

**RESOLUTION #22-67**  
**A RESOLUTION SETTING THE OFFICIAL PAY PLAN FOR 2023**

Be it resolved by the governing body of Brookings County, South Dakota:

That the official Pay Series and Management Salary Compensation increase as indicated in the attachments hereto is administered for the year 2023 to become effective January 1, 2023.

Passed and approved this 20<sup>th</sup> day of December 2022.

  
 Angela Boersma, Chairperson  
 Brookings County Commission

**ATTEST:**  
  
 Lori Schultz, Finance Officer  
 Brookings County

|  |              |                            |
|--|--------------|----------------------------|
| <b>Brookings County Outdoor Adventure Center</b> | <b>FTE</b>   | <b>GRADE</b>               |
| Director   | 1            | E-11                       |
| Office Manager                                   | 1            | N-5                        |
| PT Membership Assistant                          | 4 (8 @ .5)   | N-3 (Steps 1 & 2 only)     |
| <b>Commission Department</b>                     | <b>FTE</b>   | <b>GRADE</b>               |
| Commission Department Director                   | 1            | E-13                       |
| County Commissioners                             | 2.5 (5 @ .5) | 30% Grade 12 (Step 1 only) |
| Information Technology Administrator             | 1            | N-11                       |
| GIS Technician                                   | 1            | N-9                        |
| HR Generalist                                    | 1            | N-9                        |
| Veterans Service Officer                         | 1            | N-8                        |
| Information Technology Support Specialist        | 1            | N-8                        |
| Office Coordinator                               | 1            | N-5                        |
| Maintenance Supervisor                           | 1            | N-5                        |
| General Maintenance Worker                       | 2            | N-4                        |
| <b>County 4-H</b>                                | <b>FTE</b>   | <b>GRADE</b>               |
| PT 4-H Program Assistant                         | 1 (2 @ .5)   | N-5 (Steps 1 & 2 only)     |
| <b>County Health</b>                             | <b>FTE</b>   | <b>GRADE</b>               |
| Office Coordinator                               | 1            | N-5                        |
| <b>County Development Department</b>             | <b>FTE</b>   | <b>GRADE</b>               |
| Director   | 1            | E-11                       |
| Deputy Director                                  | 1            | N-9                        |
| Office Manager                                   | 1            | N-5                        |
| <b>Equalization Department</b>                   | <b>FTE</b>   | <b>GRADE</b>               |
| Director   | 1            | E-11                       |
| Deputy Director                                  | 1            | N-9                        |
| Appraiser  | 3            | N-7                        |
| Office Coordinator                               | 2            | N-5                        |

| <b>Finance Department</b> | <b>FTE</b>  | <b>GRADE</b>           |
|---------------------------|-------------|------------------------|
| Finance Officer           | 1           | E-12                   |
| Deputy Finance Officer    | 1           | N-9                    |
| Finance Specialist        | 2           | N-7                    |
| Finance Technician        | 1           | N-5                    |
| Finance Assistant         | 3           | N-4                    |
| Temporary Election Worker | 1 (4 @ .25) | N-1 (Steps 1 & 2 only) |

| <b>Highway Department</b>   | <b>FTE</b>                | <b>GRADE</b> |
|-----------------------------|---------------------------|--------------|
| Highway Superintendent      | 1                         | E-13         |
| Lead Foreman                | 1                         | N-9          |
| Road Foreman                | 1                         | N-8          |
| Shop Foreman                | 1                         | N-8          |
| Mechanic, Fabricator/Welder | 1                         | N-7          |
| Heavy Equipment Operator    | 6                         | N-6          |
| Office Manager              | 1                         | N-5          |
| Equipment Operator          | 5                         | N-5          |
| Sign Technician             | 1                         | N-5          |
| Truck Driver                | 1 (2 @ .5-split employee) | N-5          |

