

REQUEST FOR PROPOSALS
For Payroll Processing and Ancillary Services
For Columbia County, Oregon

January 4, 2012

All questions regarding this RFP shall be directed to:

Jennifer Cuellar-Smith
Director, Finance and Taxation
230 Strand
St. Helens, Oregon 97051
503.397.7252
jennifer.cuellar@co.columbia.or.us

SECTION I

REQUEST FOR PROPOSALS (RFP) / PROJECT OVERVIEW

Columbia County, Oregon, is requesting proposals from qualified firms with significant experience to assist the County with its payroll processing and other ancillary benefits management and human resources needs. The Columbia County Finance and Taxation Department is the Project Representative and will oversee all aspects of the selection process subject to review by the Columbia County Board of County Commissioners.

The County expects to select and contract with one firm to provide either all or a selected group of the components described in this Request for Proposals (RFP). The County may choose not to select any firm to provide the Employee Benefits services or may elect to reject all proposals. The County is an equal opportunity, affirmative action employer, does not discriminate because of race, religion, color, sex, national origin, sexual orientation, marital status, age if the individual is 18 years of age or older, or disability, and invites proposals from minorities, women and emerging small businesses or a business enterprise that is owned or controlled by or that employs a disabled veteran, as defined in ORS 408.225.

The firms responding to this RFP should be prepared to cooperate fully with the County, its staff and the Project Representative throughout the entire selection process.

This RFP is being issued under the authority of the Board of County Commissioners of Columbia County, Oregon. However, coordination of the selection process will be provided by the Project Representative.

Proposers shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this RFP.

Columbia County relevant payroll-related facts:

- 256 W2s in 2011
- monthly payroll approximately 180 employees
- mid-month draw approximately 90 employees
- full time, partial FTE and temporary staff across four bargaining units along with elected officials, elections workers, FLSA exempt and non-represented, OT eligible staff
- Multiple work weeks, 37.5 and 40 weekly hours, seasonal schedules
- Multiple special pays, assignments pays, etc., attached to differing union contracts
- PERS retirement system; health, dental and life insurance; workers comp; self-insured unemployment; optional deferred compensation and tax sheltered benefits; union dues; optional deductions
- Approximately 30 retirees and staff on cobra
- Payroll and employee relations subject to Civil Service rules
- Payroll and much of benefits management under Finance Department; bargaining, benefits vendor relationships, civil service and hiring process management under HR
- Payroll processed internally with module of Springbrook Accounting Software; HR data is kept in ABRA (much data is duplicated between the two software programs)

Additional information regarding current process and payroll organization described in Section III and in Section VIII Annexes.

SECTION II

SCOPE OF SERVICES

The selected firm(s) shall work with and cooperate with the Project Representative, the Payroll Administrator, the Finance Director, the Human Resources Director, the County Counsel, the Board of Commissioners in rendering services pursuant to this RFP.

Goals of outsourcing services:

1. **Efficient use of scarce resources** through the reduction/elimination of duplicative processes; appropriate use of technology; process automation; access to data sets and reports
2. Maintain **accuracy and timeliness** of all aspects of payroll processing including federal and state tax reporting and remittances
3. **Reduce risk** by having more secure and solid payroll data, improved internal controls, automated regulatory filing and payment
4. **Flexibility** to implement new contract requirements, fringe benefits offerings and any other changes to county staff remuneration

The services solicited in this RFP should address the stated goals for the outsourced services and include the following component areas of service. Each area of service should be quoted as separate components of the total bid price:

A. Area of Service: Accept Monthly Time Reporting.

1. Accept upload of monthly employee time sheets in Excel 2003 or later version and/or Open Office format.
2. Accept multiple configurations of time sheets based on employee unions, 40 or 37.5 hour work week, straight time or flex schedules, and FSLA exempt status.
3. Ability to track time by multiple codes such as, but not limited to, specific general ledger accounts, projects and workers comp codes.
4. Proposal for alternate time reporting technology that meets County needs will be considered and should be described and priced clearly.

B. Area of Service: Remote Employee Time Entry.

1. Provide alternate methods for employees in remote locations to enter time directly. May include but not limited to application for smart phone, online computer interface, time clock submission or any alternate technology methods that may be available, with particular emphasis on ability to report from locations with no internet access and/or poor cell phone reception.

2. Provide Supervisors report or online window to approve employees' remote time entry.
3. Provide ability for second review of remote time entry for Payroll Administrator through either report or online window prior to payroll processing for payment.
4. Provide method to suspend the processing any time sheet entries that do not have 2 levels of review prior to processing entire payroll batch, along with a warning method to notify Payroll Administrator that suspended records exist prior to deadline to process payroll.

C. Area of Service: Process Payroll.

1. Process monthly payroll for entire employee base, to include direct deposit and paper checks and/or any combination of both payment methods. Direct deposit must have capability to list a minimum of 6 banking transfers per employee with the ability to designate specific banking entities for end of month payroll and specific banking entities for mid month draw payroll.
2. New banking instructions from employees shall be pre-noted with employee's banking institution prior to initiating new banking instructions to test validity of employee's banking information.
3. Provide ability to include and track taxable benefits including, but not limited to meals and personal vehicle usage.
4. Process mid month payroll draw as a flat amount determined by employee for approximately 50% of the total employee base. Employees are allowed to start, stop, or change the amount of their mid month draw on a monthly basis.
5. Process retro check payment amounts, final checks or special pay runs such as, but not limited to election workers payroll that do not occur in conjunction with the standard payroll time schedule. Process to occur in a timely manner and to be paid by paper check regardless of employee's regular preference of payment method.
6. Provide notice of deposit directly to employees for direct deposit payments.

D. Area of Service: Tax Deposits, Quarterly & Annual Payroll Tax Reports, W-2 filing.

1. All federal and state tax deposit to be made in a timely manner consistent with applicable state and federal law and reporting requirements.
2. Completion and filing of federal and state quarterly payroll tax reports in a timely manner consistent with state and federal law and reporting requirements. Ability to not report certain predefined employee populations that are exempt from inclusion such as but not limited to elected officials and election workers.
3. Completion and filing of W-2 forms, including employee mailings for distribution of employee copies.

E. Area of Service: Reporting and Data Download.

1. Provide general ledger journal entry to record payroll batches into accounting software via excel. Journal entry to be in detail (not summary) showing employee last name, first name initial in line item description and then general ledger account.
2. Provide report or ability to self-create report for monthly leave accrual balances by department, supervisor and/or employee.
3. Provide report or ability to self-create report for monthly Overtime and/or Out of Class pay by department, supervisor and/or employee.
4. Provide report or ability to self-create report for monthly deductions such as, but not limited to rent/utility reimbursement, deferred income accounts, and union fees by deduction type, by department, supervisor and/or employee. List additional cost, if any to produce a downloadable excel file.
5. Provide report or ability to self-create report for health insurance, dental insurance, and life insurance by insurance provider, by billing categories, by employee for the purposes of reconciling monthly payroll deductions and/or benefits paid with monthly provider bills. List additional cost, if any to produce a downloadable excel file.
6. Provide report or ability to self-create report for monthly PERS contributions by contribution component by employee for the purposes of reconciling monthly payroll deductions and/or benefits paid with monthly PERS invoices. List additional cost, if any to produce a downloadable excel file.
7. Provide transmission of PERS data file. This to be quoted as an optional addition to price quote if there is a separate fee for this service.
8. Provide FSLA, FMLA, OFLA and other reporting as required per applicable government agency.
9. Provide report or ability to self-create report for the purposes of budgeting and running alternate cost scenarios for salary and benefits by department, employee and/or general ledger account. List additional cost, if any, to produce a downloadable excel file.
10. Provide report or ability to self-create report for the purposes of grant and/or project reporting of loaded staffing cost as well as annual staff statements of total salary and benefits remuneration. List additional cost, if any, to produce a downloadable excel file.

F. Area of Service: Employee Records and Interface.

1. Provide online access, upload ability and/or other methodology for a single employee record set-up and maintenance. Record changes could include but are not limited to pay rate changes, position changes, union changes, address changes, benefit eligibility/election changes.

2. Ability to distribute payroll and fringe costs to multiple general ledger cost center accounts.
3. Ability to assign pay and benefit elections to employees by category wherever possible to facilitate global updating including but not limited to multiple county-specific staffing groups (departments, supervisors, unions, FTE %s, insurance plans, etc.), salary steps and ranges and special pay options.
4. Provide security levels that will facilitate internal controls such as but not limited to discrete staff have user rights to update employee records vs upload hours vs approve payroll disbursement vs sole HR access to non-payroll records.
5. Provide processes and security levels that facilitate efficient use of county resources by reducing data entry burden on Finance and/or HR staff by allowing employees to directly update their records including but not limited to data such as contact information, W4 deductions, and qualifying event changes for insurance plan elections.
6. Ability to track former employees who remain on County health insurance plans either through COBRA or as retirees through ORS 243.303.
7. Employee records should retain/maintain history of employee over time.
8. Track donated sick time for donors and recipients based on county policy.
9. Track comp/vacation time buy downs based on county policy.
10. Provide verification of employment responses to requests made from employees' lenders.
11. Provide duplicate copies or access for online self-service to employees to produce copies of past pay check stubs and prior year W-2's.
12. Provide process automation wherever possible including but not limited to annual CoLA pay scale update process, annual employee step increase process, annual open enrollment elections, bargaining unit contract amendments and civil service rule updates.

G. Area of Service: Employee Benefits.

1. Provide option to prepare and disburse insurance and other provider bills for payment.
2. Provide option to coordinate changes for address and/or benefit elections for insurance and other benefits through single entry of change in employee record. Columbia County's currently benefit providers include Kaiser for health and dental insurance, CIS for dental, life insurance and FSA through ASIFlex, PERS for retirement, AFLAC, Colonial Life, HRA-VEBA, VALIC and Nationwide for income deferral and SAIF for workers comp.

3. Provide data required for annual workers comp audit.
4. Provide option to act as a liaison between the County and insurance carriers and other benefits providers when necessary to manage enrollment or enrollment changes.

H. Area of Service: Human Resources

1. Application management – including application, initial scoring, selection process steps, communication with candidates
2. Employee evaluations – data upload or web based forms; process tracking; electronic acknowledge, review and authorize ability
3. Disciplinary processes – data upload or web based forms; process tracking; electronic acknowledge, review and authorize ability
4. Separation - data upload or web based forms; process tracking; electronic acknowledge, review and authorize ability; layoff tracking
5. Training and employee event tracking - data upload or web based forms; process tracking; electronic acknowledge, review and authorize ability
6. Emergency contact information; automated emergency response notification system
7. Union data including seniority reports
8. EEO status, including automated reports for EEO-4 reporting
9. Extensive report capacity including but not limited to DOB/age list, home mailing labels, anniversary lists, union seniority lists, pay/hour reports by employee, department, union, job history reports, organizational reports related to all hires.
10. Provide and/or design other specialized HR reports for recurring needs or special project purposes

I. General for Areas of Service.

1. Data Security: provide information about your security standards given the sensitive nature of payroll data including tech specifications of any hosted data servers and software, web-based communications, electronic payments, data encryption, data storage, back up systems for data and continuity of service for payroll processing, etc.
2. Technical specifications: describe minimum and optimal technical specifications required for county devices, hardware, software and connectivity to implement proposed services.
3. Research payroll and HR issues on request.

