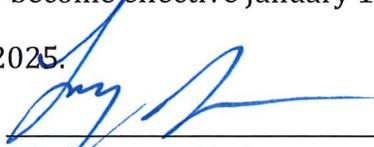


**RESOLUTION #25-67**  
**A RESOLUTION SETTING THE OFFICIAL PAY PLAN FOR 2026**

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 2026 to become effective January 1, 2026.

Passed and approved this 16<sup>th</sup> day of December 2025.

  
 \_\_\_\_\_  
 Larry Jensen, 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
Veterans Service Assistant	1	N-6
Office Coordinator	1	N-5
Maintenance Supervisor	1	N-5
General Maintenance Worker	2	N-4
HR Assistant	.5	N-4 (Steps 1 & 2 only)
<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>Community Health</b>	<b>FTE</b>	<b>GRADE</b>
Administrative Assistant	.4	N-5
<b>County Development Department</b>	<b>FTE</b>	<b>GRADE</b>
Director	1	E-11
Deputy Director	1	N-9
Office Technician	1	N-6
<b>Equalization Department</b>	<b>FTE</b>	<b>GRADE</b>
Director	1	E-11
Deputy Director	1	N-9
Appraiser	4	N-7
Office Coordinator	2	N-5

<b>Finance Department</b>	<b>FTE</b>	<b>GRADE</b>
Finance Officer	1	E-13
Deputy Finance Officer	1	N-9
Finance Specialist	2	N-7
Finance Technician	1	N-6
Finance Assistant	3	N-5
Temporary Election Worker	1 (4 @ .25)	N-1 (Step 1 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-13
Jail Administrator	1	E-12
Detention Center Nurse	1	N-11
Deputy-Sergeant	3	N-11
Deputy	12	N-9
Courtroom Sheriff's Deputy	1	N-9
Civil Process Deputy	1	N-9
Corrections Corporal	4	N-7
Correctional Officer	17	N-6
Office Technician	1	N-6
Office Coordinator	1	N-5
PT Correctional Officer	3 (6 @ .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**

.5

1 (2 @ .5-split employee)

.5

**GRADE**

N-7 (Steps 1 &amp; 2 only)\*

N-5

N-3 (Steps 1 &amp; 2 only)

N=Non-Exempt Position ; E=Exempt Position ; \*Current Weed Supervisor stays at Step 11

**2026 Wage Ranges**

Pay Grade	Minimum	Mid-Point	Maximum
1	\$37,566	\$42,306	\$47,643
2	\$40,290	\$45,373	\$51,097
3	\$43,211	\$48,663	\$54,802
4	\$46,344	\$52,191	\$58,775
5	\$49,704	\$55,975	\$63,036
6	\$53,307	\$60,033	\$67,607
7	\$57,172	\$64,385	\$72,508
8	\$61,317	\$69,053	\$77,765
9	\$65,763	\$74,059	\$83,403
10	\$70,530	\$79,429	\$89,450
11	\$75,644	\$85,187	\$95,935
12	\$81,128	\$91,363	\$102,890
13	\$87,010	\$97,987	\$110,349
14	\$93,318	\$105,091	\$118,350
15	\$100,083	\$112,710	\$126,930
16	\$107,340	\$120,882	\$136,132
17	\$115,122	\$129,646	\$146,002
18	\$123,468	\$139,045	\$156,587
19	\$132,419	\$149,126	\$167,940

