. 1001.

HPCCA Ferry Company

Contractor



(Signature)

Don Hunter, CEO

Name and Title of Signer

May 17, 2024

Date

# EXHIBIT C

## PRICE PROPOSAL AND CERTIFICATION

The undersigned HPCCA Ferry Company, Inc., having carefully examined the information contained in the Beaufort County RFP Number #051724 dated May 17th, 2024, proposes to provide EMS Transportation Services from Daufuskie Island, as outlined in this proposal, at the prices specified below:

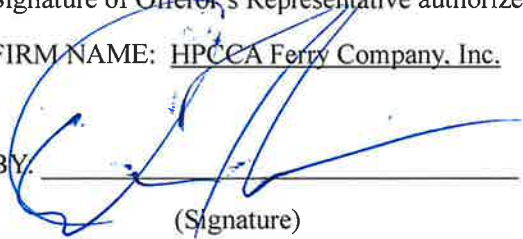
### Provide annual cost for ferry services for Beaufort County:

- Total annual cost to provide all required services for the fiscal year starting July 1, 2024:  
**\$ 275,000 (numbers) / two hundred and seventy-five thousand dollars (words)**

This cost proposal is made without prior understanding, agreement, or connections with any corporation, firm, or person submitting a proposal for the same service and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

Signature of Offeror's Representative authorized to enter into contract with Beaufort County Council:

FIRM NAME: HPCCA Ferry Company, Inc.

BY:   
 (Signature)

DATE: May 17, 2024

TYPE/PRINT: Don Hunter

CEO

(Name)

(Title)

ADDRESS: 10 Haig Point Circle

(Street Address and/or P. O. Box Number)

Hilton Head, Island, South Carolina, 29928

(City) (State) (Zip Code)

PHONE: (843) 341-8141 \_\_\_\_\_

(Area Code) Phone Number

( ) \_\_\_\_\_

(Area Code) Phone Number

EMAIL: dhunter@haigpoint.com

FEDERAL ID#: 22-2690475

S.C. TAX #: \_\_\_\_\_

**The Daufuskie Island Council**  
***The Elected Voice of Daufuskie Island***

May 16, 2024

To The Beaufort County Council:

If we have learned anything over the past 6 months, it's that having a safe and efficient ferry service is of paramount importance to our community. As it pertains to marine transport for medical emergencies, the need could not be greater for the best available service. Having the right ferry company in place is literally a life-saving matter. Therefore, the Daufuskie Island Council strongly supports Haig Point's RFP application for our island's EMS marine transport contract.

Specifically, we support the Haig Point application for the following reasons:

- In collaboration with Beaufort County Emergency Medical Services (EMS), Haig Point has provided marine transport for Daufuskie's residents and visitors since 1985, representing almost 40 years of consistently high quality service.
- There are no documented complaints relating to this past service in the history of the Daufuskie Island Council. On the contrary, our community reports many incidents of saved lives attributable to this service.
- Haig Point offers the best infrastructure on Daufuskie Island for delivering injured and ill patients down a dock that is always in good repair, and also is the closest dock to Hilton Head.
- Haig Point offers trained and experienced staff that professionally and quickly get patients and the EMS staff to Hilton Head in a travel time of 5-10 minutes.
- A family member or friend is always welcome to accompany the patient, and Haig Point regularly arranges free transport back to Daufuskie at the conclusion of the medical visit.
- Haig Point maintains ADA-friendly boats which are suitable for boarding/disembarking stretchers, walkers, and wheelchairs.

- Several weatherproof boats are always available as back-ups in the event of a breakdown by the primary vessel.
- Haig Point provides expeditious medical transport to Hilton Head on a 24-hour basis and there is always a standby boat captain.

In summary, we believe that the saying "if it ain't broke, don't fix it" applies to Haig Point's RFP application for our island's emergency medical transport provider. The company's application has our strongest endorsement.

Thank you for your consideration of our views, and please don't hesitate to contact me with any questions or for additional information

Sincerely,

Kade Yarborough, Chair  
Daufuskie Island Council  
[kadeeydicouncil@gmail.com](mailto:kadeeydicouncil@gmail.com)  
(843) 422-6825



**From:** Brock, Sarah <[sbrock@bcgov.net](mailto:sbrock@bcgov.net)>  
**Sent:** Monday, May 13, 2024 9:07 AM  
**To:** #Council <[Council@bcgov.net](mailto:Council@bcgov.net)>; Adam Martin <[Amartin@haigpoint.com](mailto:Amartin@haigpoint.com)>  
**Subject:** [EXTERNAL]FW: EMS contract for Daufuskie Island

Please see the citizengram below.



## Sarah W. Brock

Clerk to Council  
 Beaufort County Council  
 Beaufort County Government, South Carolina  
[sbrock@bcgov.net](mailto:sbrock@bcgov.net)  
 Office: [843-255-2180](tel:843-255-2180)  
 Direct line: [843-255-2183](tel:843-255-2183)

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**From:** Kathy Green <[kgreen@dnet.net](mailto:kgreen@dnet.net)>  
**Date:** Sunday, May 12, 2024 at 1:47 PM  
**To:** Brock, Sarah <[sbrock@bcgov.net](mailto:sbrock@bcgov.net)>  
**Cc:** [Amartin@haigpoint.com](mailto:Amartin@haigpoint.com) <[Amartin@haigpoint.com](mailto:Amartin@haigpoint.com)>  
**Subject:** EMS contract for Daufuskie Island

[EXTERNAL EMAIL] Please report any suspicious attachments, links, or requests for sensitive information to the Beaufort County IT Division at [helpdesk@bcgov.net](mailto:helpdesk@bcgov.net) or to 843-255-7000.

To all Beaufort County Council Members:

I am a full time, senior resident of Daufuskie Island and I am contacting you to request that the contract for transporting EMS services for Daufuskie will be awarded to Haig Point. Haig Point has the resources, vessel, experienced crew, and a proven track record of providing the service for many years

I required transport to a mainland hospital a few years ago. The transport from ambulance to boat and to another ambulance on the mainland was seamless. The boat trip to the mainland seemed to only take a few minutes. The crew on the boat were very competent and professional.

As a medical professional myself, I have the utmost confidence that the current provider of emergency transport, Haig Point should continue to provide this service.

In the event of a severe life or death situation, I think the best chance of survival for the patient lies with Haig Point. They have been providing fast transport and compassionate care for many years.

Respectfully,  
 Kathy J. Green  
 167 Haig Point Rd.  
 Daufuskie Island

# REQUEST FOR PROPOSALS

## EMS Transportation Services from Daufuskie Island

RFP # 051724



**Prepared by:** Procurement Services

**Dated:** April 15, 2024

**Proposal Due Date:** May 17, 2024 3:00PM (EST)



COUNTY COUNCIL OF BEAUFORT COUNTY  
**PROCUREMENT SERVICES DEPARTMENT**

106 Industrial Village Road, Bldg. 2 Post Office Drawer 1228  
 Beaufort, South Carolina 29901-1228

PROPOSAL NOTICE NO. RFP 051724

CLOSING DATE AND TIME: **May 17, 2024 3:00PM (EST)**

PROPOSAL TITLE: EMS Transportation Services from Daufuskie Island

You are invited to submit a proposal, in accordance with the requirements of this solicitation which are contained herein.