4. Provide training and act as a resource to the County's Finance and Human Resource Departments when needed.
5. Provide training resources to County departments, general and specific, to educate employees and supervisors on use of interfaces where applicable. Training resources should include but are not limited to the use of any remote time entry devices, how to upload documents, and how to create self-generated reports.
6. Other services as may be agreed to by the parties, or as proposed pursuant to this RFP.

SECTION III

Summary of Current Payroll and Ancillary Processing

This section mirrors the categories above, providing a summary of how the County manages these processes currently in order to give proposers ability to make ROI estimates and address county goals of efficiency, accuracy, risk reduction and flexibility.

A. Area of Service: Monthly Time Reporting.

1. Employees collect their daily time in various manners between departments that may utilize time clocks, hand reports, and excel spread sheets.
2. All time is transcribed into one of 7 standardized excel spread sheets by either employees themselves or department office managers on behalf of employee. Timesheets are due to each department on 15th of the month or next working day for departmental review for accuracy and completeness. Timesheets are then submitted to Payroll on the 17th or next working day.
3. All County initiated changes are due to Payroll on the 6th of each month and are submitted using a four-part Personal Action form.
4. All employee initiated changes are due to Payroll on the 6th of each month and are submitted through a variety of employee documents available to employees on the Columbia County employee intranet, accessible only while on County computer network.
5. Time sheets are certified by employee and supervisor signature.

B. Area of Service: Remote Employee Time Entry.

1. Employees utilize time card located at multiple sites to clock in and out and/or keep hand written time cards that are faxed back to their department office manager who transcribes into standardized excel time sheet.
2. Completed excel time sheet is faxed to remote employees for signature and then faxed back to department office manager to submit to Payroll.

C. Area of Service: Process Payroll.

1. For Monthly payroll, Payroll checks each time sheet to verify hours recorded equal each employee's employment agreement and to verify that leave usage has been accurately recorded.
2. Payroll codes each time sheet to prep for data entry.
3. Payroll then keys monthly summary of time for each employee into the County's software, Springbrook. Taxable benefits are also captured in data entry process.
4. Data entry: review by Payroll Administrator for accuracy based on time sheet coding and any employee changes submitted for the month such as step increases, banking changes, deduction changes, etc.
5. Reconciliation: Payroll Administrator assures that payroll module and AP module reconcile for all payroll related vendor bills and confirms that actual mid-month draw foots to payroll data of same prior to issuing checks and direct deposit file.
6. Employee change review: Finance Director reviews all employee changes in month for accuracy. Software does not have exception or employee change reporting capacity.
7. Once payroll reports have been finalized and approved by Payroll Administrator and Finance Director, checks are direct deposit drafts are printed, and banking upload file is created, then uploaded to Bank. Banking file upload is later verified by phone for receipt confirmation.
8. Checks and direct deposit drafts are folded and stuffed into privacy envelopes along with monthly payroll letter and any monthly materials such as United Way donation forms. Envelopes are sorted by department, by employee and bundled for distribution. On payroll date, payroll staff hand-deliver pay envelopes to all departments located on premises. Offsite departments send staff to premises to pickup pay envelopes for their own department.
9. For midmonth draw payroll, Payroll generates a standard pay record for each employee with a draw request on file in the County's software, Springbrook. Data entry is reviewed by Payroll Administrator for accuracy based employee draw request changes submitted during month and employee terminations for prior month.
10. Once payroll reports have been finalized and approved by Payroll Administrator and Finance Director, checks and direct deposit drafts are printed, and banking upload file is created, then uploaded to Bank. Banking file upload is later verified by phone for receipt confirmation.
11. Checks and direct deposit drafts are folded and stuffed into privacy envelopes along with monthly payroll letter and any monthly materials such as United Way donation forms. Envelopes are sorted by department, by employee and bundled for distribution. On payroll date, payroll staff hand-deliver pay envelopes to all

departments located on premises. Offsite departments send staff to premises to pickup pay envelopes for their own department.

12. For retro check payment amounts, final checks or special pay runs such as, but not limited to election workers payroll that do not occur in conjunction with the standard payroll time schedule. Payroll hand processes pay in the County's software, Springbrook; final check and retro payment is reconciled to manual excel file created to compute correct payout amounts and provide transparency to employee regarding these special checks. Notice can be as short as 24 hours to produce a final check.
13. Annual and repetitive processes tend to be very manual including, for example. county staff update of payroll module federal and state tax tables, update of salary and benefit elections done for every individual staff member (not by category global update), check lists to remember to send in tax payments and filings, no automation to prompt/remind supervisors of staff lifecycle routines and deadlines, etc.

D. Area of Service: Tax Deposits, Quarterly & Annual Payroll Tax Reports, W-2 filing.

1. All federal and state tax deposit are made online within 24 hours of payroll check date. The midmonth draw tax remission is estimated; monthly payroll tax liability is computed by software; end of month payment must be manually reduced by mid-month estimate remitted.
2. Completion and filing of federal and state quarterly payroll tax reports completed online with excel files as backup to accuracy of numbers. Forms include Federal Form 941 and Oregon State Form OQ.
3. Completion and filing of federal and state annual payroll tax reports completed by hand or online. Certain predefined employee populations that are exempt are excluded from inclusion such as but not limited to elected officials and election workers. These exclusions are documented via excel files as our software does not produce reports to reflect the required reporting parameters.
4. Completion and filing of W-2 forms, including employee mailings for distribution of employee copies.

E. Area of Service: Reporting and Data Download.

1. Distribute paper report for monthly leave accrual balances by department, by employee to all departments.
2. Distribute paper report for monthly Overtime and/or Out of Class pay by department, by employee to only departments requesting this information.
3. Create reports for monthly deductions such as, but not limited to rent/utility reimbursement, deferred income accounts, and union fees by deduction type, by department, by employee for accounts payable bill documentation.

4. Create report for health insurance, dental insurance, and life insurance by insurance provider, by billing categories, by employee for the purposes of reconciling monthly payroll deductions and/or benefits paid with monthly provider bills.
5. Create report for monthly PERS contributions by contribution component by employee for the purposes of reconciling monthly payroll deductions and/or benefits paid with monthly PERS invoices.
6. PERS data file is generated on last day of month inside County's software, Springbrook and uploaded to PERS website. Uploaded file must be edited after submitted file is processed by PERS for any suspended records. After PERS file is fully transmitted, employee manual checks must be created in Springbrook to make final adjustments made by PERS in file.
7. FSLA reporting is completed by the Human Resource Department with input by excel file and Springbrook reports from Payroll.
8. Finance provides reports from Springbrook for Human Resource Department usage for those reports HR is unable to access itself.
9. Budgeting and cost scenarios are done in excel outside of the accounting software, extremely labor intensive, difficult to share with other stakeholders in budget development process and vulnerable to error.
10. Grant reporting for personnel cost is manual process which combines employee payroll reports, timesheet and other general ledger research.

F. Area of Service: Employee Records and Interface.

1. Record changes are submitted to Human Resources Department and entered in ABRA software, then forwarded to Payroll and entered again in Springbrook software. Record changes could include but are not limited to pay rate changes, position changes, union changes, address changes, benefit eligibility/election changes.
2. Employee cost data is not transparently presented in the general ledger as the entry is summarized. The cash flow progression of payroll transactions also lack transparency in accounting system.
3. Donated sick time for donors and recipients is tracked based on county policy in excel files. Transactions are keyed into Springbrook during monthly payroll process.
4. Comp/vacation time buy downs is based on county policy using reports generated in Springbrook and then hand approved on employee's request form and keyed into Springbrook during next monthly payroll process.
5. Verification of employment requests made from employees' lenders are researched in Springbrook or ABRA then individual lender's forms are completed by hand by either Finance or HR and faxed back to lender.

6. Employee requests for duplicate check copies or prior year W-2's are processed by locating the correct file with PDF copies in Payroll File on County server, printing out copy and then mailing to employee.
7. Annual CoLA application to pay scale generates a Personnel Adjustment form (PA) which is filled out manually by supervisor, reviewed by HR and then sent to payroll. HR and payroll do data entry of same/different elements included in PA form.
8. Step increases happen on anniversaries and require manual PA which progresses the same as above – so every employee typically goes through at least two highly manual PA processes every year.
9. Different methodologies and norms for tracking accrual balances in various county departments.

G. Area of Service: Employee Benefits.

1. Open enrollment process for insurance and other benefits done by excel file upload or keying in at vendor website separately for Kaiser, CIS, and VEBA.
2. Changes for address and/or benefit elections for insurance and other benefits are updated in ABRA for Human Resource Department as needed, in Springbrook for Payroll Department, individually with Kaiser and CIS where applicable, and individually with PERS, VEBA, AFLAC, ASIFlex, and Nationwide where applicable.
3. Workers comp annual audit reporting is partially covered by springbrook data as well as other volunteer hours tracking systems across the county operation.
4. Finance reconciles vendor bills to payroll module and the AP module in the accounting software.

H. Area of Service: Human Resources

1. Application process submitted on paper from online application and manually managed by HR and Hiring Manager.
2. Evaluation process is encouraged, not required. It is manual process for staff member and evaluator(s) tracked by HR.
3. Disciplinary process is tracked by HR and managers.
4. Separation is manual process of filling out a Personnel Adjustment (PA) form
5. Other HR reports and analysis is achieved through combination of ABRA and Springbrook reporting

SECTION IV

GENERAL INSTRUCTIONS

A. ADMINISTRATIVE INFORMATION.

1. This RFP is issued under the authority of:

Board of County Commissioners
Columbia County Courthouse
230 Strand, Room 331
St. Helens, Oregon 97051

All inquiries concerning the intent of this request, contract information or site access shall be directed in writing to Jennifer Cuellar-Smith, Director of Finance and Taxation, Columbia County Courthouse, St. Helens, OR 97051, 503.397.7252, jennifer.cuellar@co.columbia.or.us.

2. This Request for Proposals consists of the following items:

Section I. Request for Proposals / Project Overview
Section II. Scope of Services
Section III. Summary of Current Payroll and Ancillary Processing
Section IV. General Instructions
Section V. Proposal Response
Section VI. Evaluation and Selection
Section VII. Contract
Section VIII. Annexes

It is suggested that this package be checked to insure that all listed information is included.

3. It is extremely important that all portions of this Request for Proposals be completed as professionally as possible. An incomplete or uncoordinated submission can only be judged as indicative of the proposer's capability and professionalism. If there are any deviations from the RFP requirements, please indicate the reason for such deviation in writing.
4. An informational meeting will be held on **Wednesday, January 18, 2012 at 1pm** at the County Courthouse, 230 Strand St in St Helens, OR in order to provide any additional required information to proposers. This is the opportunity for proposers to request clarification or interpretation of the RFP. Proposers who find any ambiguity, inconsistency, or error in the RFP shall bring it up at this informational meeting. Supplemental information, interpretation, correction or changes to the RFP may be made and will be presented in a written Addendum and mailed or faxed to all who

are known to have received the RFP. Supplements, interpretations, corrections or changes to the RFP made in any other manner will not be binding, and proposers shall not rely upon such supplements, interpretations, corrections or changes.

