Facilities - Lead Custodian request

MEMORANDUM

Date: 5/9/2022

To: Budget Committee

From: Lane Rose, Chris Bone

RE: Lead Custodian

Summary: Custodian II and Lead Custodian are currently the same pay grade (10). This does not accurately reflect the difference in duties and level of responsibility between Custodian II and the Lead Custodian positions. The Lead Custodian is the working lead within the Custodian group and supervises staff in the absence of the Custodial Supervisor. This position also inspects assigned work, reports on safety issues, and ensures supplies are in order. Custodian II primarily performs routine cleaning of County buildings and grounds, including cleaning restrooms and windows, emptying trash cans, and weeding.

Proposal: Reclassify the Lead Custodian position 10 to Lead Custodian 11.

Grade 10 range: minimum - $14.44/hr, maximum - $22.30/hr
Grade 11 range: minimum - $15.24/hr, maximum - $23.51/hr

Costs of the proposal: Below are the amounts required to adjust the current incumbent, Ashlee Anderson, to the amount outlined in policy for a reclassification (3%). Ashlee is an excellent employee, and while this reclassification is not intended to personally reward her per se, the adjustment is also justified.

Annual Wages: $1,174.79

Annual Benefits: $340.00

Other considerations, if applicable:

Facilities is the only department impacted, as no other departments have this employee classification.