There will be a **non-mandatory** Pre-Proposal meeting held virtually on **May 1, 2024/2:00PM (EST)**. Please contact Victoria Moyer at [victoria.moyer@bcgov.net](mailto:victoria.moyer@bcgov.net) **all vendors are encouraged to attend.**

In order for your proposal to be considered, it must be submitted to the Procurement Services Department no later than **May 17, 2024 3:00PM (EST)**, at which time respondents to this request will be recorded in the presence of one or more witnesses. RFP received by the Procurement Services Department after the time specified will not be considered. Due to the possibility of negotiation with all respondents, the identity of any respondents or the contents of any proposal shall not be public information until after the contract award is made; therefore, the public is not invited to the proposal closing.

The proposal must be signed by an official authorized to bind the Consultant, and it shall contain a statement to the effect that the proposal is firm for a period of at least 90 days from the closing date for submission of proposal. **Proposal must be submitted through Vendor Registry by going to the County Website at [www.beaufortcountysc.gov](http://www.beaufortcountysc.gov) and register as a vendor. There is no cost to register you company. This will allow you to submit your RFP electronically.**

All submittals (see Submission Requirements) received in response to this Request for Proposal will be rated by a Selection Committee, based upon the Evaluation Form contained within this RFP. If the best proposal respondent is clearly identified from the point summary, there will not be a need for oral presentations. If not, then an oral presentation from a minimum of the top two rated firms shall be required.

This solicitation does not commit Beaufort County to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for the articles of goods or services. The County reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified firms, or to cancel in part or in its entirety this solicitation, if it is in the best interests of the County to do so.

“Original Signed”

Dave Thomas  
 Procurement Services Director  
 (843) 255-2304

## IMPORTANT ELECTRONIC SUBMITTAL INSTRUCTIONS

In order to do business with the Beaufort County, vendors must register with Procurement Services through our Vendor Registration system, powered by Vendor Registry. The County may reject any quotes, bids, proposals, and qualifications submitted by businesses that are not registered. Registering also allows businesses to identify the type of goods and services they provide so that they may receive email notifications regarding relevant solicitations out for bid.

To register with the County, go to [www.beaufortcountysc.gov](http://www.beaufortcountysc.gov) and go to the Procurement Services Department's page and click on Vendor Registration. Once registered you may submit your proposal through the solicitation section in Vendor Registry.

## IMPORTANT ELECTRONIC SUBMITTAL REQUIREMENTS

Response submittals for this Request for Proposal will ONLY be received electronically and must be submitted ONLINE prior to the date and time listed on the cover page of this RFP document.

All responses must adhere to the following guidelines:

- Suppliers are encouraged to submit responses as soon as possible. Responses are received into a 'lockbox' folder and cannot be opened prior to the due date and time. The time and date of receipt as recorded by the server will serve as the official time of receipt. The County is not responsible for late submissions, regardless of the reason.
- **All requested information and forms MUST be uploaded as one file if possible. If necessary to have more than one upload, pricing, and signed acknowledgements, etc. are to be in the first upload and the Pricing Information should be in the second, with each titled accordingly. If you have a problem with your upload, you may contact Vendor Registry at 844-802-9202 or [cservice@vendorregistry.com](mailto:cservice@vendorregistry.com)**

# COUNTY COUNCIL OF BEAUFORT COUNTY

## Title VI Statement to Prime Contractors, Subcontractors, Architects, Engineers, and Consultants



It is the policy of the County Council of Beaufort County, South Carolina, hereafter referred to as “Beaufort County” or “the County”, to comply with Title VI of the 1964 Civil Rights Act (Title VI) and its related statutes. To this end, Beaufort County assures that no person shall be excluded from participation in, denied the benefit of, or subjected to discrimination under any of its programs or activities on the basis of race, color, national origin, age, sex, disability, religion, or language regardless of whether those programs and activities are Federally funded or not. The County is also committed to assuring every effort will be made to prevent the discrimination of low-income and minority populations as a result of any impact of its programs or activities. Beaufort County also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. Additionally, the County will take reasonable steps to provide meaningful access to services for persons with limited English proficiency. In addition, Beaufort County will not retaliate against any person who complains of discrimination or who participates in an investigation of discrimination. Beaufort County will, where necessary and appropriate, revise, update, and incorporate nondiscrimination requirements into appropriate documents, directives, and regulations.

Pursuant to Title VI requirements, any entity that enters into a contract with Beaufort County including, but not limited to Prime Contractors, Subcontractors, Architects, Engineers, and Consultants, may not discriminate on the basis of race, color, national origin, age, sex, disability, religion, or language in their selection and retention of first-tier subcontractors, and first-tier subcontractors may not discriminate in their election and retention of second-tier subcontractors, including those who supply materials and/or lease equipment. Further, Contractors may not discriminate in their employment practices in connection with highway construction projects or other projects assisted by the U.S. Department of Transportation (USDOT) and/or the Federal Highway Administration (FHWA).

**In all solicitations either by competitive bidding or negotiation made by the Contractor for work to Beaufort County to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under the contract and the Title VI regulations relative to nondiscrimination on the basis of race, color, national origin, age, sex, disability, religion, or language by providing such a statement in its bidding and contract documents.**

Upon request, the Contractor shall provide all information and reports required by Title VI requirements issued pursuant thereto, and shall permit access to its books, records, accounts and other sources of information, and its facilities as may be determined by Beaufort County, USDOT, and/or FHWA to be pertinent to ascertain compliance with such regulations, orders, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to USDOT or FHWA, as appropriate and via Beaufort County, and shall set forth what efforts it has made to obtain the information. In the event of the Contractor's non-compliance with nondiscrimination provisions of this contract, USDOT may impose such contract sanctions as it or FHWA may determine to be appropriate, including, but not limited to:

- Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
- Cancellation, termination, or suspension of the contract, in whole or in part.

In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of this direction to comply with Title VI, the Contractor may request USDOT to enter into such litigation to protect the interests of USDOT and FHWA. Additionally, the Contractor may request the United States to enter into such litigation to protect the interests of the United States. Any person or Subcontractor who believes that they have been subjected to an unlawful discriminatory practice under Title VI has a right to file a formal complaint within one hundred eighty (180) days following the alleged discriminatory action. Any such complaint must be filed in writing or in person:

**Beaufort County Government**  
**Post Office Drawer 1228 · Beaufort, SC 29901-1228**  
**843-255-2304 Telephone · E-mail: dthomas@bcgov.net**

## **PROJECT PURPOSE**

Beaufort County requests proposals from all interested vendors, licensed in the State of South Carolina, experienced in providing 24-hour, year-round emergency waterborne medivac services from Daufuskie Island to Hilton Head Island in order to support Beaufort County EMS, Beaufort County Coroner, and Daufuskie Island Fire Department services as needed in order to connect land-based ambulance transports. Additionally, the provision of regular transportation to and from the mainland for Public Safety workers, to include workers supporting: Beaufort EMS, Daufuskie Fire Department, Beaufort County Sheriff, Beaufort County Coroner, and other essential service providers as approved by Administration.

