Template for Submissions to the Budget Committee

MEMORANDUM

Date: March 7, 2022

To: Davis County Budget Committee

From: Brian McKenzie, Chief Deputy Clerk/Auditor

RE: Archivist vs. Deputy Clerk Compensation

Summary: Within the Clerk's side of the office there are four divisions, focusing on Elections, Commission, Records, and Front Office (marriage/passports). All staff are deputies of the office and each employee has their primary responsibilities assigned in one of the divisions of the office. All staff are cross trained to some extent in all divisions of the office. Most staff have the title of Deputy Clerk/Auditor, however we have two staff in the office with the title of Archivist. These two positions are at a lower grade level than the Deputy Clerk/Auditor position. Required education, experience, skill level and assigned duties are comparable for both positions.

Proposal: I am recommending that the Archivist positions be raised to the same grades for the Deputy Clerk/Auditor positions. This has been discussed with Human Resources and is supported with compensation analysis.

Costs of the proposal:

Yearly benefit and compensation increase of $3,362.11 (see attached calculations provide by HR)

Benefits of the proposal:

Other considerations, if applicable:

I am happy to answer any questions you might have and appreciate you consideration of this proposal. Please feel free to contact me with any questions.

Archivist internal equity adjustment 2 grades, to be same as deputy

Deputy I, II	13, 15
Archive I, II	11, 13

Rian Santoro II	Hourly Rate	Annual	Addl Benefits Annual	Total Compensation Increase
Current	$23.13	$48,110.40		
3%	$23.82	$49,553.71	$10,842.00	
		$1,443.31	**$417.00**	**$1,860.31**
Becky Wright II				
Current	$18.69	$38,875.20		
3%	$19.25	$40,040.00	$8,762.00	
		$1,164.80	**$337.00**	**$1,501.80**
			Yearly Total	**$3,362.11**

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