**Percentage Based Positions**

E	County Commissioners	\$24,338.40
E	Coroner	\$11,346.57

12/08/25

		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	Change in FTEs	
Commission	Commissioners	5 @ .5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5		
	Commission Dept Director		1	1	1	1	1	1	1	1	1	1		
	IT Administrator		0	0	0	0	0	0	1	1	1	1		
	IT Support Tech		1	1	1	1	1	1	1	1	1	1		
	GIS Technician		1	1	1	1	1	1	1	1	1	1		
	HR Generalist		1	1	1	1	1	1	1	1	1	1		
	Veterans Service Officer		0	0	0	0	0	0	1	1	1	1		
	Veterans Service Assistant		0	0	0	0	0	0	0	0	1	1		
	IT Support Tech		0	0	0	0	1	1	0	0	0	0		
	Administrative Coord		1	1	1	1	1	1	1	1	1	1		
	PT HR Assistant	0.5	0	0	0	0	0	0	0	0	0	0		
	Maintenance		2	2	2	2	2	2	2	3	3	3		
	<b>Total</b>		<b>9.5</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>	<b>10.5</b>	<b>10.5</b>	<b>11.5</b>	<b>12.5</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>	<b>0</b>
	County Development	Director		1	1	1	1	1	1	1	1	1	1	
Deputy			1	1	1	1	1	1	1	1	1	1		
Office Manager			1	1	1	1	1	1	1	1	1	1		
Intern			0.5	0	0	0	0	0	0	0	0	0		
<b>Total</b>			<b>3.5</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>	
4-H/Extension	PT Program Assist	2 @ .5	1	1	1	1	1	1	1	1	1	1		
	<b>Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	
Community Health	Admin Assist		1.6	1.6	1.6	1.6	1.6	0.6	0.6	0.6	0.4	0.4		
	<b>Total</b>		<b>1.6</b>	<b>1.6</b>	<b>1.6</b>	<b>1.6</b>	<b>1.6</b>	<b>0.6</b>	<b>0.6</b>	<b>0.6</b>	<b>0.4</b>	<b>0.4</b>	<b>0</b>	
Equalization	Director		1	1	1	1	1	1	1	1	1	1		
	Deputy		1	1	1	1	1	1	1	1	1	1		
	Appraiser		3	2	3	3	3	3	3	3	3	4		
	Clerk/Admin Assist		2	2	2	2	2	2	2	2	2	2		
	<b>Total</b>		<b>7</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>1</b>	

Finance

Director		1	1	1	1	1	1	1	1	1	1	1
Deputy		1	1	1	1	1	1	1	1	1	1	1
Finance Specialist		2	2	2	2	2	2	2	2	2	2	2
Finance Technician		1	1	1	1	1	1	1	1	1	1	1
Finance Assistant		2.5	3	3	3	3	3	3	3	3	3	3
Temp Election Workers	0.25	1	1	1	1	1	1	1	1	1	1	1
<b>Total</b>		<b>8.5</b>	<b>9</b>									

0

Highway

Superintendent		1	1	1	1	1	1	1	1	1	1	1
Lead Foreman		1	1	1	1	1	1	1	1	1	1	1
Road Foreman		1	1	1	1	1	1	1	1	1	1	1
Shop Foreman/Mechanic		1	1	1	1	1	1	1	1	1	1	1
Equip Fabricator/Welder		1	1	1	1	1	1	1	1	1	1	1
Heavy Equip/Hazmat		1	1	0	0	0	0	0	0	0	0	0
Heavy Equip Operator		5	5	6	6	6	6	6	6	6	6	6
Office Manager		1	1	1	1	1	1	1	1	1	1	1
Equipment Operator		5	5	5	5	5	5	5	5	5	5	5
Sign Technician		1	1	1	1	1	1	1	1	1	1	1
Truck Driver	Split	0.5	1	1	1	1	1	1	1	1	1	1
<b>Total</b>		<b>18.5</b>	<b>19</b>									

0

Register of Deeds

Register		1	1	1	1	1	1	1	1	1	1	1
Deputy		1	1	1	1	1	1	1	1	1	1	1
Admin Assistant		1	1	1	1	1	1	1	1	1	1	1
<b>Total</b>		<b>3</b>										

