

CLASSIFICATION AND PAY PLAN
MATAGORDA COUNTY

JULY 1994

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MATAGORDA COUNTY CLASSIFICATION AND PAY PLAN

STATEMENT OF PURPOSE

PURPOSE

The following classification and pay plan has been prepared for Matagorda County in order to organize and encourage fair and orderly decision making for personnel matters.

Specific objectives of the classification and pay plan are to:

- Assist employees and job applicants in understanding each job and the relationships among jobs;
- Group similar positions into classes that can be described by the same job titles, organize these positions, and assign them to pay groups with other classes that should be paid approximately the same;
- Provide an organized system of pay groups and steps to be used to (1) assure equity across departmental lines and (2) reward employees for exceptional performance through pay for performance; and
- Establish procedures for administering and updating the plan.

PROCEDURES FOR CLASSIFICATION AND PAY
ADMINISTRATION FOR MATAGORDA COUNTY, TEXAS

INTRODUCTION

These procedures for classification and pay administration apply to all employees of the county. They are adopted to provide both an orderly and fair system of compensating employees for their services and a performance basis for making personnel decisions.

DEFINITIONS

For the purpose of classification and pay administration, definitions are as follows:

- A position is an organizational slot consisting of a group of duties or responsibilities requiring the full-time or part-time employment of one person.
- A class is a group of positions having similar duties and responsibilities and which can be described by one job title (e.g., secretary).
- A job description (sometimes called class description) is a written description of the duties, responsibilities, reporting relationships, and requirements for one class of positions.
- A classification plan is an organized inventory of classes of positions arranged in groupings under broad types of functional categories (i.e., administration, public safety, public works) and by level of difficulty of each class. It includes (1) the grouped listing of jobs by title, and (2) the procedures for administering the plan.
- A reclassification of a position is a reassignment of a position to a different (lower, higher, or equivalent) class (job title) based on an evaluation of the current duties and responsibilities of the position. Such changes are made necessary by reorganization of departments, assignment of new duties to certain classes of employees, or changes of work procedures or technology.
- A reallocation of a job class is a reassignment of a class (job title) to a different (lower or higher) pay group based on an evaluation of the current duties and responsibilities of the class.
- A pay plan is a document that assigns dollar values to each job class, groups classes into pay groups, arrays pay groups on a pay schedule showing salary and wage steps and ranges for each group, and sets forth procedures for administering the pay schedule.

TYPES OF POSITIONS

Classified Position. A classified position is an authorized and budgeted position which assigned to a job class and to a pay group of the county pay plan. A classified position can

be full time, part time, or seasonal.

Unclassified (Special) Position. An unclassified position is an authorized and budgeted position for which the pay is set by individual determination. Unclassified positions for the county are (1) elected county officials, (2) positions funded from non-county funds, and (3) those hourly, part-time, or seasonal positions which, in the judgment of the commissioners court, should not be placed in a regular classified position.

CLASSIFICATION AND PAY ADMINISTRATION

Hiring. New employees are hired into classified positions unless specifically designated as unclassified. New employees normally are hired on Step 1 of the pay group to which their position is assigned.

A new employee may not be hired above Step 1 in the appropriate pay group without specific written approval from the commissioners court. The commissioners court approval to hire above Step 1, up to and including Step 3, will be conditional upon the following:

- (1) The prospective employee's unusually high qualifications or significant experience clearly warrant higher pay;
- (2) Hiring above Step 1 will not disrupt current internal salary relationships;
- (3) Funds are available in the county's personnel budget to finance the higher pay rate for the remainder of the fiscal year; and
- (4) The action is in the best interest of the county.

Hiring above Step 3 is extremely rare and also requires advance written approval of the commissioners' court. Extraordinary justification is required.