## **SCOPE OF WORK**

Provide Emergency Medical Transportation services 24 hours a day, 365 days per year in an “on-call” model as an extension of ambulance services. This service is to support/supplement Beaufort County EMS services, as well as Beaufort County Coroner’s, or Beaufort County Sheriff’s Officers by transporting injured, or deceased individuals in an enclosed climatized marine vessel between Daufuskie Island and Hilton Head Island, or another location that can be proven more effective in rapid, safe transport in emergency situations. All cargo, baggage, implements, and other equipment as required for the Emergency response shall be allowed at no additional charge.

- Provide regular transportation of EMS, Fire Department Employees, and other approved County personnel daily to and from the island on a daily basis for shift changes and other services provision necessities. EMS and Fire Department personnel must have priority boarding on the scheduled shift-change related trips and shall not be displaced.
- Provide parking passes at no charge on the Hilton Head side embarkation point for EMS and Fire Department Employees who do not live on Daufuskie Island. Daily parking passes for other County Personnel on Official business at no cost.

## PROPOSAL SUBMISSION INSTRUCTIONS

1. Electronically submit your file to the Procurement Services Department by using the Vendor Registry process through our County Website at [www.beaufortcountysc.gov](http://www.beaufortcountysc.gov). Both files must contain the Vendors name:
  - a. **Proposal Submittal Contents (items #1-#5 on page 6).**
2. Statement of Award will be posted on Vendor Registry.
3. Prohibition of Gratuities: It shall be unethical for any person to offer, or give, or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.
4. Questions
  - a. Submit questions you have, at least ten (10) calendar days prior to proposal closing date to Vendor Registry
  - b. Answers to questions received that would change and/or clarify this solicitation will be provided be posted on Vendor Registry as addendum.
  - c. Selection Committee members SHALL NOT be contacted during the RFP process.
5. In order to do business with the Beaufort County, vendors must register with Procurement Services through our Vendor Registration system, powered by Vendor Registry. The County may reject any quotes, bids, proposals, and qualifications submitted by businesses that are not registered. Registering also allows businesses to identify the type of goods and services they provide so that they may receive email notifications regarding relevant solicitations out for bid.

To register with the County, go to [www.beaufortcountysc.gov](http://www.beaufortcountysc.gov) and go to the Procurement Services Department's page and click on Vendor Registration. Once registered you may submit your proposal through the solicitation section in Vendor Registry.

## PROPOSAL SUBMITTAL CONTENTS

To achieve a uniform review process and allow for adequate comparability, the information is to be organized in the manner specified below and the entire package must not exceed 15 double-sided printed pages excluding Exhibit A and B, cover pages and tabs.

1. **Executive Summary**: To include how you propose to provide the services as outlined in this solicitation.
2. **Approach to the Planning Process**: Explanation of the process to provide a support plan based on parameters defined in the scope of work.
3. **Work Plan and Scheduling** – Provide a summary of key planning tasks and trip schedule. This should include a plan on how the vendor will handle the emergency on-call requirements.
4. **Experience and Qualifications**: Experience and qualifications of the team members, with an emphasis on similar services provided within the last five (5) years. Provide an organization chart including any sub-contractors and contractors.
5. **List any exceptions, qualifications, or exclusions to this RFP:**

**ALL OTHER PAGES SHALL REMAIN PART OF THE RFP**

**BY REFERENCE AND IT IS NOT NECESSARY TO RETURN THESE ITEMS.**



**Reserved Rights**

The County shall not be responsible for any of the costs associated with responding to this request and all submitted materials shall become the property of the County. Furthermore, the County expressly reserves the right and options to:

- Reject any or all consultants and re-advertise if deemed necessary
- Waive any or all formalities and technicalities
- Approve, disapprove, or cancel all services associated with the project

The County has yet to decide whether to select one or more other Vendors to provide some or all of the professional services described in this document. All selected Vendors will perform such services under the direct supervision of the Beaufort County Special Assistant to the County Administrator.

**Selection & Notification**

The selected Vendors will be given written notification of being selected by the County. This work may be awarded in whole or in part at the sole discretion of the County. The County will negotiate and execute a contract with the selected vendor(s) prior to the beginning of the actual services. Should contract negotiations fail, the County will negotiate with one or the other highly ranked Vendors. In general, the contract will comply with applicable laws and standard provisions and shall contain the following terms:

- Detailed scope of services
- Schedule for providing services
- Cost of services

# **Beaufort County Standards for Contracting**

## **CHAPTER 1. TYPES OF SERVICES**

- 1-1. Emergency Transport Services

## **CHAPTER 2. PROCEDURES FOR SELECTION OF CONSULTANTS**

- 2-1. General
- 2-2. Objective
- 2-3. Proposal-Based Selection Procedures
- 2-4. Selection Criteria

## **CHAPTER 3. CONTRACT FORMAT AND PROVISIONS**

- 3-1. Mandatory Contract Provisions
- 3-2. "Reserved"

## **CHAPTER 4. "Reserved"**

## **CHAPTER 5. BEAUFORT COUNTY STANDARD CLAUSES**

- 5-1. Contract Requirements
- 5-2. Special Instructions

## CHAPTER 1. TYPES OF SERVICES REQUIRED:

EMS Transportation Services from Daufuskie Island

## CHAPTER 2. PROCEDURES FOR SELECTION OF VENDORS

### 2-1. GENERAL

Proposal-based procedures require that a contract for consulting services be awarded pursuant to a fair and open selection process based on the submitted proposals by the Vendors. The fees for such services are established following selection of a firm through a negotiation process to determine a fair and reasonable price.

### 2-2. OBJECTIVE

Vendors employed for work on projects shall be responsible and possess the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as integrity, record of past performance, extent of experience with the type of services required by the sponsor, technical resources, and accessibility to other necessary resources.

### 2-3. PROPOSAL-BASED SELECTION PROCEDURES. Vendors shall be selected based on their qualifications and experience, with fees determined through negotiations following selection. **The highest ranked offeror shall be selected.**

### 2-4. SELECTION CRITERIA. Criteria include, but are not limited to, the following:

- a) Demonstrated control of required docks and employment of required personnel in order to provide emergency medivacs 24 hours a day 365 days per year.
- b) Quality and suitability of vessel(s) to provide safe, stable, and rapid transport in emergency medivacs.
- c) Experience in providing emergency medivac waterborne transportation services
- d) Justifiable costing/pricing for the services.