5. A list of all solicited proposers will be provided to any proposer upon receipt of a written request.

B. PROPOSAL SUBMITTAL OPTIONS

In order to be considered for purposes of evaluation and contract award, submit your proposal using one of the following three options:

Option 1: Submit a sealed envelop clearly marked on the outside **Payroll Processing Services Proposal** with four (4) copies of the complete proposal, including all other documents required to be submitted with the proposal

Option 2: Submit a sealed envelop clearly marked on the outside **Payroll Processing Services Proposal** with a data stick or CD containing a single pdf document of the complete proposal, including all other documents required to be submitted with the proposal

Option 1 and 2 drop off at the following address/location

Columbia County Finance Department
Columbia County Courthouse
230 Strand St.
St. Helens, Oregon 97051

Option 3: Submit via email a single pdf document of the complete proposal, including all other documents required to be submitted with the proposal, to payroll@co.columbia.or.us. Clearly note **Payroll Processing Services Proposal** in the subject line.

Proposals sent by fax will not be accepted.

Proposals sent by mail or other mailing/courier service are not recommended as this may cause your proposal to miss the deadline noted below.

No responsibility or liability will be attached to any County official, employee or agent for the premature opening or failure to open any proposal not marked according to this instruction or proposals sent by mail/courier service and received in the Finance Department after the deadline. No responsibility or liability will be attached to any County official, employee or agent should a proposal sent via email not be received by deadline due to size or any other issue that impedes its arrival to the specified email address on time.

C. SUBMITTAL DEADLINE.

Proposals must be received by **Wednesday, February 8, 2012, at 4:00 p.m.** pacific standard time.

D. PROPOSAL OPENING.

All proposals received in compliance with the instructions of this RFP will be reviewed by the Project Representative and selected proposal evaluators beginning February 9, 2012.

Proposals received after the date and time specified in Section IV. C. and/or proposals which are not prepared and filed in substantial compliance with the terms and conditions of this RFP will not be considered for evaluation or award of a contract.

E. MODIFICATION OR WITHDRAWAL OF PROPOSAL.

A proposal may not be modified, withdrawn or canceled by the proposer for a ninety (90) day period following the time and date designated for the receipt of proposals and proposer so agrees in submitting the proposal.

Prior to the time and date designated for receipt of proposals, proposals submitted early may be modified or withdrawn only by notice to the County at the place designated for receipt of proposals. Such notice shall be in writing over the signature of proposer, or by facsimile. If by facsimile, written confirmation over the signature of proposer must have been mailed and postmarked on or before the date and time set for receipt of proposals.

Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals, provided that they are then fully in compliance with the RFP.

F. PROTEST PROCEDURES.

Paragraph 17 of the Columbia County Personal Services Contracting Rule provides as follows:

“All protests of solicitation or selection processes are limited to the following issues and filing times:

- (1) Solicitation protest: Unless a different deadline is specified in the RFQ, RFP, or other solicitation documents, prospective personal service contractors may file a written protest, or request for change of particular solicitation provisions, specifications, or contract terms and conditions with the Department no later than seven calendar days prior to the close of the RFQ, RFP or other solicitation. Such protest or request for change shall include the reasons for the protest or request, and any proposed changes to the solicitation provision, specifications, or contract terms and conditions. No protest against selection of a personal services contractor or award of a personal services contract, because of the content of solicitation provisions, specifications, or contract terms and conditions, shall be considered after the deadline established for submitting such protest.
- (2) Selection protest: Every personal services contractor who submits a proposal in response to an RFP shall be mailed a

copy of the selection notice sent to the highest ranked personal services contractor. Unless a different deadline is specified in the RFP, a personal services contractor who has submitted a proposal and claims to have been adversely affected or aggrieved by the selection of a competing personal services contractor, shall have seven calendar days after receiving the notice of selection to file a written protest of the selection with the Department. To be adversely affected or aggrieved, a protester must claim that the protester was the highest ranked personal services contractor eligible for selection, i.e., the protester must claim that all higher ranked personal services contractors were ineligible for selection because their proposals were nonresponsive or the personal services contractors nonresponsive. The Department shall not consider a selection protest submitted after the time period established in this subparagraph, or in the RFP if a different deadline is provided in the RFP.

- (3) The Director, or designee, shall have the authority to settle or resolve a written protest submitted in accordance with subparagraphs (1) and (2) of paragraph 17 of this Rule. The Director, or the Director's designee, shall promptly issue a written decision on the protest.
- (4) Review of the Department's disposition of a written protest submitted in accordance with subparagraphs (1) and (2) of paragraph 17 of this Rule shall be available by filing a written request for review of the Department's disposition with the Board of County Commissioners within seven calendar days."

As used above, "Department" means the Columbia County Finance and Taxation Department; "Director" means the Director of the Finance and Taxation Department. The deadline for solicitation protests for this RFP is 5:00 p.m. on February 1, 2012.

G. PUBLICITY.

No proposer shall issue any news release or otherwise seek publicity regarding this request unless or until prior approval in writing is obtained from the Project Representative.

H. SUBMITTAL COSTS.

The cost of submittals and any other expenses related to this RFP, including travel for interviews or inspections, shall be entirely the responsibility of the proposer.

SECTION V

PROPOSAL RESPONSE

The submitted written proposal must utilize the following format and content detail. Proposals shall be prepared so that responses are specifically identified in the same order as the requested information identified below.

A. TITLE PAGE.

(Mandatory)

The name and signature of the proposing firm's authorized representative as well as his/her address and telephone number must be provided. The proposal must be dated on this page. The authorized representative is to signify the proposer's agreement and compliance with all requirements set forth in the RFP.

In addition, the signature will certify the proposer's acceptance of and responsibility for the following **(note that the following language must be reproduced above proposer's signature)**:

1. All data presented in the proposal is accurate and complete.
2. Acknowledgment that the proposer has read and understood the RFP and the proposal is made in accordance with the contents of the RFP unless otherwise noted in the proposal.
3. The proposal shall be valid for 90 days after submission of the proposal.
4. The cost of submittals and any related expenses, including travel for interviews or inspections, shall be entirely the responsibility of the proposer.
5. The discovery of any significant inaccuracy in information submitted by the proposer shall constitute good and sufficient cause for rejection of the proposal.

B. PROPOSED SERVICES (20 points) and RETURN ON INVESTMENT and COST OF PROPOSED SERVICES (20 points)

For each area of service A to I identified in the Scope of Services, provide

1. description of the services proposed including work and/or inputs required by county staff, routine deadlines for monthly, quarterly and annual processes
2. address how your services map to the outsourcing goals of efficiency, accuracy, risk reduction and flexibility
3. cost of service and pricing information (note any alternate or grouped service pricing)
4. evaluation of return on investment (ROI) for each category in terms of staffing time and/or other cost savings you believe the County would see by contracting with your firm

Give specific examples of how your services have resulted in a financial savings for your clients. State how your firm would propose to be compensated for providing the different areas of services described in the scope of services.

Provide estimate of any one-time conversion or start up costs associated with implementing the proposed services.

If your company does not provide a specific service described in the RFP, simply note that service is not offered.

C. STATEMENT OF QUALIFICATIONS and EXPERIENCE. (15 points)

Provide a brief explanation of why your firm is qualified to provide payroll processing and ancillary services to Columbia County. Describe the experience of your firm in providing payroll processing and ancillary services for public and private sector clients.

D. STAFFING. (10 points)

Identify the specific personnel who will be assigned to provide services pursuant to this RFP. For each of these persons, please provide a resume as an exhibit.

E. LOCAL (5 points)

Identify state of your company incorporation and the city(ies) in Oregon where staff are located. State if company is minority or women-owned.

F. SAMPLE REPORTS, DATA SETS and TECHNOLOGY (10 points)

Provide samples of the kind of reports you would be preparing for Columbia County and data sets available to same if selected to provide payroll processing and ancillary services. Describe format and availability options (web based, self service, file format, etc.) for reports and data sets.

Provide information on your data security as well as software and hardware requirements for the County (described in Area of Service I).

G. RESPONSE SERVICE. (10 points)

Explain how your firm will be able to provide the immediacy of response and personal quality of service needed for a small, general purpose local government.

H. CLIENTS/REFERENCES. (5 points)

Provide a list of clients for whom you have provided payroll and human resources services during the past three years. Include names and telephone numbers of at least three references with the types of services noted; ideally the references are public sector organizations with at least one a member of the PERS retirement system.

I. AVAILABLE OPTIONAL SERVICES. (5 points)

Describe the associated services your firm will be able to offer the County to assist it in maximizing the use of scarce county resources, both direct cost and staff time, that are directed towards payroll and benefits processing as well as data-intensive human resources processes. Pricing models and estimates for these additional services is helpful but not required information for this item.

J. STATEMENT OF ASSURANCE. (Mandatory)

Provide a statement of assurance that your firm is not currently in violation of any regulatory agency rules, or, if in violation, the violation does not have a material adverse effect on your ability to perform under the proposed contract.

K. INSURANCE. (Mandatory)

Certify that your firm will purchase and maintain for the duration of the contract the following levels of insurance.

\$2,000,000 commercial general liability
\$2,000,000 errors and omissions

L. INTERVIEWS. Interviews may be conducted with the companies presenting proposals with the highest scores. Interviews will be scored based on information presented during interviews, and overall quality of the service proposed.

SECTION VI

EVALUATION AND SELECTION

Proposals will be evaluated based on the quality of responses to specific items outlined in the PROPOSAL RESPONSE section of this RFP. Each valid proposal will be reviewed by the Project Representative. Additional clarifying material may be requested by the County. The Project Representative will develop a shortlist of firms. The Project Representative may or may not interview the firms. The Project Representative will then send a report to the Board of County Commissioners, making a recommendation as to which firm(s) should be interviewed or selected for a presentation. The Board may or may not request a personal interview and/or presentation, depending on the Project Representative's recommendation. Subject to the approval of the Board, the contract will be awarded to the firm or firms whose qualifications best meets the needs of the County. Proposals which are incomplete or non-responsive to this RFP may be rejected. The County does not accept responsibility for the return of successful or unsuccessful proposals.

The County reserves the right in its sole discretion to:

1. Amend this RFP at any time prior to the Submittal Deadline. Notice will be given of such amendments to all interested parties who have requested or have been sent the RFP packet.

2. Reject any proposal not in compliance with all prescribed RFP procedures and requirements.
3. For good cause reject any or all proposals upon a finding it is in the public interest to do so.
4. Waive minor irregularities in the proposals received.
5. Accept all or any part of a proposal in principle subject to negotiation of the final details. In particular, the County reserves the right to negotiate fee proposals.
6. Reject any proposal not in compliance with all prescribed RFP procedures and requirements.
7. For good cause reject any or all proposals upon a finding it is in the public interest to do so.
8. Waive minor irregularities in the proposals received.
9. Accept all or any part of a proposal in principle subject to negotiation of the final details. In particular, the County reserves the right to negotiate fee proposals.