Introductory Hiring in a Lower Pay Group. If an applicant's qualifications or experience for the position sought are marginal, he/she may be placed at a step on the pay plan below Step 1 of the pay group for the position. (These circumstances apply to an outside applicant being considered for a vacant position or to a current employee being considered for a promotion.) An employee hired below Step 1 will be advanced to the proper step after a period of introductory employment not to exceed six months, if the employee is to remain in that position. The department head, after consultation with the commissioners court, is authorized to extend the introductory period beyond six months for a period of time not to exceed an additional 90 days. Introductory hiring should not be used for current employees who meet all job qualifications, but only for those whose qualifications fall short of the job's stated requirements, and who may take a longer than normal time to meet the job requirements fully.

Performance-Based Increases. A performance-based increase is an advancement to a higher

step in the same pay group and is granted to recognize exceptionally good performance in the same position. A performance-based increase normally should not exceed two steps and cannot increase an employee's salary beyond the maximum for the pay group of the position. Performance-based increases are not used to recognize increased duties and responsibilities (a promotion) and should be granted without regard to cost-of-living factors. Performance-based increases recognize exceptionally good performance and thus should be granted in conjunction with a review of the formal performance evaluation of the employee for the current evaluation period.

Performance-based increases are made only if specific funds are budgeted for such increases by the commissioners court. The commissioners court may designate a certain maximum number of employees within each county department to receive performance-based increases or a maximum dollar amount that can be allocated for performance-based increases within each department.

County-Funded Employee Training, Education, and Seminars. Upon request of department heads and approval by the commissioners court, the county may provide training or educational courses for an employee if:

- The course will improve the employee's competency in performing the duties of the current job;
- The course is necessary to prepare the employee for a change in duties; or
- The course is needed so the employee may obtain or maintain certifications required for the employee's current position.

Department heads should develop a training and education plan for their employees prior to the beginning of the fiscal year each year and include these anticipated expenses along with their proposed budget.

Promotion. A promotion is a change in the duty assignment of an employee from a position in one classification to a higher position in another classification in a higher pay group. A promotion recognizes advancement to a higher position requiring higher qualifications and involving greater responsibility. Promotions are recommended by the employee's department head and are approved by the commissioners court within the staffing pattern and budget limits approved by the court. A typical promotional increase is the greater of five percent or Step 1 of the new pay grade. (For exceptions involving marginally qualified current employees, see prior section on "Introductory Hiring in a Lower Pay Group.")

Demotion. A demotion is a change in duty assignment of an employee from a position in one classification to a position in another classification in a lower pay group. An employee who is demoted will have his or her pay reduced to a rate at least one pay step below the rate received before the demotion. Demotions are made by the employee's department head with the concurrence of the commissioners court.

Reclassification of Positions. A reclassification is a reassignment of a position to a lower, higher, or different class (job title) based on current duties and responsibilities of the position. An employee whose position is reclassified upward does not automatically receive a pay increase unless an increase occurs to place the employee on the first step of the new pay group. Downward reclassifications will not result in a decrease in pay unless the demotion was for disciplinary reasons. Reclassifications are recommended by the department head and approved by the commissioners court within budget limitations.

Reallocation of Classes to Pay Groups. Reallocation is the reassignment of an entire class of positions to a new pay group. Reallocation can be to either a lower or higher pay group. Reallocations are recommended by the department head and approved and implemented by the commissioners court within budget limitations.

Cost-of-living Adjustment to Pay Schedule. Matagorda County has an interlocking and progressive pay schedule. Interlocking means that the pay rates are repeated several times as one moves from lower to higher pay groups. For example, Step 3 of Group 1 is the same as Step 1 of Group 2. Progressive means that within each pay group there is a series of steps for performance-based-increases; each step is separated from the next lower step by approximately two and one-half percent increment; and each pay group is separated from the next group by approximately five percent.