## CHAPTER 3. CONTRACT FORMAT

### 3-1. MANDATORY CONTRACT PROVISIONS. All contracts involving State or Federal funds must contain the applicable procurement standards in 49 CFR 18.36. Listed below are those provisions which pertain to consultant contracts:

- a. Contracts shall contain provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for sanctions and penalties as may be appropriate.
- b. Contracts over \$10,000 shall contain suitable provisions for termination by the sponsor, including how it will be affected and the basis for settlement. In addition, contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the consultant.
- c. All negotiated contracts shall include provisions to the effect that sponsors, the Federal Department of Transportation, the Comptroller General of the United States, or any of the duly authorized representatives shall have access to any books, documents, papers, and records of consultants which are directly pertinent to a specific grant program, for the purpose of making audits, examinations, excerpts, and transcriptions. Sponsors shall

require consultants to maintain all required records for 3 years after the sponsor makes final payment and all other pending matters are closed.

- d. In addition to the requirements contained in 49 CFR Section 23, Participation by Minority Business Enterprises in Department of Transportation Programs, and AC 150/5100-15, Civil Rights Requirements for the Airport Improvement Program, current edition, the Title VI, and Disadvantaged Business Enterprise Assurances in Appendix 1 shall be included in each contract.

3-2. "Reserved"

#### CHAPTER 4. "Reserved"

#### CHAPTER 5. BEAUFORT COUNTY STANDARD CLAUSES

### CONTRACTUAL REQUIREMENTS

- 1.0 EXCUSABLE DELAY: The Contractor shall not be liable for any excess costs, if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.
- 2.0 S.C. LAW CLAUSE: Upon award of a contract under this Request for PROPOSALS, the person, partnership, association, or corporation to whom the award is made must comply with local and State laws which require such person or entity to be authorized and/or licensed to do business in Beaufort County. Notwithstanding the fact that applicable statutes may exempt or exclude the successful offeror from requirements that it be authorized and/or licensed to do business in Beaufort County, by submission of this signed Request for PROPOSALS the offeror agrees to subject itself to the jurisdiction and process of the Fourteenth Judicial Circuit Court of Beaufort County, as to all matters and disputes arising or to arise under the contract and the performance thereof including any questions as to the liability for taxes, licenses, or fees levied by State or local government.
- 3.0 OFFEROR'S PROPOSALS: Offeror must, upon request of the County, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of this Request for PROPOSALS. The Procurement Services Department reserves the right to make the final determination as to the offeror's ability to provide the services requested herein, before entering into any contract.
- 4.0 OFFEROR RESPONSIBILITY: Each offeror shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this Request for PROPOSALS. It is expected that this will sometimes require on-site observation. The failure

or omission of an offeror to acquaint themselves with existing conditions shall in no way relieve him of any obligation with respect to this Request for PROPOSALS or to the contract.

- 5.0 AFFIRMATIVE ACTION: The Contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped and concerning the treatment of all employees, without regard or discrimination by reason of race, religion, sex, national origin, or physical handicap.
- 6.0 PRIME CONTRACTOR RESPONSIBILITIES: The Contractor will be required to assume sole responsibility for the complete effort, as required by this RFP. The County will consider the Contractor to be the sole point of contact with regard to contractual matters.
- 7.0 SUBCONTRACTING: If any part of the work covered by this RFP is to be subcontracted, the Contractor shall identify the subcontracting organization and the contractual arrangements made with same. All subcontractors must be approved, in writing by the County, or when applicable a political subdivision within the County with the County's concurrence. The successful offeror will also furnish the corporate or company name and the names of the officers of any subcontractors engaged by the vendor. The County reserves the right to reject any or all subcontractors and require substitution of a firm qualified to participate in the work as specified herein.
- 8.0 OWNERSHIP OF MATERIAL: Ownership of all data, material, and documentation originated and prepared for the County pursuant to this contract shall belong exclusively to the County.
- 9.0 PERFORMANCE AND PAYMENT BONDS: (*NOT Required for Professional Services*) The successful Contractor shall furnish, within ten (10) days after written notice of acceptance of Request for PROPOSALS, Performance and Payment Bonds. Contractor shall provide and pay the cost of a both bonds. The Bonds shall be in the amount of one hundred percent (100%) the contract, issued by a Surety Company licensed in South Carolina with an "A" minimum rating of performance as stated in the most current publication of "Best's Key Rating Guide, Property Liability" which shall show a financial strength rating of at least five (5) times the Contract Price. The Bond shall be accompanied by a "Power of Attorney" authorizing the attorney-in-fact to bind the surety and certified to include the date of the bond.
- 10.0 NONRESIDENT TAXPAYERS: If the offeror is a South Carolina nonresident taxpayer and the contract amount is \$10,000.00 or more, the offeror acknowledges and understands that in the event he is awarded a contract offeror shall submit a Nonresident Taxpayer Registration Affidavit (State form #1-312-6/94), before a contract can be signed. Affidavit must certify that the nonresident taxpayer is registered with the S.C. Department of Revenue or the S.C. Secretary of State's Office, in accordance with Section 12-9-310(A) (2) (3) of S.C. Code of Laws (1976) as amended.
- 11.0 BUSINESS LICENSE In accordance with the *Beaufort County Business License Ordinance, 99-36, Article III*, as enacted November 22, 1999, any business or individual generating income in the unincorporated area of Beaufort County is required to pay an annual license fee and obtain a business license. The ordinance referenced is available on the Beaufort County website at [www.beaufortcountysc.gov](http://www.beaufortcountysc.gov) or by calling the Business License Administrator at (843) 255-2270 for a list of schedules.
- 12.0 ADDITIONAL ELIGIBILITY: Other Beaufort County Public Procurement units shall, at their option, be eligible for use of any contracts awarded pursuant to this Invitation.

13.0 INSURANCE REQUIREMENTS: Prior to commencing work/delivery hereunder, Contractor/Vendor, at his expense, shall furnish insurance certification showing the certificate holder as Beaufort County, P.O. Drawer 1228, Beaufort, SC 29901-1228, Attention: Procurement Services Director and with a special notation naming Beaufort County as an additional insured on the liability coverage. Minimum coverage shall be as follows:

- (A) Worker's Compensation Insurance - Contractor shall have and maintain, during the life of this contract, Worker's Compensation Insurance for his employees connected to the work/delivery, in accordance with the Statutes of the State of South Carolina and any applicable laws.
- (B) Commercial General Liability Insurance – Contractor shall have and maintain, during the life of this contract, Commercial General Liability Insurance. Said Commercial General Liability Policy shall contain Contractual Liability and Products/Completed Operations Liability subject to the following minimum limits: \$1,000,000 Each Occurrence/ \$2,000,000 General Aggregate and \$2,000,000 Products/Completed Operations Aggregate naming Beaufort County as an additional insured.
- (C) Comprehensive Automobile Liability Insurance - The Contractor shall have and maintain, during the life of this contract, Comprehensive Automobile Liability, including non-owned and hired vehicle, of at least \$500,000 COMBINED SINGLE LIMIT.
- (D) ADDITIONAL INSURANCE REQUIREMENT: Umbrella Liability Insurance – Contractor shall have and maintain, during the life of this contract, Umbrella Liability Insurance with a minimum limit of \$2,000,000
- (E) Professional Liability (Errors & Omissions) – The vendor shall maintain a limit no less than \$1,000,000 per occurrence.
- (F) The required insurance policy at the time of issue must be written by a company licensed to do business in the State of South Carolina and be acceptable to the County.
- (G) The Contractor/vendor shall not cause any insurance to be canceled or permit any insurance to lapse. All insurance policies shall contain a clause to the effect that the policy shall not be canceled or reduced, restricted, or limited until fifteen (15) days after the County has received written notice, as evidenced by return receipt of registered or certified letter. Certificates of Insurance shall contain transcript from the proper office of the insurer, the location, and the operations to which the insurance applies, the expiration date, and the above-mentioned notice of cancellation clause.
- (H) The information described above sets forth-minimum amounts and coverages and is not to be construed in any way as a limitation on the Contractor's liability.