0

Sheriff's/Jail

Sheriff		1	1	1	1	1	1	1	1	1	1	1
Assistant Sheriff		1	1	1	1	1	1	1	1	1	1	1
Jail Administrator		1	1	1	1	1	1	1	1	1	1	1
Deputy - Sergeant		2	2	3	3	3	3	3	3	3	3	3
Deputy		7	7	7	8	8	8	10	11	11	11	12
Corrections Sergeant		1	1	0	0	0	0	0	0	0	0	0
Courtroom Deputy		0	1	1	1	1	1	1	1	1	1	1
Civil Process Deputy		0	0	0	0	0	0	0	0	0	0	1
Corrections Corporal		0	0	0	0	0	0	0	0	4	4	4
Correctional Officer		6	6	7	7	7	7	10	17	17	17	17
Office Manager		1	1	1	1	1	1	1	1	1	1	1
Administrative Assist		1	1	1	1	1	1	1	1	1	1	1
PT Deputy Sheriff	0.33	1	1	1	1	0.5	0.5	0.66	0.33	0.5	0.5	0
Temp Deputy Sheriff		0	0	0	0	0	0	1	0	0	0	0
PT Correctional Officer	0.5	7	7	6	6	6	10.5	10	7	3	3	3
Coroner		0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15
Detention Center Nurse		0.25	0.25	0.25	0.25	0.5	1	1	1.25	1.25	1.25	1.25
Jail Greeter		0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Animal Control Officer		0	0	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
<b>Total</b>		<b>29.9</b>	<b>30.9</b>	<b>31.15</b>	<b>32.15</b>	<b>31.9</b>	<b>36.9</b>	<b>42.56</b>	<b>46.48</b>	<b>46.65</b>	<b>46.65</b>	<b>48.15</b>

1.5

State's Attorney

State's Attorney		1	1	1	1	1	1	1	1	1	1	1
Deputy SA		1	1	1	1	0	0	0	0	1	1	1
Chief Deputy		1	1	1	1	0	0	0	0	1	1	1
Deputy SA I		0	0	0	0	1	1	1	1	0	0	0
Deputy SA II		0	0	0	0	1	1	1	1	0	0	0
Victim/Witness Assist		1	1	1	1	1	0	0	0	0	0	0
Legal Assistant		3	3	3	3	3	4	4	4	4	4	4
Human Services Assistant		0	0	0	0	0	0	1	1	1	1	1
Office Coordinator		0	0	0	1	1	1	1	1	1	1	1
Intern		0	0.5	0.5	0.5	0.5	0.5	0	0	0	0	0
<b>Total</b>		<b>7</b>	<b>7.5</b>	<b>7.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

0

Weed

Supervisor		1	1	1	1	1	1	1	1	1	1	1
Enforcement Officer		0.5	0.5	0.5	0.5	0.5	0.5	0.5	0	0	0	0
Seasonal PT	5 @ .5	0	0	1.5	1.5	1.5	1	1	1	1	0.5	0.5
PT Office Assistant		0	0	0	0	0	0	0	0	0	0	0
Truck Driver	Split	0.5	1	1	1	1	1	1	1	1	1	1
<b>Total</b>		<b>2</b>	<b>2.5</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3.5</b>	<b>3.5</b>	<b>3</b>	<b>3</b>	<b>2.5</b>	<b>2.5</b>

0

BCOAC

Director		0	0	0	1	1	1	1	1	1	1	1
BCOAC Assistant		0	0	0	0	0	0	1	1	1	1	1
PT Membership Assists	0.5	0	0	0	2	3	3	4.5	4	4	4	4
Maintenance		0	0	0	0.25	0.5	0.5	0	0	0	0	0
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>3.25</b>	<b>4.5</b>	<b>4.5</b>	<b>6.5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

0

<b>Grand Total</b>		<b>91.5</b>	<b>93</b>	<b>95.75</b>	<b>101</b>	<b>103</b>	<b>107.5</b>	<b>115.66</b>	<b>119.58</b>	<b>120.75</b>	<b>120.05</b>	<b>122.55</b>
<i>Added or Subtracted/Year</i>		<i>91.5</i>	<i>1.5</i>	<i>2.75</i>	<i>5.25</i>	<i>2</i>	<i>4.5</i>	<i>8.16</i>	<i>3.92</i>	<i>1.17</i>	<i>-0.7</i>	<i>2.5</i>

2.5