Overall increases or decreases in the pay schedule are authorized only upon approval of the commissioners court. The interlocking and progressive nature of the pay schedule simplifies across-the board salary adjustments. To adjust the entire pay schedule by a constant percentage increase, multiply the annual amount for each step in Group 1 by the appropriate number (i.e., multiply by 1.05 to achieve a five percent increase). After multiplying each annual step amount in Group 1 across, multiply the constant percentage increase amount by each annual figure in Steps 11 and 12 for the remainder of the pay groups. The remaining numbers of the revised annual pay schedule can be inserted from the preceding pay group (i.e., Step 1 of Group 2 is the same as Step 3 of Group 1; Step 3 of Group 2 is the same as Step 5 of Group 1; etc.). After all annual amounts for the revised pay schedule have been calculated and inserted, figures for the appropriate pay bases are calculated as follows: (1) for monthly amounts, divide the annual amount by 12; (2) for semi-monthly amounts, divide the annual amount by 24; and (3) for hourly amounts, divide the annual figure by 2,080.

MAINTENANCE OF THE PAY PLANS

At least annually, the designated personnel coordinator in conjunction with the county judge's office will review the classification and pay plans and may recommend changes to the commissioners court.

This review and, where appropriate, recommendations will include:

- Positions to be designated unclassified;

- Reclassification of positions to a lower, higher, or different class based on changes in the duties and responsibilities of the position;
- Reallocation of classes to new pay groups if changes in the prevailing rates of pay for certain pay classes have rendered the original placement in a pay group obsolete;
- Percentage changes in the entire pay schedule to adjust pay rates to be comparable with other organizations in the market or to recognize changes in the cost of living; and
- The continuing validity of the procedures for classification and pay administration.

DEVELOPMENT OF A JOB (CLASS) DESCRIPTION

It will become necessary to develop new job descriptions when:

- A new position is created;
- A current position is divided into two positions or two positions are combined into one; or
- A job description no longer accurately reflects the actual responsibilities and duties of a position.

To develop a job description, a present employee and his or her supervisor should describe the new job by completing the job description questionnaire used to develop the county's job descriptions and classification plan. In the event that a new position has been created, the supervisor should complete the questionnaire. The information from the questionnaire should be used by the supervisor to write the new job description using the current job description format. The new description then should be reviewed by the appropriate department head. If the position for which the job description is written is not listed in the department's budget as approved by the commissioners court, the proposed job description and a salary recommendation must be submitted to and authorized by the commissioners court before recruitment procedures can be initiated. Any new positions created during the year should be included in a revised classification plan presented to the commissioners court by the designated personnel officer and the county judge's office during the annual budget cycle.