14.0 INDEMNITY:

The Contractor hereby agrees to indemnify and save harmless the County, its officers, agents, and employees from and against any and all liability, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and cost of actions, including attorney's fees for trial and on appeal of any kind and nature arising or growing out of or in any way connected with the performance of the Agreement, whether by act of omissions of the Contractor, its agents, servants, employees or others, or because of or due to the mere existence of the Agreement between the parties.

15.0 TERMINATION FOR DEFAULT:

15.1 The performance of Work under the Agreement may be terminated by the Procurement Services Director, in accordance with this clause, in whole or in part, in writing, whenever the Director of Procurement Services shall determine that the Contractor has failed to meet the performance requirements of this Agreement.

15.2 The Procurement Services Director has the right to terminate for default, if the Contractor fails to make delivery of the supplies or perform the Work, or if the Contractor fails to perform the Work within the time specified in the Agreement, or if the Contractor fails to perform any other provisions of the Agreement.

16.0 TERMINATION FOR CONVENIENCE: The County may without cause terminate this contract in whole or in part at any time for its convenience. In such instance, and adjustment shall be made to the Contractor, for the reasonable costs of the work performed through the date of termination. Termination costs do not include lost profits, consequential damages, delay damages, unabsorbed or under absorbed overhead of the Contractor or its subcontractors, and/or failure to include termination for convenience clause into its subcontracts and material purchase orders shall not expose the County to liability for lost profits in conjunction with a termination for convenience settlement or equitable adjustment. Contractor expressly waives any claims for lost profit or consequential damages, delay damages, or indirect costs which may arise from the County's election to terminate this contract in whole or in part for its convenience.

17.0 TERMINATION FOR NON-APPROPRIATIONS: Funds for this contract are payable from State and/or Federal and/or Beaufort County appropriations. In the event sufficient appropriations are not made to pay the charges under the contract it shall terminate without any obligation to Beaufort County.

## SPECIAL INSTRUCTIONS

- 1.0 INTENT TO PERFORM: It is the intent and purpose of Beaufort County that this request permits competition. It shall be the offeror's responsibility to advise the Procurement Services Department if any language, requirements, etc., or any combinations thereof inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be submitted in writing and must be received by the Procurement Services Department not later than ten (10) days prior to the Request for PROPOSALS opening date. A review of such notifications will be made.
- 2.0 RECEIPT OF REQUEST FOR PROPOSALS: Request for Proposals, amendments thereto, or withdrawal requests received after the time advertised for Request for Proposals opening will be void, regardless of when they were mailed.
- 3.0 PREPARATION OF REQUEST FOR PROPOSALS
  - 3.1 All Requests for PROPOSALS should be complete and carefully worded and must convey all of the information requested by the County. If significant errors are found in the offeror's Request for PROPOSALS, or if the Request for PROPOSALS fails to conform to the essential requirements of the RFP, the County and the County alone will be the judge as to whether that variance is significant enough to reject the Request for PROPOSALS.
  - 3.2 Request for PROPOSALS should be prepared simply and economically, providing a straightforward, concise description of offerors capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
  - 3.3 All documentation submitted with the Request for PROPOSALS should be in a single PDF Document.
  - 3.4 If your Request for PROPOSALS includes any comment over and above the specific information requested in our Request for Request for PROPOSALS (RFP), you are to include this information as a separate appendix to your Request for PROPOSALS.
- 4.0 AMENDMENTS: If it becomes necessary to revise any part of the RFP, an amendment will be provided to all offerors who received the original Request for Request for PROPOSALS. The County shall not be legally bound by an amendment or interpretation that is not in writing.
- 5.0 ADDITIONAL INFORMATION: Offerors requiring additional information may submit their questions, in writing to the Procurement Services Department. Answers to questions received that should change and/or clarify this solicitation will be provided in writing to all offerors via an amendment.
- 6.0 ORAL PRESENTATION/DISCUSSIONS: Any offeror or all offerors may be requested to make an oral presentation of their Request for PROPOSALS to the County, after the Request for PROPOSALS opening. Discussions may be conducted with responsible offerors, who submit Request for PROPOSALS determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and responsiveness to the solicitation requirement.



Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of Request for PROPOSALS, and such revisions may be permitted after submissions and prior to award, for the purpose of obtaining best and final offers. The purpose of these presentations/discussions will be to:

- (A) Determine in greater detail such offeror's PROPOSALS.
- (B) Explore with the offeror the scope and nature of the project, the offeror's proposed method of performance, and the relative utility of alternative methods of approach.
- (C) Determine that the offeror will make available the necessary personnel and facilities to perform within the required time.
- (D) Agree upon fair and reasonable compensation, taking into account the estimated value of the required services/equipment, the scope and complexity of proposed project, and nature of such services/equipment.

7.0 FUNDING: The offeror shall agree that funds expended for the purposes of the contact must be appropriated by the County Council for each fiscal year included within the contract period. Therefore, the contract shall automatically terminate without penalty or termination costs if such funds are not appropriated. In the event that funds are not appropriated for the contract, the offeror shall not prohibit or otherwise limit the County's right to pursue and contract for alternate solutions and remedies, as deemed necessary by the County for the conduct of its affairs. The requirements stated in this paragraph shall apply to any amendment or the execution of any option to extend the contract.

8.0 AWARD: An award resulting from this request shall be awarded to the responsive and responsible offeror whose Request for PROPOSALS is determined to be most advantageous to the County, taking into consideration price and the evaluation factors set forth herein; however, the right is reserved to reject any and all Request for PROPOSALS received, and in all cases the County will be the sole judge as to whether an offeror's Request for PROPOSALS has or has not satisfactorily met the requirements of this RFP.

9.0 PUBLIC ACCESS TO PROCUREMENT INFORMATION: No such documents or other documents relating to this procurement will be presented or made otherwise available to any other person, agency, or organization until after award. Commercial or financial information obtained in response to this RFP, which is privileged and confidential, will not be disclosed. Such privileged and confidential information includes information which, if disclosed, might cause harm to the competitive position of the offeror supplying the information. **All offerors, therefore, must visibly mark as "Confidential" each part of their Request for PROPOSALS, which they consider containing proprietary information.**

10.0 DEVIATIONS: Any deviations from the requirements of this RFP must be listed separately and identified as such in the table of contents.

11.0 ALTERNATES: Innovative alternative Request for PROPOSALS is encouraged, provided however, that they are clearly identified as such and all deviations from the primary Request for PROPOSALS are listed.