SECTION VII

CONTRACT

The selected firm(s) will be required to sign a Personal Services Contract which will be prepared by the Office of County Counsel. A copy of the County's standard form Personal Services Contract (ORS 279B) is attached.

SAMPLE CONTRACT -- SAMPLE CONTRACT - SAMPLE CONTRACT
PERSONAL SERVICES CONTRACT (ORS Chapter 279B)

This Agreement is made and entered into by and between COLUMBIA COUNTY, a political subdivision of the State of Oregon, hereinafter referred to as "County", and _____, hereinafter referred to as "Contractor".

WITNESSETH:

IT IS HEREBY AGREED by and between the parties above-mentioned, in consideration of the mutual promises hereinafter stated, as follows:

1. Effective Date. This Agreement is effective .
2. Completion Date. The completion date for this Agreement shall be no later than _____.
3. Contractor's Services. Contractor agrees to provide the services described in the Contractor's Proposal, a copy of which is attached hereto, labeled Exhibit "A" and incorporated herein by this reference. In case of conflict between Contractor's Proposal and this Agreement, this Agreement shall control.
4. Consideration. County shall pay Contractor on a fee-for-service basis, an amount not to exceed \$_____, said amount to be the complete compensation to Contractor for the services performed under this agreement. This fee shall include all expenses. Unless otherwise agreed to in writing by the parties, payment shall be made in a lump sum at the satisfactory completion of the project. This Agreement is subject to the appropriation of funds by County, and/or the receipt of funds from state and federal sources. In the event sufficient funds shall not be appropriated, and/or received, by County for the payment of consideration required to be paid under this Agreement, then County may terminate this Agreement in accordance with Section 16 of this Agreement.
5. Contract Representatives. Contract representatives for this Agreement shall be:

All correspondence shall be sent to the above addressees when written notification is necessary. Contract representatives can be changed by providing written notice to the other party at the address listed.

SAMPLE CONTRACT -- SAMPLE CONTRACT - SAMPLE CONTRACT

6. Permits - Licenses. Unless otherwise specified, Contractor shall procure all permits and licenses, pay all charges and fees and give all notices necessary for performance of this Agreement prior to commencement of work.
7. Compliance with Codes and Standards. It shall be the Contractor's responsibility to demonstrate compliance with all applicable building, health and sanitation laws and codes, and with all other applicable Federal, State and local acts, statutes, ordinances, regulations, provisions and rules. Contractor shall engage in no activity which creates an actual conflict of interest or violates the Code of Ethics as provided by ORS Chapter 244, or which would create a conflict or violation if Contractor were a public official as defined in ORS 244.020.
8. Reports. Contractor shall provide County with periodic reports about the progress of the project at the frequency and with the information as prescribed by the County.
9. Independent Contractor. Contractor is engaged hereby as an independent contractor and shall not be considered an employee, agent, partner, joint venturer or representative of County for any purpose whatsoever. County does not have the right of direction or control over the manner in which Contractor delivers services under this Agreement and does not exercise any control over the activities of the Contractor, except the services must be performed in a manner that is consistent with the terms of this Agreement. County shall have no obligation with respect to Contractor's debts or any other liabilities of Contractor. Contractor shall be responsible for furnishing all equipment necessary for the performance of the services required herein. In addition:
 - A. Contractor will be solely responsible for payment of any Federal or State taxes required as a result of this Agreement.
 - B. This Agreement is not intended to entitle Contractor to any benefits generally granted to County employees. Without limitation, but by way of illustration, the benefits which are not intended to be extended by this Agreement to the Contractor are vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, social security, workers' compensation, unemployment compensation, or retirement benefits (except insofar as benefits are otherwise required by law if the Contractor is presently a member of the Public Employees Retirement System).

SAMPLE CONTRACT -- SAMPLE CONTRACT - SAMPLE CONTRACT

- C. The Contractor is an independent contractor for purposes of the Oregon workers' compensation law (ORS Chapter 656) and is solely liable for any workers' compensation coverage under this Agreement. If the Contractor has the assistance of other persons in the performance of the Agreement, the Contractor shall qualify and remain qualified for the term of this Agreement as a carrier-insured or self-insured employer under ORS 656.407. If the Contractor performs this Agreement without the assistance of any other person, unless otherwise agreed to by the parties, Contractor shall apply for and obtain workers' compensation insurance for himself or herself as a sole proprietor under ORS 656.128.
10. Statutory Provisions. Pursuant to the requirements of ORS 279B.220 through 279B.235 and Article XI, Section 10 of the Oregon Constitution, the following terms and conditions are made a part of this Agreement:
- A. Contractor shall:
- (1) Make payment promptly, as due, to all persons supplying to Contractor labor or material for the prosecution of the work provided for in this Agreement.
 - (2) Pay all contributions or amounts due the Industrial Accident Fund from the Contractor or any subcontractor incurred in the performance of this Agreement.
 - (3) Not permit any lien or claim to be filed or prosecuted against County on account of any labor or material furnished.
 - (4) Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- B. Contractor shall promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness and injury, to the employees of Contractor, of all sums that Contractor agrees to pay for the services and all moneys and sums that Contractor collects or deducts from the wages of employees under any law, contract or agreement for the purpose of providing or paying for such services.
- C. Contractor shall pay all employees under this Agreement at least time and a half for work performed on the legal holidays specified in ORS 279B.020(1)(b)(B) to (G) and for all overtime worked in excess of 40 hours in any one week, except for individuals under personal services contracts

SAMPLE CONTRACT -- SAMPLE CONTRACT - SAMPLE CONTRACT

who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime.

- D. Contractor shall give notice in writing to employees who work on this Agreement, either at the time of hire or before commencement of work on this Agreement, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.
 - E. All subject employers working under this Agreement are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.
 - F. This Agreement is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10 of the Oregon Constitution, and is contingent upon funds being appropriated therefor. Any provisions herein which would conflict with law are deemed inoperative to that extent.
- 11. Non-Discrimination. Contractor agrees that no person shall, on the grounds of race, color, creed, national origin, sex, marital status, handicap or age, suffer discrimination in the performance of this Agreement when employed by Contractor. Contractor certifies that it has not discriminated and will not discriminate, in violation of ORS 279A.110, against any minority, women or emerging small business enterprise certified under ORS 200.055, or a business enterprise that is owned or controlled by or that employs a disabled veteran, as defined in ORS 408.225 in obtaining any required subcontract.
 - 12. Nonassignment; Subcontracts. Contractor shall not assign, subcontract or delegate the responsibility for providing services hereunder to any other person, firm or corporation without the express written permission of the County, except as provided in Contractor's Proposal.
 - 13. Nonwaiver. The failure of the County to enforce any provision of this Agreement shall not constitute a waiver by the County of that or any other provision of the Agreement.
 - 14. Indemnity. Contractor shall indemnify, defend, save, and hold harmless the County, its officers, agents and employees, from any and all claims, suits or actions of any nature, including claims of injury to any person or persons or of damage to property, caused directly or indirectly by reason any error, omission, negligence, or wrongful act by Contractor, its officers, agents and/or employees arising out the performance of this agreement. This indemnity does not apply to claims, suits or actions arising solely out of the negligent acts or omissions of the County, its officers, agents or employees.

15. Insurance. Contractor shall maintain commercial general liability and property damage insurance in an amount of not less than \$2,000,000 combined single limit, and errors and omissions insurance in an amount of not less than \$2,000,000 to protect County, its officers, agents, and employees. Contractor shall provide County a certificate or certificates of insurance in the amounts described above which names County, its officers, agents and employees as additional insureds. Such certificate or certificates shall include a statement by the insurer that County shall be given no less than thirty (30) days advance written notification if the policy is going to expire, be terminated, cancelled or modified in any material way. Such certificate or certificates shall be accompanied by an additional insured endorsement. Contractor shall notify County immediately upon notification to Contractor that any insurance coverage required by this paragraph will be canceled, not renewed or modified in any material way.
16. Termination. This Agreement may be terminated at any time in whole or in part by mutual consent of both parties, or by either party, with or without cause, upon thirty (30) days advance written notice delivered by registered or certified mail, or in person, to the other party. In case of termination, Contractor shall be required to repay to County the amount of any funds advanced to Contractor which Contractor has not earned or expended through the provision of services in accordance with this Agreement. However, Contractor shall be entitled to retain all costs incurred and fees earned by Contractor prior to that termination date, and any amounts remaining due shall be paid by County not to exceed the maximum amount stated above and decreased by any additional costs incurred by County to correct the work performed. The County may terminate this Agreement, effective upon delivery of written notice to Contractor, or at such later date as may be established by the County under the following conditions:
 - A. If Contractor fails to perform the work in a manner satisfactory to County.
 - B. If any license or certificate required by law or regulation to be held by Contractor to provide the services required by this Agreement is for any reason denied, revoked, or not renewed.
 - C. If funding becomes inadequate to allow the work to continue in accordance with the project schedule.

The rights and remedies of the County related to any breach of this Agreement by Contractor shall not be exclusive, and are in addition to any other rights and remedies provided by law or

SAMPLE CONTRACT -- SAMPLE CONTRACT - SAMPLE CONTRACT

under this Agreement. Any termination of this Agreement shall be without prejudice to any obligations or liabilities of either party already accrued before such termination.

17. Time of the Essence. The parties agree that time is of the essence in this Agreement.
18. Ownership of Documents. All documents of any nature and/or electronic data including, but not limited to, working papers, reports, material necessary to understand the documents and/or data, drawings, works of art and photographs, produced, prepared and/or compiled by Contractor pursuant to this Agreement are the property of County, and it is agreed by the parties that such documents are works made for hire. Contractor hereby conveys, transfers, and grants to County all rights of reproduction and the copyright to all such documents.
19. Mediation. In the event of a dispute between the parties arising out of or relating to this Contract, the parties agree to submit such dispute to a mediator agreed to by both parties as soon as practicable after the dispute arises, and preferably before commencement of litigation of any permitted arbitration. The parties agree to exercise their best efforts in good faith to resolve all disputes in mediation.
20. Choice of Law. This Agreement shall be governed by the laws of the State of Oregon.
21. Venue. Venue relating to this Agreement shall be in the Circuit Court of the State of Oregon for Columbia County, located in St. Helens, Oregon.
22. Attorneys Fees. In the event an action, suit or proceeding, including appeal therefrom, is brought for failure to observe any of the terms of this Agreement, each party shall be responsible for its own attorneys fees, expenses, costs and disbursements for said action, suit, proceeding or appeal.
23. Severability. If any provision of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holdings shall not affect the validity of the remaining portions hereof.
24. No Third-Party Rights. This Agreement is solely for the benefit of the parties to this Agreement. Rights and obligations established under this Agreement are not intended to benefit any person or entity not a signatory hereto.