MATAGORDA COUNTY
2010 PAY SCHEDULE

Pay Group	Pay Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
1	A	12,379.12	12,688.60	13,005.82	13,330.97	13,664.24	14,005.85	14,356.00	14,714.90	15,082.77	15,459.84	15,846.34	16,242.50	16,648.56	17,064.77	17,491.39
	M	1,031.59	1,057.38	1,083.82	1,110.91	1,138.69	1,167.15	1,196.33	1,226.24	1,256.90	1,288.32	1,320.53	1,353.54	1,387.38	1,422.06	1,457.62
	B	476.12	488.02	500.22	512.73	525.55	538.69	552.15	565.96	580.11	594.61	609.47	624.71	640.33	656.34	672.75
	H	5.95	6.10	6.25	6.41	6.57	6.73	6.90	7.07	7.25	7.43	7.62	7.81	8.00	8.20	8.41
2	A	13,005.82	13,330.97	13,664.24	14,005.85	14,356.00	14,714.90	15,082.77	15,459.84	15,846.34	16,242.50	16,648.56	17,064.77	17,491.39	17,928.67	18,376.89
	M	1,083.82	1,110.91	1,138.69	1,167.15	1,196.33	1,226.24	1,256.90	1,288.32	1,320.53	1,353.54	1,387.38	1,422.06	1,457.62	1,494.06	1,531.41
	B	500.22	512.73	525.55	538.69	552.15	565.96	580.11	594.61	609.47	624.71	640.33	656.34	672.75	689.56	706.80
	H	6.25	6.41	6.57	6.73	6.90	7.07	7.25	7.43	7.62	7.81	8.00	8.20	8.41	8.62	8.84
3	A	13,664.24	14,005.85	14,356.00	14,714.90	15,082.77	15,459.84	15,846.34	16,242.50	16,648.56	17,064.77	17,491.39	17,928.67	18,376.89	18,836.31	19,307.22
	M	1,138.69	1,167.15	1,196.33	1,226.24	1,256.90	1,288.32	1,320.53	1,353.54	1,387.38	1,422.06	1,457.62	1,494.06	1,531.41	1,569.69	1,608.94
	B	525.55	538.69	552.15	565.96	580.11	594.61	609.47	624.71	640.33	656.34	672.75	689.56	706.80	724.47	742.59
	H	6.57	6.73	6.90	7.07	7.25	7.43	7.62	7.81	8.00	8.20	8.41	8.62	8.84	9.06	9.28
4	A	14,356.00	14,714.90	15,082.77	15,459.84	15,846.34	16,242.50	16,648.56	17,064.77	17,491.39	17,928.67	18,376.89	18,836.31	19,307.22	19,789.90	20,284.65
	M	1,196.33	1,226.24	1,256.90	1,288.32	1,320.53	1,353.54	1,387.38	1,422.06	1,457.62	1,494.06	1,531.41	1,569.69	1,608.94	1,649.16	1,690.39
	B	552.15	565.96	580.11	594.61	609.47	624.71	640.33	656.34	672.75	689.56	706.80	724.47	742.59	761.15	780.18
	H	6.90	7.07	7.25	7.43	7.62	7.81	8.00	8.20	8.41	8.62	8.84	9.06	9.28	9.51	9.75
5	A	15,082.77	15,459.84	15,846.34	16,242.50	16,648.56	17,064.77	17,491.39	17,928.67	18,376.89	18,836.31	19,307.22	19,789.90	20,284.65	20,791.77	21,311.56
	M	1,256.90	1,288.32	1,320.53	1,353.54	1,387.38	1,422.06	1,457.62	1,494.06	1,531.41	1,569.69	1,608.94	1,649.16	1,690.39	1,732.65	1,775.96
	B	580.11	594.61	609.47	624.71	640.33	656.34	672.75	689.56	706.80	724.47	742.59	761.15	780.18	799.68	819.68
	H	7.25	7.43	7.62	7.81	8.00	8.20	8.41	8.62	8.84	9.06	9.28	9.51	9.75	10.00	10.25