- 12.0 GRATUITIES: It shall be unethical for any person to offer, or give, or agree to give any County employee or former County employee; or for any County employee or former County employee to solicit, demand, accept, or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement, or a contract or subcontract, or to any solicitation or Request for PROPOSALS therefore.
- 13.0 KICKBACKS: It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor, or any person associated therewith, as an inducement for the award of a subcontractor order.
- 14.0 PROTEST PROCEDURES
- 14.1 Right to Protest: Any actual or prospective bidder, offeror, or contractor, who is aggrieved, in connection with the solicitation or award of a contract, may protest to the Procurement Services Director. The protest shall be submitted in writing fourteen (14) days after such aggrieved person knows or should have known of the facts giving rise thereto. The protest must be accompanied by a detailed statement, indicating the reasons for such protest.
- 14.2 Authority to Resolve Protest: The Procurement Services Director shall have authority, prior to the commencement of an action in court concerning the controversy, to settle and resolve a protest of an aggrieved bidder, offeror, or contractor; actual or prospective, concerning the solicitation or award of a contract.
- 14.3 Decision: If the protest is not resolved by mutual agreement, the Procurement Services Director shall issue a decision, in writing within ten (10) days. The decision shall,
- (A) State the reasons for the action taken; and
  - (B) Inform the protestant of its right to administrative review as provided in this Section.
- 14.4 Notice of Decision: A decision under Subsection (3) of this Section shall be mailed or otherwise furnished immediately to the protestant and any other party intervening.
- 14.5 Finality of Decision: A decision under Subsection (3) of this Section shall be final and conclusive, unless fraudulent, or
- (A) Any person adversely affected by the decision appeals administratively, within ten (10) days after receipt of decision under Subsection (3) to the County Council in accordance with this Section.
  - (B) Any protest taken to the County Council or court shall be subject to the protestant paying all administrative costs, attorney fees, and court costs when it is determined that the protest is without standing.

**EXHIBIT A****Certification regarding Debarment, Suspension, Ineligibility, and Voluntary exclusion**

The contractor certifies, by submission of this qualification statement or acceptance of a contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State, Federal department, or agency.

It further agrees by submitting this qualification statement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/bid.

**State whether your company has been involved in any litigation within the past five (5) years, arising out of your performance.**

**Circle Yes or No.**

**if you answer yes, explain fully if it has been involved in any litigation involving performance.**

**EXHIBIT B**

**CERTIFICATION BY CONTRACTOR**

Regarding

**NON-SEGREGATED FACILITIES**

The Bidder certifies that he does not, and will not, provide and maintain segregated facilities for his employees at his establishments and, further that he does not, and will not, permit his employees to perform their services at those locations, under his control, where segregated facilities are provided and maintained. Segregated fountains, transportation, parking, entertainment, recreation, ad housing facilities; waiting, rest, wash, dressing, and locker room, and time clock, work, storage, restaurant, and other eating areas which are set apart in fact, or by explicit directive, habit, local custom, or otherwise, based on color, creed, national origin, and race. The Bidder agrees that, except where he has obtained identical certifications from proposed subcontractors for specific time periods, he will obtain identical certifications from proposed subcontractors prior to the award of subcontractors exceeding **\$10,000.00** which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

The Bidder agrees that a breach of this certification is a violation of the Equal Opportunity clause in this Contract. The penalty for making false statements is prescribed in 18 U.S.C. 1001.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Name and Title of Signer

\_\_\_\_\_  
Date

**EXHIBIT C**

**EVALUATION FORM**

DATE: \_\_\_\_\_

RFP#: **051724** TITLE: **EMS Transportation Services from Daufuskie Island**

OFFEROR: \_\_\_\_\_

Evaluator \_\_\_\_\_

		POINT RANGE	POINTS ASSIGNED
1.0	Demonstrated control of required docks and employment of required personnel in order to provide emergency medivacs 24 hours a day and 365 days per year.	0-25 Points	
2.0	Quality and suitability of vessel(s) to provide safe, stable, and rapid transport in emergency medivacs.	0-25 Points	
3.0	Experience in providing emergency medivac waterborne transportation service	0-25 Points	
4.0	Justifiable costing/pricing for the services	0-25 Points	
		Total Points Out of 100 Possible	

**Please include notes regarding your scoring**



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
Extend the “Agricultural Use” filing deadline for R300 006 000 0011 0000 and R300 006 000 051 0000
<b>MEETING NAME AND DATE:</b>
Finance Committee Meeting, June 17, 2024
<b>PRESENTER INFORMATION:</b>
County Assessor, Ebony Sanders 5 to 10 minutes
<b>ITEM BACKGROUND:</b>
<p>Due to an unexpected severe medical condition, Mr. Sutcliffe could not apply for the “Agricultural Use” valuation and special assessment for parcels R300 006 000 0051 0000 and R300 006 000 0011 0000 for the tax year 2023 by January 15, 2024. The property owner’s estate planning, which included a change of property ownership, resulted in the loss of “Agricultural Use,” which requires a new application.</p> <p><i>§12-43-220 (d)(3)(A) – “Agricultural real property does not come within the provisions of this section unless the owners of the real property or their agents make a written application therefor on or before the first penalty date for taxes due for the first tax year in which the special assessment is claimed. The application for the special assessment must be made to the assessor of the county in which the agricultural real property is located, on forms provided by the county and approved by the department and a failure to apply constitutes a waiver of the special assessment for that year.” [emphasis added]</i></p> <p><i>[cont.] §12-43-220 (d)(3)(A) - “The governing body may extend the time for filing upon a showing satisfactory to it that the person had reasonable cause for not filing on or before the first penalty date. No additional annual filing is required while the use of the property remains bona fide agricultural and the ownership remains the same.” [emphasis added]</i></p>
<b>PROJECT / ITEM NARRATIVE:</b>
N/A
<b>FISCAL IMPACT:</b>
The property owner will receive a tax refund representing the difference between the property being taxed on at the non-agricultural use value and the agricultural use value.
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Grant the property owner’s application as timely for both parcels for the 2023 tax year.
<b>OPTIONS FOR COUNCIL MOTION:</b>
Approve or deny the property owner’s agricultural applications as timely filed for tax year 2023.

**SECTION 12-43-220.** Classifications shall be equal and uniform; particular classifications and assessment

(3)(A) Agricultural real property does not come within the provisions of this section unless the owners of the real property or their agents make a written application therefor on or before the first penalty date for taxes due for the first tax year in which the special assessment is claimed. The application for the special assessment must be made to the assessor of the county in which the agricultural real property is located, on forms provided by the county and approved by the department and a failure to apply constitutes a waiver of the special assessment for that year. The governing body may extend the time for filing upon a showing satisfactory to it that the person had reasonable cause for not filing on or before the first penalty date. No additional annual filing is required while the use of the property remains bona fide agricultural and the ownership remains the same. The owner shall notify the assessor within six months of a change in use. For failure to notify the assessor of a change in use, in addition to any other penalties provided by law, a penalty of ten percent and interest at the rate of one-half of one percent a month must be paid on the difference between the amount that was paid and the amount that should have been paid, but not less than thirty dollars nor more than the current year's taxes.