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25. ENTIRE AGREEMENT. THIS AGREEMENT (INCLUDING THE CONTRACTOR'S PROPOSAL) CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENT-ATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREE-MENT. CONTRACTOR, BY THE SIGNATURE OF ITS AUTHORIZED REPRESENT-ATIVE(S) BELOW, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

DATED this _____ day of _____, 2012.

CONTRACTOR

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

Name: _____ By: _____
Jennifer Cuellar-Smith,
Director of
By: _____
Finance & Taxation, under
authority
granted by Order No. 12-2008
Title:

Approved as to form

By: _____
Office of County Counsel

SECTION VIII

ANNEXES

Lists of current pay codes, deduction codes, pay steps and ranges for your reference. The County is open to the reduction of the number of codes and/or addition of other codes which will result in more automated, more accurate and less manual processes.

Code	Description	Pay Type	Rate Multiplier
1000	1000-Standard Pay	Standard Pay	1.00
1002	1002-Exempt-Unemployment	Standard Pay	1.00
1300	1300-Standard plus Cert Pay	Standard Pay	1.00
1304	1304-Standard + Cert Pay 1442	Standard Pay	1.00
1305	1305-Standard + Cert Pay CCDSA	Standard Pay	1.00
1307	1307-Standard + Cert Pay FOPPO	Standard Pay	1.00
1400	1400-Hourly Pay	Standard Pay	1.00
1550	1550-Election Worker - No Tax	Standard Pay	1.00
1602	1602-Exempt SUI- Flat Base	Standard Pay	0.00
1806	1806-WC - 1st 10 Days	Standard Pay	1.00
2000	2000-Field Hours	Standard Pay	1.00
2100	2100-Field Trng	Standard Pay	1.00
2150	2150-Marine Duty	Standard Pay	1.00
2200	2200-Out-of-Class Pay	Standard Pay	1.00
2250	2250-Out-of-Class Pay(2)	Standard Pay	1.00
2300	2300-Mechanic Out-of-Class Pay	Standard Pay	1.00
2400	2400-Leadworker Out-of-Class	Standard Pay	1.00
2500	2500-Training ST	Standard Pay	1.00
3020	3020-Comp Taken	Accrual Used	1.00
3040	3040-Holiday - Floating Taken	Accrual Used	1.00
3050	3050-Accrued Holiday Taken	Accrual Used	1.00
3070	3070-Personal Leave	Accrual Used	1.00
3080	3080-Sick Leave	Accrual Used	1.00
3090	3090-Vacation Leave	Accrual Used	1.00
3110	3110-Bereavement Leave	Standard Pay	1.00
3130	3130-Holiday - County Paid	Standard Pay	1.00
3150	3150-Jury Duty	Standard Pay	1.00
3160	3160-Military Leave - Paid	Standard Pay	1.00
3910	3910-Retro Pay -Step Increase	Standard Pay	1.00
3914	3914-Retro Pay -1442 CBA agrmt	Standard Pay	0.00
3915	3915-Retro Pay-CCDSA CBA Agrmt	Standard Pay	1.00
3916	3916-Retro Pay -667 CBA Agrmt	Standard Pay	1.00
3917	3917-Retro Pay-FOPPO CBA Agrmt	Standard Pay	1.00
4000	4000-Regular Overtime	Overtime	1.50
4020	4020-Double Overtime	Overtime	2.00
4100	4100-Field Training Officer OT	Overtime	1.50
4150	4150-Marine Overtime	Overtime	1.50
4200	4200-Out-of-Class Overtime	Overtime	1.50
4220	4220-Out-of-Class Double Time	Overtime	2.00
4250	4250-Out-of-Class Overtime(2)	Standard Pay	1.50
4300	4300-Mechanic OC Overtime	Overtime	1.50
4320	4320-Mechanic OC Double Time	Overtime	2.00

4400	4400-Leadworker Overtime	Overtime	1.50
4420	4420-Leadworker OC Double Time	Overtime	2.00
4500	4500-Training Overtime	Overtime	1.50
5000	5000-Draw	Standard Pay	0.00
6000	6000-Cell Phone Allowance	Standard Pay	0.00
6100	6100-Lunch Reimburs-taxable	Standard Pay	0.00
6200	6200-In Lieu of Health Ins	Standard Pay	0.00
6300	6300-Personal Use Vehicle	Standard Pay	0.00
6400	6400-Standby Time/On Call	Standard Pay	0.00
7000	7000-Comp Earned-Straight Time	Accrual Earned	0.00
7015	7015-Comp Earned - 1.5 Time	Accrual Earned	0.00
7020	7020-Comp Earned - Double Time	Accrual Earned	0.00
7500	7500-Holiday Earned	Accrual Earned	0.00
8000	8000-Retro Pay - Step Increase	Standard Pay	0.00
8014	8014-Retro Pay -1442 CBA Agrmt	Standard Pay	0.00
8100	8100-Absent W/O Pay	Standard Pay	1.00
8200	8200-Furlough Day Deducted	Standard Pay	1.00
8210	8210-Furlough Reduced Salary	Standard Pay	1.00
8800	8800-Paid Admin Leave	Standard Pay	1.00
8900	8900-Pay Adjustment	Standard Pay	0.00
8999	8999-Non-Tax Pay Adjustment	Standard Pay	0.00
9000	9000-Severance Pay, non worked	Standard Pay	1.00
9020	9020-Comp Payoff	Accrual Used	1.00
9080	9080-Sick Payoff-Lump Sum	Accrual Used	1.00
9090	9090-Vac.Payoff-Lump Sum	Accrual Used	1.00
9095	9090-Vac.Payoff-Lump Sum PERS	Accrual Used	1.00

Type	Show On Check
Comp Time	TRUE
FH	TRUE
Holiday	TRUE
N/A	TRUE
PL	TRUE
Sick	TRUE
Vacation	TRUE

Code	Description	Frequency
C	Comp Time DO NOT USE	Every pay period
CT	Comp Time, Limit 100 Hrs	Every pay period
CT80	Comp Time, Limit 80 Hrs	Every pay period
F50	Floating Holiday-50%-7.5hr	Annually
F60	Floating Holiday-60%-7.5Hrs	Annually
F67	Floating Holiday-70%-7.5Hr	Annually
F7	Floating Holiday-7.5Hrs	Annually
F75	Floating Holiday-75%-7.5hr	Annually
F8	Floating Holiday-8Hrs	Annually
F80	Floating Holiday 80% 7.5Hr	Annually
F8A	Floating Holiday 80% 8Hr	Annually
F93	Floating Holiday 90% 7.5Hr	Annually
F96	Floating Holiday 96% of 7.5hrs	Annually
FH60	Floating Holiday-60% 8hr	Annually
Holiday	In Lieu of Holiday	Every pay period
P60	Personal Leave-8Hrs-60%	Annually
P60A	Personal Leave-60%-7.5Hrs	Annually
P7	Personal Leave-7.5Hrs	Annually
P70A	Personal Leave-70%-7.5 Hrs	Annually
P8	Personal Leave-8Hrs	Annually
S	Sick Leave-7.5Hrs	Every pay period
S50	Sick Leave-50% 7.5	Every pay period
S60	Sick Leave 60% 7.5Hrs	Every pay period
S60A	Sick Leave-60% 8hr	Every pay period
S67	Sick Leave 67% 7.5HR	Every pay period
S70	Sick Leave-70% 7.5 HR	Every pay period
S75	Sick Leave-75% of 7.5hrs	Every pay period
S8	Sick Leave-8Hrs	Every pay period
S80	Sick Leave 80% 7.5HR	Every pay period
S8A	Sick Leave-80% 8Hr	Every pay period
S93	Sick Leave 90% 7.5HR	Every pay period
S96	Sick Leave 96% 7.20	Every pay period
V1	Vacation - New 8 HR.	Every pay period
V2	Vacation - New 7.5 HR	Every pay period
V3	VACATION-7.5 OLD	Every pay period
V4	VACATION-8HR OLD	Every pay period
V5	Vacation-80% of 7.5Hr	Every pay period
V6	Vacation-50% of 7.5Hr	Every pay period
V60	Vacation 60% 7.5 Hrs	Every pay period
V60A	Vacation-60% 8hr	Every pay period

V67	Vacation-67% of 7.5Hr	Every pay period
V7	Vacation-90% of 7.5Hr	Every pay period
V70	Vacation-70% 7.5 HR	Every pay period
V75	Vacation 75% of 7.5hr	Every pay period
V8	Vacation-8Hr/6days-JP	Annually
V8A	Vacation 80% 8Hr	Every pay period
V9	Vacation-80% of 7.5Hr	Every pay period
V96	Vacation-96% of 7.5hr	Every pay period
VM	Vacation-non union capped	Every pay period

Code	Description	Type	Bank Code	Vendor Number	Default
1442	1442 Union - Courthouse	Deduction		1442	FALSE
1442A	1442 CH Union-Local	Deduction		1442	FALSE
697	697 Union Road/Park	Deduction		697	FALSE
697A	697 Union-PEOPLE	Deduction		697	FALSE
AFLAC	AFLAC Ins-Acct OXBB2	Deduction		AFLAC	FALSE
AFLACX	AFLAC Ins-Pre Tax	Deduction		AFLAC	FALSE
ANYTIM	Anytime Fitness	Deduction		ANYTIME	FALSE
AOC	AOC Insurance Deduction	Deduction		AOCIT	FALSE
AOCX	AOC Ins.Ded.-PreTax	Deduction		AOCIT	FALSE
ASI	ASI Flex Spending	Deduction		ASI	FALSE
BCBSD%	BCBS Dental-Emplr. Pd.Partial	Benefit		AOCIT	FALSE
BCBSD1	ODS Dental-Single	Benefit		AOCIT	FALSE
BCBSD2	ODS-Dental-1 Dep	Benefit		AOCIT	FALSE
BCBSD3	ODS Dental-Family	Benefit		AOCIT	FALSE
BCBSDC	Will. Dental-096600004-02	Benefit		AOCIT	FALSE
CCDSA	CC Deputy Sher. Assoc.	Deduction		CCDSA	FALSE
COLINS	Colonial Insurance	Deduction		COLINS	FALSE
DHR	DHR Child Support	Deduction		DHR	FALSE
DRAW	Draw-Direct Deposit	Deduction		DRAW	FALSE
DRAWCK	Draw-Check	Deduction			FALSE
EIC	Earned Income Credit	Deduction		FEDERAL	FALSE
FED	Federal Income Tax	Deduction		FEDERAL	TRUE
FICA	FICA Employee Portion	Deduction		FEDERAL	TRUE
FICAR	FICA Employer Portion	Benefit		FEDERAL	TRUE
FOPPO	FOPPO Union Dues	Deduction		FOPPO	FALSE
IMPUTE	Imputed Income Tax	Benefit			FALSE
KP07	Kaiser Medical HMO - active	Benefit		KAISER	FALSE
KP08	Kaiser Medical HMO - cobra	Deduction		KAISER	FALSE
KP09	Kaiser Medical POS - active	Benefit		KAISER	FALSE
KP10	Kaiser Medical POS - cobra	Deduction		KAISER	FALSE
KP11	Kaiser Dental - active	Benefit		KAISER	FALSE
KP12	Kaiser Dental - cobra	Deduction		KAISER	FALSE
KP13	Kaiser Medical HMO - Early Ret	Deduction		KAISER	FALSE
KP14	Kaiser Medical POS - Early Ret	Deduction		KAISER	FALSE
KP15	Kaiser Dental - Early Ret	Deduction		KAISER	FALSE
KSRDED	Kaiser Insurance Deduction	Deduction		KAISER	FALSE
KSRDEX	Kaiser Ins. Ded.-Pre Tax	Deduction		KAISER	FALSE
LEVY11	LEVY-Office of the Trustee	Deduction		OFFTR13	FALSE
LEVY4	Wage Levy-	Deduction		ODOR2	FALSE
LEVY6	Wage Levy - ODOR	Deduction		Levy6	FALSE

