



# Alachua County Administrative Services

## Human Resources

Kim Baldry, CPM, SPHR, Human Resources Manager  
Karen P. Gerding, CPM, PHR, Human Resources Supervisor

July 9, 2010

### MEMORANDUM

To: Randall H. Reid  
County Manager

Via: Suzanne Gable *SG*  
Office of Management and Budget Director

Via: Betty Baker *BB*  
Administrative Services Director

From: Kim Baldry, CPM, SPHR *KBaldry*  
Human Resources Director

Subject: **PAY GRADE ADJUSTMENT  
DEPARTMENT OF ADMINISTRATIVE SERVICES**

The Department of Administrative Services submitted a job content questionnaire to review the job duties of the Energy Management Supervisor (incumbent, Charles Balanis).

Since the MGT Study in 2006, this position has had significant changes in the job functions which now include contract negotiations and review of CIP building plans with regards to utilization and installation of energy saving related systems. Comparison of the Energy Management Supervisor position with other departmental positions verifies the level of decision making and responsibility to be equitable to classifications in pay grade 17. Other classifications in this pay grade are Facilities Maintenance Coordinator, SR Human Resources Analyst, Claims Adjuster and Planner.

Based on our analysis of the position, discussions with departmental staff, and comparison with other County and departmental positions, the following is recommended for your consideration:

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P.O. Box 1467 ■ Gainesville, Florida 32602-1467



Tel. (352) 374-5219 ■ Fax (352) 374-5233 ■ Suncom 651-5219 ■ TDD (352) 491-4431

Home Page: <http://www.alachuacounty.us>

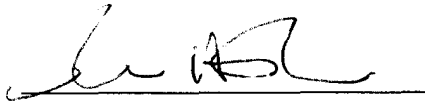
An Equal Opportunity Employer M.F.V.D. RCUD PM 2:44 07/23/10



	Position Title	Pay Plan	Overtime Eligibility	Pay Grade	Hourly Rate	Annual Rate
<b>From:</b>	Energy Management Supervisor (3321)	NBR	Non-Exempt	14	\$18.1633- \$39.0612	\$37,779.66- \$60,447.30
<b>To:</b>	Energy Management Supervisor (3321)	NBR	Exempt	17	\$21.2071- \$33.9313	\$44,110.77 - \$70,577.10

<b>Office of Management and Budget</b>	
Fund: 001 -1812-519 .12-00	<u>100</u> %
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Fiscal Impact <u>see comments</u> Current Annual Wage: <u>\$55,070.70</u>	
Comments: <u>The Administrative Services Director has identified that the current incumbent will receive a salary adjustment in FY11 as a result of this pay grade adjustment.</u>	
 Budget Management Analyst/Date	 OMB Director/Date

Upon your approval, and approval by the Board of County Commissioners, the pay range for this classification will be adjusted and the employee will receive an increase in accordance with the Employee Policy Manual, Section 5, Compensation and Benefits.

  
 Approved  
 Randall H. Reid  
 County Manager

7/21/10  
 Date

Disapproved  
 Randall H. Reid  
 County Manager

Attachment  
KBB/dmm

pc: Charlie R. Jackson, Facilities Manager  
 Jacqueline Chung, Equal Opportunity Manager  
 Karen Gerding, Human Resources Supervisor  
 Timica Reaves, Human Resources Generalist