



**Samantha Shadrach**  
Director of Human Resources

TO: Members of the County Council  
Steve Ehlmann, County Executive

CC: Donna Vogt, Executive Assistant to the County Council  
Joann Leykam, Director of Administration  
John Greifzu, Assistant Director of Administration  
John Watson, County Counselor

FROM: Samantha Shadrach, Director of Human Resources

DATE: April 25, 2019

SUBJECT: PAP Amendment for Revised Job Classification for Information Systems

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This bill amends the Personnel Administration Program (PAP) **Section 115.710 Pay Grade Assignments** to include a pay grade change and a budget amendment for changes related to the reorganization of the Department Information Systems.

As a result of the upcoming opening in the Director of Information Systems position and the updating of the position description, an analysis has been conducted on the job duties of this position. This position has not been analyzed since 2015, and the current pay grade is insufficient in the market to compensate for the high level of knowledge, skills and abilities necessary for this role.

Currently IS is budgeted for a Director at a 306. IT leadership with the kind of market skills necessary to this position, a Pay Grade of 308 is warranted.

The Merit Commission has already reviewed and concurred with the recommendations to establish a pay grade change and budget amendment for the position of Director of Information Systems.

Please let me know if you have any questions, or if I can be of any further assistance