LEVY8	Wage Levy IRS	Deduction	LEVY8	FALSE
LIFE30	Life Insurance 30,000	Benefit	AOCIT	FALSE
LIFE40	Life Insurance 40,000	Benefit	AOCIT	FALSE
LIFE50	Life Insurance 50,000	Benefit	AOCIT	FALSE
LIFER%	Life-Employer Paid Partial	Benefit	AOCIT	FALSE
LIFESH	Life Insurance Sheriff 30,000	Benefit	AOCIT	FALSE
MEDI	Medicare Employee Portion	Deduction	FEDERAL	TRUE
MEDIR	Medicare Employer Portion	Benefit	FEDERAL	TRUE
MISC	Misc. Reimb	Deduction		FALSE
OTHER	Other Tax	Deduction		FALSE
PAYPLN	Repayment Plan to County	Deduction		FALSE
PEBSCO	Deferred Comp #637007	Deduction	PEBSCO	FALSE
PERS	PERS Employee Portion	Benefit	PERS	TRUE
PERSB	PERS Employer Contr.-Bond	Benefit		TRUE
PERSR	PERS Employer Contribution	Benefit	PERS	TRUE
PERSU	PERS Extra Unit Purchase	Deduction	PERS	FALSE
PERVEH	Personal Use Vehicle	Deduction		FALSE
QUALR%	Added Choice Empr Paid Partial	Benefit	KAISER	FALSE
REGION	Regional Income Tax	Deduction		FALSE
REIMB	Exp. Reimb.	Deduction		FALSE
RENT	Rent-Monthly	Deduction		FALSE
SAIF	SAIF Corp.-Time Loss Pymts.	Deduction		FALSE
S-LIFE	Supplemental Life Ins.	Deduction	aocit	FALSE
SP/REC	Col. City Sports & Recreation	Deduction	COLSPORT	FALSE
STATE	State Income Tax	Deduction	STATE	TRUE
UNEMPR	Unemployment - Employer	Benefit		TRUE
UNWAY	United Way	Deduction	UNITEDWA	FALSE
VALIC	Deferred Comp #63193	Deduction	VALIC	FALSE
VAULT	The Vault Gym	Deduction	VAULT	FALSE
VEBA	HRA VEBA - employee contribute	Deduction	HRAVEBA	FALSE
VEBAR	VEBA employer contribution	Benefit	HRAVEBA	TRUE
VEHALW	Taxible Vehicle Allowance	Benefit		FALSE
W/C	Worker's Comp - Employee	Deduction		TRUE
W/C-R	Worker's Comp - Employer	Benefit		TRUE
WBF	WBF Oregon OQ- Employee	Deduction		TRUE
WBF-R	WBF Oregon OQ - employer	Benefit		TRUE
ZADVAN	% Advantis Credit Union	Deduction	ADVANT	FALSE
ZBOAN	% Bank of America-NA	Deduction	BOANA	FALSE
ZBOAOR	% BOA-Oregon	Deduction	BOAOR	FALSE
ZBOAWA	% BOA-Washington	Deduction	BOAWA	FALSE
ZBOTW	% Bank of the West	Deduction	BOTW	FALSE
ZBOTW2	_ Bank of the West-Flat	Deduction	BOTW	FALSE
ZBOTW3	_ Bank of the West-Flat2	Deduction	BOTW	FALSE
ZBOTW4	_ Bank of the West-Flat3	Deduction	BOTW	FALSE
ZCASCO	% Cascade Comm. CU	Deduction	CASCOM	FALSE
ZCHAS2	_ CHASE OR - Flat	Deduction	CHASE	FALSE
ZCHASE	% CHASE OR	Deduction	CHASE	FALSE
ZCLACK	% Clackamas FCU	Deduction	CLACK	FALSE
ZCOCRU	% Columbia Credit Union	Deduction	COCR	FALSE
ZCOL	% Columbia Bank	Deduction	COL	FALSE
ZCOWL	% Cowlitz CU	Deduction	COWL	FALSE

ZELECT	% Electra Central	Deduction	ELECTR	FALSE
ZETRAD	% E-TRADE Bank	Deduction	ETRADE	FALSE
ZFIBR2	_ Fibre Federal-Flat	Deduction	FIBRE	FALSE
ZFIBR3	_ Fibre Federal-Flat 2	Deduction	FIBRE	FALSE
ZFIBRE	% Fibre Federal	Deduction	FIBRE	FALSE
ZFIRFE	% First Federal Savings	Deduction	FIRFED	FALSE
ZFIRT2	% First Technology FCU	Deduction	FIRTEC	FALSE
ZFIRTE	_ First Technology FCU-Flat	Deduction	FIRTEC	FALSE
ZFORES	% Forest Park FCU	Deduction	FOREST	FALSE
ZHAVA	% Havasu Comm. CU	Deduction	HAVA	FALSE
ZINDNA	% Independent National Bank	Deduction	INDNAT	FALSE
ZIQU	% iQ Credit Union	Deduction	IQU	FALSE
ZKEY	_ Key Bank -Flat	Deduction	KEY	FALSE
ZNAVY	% Navy Federal Credit Union	Deduction	NAVY	FALSE
ZNWPR1	% NW Priority CU	Deduction	NWPRIOR	FALSE
ZNWPR2	_ NW Priority CU-Flat	Deduction	NWPRIOR	FALSE
ZNWPR3	_ NW Priority CU-Flat2	Deduction	NWPRIOR	FALSE
ZOCCUS	_ Oregon Comm CU-Flat 2	Deduction	ORCOMM2	FALSE
ZONPO2	_ On-Point CU-Flat	Deduction	ONPOIN	FALSE
ZONPO3	_ On-Point CU-Flat 2	Deduction	ONPOIN	FALSE
ZONPOI	% On-Point CU	Deduction	ONPOIN	FALSE
ZORCCU	_ Oregon Community CU Flat	Deduction	ORCOMM2	FALSE
ZORCEN	_ Oregon Central CU-Flat	Deduction	ORCENT	FALSE
ZORCOM	% Oregon Comm. CU	Deduction	ORCOMM	FALSE
ZORTCU	% Oregon TELCO Credit Union	Deduction	ORTCU	FALSE
ZPACE	% PACE CU	Deduction	PACE	FALSE
ZPOINT	% Pointwest Credit Union	Deduction	POINT	FALSE
ZPROV	% Providence Health Sys FCU	Deduction	PROV	FALSE
ZRIVER	% Rivermark CU	Deduction	RIVER	FALSE
ZSCHWA	% Charles Schwab Bank	Deduction	SCHWAB	FALSE
ZSHCU2	_ St. Helens FCU-Flat	Deduction	SHCFU	FALSE
ZSHCU3	_ St Helens FCU-Flat 2	Deduction	SHCFU	FALSE
ZSHCU4	% St. Helens FCU-%2	Deduction	SHCFU	FALSE
ZSHFCU	% St. Helens FCU	Deduction	SHCFU	FALSE
ZSIMP	% Simpson Community FCU	Deduction	SIMPCO	FALSE
ZSTER2	_ Sterling Savings Bank - Flat	Deduction	STERL2	FALSE
ZSTERL	% Sterling Savings Bank	Deduction	STERL	FALSE
ZSUN	% Sunset Science Park FCU	Deduction	SUNFCU	FALSE
ZSUN2	_ Sunset Science Park FCU-Flat	Deduction	SUNFCU	FALSE
ZUNIT	_ Unitus Comm. CU Flat	Deduction	UNITUS	FALSE
ZUNITS	% Unitus Comm. Credit Union	Deduction	UNITUS	FALSE
ZUSAA	% USAA Federal Savings Bank	Deduction	USAA	FALSE
ZUSBN2	% US BANK NA 1212	Deduction	USBNA2	FALSE
ZUSBN3	% US Bank NA 0420	Deduction	USBNA3	FALSE
ZUSBNA	% US Bank NA 1231	Deduction	USBNA	FALSE
ZUSOR	% US Bank of Oregon	Deduction	USBOR	FALSE
ZUSOR2	_ US Bank of Oregon-Flat	Deduction	USBOR	FALSE
ZUSWA	% US Bank of Washington	Deduction	USBWA	FALSE
ZWAMU	% JP Morgan Chase of WA	Deduction	WAMU	FALSE
ZWAMU2	_ JP Morgan Chase of WA-Flat	Deduction	WAMU	FALSE
ZWAMU3	_ JP Morgan Chase of WA-Flat2	Deduction	WAMU	FALSE

ZWAMU4	_ JP Morgan Chase of WA-Flat3	Deduction	WAMU	FALSE
ZWAMUC	% JP Morgan Chase-CA	Deduction	WAMUC	FALSE
ZWAUN	% Wauna FCU	Deduction	WAUNA	FALSE
ZWAUN2	_ Wauna FCU-Flat	Deduction	WAUNA	FALSE
ZWAUN3	_ Wauna FCU-Flat2	Deduction	WAUNA	FALSE
ZWAUN4	%Wauna FCU 2	Deduction	WAUNA	FALSE
ZWELL2	_ Wells Fargo-Flat	Deduction	WELLS	FALSE
ZWELL3	_Wells Fargo-Flat2	Deduction	WELLS	FALSE
ZWELLA	% Wells Fargo AZ	Deduction	WELLSA	FALSE
ZWELLN	% Wells Fargo-Nevada	Deduction	WELLSN	FALSE
ZWELLS	% Wells Fargo	Deduction	WELLS	FALSE
ZWELLW	% Wells Fargo-WA	Deduction	WELLSW	FALSE
ZWESCO	% Wescom CU	Deduction	WESCOM	FALSE
ZWEYE2	_Weyerhaeuser Employee's CU	Deduction	WEYER	FALSE
ZWEYER	% Weyerhaeuser Employee's CU	Deduction	WEYER	FALSE
ZWSECU	% WA State Employee Credit Un	Deduction	WSECU	FALSE
ZYAKIM	% Yakima Valley Credit Union	Deduction	YAKIMA	FALSE