6	A	15,846.34	16,242.50	16,648.56	17,064.77	17,491.39	17,928.67	18,376.89	18,836.31	19,307.22	19,789.90	20,284.65	20,791.77	21,311.56	21,844.35	22,390.46
	M	1,320.53	1,353.54	1,387.38	1,422.06	1,457.62	1,494.06	1,531.41	1,569.69	1,608.94	1,649.16	1,690.39	1,732.65	1,775.96	1,820.36	1,865.87
	B	609.47	624.71	640.33	656.34	672.75	689.56	706.80	724.47	742.59	761.15	780.18	799.68	819.68	840.17	861.17
	H	7.62	7.81	8.00	8.20	8.41	8.62	8.84	9.06	9.28	9.51	9.75	10.00	10.25	10.50	10.76
7	A	16,648.56	17,064.77	17,491.39	17,928.67	18,376.89	18,836.31	19,307.22	19,789.90	20,284.65	20,791.77	21,311.56	21,844.35	22,390.46	22,950.22	23,523.98
	M	1,387.38	1,422.06	1,457.62	1,494.06	1,531.41	1,569.69	1,608.94	1,649.16	1,690.39	1,732.65	1,775.96	1,820.36	1,865.87	1,912.52	1,960.33
	B	640.33	656.34	672.75	689.56	706.80	724.47	742.59	761.15	780.18	799.68	819.68	840.17	861.17	882.70	904.77
	H	8.00	8.20	8.41	8.62	8.84	9.06	9.28	9.51	9.75	10.00	10.25	10.50	10.76	11.03	11.31
8	A	17,491.39	17,928.67	18,376.89	18,836.31	19,307.22	19,789.90	20,284.65	20,791.77	21,311.56	21,844.35	22,390.46	22,950.22	23,523.98	24,112.08	24,714.88
	M	1,457.62	1,494.06	1,531.41	1,569.69	1,608.94	1,649.16	1,690.39	1,732.65	1,775.96	1,820.36	1,865.87	1,912.52	1,960.33	2,009.34	2,059.57
	B	672.75	689.56	706.80	724.47	742.59	761.15	780.18	799.68	819.68	840.17	861.17	882.70	904.77	927.39	950.57
	H	8.41	8.62	8.84	9.06	9.28	9.51	9.75	10.00	10.25	10.50	10.76	11.03	11.31	11.59	11.88
9	A	18,376.89	18,836.31	19,307.22	19,789.90	20,284.65	20,791.77	21,311.56	21,844.35	22,390.46	22,950.22	23,523.98	24,112.08	24,714.88	25,332.75	25,966.07
	M	1,531.41	1,569.69	1,608.94	1,649.16	1,690.39	1,732.65	1,775.96	1,820.36	1,865.87	1,912.52	1,960.33	2,009.34	2,059.57	2,111.06	2,163.84
	B	706.80	724.47	742.59	761.15	780.18	799.68	819.68	840.17	861.17	882.70	904.77	927.39	950.57	974.34	998.70
	H	8.84	9.06	9.28	9.51	9.75	10.00	10.25	10.50	10.76	11.03	11.31	11.59	11.88	12.18	12.48
10	A	19,307.22	19,789.90	20,284.65	20,791.77	21,311.56	21,844.35	22,390.46	22,950.22	23,523.98	24,112.08	24,714.88	25,332.75	25,966.07	26,615.22	27,280.60
	M	1,608.94	1,649.16	1,690.39	1,732.65	1,775.96	1,820.36	1,865.87	1,912.52	1,960.33	2,009.34	2,059.57	2,111.06	2,163.84	2,217.94	2,273.38
	B	742.59	761.15	780.18	799.68	819.68	840.17	861.17	882.70	904.77	927.39	950.57	974.34	998.70	1,023.66	1,049.25
	H	9.28	9.51	9.75	10.00	10.25	10.50	10.76	11.03	11.31	11.59	11.88	12.18	12.48	12.80	13.12

