

Pinal County Human Resources – Compensation Market Study and Recommendation – Sheriff’s Records Technician March 2024

Background: A request was made to create a new classification for the Pinal County Sheriff’s Office. The new position will be assigned to the National Incident-Based Reporting System (NIBRS) unit. This position will be responsible for collecting and reporting crime-incident data into a national database.

Analysis: Preliminary actions in preparation for the market salary study were to review job descriptions and functions performed to accurately understand the essential duties to match similar classifications in the market. This work was completed in order to match the functions of each role to similar classifications in the market. The current classifications are as follows:

| Proposed Job Classification Title |
|-----------------------------------|
| Sheriff’s Records Technician |

After a review of the proposed job classification, market salary data for similar functioning classifications was gathered from local comparator agencies. As job classification titles can vary among different agencies, the compensation analysis reviewed positions with comparable essential duties and responsibilities. Comparators with similar job classifications are noted below:

| Comparator Agencies | | | | |
|---|---------------------------------------|-----------------|-----------------|-----------------|
| Agency | Job Classification Title | Minimum | Midpoint | Maximum |
| Maricopa County | Administrative/Operations Specialist | \$40,872 | \$52,416 | \$63,960 |
| Mohave County* | Sheriff Redaction Specialist | \$38,626 | \$52,218 | \$65,811 |
| Pima County | Records Technician – Sheriff’s Office | \$37,918 | \$41,236 | \$44,554 |
| Yavapai County | Sheriff’s Record Technician | \$35,602 | \$40,497 | \$45,392 |
| Yuma County | LE Records Specialist | \$35,381 | \$44,491 | \$57,054 |
| Apache Junction | Police Records Specialist | \$37,024 | \$44,554 | \$53,622 |
| Casa Grande** | Public Safety Records Clerk | \$40,006 | \$46,943 | \$55,188 |
| Coolidge | Police Records Clerk | \$32,705 | \$40,881 | \$49,057 |
| Florence | Police Records Clerk | \$30,343 | \$37,231 | \$44,119 |
| Eloy | Police Records Clerk | \$32,750 | \$41,756 | \$50,762 |
| Maricopa | Records Clerk | \$41,142 | \$51,884 | \$62,546 |
| Mesa | Police Records Specialist III | \$46,464 | \$56,267 | \$66,070 |
| Average: | | \$37,403 | \$45,864 | \$54,845 |
| Equivalent Pinal County Grade 06 | | \$36,157 | \$45,197 | \$54,236 |

Notes:

*The position Mohave County is assigned to perform the redaction of body worn cameras and is also responsible for their NIBRS reporting.

**The position in the City of Casa Grande is responsible for Fire, Medical, and Police Records and is also responsible for NIBRS reporting

Positions in the County structure considered similar in terms scope, responsibility, and level of decision making:

| Job Classifications | Grade | Minimum | Midpoint | Maximum |
|----------------------------|--------------|----------------|-----------------|----------------|
| Justice Court Clerk | 06 | \$36,157 | \$45,197 | \$54,236 |
| Planning Technician | 06 | \$36,157 | \$45,197 | \$54,236 |
| Vital Records Clerk | 06 | \$36,157 | \$45,197 | \$54,236 |

Pinal County Pay Grades

| | | | |
|-----------|----------|----------|----------|
| 05 | \$33,172 | \$41,465 | \$49,758 |
| 06 | \$36,157 | \$45,197 | \$54,236 |
| 07 | \$39,411 | \$49,264 | \$59,117 |

Recommendation: While the duties are currently being handled by the Administrative Assistant positions, the specialized nature of the position does support the creation of a new classification. Based on the market data, the comparators and competitors of Pinal County do support a unique classification that is placed within the law enforcement department and handles records specific duties and responsibilities.

Based on a review of market salary data gathered from other local agencies and compensation resources, and with consideration given to comparable positions in Pinal County, the recommended pay grade for this classification is:

| Job Classification Title | Grade | Minimum | Midpoint | Maximum |
|---------------------------------|--------------|----------------|-----------------|----------------|
| Sheriff’s Records Technician | 06 | \$36,157 | \$45,197 | \$54,236 |

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| Human Resources Department Review | |
| HR Director or Designee Signature: <i>Claudia Srijan</i> | Date: <i>4/18/2024</i> |

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|---|-------------------------|
| Office of Management and Budget Review | |
| Budget Director or Designee Signature: <i>Stephany Woods</i> | Date: <i>4/24/24</i> |

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|---|--------------------------|
| County Manager Approval | |
| County Manager or Designee Signature: <i>Mary Ellen Sheppard</i> | Date: <i>5/9/2024</i> |