Code	Description	Amount Type	Aggregate
FO	Field Officer Training	Percent	FALSE
Mech/Lead-3.69	Mech/Lead-3.69	Hourly	FALSE
Mech-Lead/0.11	Mech-Lead/0.11	Hourly	FALSE
Mech-Lead/0.33	Mech-Lead/0.33	Hourly	FALSE
Mech-Lead/0.35	Mech-Lead/0.35	Hourly	FALSE
Mech-Lead/0.84	Mech-Lead/0.84	Hourly	FALSE
Mech-Lead/1.95	Mech-Lead/1.95	Hourly	FALSE
Mech-Lead/1.98	Mech-Lead/1.98	Hourly	FALSE
Mech-Lead/2.04	Mech-Lead/2.04	Hourly	FALSE
Mech-Lead/2.12	Mech-Lead/2.12	Hourly	FALSE
Mech-Lead/2.14	Mech-Lead/2.14	Hourly	FALSE
Mech-Lead/2.15	Mech-Lead/2.15	Hourly	FALSE
Mech-Lead/2.21	Mech-Lead/2.21	Hourly	FALSE
Mech-Lead/2.24	Mech-Lead/2.24	Hourly	FALSE
Mech-Lead/2.26	Mech-Lead/2.26	Hourly	FALSE
Mech-Lead/2.29	Mech-Lead/2.29	Hourly	FALSE
Mech-Lead/2.33	Mech-Lead/2.33	Hourly	FALSE
Mech-Lead/2.54	Mech-Lead/2.54	Hourly	FALSE
Mech-Lead/2.62	Mech-Lead/2.62	Hourly	FALSE
Mech-Lead/3.55	Mech-Lead/3.55	Hourly	FALSE
Mech-Lead/3.59	Mech-Lead/3.59	Hourly	FALSE
Mech-Lead/3.69	Mech-Lead/3.69	Hourly	FALSE
Mech-Lead/3.73	Mech-Lead/3.73	Hourly	FALSE
Mech-Lead/3.78	Mech-Lead/3.78	Hourly	FALSE
Mech-Lead/3.80	Mech-Lead/3.80	Hourly	FALSE
Mech-Lead/3.83	Mech-Lead/3.83	Hourly	FALSE
Mech-Lead/3.89	Mech-Lead/3.89	Hourly	FALSE
Mech-Lead/4.00	Mech-Lead/4.00	Hourly	FALSE
Mech-Lead/4.38	Mech-Lead/4.38	Hourly	FALSE
Mech-Lead/4.44	Mech-Lead/4.44	Hourly	FALSE
Mech-Lead/5.49	Mech-Lead/5.49	Hourly	FALSE
Mech-Lead/5.57	Mech-Lead/5.57	Hourly	FALSE

Mech-Lead/5.72	Mech-Lead/5.72	Hourly	FALSE
OC - FOPPO	Out of Class Pay	Percent	FALSE
OC/0.81	OC/0.81	Hourly	FALSE
OC/1.53	OC/1.53	Hourly	FALSE
OC/1.59	OC/1.59	Hourly	FALSE
RMW-1/0.25	RMW-1/0.25	Hourly	FALSE
RMW-1/1.66	RMW-1/1.66	Hourly	FALSE
RMW-1/1.68	RMW-1/1.68	Hourly	FALSE
RMW-1/1.72	RMW-1/1.72	Hourly	FALSE
RMW-11/0.34	RMW-11/0.34	Hourly	FALSE
RMW-II/0.28	RMW-II/0.28	Hourly	FALSE
RMW-II/0.76	RMW-II/0.76	Hourly	FALSE
RMW-II/1.69	RMW-II/1.69	Hourly	FALSE
RMW-II/1.71	RMW-II/1.71	Hourly	FALSE
RMW-II/1.76	RMW-II/1.76	Hourly	FALSE
RMW-II/1.78	RMW-II/1.78	Hourly	FALSE
RMW-II/1.80	RMW-II/1.80	Hourly	FALSE
RMW-II/1.82	RMW-II/1.82	Hourly	FALSE
RMW-II/1.85	RMW-II/1.85	Hourly	FALSE
RMW-II/1.90	RMW-II/1.90	Hourly	FALSE
RMW-II/2.09	RMW-II/2.09	Hourly	FALSE
RMW-II/2.11	RMW-II/2.11	Hourly	FALSE
RMW-II/3.48	RMW-II/3.48	Hourly	FALSE
RMW-II/3.62	RMW-II/3.62	Hourly	FALSE

**Pay Range and Position Assignment
for
Elected Officials
July 1, 2011 - June 30, 2012**

			FY12 2% cola	10% red
Board of Commissioners	E07	Step 3	6,416	5,774
County Assessor	E07	Step 2	6,229	5,606
County Clerk	E07	Step 1	6,048	5,443
County Sheriff	E08	Step 3	7,057	No furlough due to 24/7 nature of operations
County Surveyor	725	per month plus \$35 per hour; maximum \$5,500 per month		
County Treasurer			0	
District Attorney	1250	per month supplemental per hour maximum \$4,000 per		
Justice	30	month		
				Judge by statute 2 weeks paid vacation credited at beginning of FY

Other Pay Available:

\$20 cell phone allowance upon request and approval
\$150 per month in lieu of County paid health insurance

**Columbia County Salary Ranges FLSA Exempt Employees
Effective July 1, 2011 - June 30, 2012**

**REDUCED
Level**

2% increase CoLA		FY2011-2012 salaries with 26 working days (10%) reduction								
Job Title	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Victims Assistance Administrator	E01	17.73 3,072	18.26 3,165	18.80 3,259	19.37 3,357	19.95 3,458	20.55 3,562	21.16 3,669	21.80 3,779	22.52 3,903
No positions assigned	E02	19.50 3,380	20.08 3,481	20.69 3,585	21.31 3,693	21.94 3,804	22.60 3,918	23.28 4,035	23.98 4,156	24.77 4,293
No positions assigned	E03	21.45 3,718	22.09 3,829	22.75 3,944	23.44 4,062	24.14 4,184	24.86 4,310	25.61 4,439	26.38 4,572	27.25 4,723
Deputy Surveyor Fairgrounds Administrator* Office Manager II Paralegal/Natural Resources Administrator Transit Program Coordinator	E04	23.59 4,089	24.30 4,212	25.03 4,338	25.78 4,469	26.55 4,603	27.35 4,741	28.17 4,883	29.02 5,029	29.99 5,198
Assistant Public Works Director Chief Cartographer Deputy DA - Level 1 Director - Commission on Children & Families* Director - Emergency Management * Planning Division Manager Transit Program Administrator* Undersheriff*	E05	25.95 4,498	26.73 4,633	27.53 4,772	28.36 4,915	29.21 5,063	30.08 5,215	30.99 5,371	31.92 5,532	32.99 5,718
Building Services Manager Jail Manager*	E06	28.55 4,948	29.40 5,097	30.29 5,249	31.19 5,407	32.13 5,569	33.09 5,736	34.09 5,908	35.11 6,086	36.28 6,289
Assistant County Counsel Deputy DA - Level 2	E07	31.40 5,443	32.34 5,606	33.31 5,774	34.31 5,948	35.34 6,126	36.40 6,310	37.49 6,499	38.62 6,694	39.91 6,918

Director - Community Corrections*
 Director - Juvenile*
 Director - Land Development Service*

Director - Finance/Tax*	E08	34.54	35.58	36.65	37.74	38.88	40.04	41.24	42.48	43.91
Director - Human Resources/IT*		5,987	6,167	6,352	6,542	6,739	6,941	7,149	7,363	7,610
Chief Deputy District Attorney	E09	38.00	39.14	40.31	41.52	42.76	44.05	45.37	46.73	48.30
Director - Public Works*		6,586	6,783	6,987	7,197	7,412	7,635	7,864	8,100	8,371
County Counsel*	E10	41.80	43.05	44.34	45.67	47.04	48.45	49.91	51.40	53.12
		7,244	7,462	7,686	7,916	8,154	8,398	8,650	8,910	9,207

Columbia County Salary Ranges FLSA Non Exempt Employees: AFSCME Local 1442 & Non-Represented

Effective July 1, 2011 - June 30, 2012						2% increase		On 26 day furlough				
Position Title	FLSA	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
Assessment Clerk I	N	20	14.22	14.61	15.00	15.41	15.82	16.25	16.69	17.14	17.60	
Deputy Recording Clerk	N		2,311	2,374	2,438	2,504	2,571	2,641	2,712	2,785	2,860	Monthly 37.5
Property Tax Clerk	N		2,465	2,532	2,600	2,670	2,743	2,817	2,893	2,971	3,051	Monthly 40.0
Office Specialist	N	21	15.65	16.07	16.50	16.95	17.41	17.88	18.36	18.86	19.37	
			2,543	2,611	2,682	2,754	2,829	2,905	2,984	3,064	3,147	Monthly 37.5
			2,712	2,786	2,861	2,938	3,017	3,099	3,182	3,268	3,357	Monthly 40.0
Assessment Clerk II	N	22	17.21	17.67	18.15	18.64	19.14	19.66	20.19	20.74	21.30	
Board Secretary	N		2,797	2,872	2,950	3,029	3,111	3,195	3,281	3,370	3,461	Monthly 37.5
Department Secretary	N		2,983	3,064	3,146	3,231	3,318	3,408	3,500	3,595	3,692	Monthly 40.0
Planning Secretary	N											
Support Enforcement Agent	N											
Accountant - Junior	N	23	18.93	19.44	19.97	20.51	21.06	21.63	22.21	22.81	23.43	
Administrative Assistant	N		3,076	3,159	3,245	3,332	3,422	3,515	3,609	3,707	3,807	Monthly 37.5
Facilities Maintenance Mechanic I	N		3,281	3,370	3,461	3,554	3,650	3,749	3,850	3,954	4,061	Monthly 40.0

Justice Court Clerk	N											
Permit Specialist	N											
Animal Control Officer	N	24	20.82	21.39	21.96	22.56	23.17	23.79	24.43	25.09	25.77	
Deputy Tax Collector	N		3,384	3,475	3,569	3,665	3,764	3,866	3,970	4,078	4,188	Monthly 37.5
Juvenile Probation Officer I	N		3,609	3,707	3,807	3,910	4,015	4,124	4,235	4,349	4,467	Monthly 40.0
Legal Secretary - DA's Office	N											
Property Appraiser Trainee	N											
Purchasing Coordinator	N											
Survey Technician	N											
UASI Project/Grant Coordinator	N											
Work Crew Supervisor	N											
Accountant - Senior	N	25	22.91	23.52	24.16	24.81	25.48	26.17	26.88	27.60	28.35	
Building Inspector I	N		3,722	3,823	3,926	4,032	4,141	4,253	4,367	4,485	4,606	Monthly 37.5
Cartographic Drafter	N		3,970	4,078	4,188	4,301	4,417	4,536	4,659	4,784	4,914	Monthly 40.0
Code Enforcement Officer	N											
Computer Technician I	N											
Emergency Management Coordinator	N											
Environmental Services Specialist I	N											
Facilities Maintenance Mechanic II	N											
Juvenile Probation Officer II	N											
Planner I	N											
Property Appraiser I	N											
Shop Supervisor	N											
Support Enforcement Coordinator	N											
Computer Technician II	N	26	25.20	25.88	26.58	27.29	28.03	28.79	29.56	30.36	31.18	
District Supervisor I	N		4,094	4,205	4,318	4,435	4,555	4,678	4,804	4,934	5,067	Monthly 37.5
GIS Programmer - Cartographer	N		4,367	4,485	4,606	4,731	4,859	4,990	5,124	5,263	5,405	Monthly 40.0
Juvenile Probation Officer III	N											
Office Manager I	N											
Planner II	N											
Property Appraiser II	N											
Sales Data Analyst	N											
Building Inspector II	N	27	27.72	28.46	29.23	30.02	30.83	31.67	32.52	33.40	34.30	