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**EVERSOLE LAW FIRM, P.C.**

1509 King Street  
 Beaufort, South Carolina 29902  
 Phone: (843) 379-3333  
 Facsimile: (843) 379-5558

April 9, 2024

**RECEIVED**

Beaufort County Assessor  
 ATTN: Appeal Protest  
 100 Ribaut Road, Room #210  
 Beaufort, SC 29902

APR 10 2024

BEAUFORT COUNTY  
 ASSESSOR'S OFFICE

Via: Hand Delivery

**RE: R300 006 000 0051 0000 and R300 006 000 0011 0000 - PROTEST**

To Whom It May Concern:

Please find enclosed two (2) Agricultural Real Property Applications for R300 006 000 0051 0000 and R300 006 000 0011 0000. A copy of the owners drivers licenses, vehicle registration, both owners voter registrations, 2022 SC1040 tax return, and a copy of the Trust Agreement because the properties are held in the Trust. These two parcels are not parcels for legal residency but for agricultural use.

The Sutcliffe's have horses, goats, and one cow that rotate between the two parcels.

R300 006 000 0051 0000 is primarily wetland but there is also some pastureland on the property. There is a shed on this property.

R300 006 000 0011 0000 is pastureland. There are stalls, a shed, and tractors on this property.

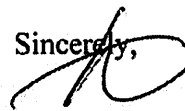
The Sutcliffe's are requesting a reimbursement for the overage paid for the 2023 tax year and for the tax rate to be changed to the Agricultural Use Rate for the 2024 tax year.

Alysoun M. Eversole, Esq  
[aeversole@eversolelaw.com](mailto:aeversole@eversolelaw.com)



If you have any questions or need any additional information, please do not hesitate to reach me at [aeversole@eversolelaw.com](mailto:aeversole@eversolelaw.com) or at 843-379-3333.

Sincerely,



Alysoun M. Eversole, Esq.

Encl: Copy of Appeal of Residence Status Letter  
Agricultural Real Property Application for R300 006 000 0051 0000  
Agricultural Real Property Application for R300 006 000 0011 0000  
Copy of the Owners Drivers Licenses  
Copy of the Owners Vehicle Registration  
Copy of the Owners Voter Registration  
Copy of Most Recent (2022) SC1040  
Copy of Trust Agreement

Cc: Terry and Patricia Sutcliffe

5.9 acres



COUNTY COUNCIL OF BEAUFORT COUNTY
Office of the Assessor
Beaufort County Government Robert Smalls Complex
Post Office Box 1228, Beaufort, South Carolina 29901-1228
Phone: (843) 255-2400 Website: www.beaufortcountysc.gov

Agricultural
Real Property
Application
Due January 15th

Parcel ID Number: R 300 - 006 - 000 - 0011 - 0000
Alternate ID Number: 00293910
Property Address: 683 Edging Point Rd, St Helene Island, SC 29928
Tax Year: 2023 + 2024
List all agricultural use structures: Stalls, shed, tractors

IDENTIFY THE NUMBER OF ACRES FOR EACH TYPE

Dormant land does not qualify under South Carolina Law.
Timberland: Type of Timber: Cropland: Type of Crop:
Pasture land: Type of Livestock: Cows, Horses, goats
Home Site: Wetlands:
Mariculture: Yes No Other:

OTHER TIMBERLAND TRACTS OF LAND (IF THIS PARCEL IS LESS THAN 5 ACRES)

The tract of land is under the same management as another qualifying timberland tract.
List Parcel ID: R - - - - County:
The tract of land is contiguous to another qualifying timberland tract that is at least five acres.
List Parcel ID: R - - - - County:
The tract is owned in combination with non-timberland tracts that qualify as agricultural real property.
List Parcel ID: R - - - - County:

NON-TIMBERLAND TRACTS OF LAND AND CROP (IF THIS PARCEL IS LESS THAN 10 ACRES)

The tract of land is contiguous to other tracts that qualify, with identical ownership which, when added together, meet the minimum acreage requirements.
List Parcel ID: R - - - - County:
The person making application earned at least \$1,000 gross farm income in at least three of the past five years or at least three of the first five years of the initial application. Proof must be submitted to the Assessor annually.
Did you file a farm income tax return? Yes No
If qualifying under this consideration and the owner fails to meet the income requirement, the property is subject to rollback tax.
The property has been owned by the current owner or an immediate family member of the current owner for at least 10 years ending January 1, 1994, and the property has been continuously classified as agricultural real property since tax year 1994. A member of the immediate family is a person related to the current owner within the third degree of consanguinity.

PENALTY OF PERJURY, FRAUD AND ROLLBACK TAX

It is unlawful for a person to knowingly and willfully make a false statement on this application. A person violating the provisions of this section is guilty of a misdemeanor and upon conviction, must be fined not more than \$200. In making this application, I CERTIFY the property, which is the subject of this application, meets the requirements to qualify as agricultural real property as of January 1 of the current tax year. I also authorize the Assessor to verify farm income with the Department of Revenue and Taxation, the Internal Revenue Service, or the Agricultural Stabilization and Conservation Service. I understand that if the use is changed on all or any portion of this tract after it has been placed in an agricultural classification, that portion which is changed will be subject to a rollback tax lien.

Owner Name: Trustee Daytime Phone/Cell:
Signature: P. Elaine Trustee SSN: Date:
If the owner is a corporation or other legal entity, does the entity have more than ten shareholders? Yes No
An inspection of your property is necessary for qualification. Provide Gate Code:

For Office Use Only Initials of Reviewing official Approved Disqualified Date:
Soil Type/ Acres: Soil Type/ Acres: Soil Type/ Acres:

Submitting this application does not allow you to delay paying taxes that are billed. Penalties & interest will NOT be waived. You will only be notified if your application is denied.

1.5 acre



COUNTY COUNCIL OF BEAUFORT COUNTY  
Office of the Assessor  
Beaufort County Government Robert Smalls Complex  
Post Office Box 1228, Beaufort, South Carolina 29901-1228  
Phone: (843) 255-2400 Website: www.beaufortcountysc.gov

**Agricultural  
Real Property  
Application  
Due January 15<sup>th</sup>**

Parcel ID Number: R 300 - 006 - 000 - 0051 - 0000	Alternate ID Number: 01644965
Property Address: 711 Edlings Point Rd, St. Helena Island, SC 29920	Tax Year: 2023 + 2024
List all agricultural use structures: Stall	

**IDENTIFY THE NUMBER OF ACRES FOR EACH TYPE**

Dormant land does not qualify under South Carolina Law.