Pay Group	Pay Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
11	A	20,284.65	20,791.77	21,311.56	21,844.35	22,390.46	22,950.22	23,523.98	24,112.08	24,714.88	25,332.75	25,966.07	26,615.22	27,280.60	27,962.62	28,661.69
	M	1,690.39	1,732.65	1,775.96	1,820.36	1,865.87	1,912.52	1,960.33	2,009.34	2,059.57	2,111.06	2,163.84	2,217.94	2,273.38	2,330.22	2,388.47
	B	780.18	799.68	819.68	840.17	861.17	882.70	904.77	927.39	950.57	974.34	998.70	1,023.66	1,049.25	1,075.49	1,102.37
	H	9.75	10.00	10.25	10.50	10.76	11.03	11.31	11.59	11.88	12.18	12.48	12.80	13.12	13.44	13.78
12	A	21,311.56	21,844.35	22,390.46	22,950.22	23,523.98	24,112.08	24,714.88	25,332.75	25,966.07	26,615.22	27,280.60	27,962.62	28,661.69	29,378.23	30,112.69
	M	1,775.96	1,820.36	1,865.87	1,912.52	1,960.33	2,009.34	2,059.57	2,111.06	2,163.84	2,217.94	2,273.38	2,330.22	2,388.47	2,448.19	2,509.39
	B	819.68	840.17	861.17	882.70	904.77	927.39	950.57	974.34	998.70	1,023.66	1,049.25	1,075.49	1,102.37	1,129.93	1,158.18
	H	10.25	10.50	10.76	11.03	11.31	11.59	11.88	12.18	12.48	12.80	13.12	13.44	13.78	14.12	14.48
13	A	22,390.46	22,950.22	23,523.98	24,112.08	24,714.88	25,332.75	25,966.07	26,615.22	27,280.60	27,962.62	28,661.69	29,378.23	30,112.69	30,865.51	31,637.15
	M	1,865.87	1,912.52	1,960.33	2,009.34	2,059.57	2,111.06	2,163.84	2,217.94	2,273.38	2,330.22	2,388.47	2,448.19	2,509.39	2,572.13	2,636.43
	B	861.17	882.70	904.77	927.39	950.57	974.34	998.70	1,023.66	1,049.25	1,075.49	1,102.37	1,129.93	1,158.18	1,187.14	1,216.81
	H	10.76	11.03	11.31	11.59	11.88	12.18	12.48	12.80	13.12	13.44	13.78	14.12	14.48	14.84	15.21
14	A	23,523.98	24,112.08	24,714.88	25,332.75	25,966.07	26,615.22	27,280.60	27,962.62	28,661.69	29,378.23	30,112.69	30,865.51	31,637.15	32,428.08	33,238.78
	M	1,960.33	2,009.34	2,059.57	2,111.06	2,163.84	2,217.94	2,273.38	2,330.22	2,388.47	2,448.19	2,509.39	2,572.13	2,636.43	2,702.34	2,769.90
	B	904.77	927.39	950.57	974.34	998.70	1,023.66	1,049.25	1,075.49	1,102.37	1,129.93	1,158.18	1,187.14	1,216.81	1,247.23	1,278.41
	H	11.31	11.59	11.88	12.18	12.48	12.80	13.12	13.44	13.78	14.12	14.48	14.84	15.21	15.59	15.98
15	A	24,714.88	25,332.75	25,966.07	26,615.22	27,280.60	27,962.62	28,661.69	29,378.23	30,112.69	30,865.51	31,637.15	32,428.08	33,238.78	34,069.75	34,921.49
	M	2,059.57	2,111.06	2,163.84	2,217.94	2,273.38	2,330.22	2,388.47	2,448.19	2,509.39	2,572.13	2,636.43	2,702.34	2,769.90	2,839.15	2,910.12
	B	950.57	974.34	998.70	1,023.66	1,049.25	1,075.49	1,102.37	1,129.93	1,158.18	1,187.14	1,216.81	1,247.23	1,278.41	1,310.38	1,343.13
	H	12.48	12.80	13.12	13.44	13.78	14.12	14.48	14.84	15.21	15.59	15.98	16.38	16.79	17.21	17.64
16	A	25,966.07	26,615.22	27,280.60	27,962.62	28,661.69	29,378.23	30,112.69	30,865.51	31,637.15	32,428.08	33,238.78	34,069.75	34,921.49	35,794.53	36,689.39