Corrections Sergeant - Administrative	N		4,504	4,625	4,750	4,879	5,010	5,146	5,285	5,427	5,574	Monthly 37.5
District Supervisor II	N		4,804	4,934	5,067	5,204	5,344	5,489	5,637	5,789	5,945	Monthly 40.0
Computer Technician - Senior	N											
Elections Supervisor	N											
Electrical Inspector	N											
Environmental Services Specialist II	N											
Lead Parole/Probation Officer	N											
Planner III	N											
Solid Waste Program Administrator	N											
Building Inspection Supervisor		28	30.49	31.31	32.16	33.02	33.92	34.83	35.77	36.74	37.73	
			4,954	5,088	5,225	5,366	5,511	5,660	5,813	5,970	6,131	Monthly 37.5
			5,285	5,427	5,574	5,724	5,879	6,038	6,201	6,368	6,540	Monthly 40.0

FOPPO Wages Effective July 1, 2011 - ?? In negotiations at time of publication

Cola Increase 0.00%

Parole/Probation Officer 1											
	Step										
	Step 1	2	Step 3		Step 4	Step 5	Step 6				
Monthly	3,355	3,491		3,630	3,756	3,902		4,035			
Hourly	19.36	20.14		20.94	21.67	22.51		23.28			

Parole/Probation Officer 2											
	Step										
	Step 1	2	Step 3		Step 4	Step 5	Step 6				
Monthly	3,902	4,035		4,193	4,349	4,513		4,676			
Hourly	22.51	23.28		24.19	25.09	26.04		26.98			

40 hour workweek
standard

Columbia County AFSCME Local 697 Salary Ranges

Effective July 1, 2011 - June 30, 2012

CoLA increase: 1.30%

Job Title		Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
No positions currently assigned	N	20	\$14.12 \$2,448	\$14.51 \$2,514	\$14.90 \$2,582	\$15.30 \$2,652	\$15.71 \$2,724	\$16.14 \$2,797	\$16.57 \$2,873	\$17.02 \$2,950	\$17.46 \$3,027
Lube Service Worker	E	21	\$15.54	\$15.96	\$16.39	\$16.84	\$17.29	\$17.76	\$18.23	\$18.73	\$19.22
Office Specialist	E		\$2,694	\$2,767	\$2,841	\$2,917	\$2,996	\$3,077	\$3,161	\$3,246	\$3,331
Department Secretary	P	22	\$17.09	\$17.56	\$18.03	\$18.52	\$19.01	\$19.53	\$20.06	\$20.59	\$21.13
Parks Maintenance Worker I	E		\$2,962	\$3,042	\$3,124	\$3,209	\$3,295	\$3,384	\$3,476	\$3,570	\$3,663
Road Maintenance Worker I	E										
Parks Maintenance Worker II	P	23	\$18.80	\$19.31	\$19.83	\$20.36	\$20.92	\$21.48	\$22.06	\$22.65	\$23.25
Road Maintenance Worker II	P		\$3,259	\$3,347	\$3,437	\$3,530	\$3,626	\$3,723	\$3,823	\$3,926	\$4,029
Sign Maintenance Worker	O										
Crew Leadworker	P	24	\$20.69	\$21.24	\$21.81	\$22.40	\$23.01	\$23.62	\$24.26	\$24.92	\$25.57
Mechanic	O		\$3,585	\$3,681	\$3,781	\$3,883	\$3,987	\$4,096	\$4,206	\$4,319	\$4,432
No positions currently assigned	N	25	\$22.75 \$3,943	\$23.36 \$4,050	\$24.00 \$4,158	\$24.65 \$4,271	\$25.30 \$4,386	\$25.99 \$4,505	\$26.69 \$4,626	\$27.41 \$4,751	\$28.12 \$4,875
Office Manager I	O	26	\$25.02 \$4,338	\$25.70 \$4,454	\$26.39 \$4,575	\$27.11 \$4,698	\$27.84 \$4,825	\$28.59 \$4,956	\$29.36 \$5,089	\$30.16 \$5,226	\$30.94 \$5,363
Engineering Project Coordinator	O	27	\$27.52	\$28.27	\$29.03	\$29.81	\$30.62	\$31.44	\$32.29	\$33.17	\$34.03
Transportation Planner	O		\$4,771	\$4,900	\$5,033	\$5,168	\$5,307	\$5,451	\$5,598	\$5,749	\$5,899

E=entry

P=promotional

O=open

**Columbia County Sheriffs' Association
Effective July 1, 2011**

	3% increase		40 hour workweek standard			
COLI 07/01/2010	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Civil Clerk-122						
Base	2,762	2,899	3,083	3,268	3,499	3,635
Base w/COLI	2,844	2,986	3,175	3,366	3,604	3,744
Hourly Rate	16.41	17.23	18.32	19.42	20.79	21.60
Step A (2.5%) 10yrs	2,915	3,061	3,255	3,450	3,694	3,837
Step B (5.0%) 15yrs	2,987	3,136	3,334	3,534	3,784	3,931
Step C (7.5%) 20yrs	3,058	3,210	3,414	3,618	3,874	4,024
Civil Deputy-123						
Base	2,583	2,711	2,914	3,115	3,314	3,516
Base w/COLI	2,661	2,792	3,002	3,208	3,414	3,621
Hourly Rate	15.35	16.11	17.32	18.51	19.69	20.89
Step A (2.5%) 10yrs	2,727	2,862	3,077	3,288	3,499	3,712
Step B (5.0%) 15yrs	2,794	2,932	3,152	3,369	3,584	3,802
Step C (7.5%) 20yrs	2,860	3,001	3,227	3,449	3,670	3,893
Civil Office Supervisor-125						
Base	3,009	3,158	3,373	3,586	3,799	4,013
Base w/COLI	3,099	3,253	3,474	3,693	3,913	4,134
Hourly Rate	17.88	18.77	20.04	21.31	22.58	23.85
Step A (2.5%) 10yrs	3,176	3,334	3,561	3,786	4,011	4,237
Step B (5.0%) 15yrs	3,254	3,416	3,647	3,878	4,109	4,340
Step C (7.5%) 20yrs	3,331	3,497	3,734	3,970	4,207	4,444
Sergeant-Patrol/Corr.-107/137						
Base	4,367	4,530	4,701	4,871	5,050	5,225
Base w/COLI	4,498	4,666	4,842	5,018	5,201	5,381
Hourly Rate	25.95	26.92	27.93	28.95	30.01	31.05
Step A (2.5%) 10yrs	4,611	4,783	4,963	5,143	5,331	5,516
Step B (5.0%) 15yrs	4,723	4,899	5,084	5,268	5,461	5,650
Step C (7.5%) 20yrs	4,836	5,016	5,205	5,394	5,591	5,785
Corporal-Patrol/Corr.-105/135						
Base	3,408	3,575	3,840	4,106	4,372	4,638
Base w/COLI	3,510	3,682	3,956	4,229	4,503	4,777
Hourly Rate	20.25	21.25	22.82	24.40	25.98	27.56
Step A (2.5%) 10yrs	3,598	3,775	4,055	4,335	4,616	4,897
Step B (5.0%) 15yrs	3,685	3,867	4,153	4,440	4,728	5,016
Step C (7.5%) 20yrs	3,773	3,959	4,252	4,546	4,841	5,136
Deputy-Patrol/Corr.-103/133						
Base	3,246	3,408	3,661	3,912	4,164	4,417
Base w/COLI	3,344	3,510	3,771	4,029	4,289	4,549
Hourly Rate	19.29	20.25	21.76	23.24	24.74	26.24

Step A (2.5%) 10yrs	3,427	3,598	3,865	4,130	4,396	4,663
Step B (5.0%) 15yrs	3,511	3,685	3,960	4,230	4,503	4,776
Step C (7.5%) 20yrs	3,595	3,773	4,054	4,331	4,611	4,890
Corrections Nurse-145						
Base	4,219	4,373	4,526	4,679	4,831	4,985
Base w/COLI	4,346	4,504	4,662	4,819	4,976	5,135
Hourly Rate	25.07	25.99	26.89	27.80	28.71	29.62
Step A (2.5%) 10yrs	4,454	4,617	4,778	4,939	5,101	5,263
Step B (5.0%) 15yrs	4,563	4,729	4,895	5,060	5,225	5,391
Step C (7.5%) 20yrs	4,672	4,842	5,011	5,180	5,349	5,520
Corrections Technician-131						
Base	2,462	2,637	2,817	2,995	3,173	3,350
Base w/COLI	2,536	2,717	2,901	3,085	3,268	3,451
Hourly Rate	14.63	15.67	16.74	17.80	18.86	19.91
Step A (2.5%) 10yrs	2,600	2,784	2,974	3,162	3,350	3,537
Step B (5.0%) 15yrs	2,663	2,852	3,046	3,239	3,432	3,623
Step C (7.5%) 20yrs	2,726	2,920	3,119	3,316	3,513	3,710
Victim Advocate-083A						
Base	2,666	2,762	2,878	2,993	3,099	3,213
Base w/COLI	2,746	2,844	2,965	3,083	3,192	3,310
Hourly Rate	15.84	16.41	17.10	17.78	18.41	19.10
Step A (2.5%) 10yrs	2,815	2,915	3,039	3,160	3,272	3,393
Step B (5.0%) 15yrs	2,883	2,987	3,113	3,237	3,351	3,475
Step C (7.5%) 20yrs	2,952	3,058	3,187	3,314	3,431	3,558
Evidence Technician - 123B						
Base	2,462	2,585	2,766	2,959	3,167	3,356
Base w/COLI	2,536	2,663	2,849	3,047	3,262	3,457
Hourly Rate	14.63	15.36	16.43	17.58	18.82	19.94
Step A (2.5%) 10yrs	2,600	2,730	2,920	3,124	3,343	3,543
Step B (5.0%) 15yrs	2,663	2,796	2,991	3,200	3,425	3,629
Step C (7.5%) 20yrs	2,726	2,863	3,062	3,276	3,506	3,716
Corrections Clerk - 128						
Base	2,337	2,455	2,626	2,810	3,007	3,187
Base w/COLI	2,407	2,529	2,705	2,894	3,097	3,282
Hourly Rate	13.89	14.59	15.60	16.70	17.87	18.94
Step A (2.5%) 10yrs	2,467	2,592	2,772	2,966	3,174	3,364
Step B (5.0%) 15yrs	2,528	2,655	2,840	3,039	3,252	3,446
Step C (7.5%) 20yrs	2,588	2,718	2,908	3,111	3,329	3,529