| <b>Register of Deeds</b> | <b>FTE</b> | <b>GRADE</b> |
|--------------------------|------------|--------------|
| Register of Deeds        | 1          | E-11         |
| Deputy Register of Deeds | 1          | N-6          |
| Office Coordinator       | 1          | N-5          |

| <b>Sheriff's Department/Jail</b> | <b>FTE</b>  | <b>GRADE</b>               |
|----------------------------------|-------------|----------------------------|
| Sheriff                          | 1           | E-15                       |
| Assistant Sheriff                | 1           | E-12                       |
| Jail Administrator               | 1           | E-12                       |
| Detention Center Nurse           | 1           | N-11                       |
| Deputy-Sergeant                  | 3           | N-11                       |
| Deputy                           | 11          | N-9                        |
| Courtroom Sheriff's Deputy       | 1           | N-9                        |
| Correctional Officer             | 17          | N-6                        |
| Office Technician                | 1           | N-6                        |
| Office Coordinator               | 1           | N-5                        |
| PT Deputy Sheriff                | 1 (2 @ .5)  | N-9 (Steps 1 & 2 only)     |
| PT Correctional Officer          | 7 (14 @ .5) | N-6 (Steps 1 & 2 only)     |
| Coroner                          | .15         | 15% Grade 11 (Step 1 only) |
| PT Detention Center Nurse        | .25         | N-11 (Step 1 only)         |
| Animal Control Officer           | .25         | N-9 (Step 1 only)          |
| Jail Greeter                     | .5          | N-1 (Step 1 only)          |

| <b>State's Attorney</b>       | <b>FTE</b> | <b>GRADE</b> |
|-------------------------------|------------|--------------|
| State's Attorney              | 1          | E-19         |
| Chief Deputy State's Attorney | 1          | E-16         |
| Deputy State's Attorney       | 1          | E-13         |
| Legal Assistant               | 4          | N-7          |
| Human Services Assistant      | 1          | N-6          |
| Office Manager                | 1          | N-5          |

**Weed Department**  
 Supervisor  
 Truck Driver  
 Seasonal Workers

**FTE**  
 1  
 1 (2 @ .5-split employee)  
 1 (2 @.5)

**GRADE**  
 E-7  
 N-5  
 N-3 (Steps 1 & 2 Only)

N=Non-Exempt Position; E=Exempt Position

**2023 Wage Ranges**

| Pay Grade | Minimum   | Mid-Point | Maximum   |
|-----------|-----------|-----------|-----------|
| 1         | \$33,724  | \$37,978  | \$42,770  |
| 2         | \$36,169  | \$40,732  | \$45,871  |
| 3         | \$38,791  | \$43,685  | \$49,196  |
| 4         | \$41,603  | \$46,852  | \$52,763  |
| 5         | \$44,620  | \$50,249  | \$56,588  |
| 6         | \$47,855  | \$53,892  | \$60,691  |
| 7         | \$51,324  | \$57,799  | \$65,091  |
| 8         | \$55,045  | \$61,990  | \$69,810  |
| 9         | \$59,036  | \$66,484  | \$74,872  |
| 10        | \$63,316  | \$71,304  | \$80,300  |
| 11        | \$67,906  | \$76,473  | \$86,121  |
| 12        | \$72,829  | \$82,018  | \$92,365  |
| 13        | \$78,110  | \$87,964  | \$99,062  |
| 14        | \$83,772  | \$94,341  | \$106,244 |
| 15        | \$89,846  | \$101,181 | \$113,946 |
| 16        | \$96,360  | \$108,517 | \$122,208 |
| 17        | \$103,346 | \$116,384 | \$131,068 |
| 18        | \$110,838 | \$124,822 | \$140,570 |
| 19        | \$118,874 | \$133,872 | \$150,761 |

**Percentage Based Positions**

|   |                      |          |
|---|----------------------|----------|
| E | County Commissioners | \$21,849 |
| E | Coroner              | \$10,186 |