Timberland: \_\_\_\_\_ Type of Timber: \_\_\_\_\_ Cropland: \_\_\_\_\_ Type of Crop: \_\_\_\_\_  
 Pasture land:  Type of Livestock: Cows, Horses, Goats Home Site: \_\_\_\_\_ Wetlands:   
 Mariculture:  Yes  No Other: \_\_\_\_\_

**OTHER TIMBERLAND TRACTS OF LAND (IF THIS PARCEL IS LESS THAN 5 ACRES)**

The tract of land is under the same management as another qualifying timberland tract.  
 List Parcel ID: R - - - - - County: \_\_\_\_\_  
 The tract of land is contiguous to another qualifying timberland tract that is at least five acres.  
 List Parcel ID: R - - - - -  
 The tract is owned in combination with non-timberland tracts that qualify as agricultural real property.  
 List Parcel ID: R - - - - -

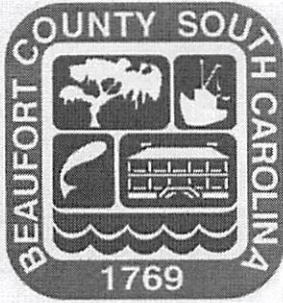
RECEIVED  
APR 10 2024  
BEAUFORT COUNTY  
ASSESSOR'S OFFICE

**NON-TIMBERLAND TRACTS OF LAND AND CROP (IF THIS PARCEL IS LESS THAN 10 ACRES)**

The tract of land is contiguous to other tracts that qualify, with identical ownership which, when added together, meet the minimum acreage requirements.  
 List Parcel ID: R 300 - 006 - 000 - 0011 - 0000 County: Beaufort  
 The person making application earned at least \$1,000 gross farm income in at least three of the past five years or at least three of the first five years of the initial application. Proof must be submitted to the Assessor annually.  
 Did you file a farm income tax return?  Yes  No *If qualifying under this consideration and the owner fails to meet the income requirement, the property is subject to rollback tax.*  
 The property has been owned by the current owner or an immediate family member of the current owner for at least 10 years ending January 1, 1994, and the property has been continuously classified as agricultural real property since tax year 1994. A member of the immediate family is a person related to the current owner within the third degree of consanguinity.

**PENALTY OF PERJURY, FRAUD AND ROLLBACK TAX**

It is unlawful for a person to knowingly and willfully make a false statement on this application. A person violating the provisions of this section is guilty of a misdemeanor and upon conviction, must be fined not more than \$200. In making this application, I CERTIFY the property, which is the subject of this application, meets the requirements to qualify as agricultural real property as of January 1 of the current tax year. I also authorize the Assessor to verify farm income with the Department of Revenue and Taxation, the Internal Revenue Service, or the Agricultural Stabilization and Conservation



COUNTY COUNCIL OF BEAUFORT COUNTY  
**Office of the Assessor**  
 Beaufort County Government Robert Smalls Complex  
 Post Office Box 1228, Beaufort, South Carolina 29901-1228  
 Phone: (843) 255-2400 Fax: (843) 255-9404  
 Web Site: [www.beaufortcountysc.gov](http://www.beaufortcountysc.gov)

April 11, 2024

SUTCLIFFE FAMILY REV LIV TRUST  
 712 EDDINGS POINT RD  
 SAINT HELENA ISLAND SC 29920

Subject: R300 006 000 0051 0000  
 (Agriculture Real Property Special Assessment Application for Tax Year 2023)

Dear SUTCLIFFE FAMILY REV LIV TRUST,

This letter acknowledges receipt of your application for "Agriculture Real Property Special Assessment." Due to the eligibility, criteria outlined in South Carolina Code 12-43-220 and 12-43-232; your request for agricultural special assessment was not granted. The basis for this determination is indicated below:

**Timberland**

- Does not meet minimum acreage requirements; one parcel must be a minimum of 5 acres
- Timber coverage on tract is too sparse. (50% of parcel must be devoted to cultivating timer)
- Field inspection reveals that properties are not being actively used as timberland.

**Cropland / Livestock**

- Farm income requirement not met (The assessor may require the applicant to give written authorization consistent with privacy laws allowing the assessor to verify farm income from the Department of Revenue of the Internal Revenue Service).
- Field inspection reveals that property is not under cultivation.
- Combination with other tract(s) does not meet size requirements (10acres).
- Application(s) was not made prior to January 16, 2024, as required by Section 12-43-220 and 12-43-232 as amended in the South Carolina Code of laws.
- Property transferred ownership on 11/18/2022. Therefore, since the property was transferred on 11/18/2022 it an ATI for tax year 2023. (Agriculture Real Property Special Assessment Applications for tax year 2023 are to be received by January 16, 2024. Application was received on 4/10/2024)

If you are not satisfied with this determination, you may submit an objection in within thirty (30) days from the date of this notification.

Sincerely,

David Gregory  
 Exemption Specialist



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
A Discussion on the Applications, Application Process and Procedures related the award and distribution of awarded funds for the State 2% Accommodations Tax.
<b>MEETING NAME AND DATE:</b>
Finance, Administration, Economic Development Committee June 17, 2024
<b>PRESENTER INFORMATION:</b>
Jonathan Sullivan, Chairman of the Beaufort County ATAX Committee (15 minutes)
<b>ITEM BACKGROUND:</b>
County Council amended the Beaufort County ordinance related to the State Accommodations (2%) Tax on April 8, 2024. During the discussions related to the ordinance amendments, the topics of modifying the application for grants, providing workshops for the completion of applications by applicants, the process for review, recommendation to Council, and award of grants, and the method of distribution of awarded funds and monitoring the expenditures of funds was discussed. Council now wishes to continue these discussions at the Finance, Administration, Economic Development Committee in preparation for the upcoming grant cycle.
<b>PROJECT / ITEM NARRATIVE:</b>
Discussion of information desired to be included on the applications for State Accommodations (2%) grants, workshops to educate applicants on completing the applications, and the process related to award of funds and monitoring expenditure of awarded funds.
<b>FISCAL IMPACT:</b>
<i>There would be no direct fiscal impact on the County.</i>
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
N/A
<b>OPTIONS FOR COUNCIL MOTION:</b>
(Move forward to Council for Approval/Adoption any recommended changes to the State Accommodations (2%) grant application and process at the June 24, 2024 meeting.

**LADY'S ISLAND/ST. HELENA ISLAND FIRE DISTRICT COMMISSION**

RECOMMEND APPROVAL TO THE GOVERNORS OFFICE FOR THE REAPPOINTMENT OF **MELINDA ELLIS** TO THE LADYS ISLAND/ST. HELENA ISLAND FIRE DISTRICT COMMISSION FOR A FOUR-YEAR TERM WITH THE EXPIRATION DATE OF JUNE 2028.

- ❖ DISTRICT 3
- ❖ TERM TO BE SERVED: 3<sup>rd</sup> - VOTE NEEDED: 10/11

RECOMMEND APPROVAL TO THE GOVERNORS OFFICE FOR THE REAPPOINTMENT OF **PATRICIA HARVEY-PALMER** TO THE LADYS ISLAND/ST. HELENA ISLAND FIRE DISTRICT COMMISSION FOR A FOUR-YEAR TERM WITH THE EXPIRATION DATE OF JUNE 2028.

- ❖ DISTRICT 3
- ❖ TERM TO BE SERVED: 7<sup>th</sup> - VOTE NEEDED: 10/11