	M	2,163.84	2,217.94	2,273.38	2,330.22	2,388.47	2,448.19	2,509.39	2,572.13	2,636.43	2,702.34	2,769.90	2,839.15	2,910.12	2,982.88	3,057.45
	B	998.70	1,023.66	1,049.25	1,075.49	1,102.37	1,129.93	1,158.18	1,187.14	1,216.81	1,247.23	1,278.41	1,310.38	1,343.13	1,376.71	1,411.13
	H	12.48	12.80	13.12	13.44	13.78	14.12	14.48	14.84	15.21	15.59	15.98	16.38	16.79	17.21	17.64
17	A	27,280.60	27,962.62	28,661.69	29,378.23	30,112.69	30,865.51	31,637.15	32,428.08	33,238.78	34,069.75	34,921.49	35,794.53	36,689.39	37,606.62	38,546.79
	M	2,273.38	2,330.22	2,388.47	2,448.19	2,509.39	2,572.13	2,636.43	2,702.34	2,769.90	2,839.15	2,910.12	2,982.88	3,057.45	3,133.89	3,212.23
	B	1,049.25	1,075.49	1,102.37	1,129.93	1,158.18	1,187.14	1,216.81	1,247.23	1,278.41	1,310.38	1,343.13	1,376.71	1,411.13	1,446.41	1,482.57
	H	13.12	13.44	13.78	14.12	14.48	14.84	15.21	15.59	15.98	16.38	16.79	17.21	17.64	18.08	18.53
18	A	28,661.69	29,378.23	30,112.69	30,865.51	31,637.15	32,428.08	33,238.78	34,069.75	34,921.49	35,794.53	36,689.39	37,606.62	38,546.79	39,510.46	40,498.22
	M	2,388.47	2,448.19	2,509.39	2,572.13	2,636.43	2,702.34	2,769.90	2,839.15	2,910.12	2,982.88	3,057.45	3,133.89	3,212.23	3,292.54	3,374.85
	B	1,102.37	1,129.93	1,158.18	1,187.14	1,216.81	1,247.23	1,278.41	1,310.38	1,343.13	1,376.71	1,411.13	1,446.41	1,482.57	1,519.63	1,557.62
	H	13.78	14.12	14.48	14.84	15.21	15.59	15.98	16.38	16.79	17.21	17.64	18.08	18.53	19.00	19.47
19	A	30,112.69	30,865.51	31,637.15	32,428.08	33,238.78	34,069.75	34,921.49	35,794.53	36,689.39	37,606.62	38,546.79	39,510.46	40,498.22	41,510.68	42,548.45
	M	2,509.39	2,572.13	2,636.43	2,702.34	2,769.90	2,839.15	2,910.12	2,982.88	3,057.45	3,133.89	3,212.23	3,292.54	3,374.85	3,459.22	3,545.70
	B	1,158.18	1,187.14	1,216.81	1,247.23	1,278.41	1,310.38	1,343.13	1,376.71	1,411.13	1,446.41	1,482.57	1,519.63	1,557.62	1,596.56	1,636.48
	H	14.48	14.84	15.21	15.59	15.98	16.38	16.79	17.21	17.64	18.08	18.53	19.00	19.47	19.96	20.46
20	A	31,637.15	32,428.08	33,238.78	34,069.75	34,921.49	35,794.53	36,689.39	37,606.62	38,546.79	39,510.46	40,498.22	41,510.68	42,548.45	43,612.16	44,702.46
	M	2,636.43	2,702.34	2,769.90	2,839.15	2,910.12	2,982.88	3,057.45	3,133.89	3,212.23	3,292.54	3,374.85	3,459.22	3,545.70	3,634.35	3,725.21
	B	1,216.81	1,247.23	1,278.41	1,310.38	1,343.13	1,376.71	1,411.13	1,446.41	1,482.57	1,519.63	1,557.62	1,596.56	1,636.48	1,677.39	1,719.33
	H	15.21	15.59	15.98	16.38	16.79	17.21	17.64	18.08	18.53	19.00	19.47	19.96	20.46	20.97	21.49

Pay Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
21	A 33,238.78	34,069.75	34,921.49	35,794.53	36,689.39	37,606.62	38,546.79	39,510.46	40,498.22	41,510.68	42,548.45	43,612.16	44,702.46	45,820.02	46,965.52
	M 2,769.90	2,839.15	2,910.12	2,982.88	3,057.45	3,133.89	3,212.23	3,292.54	3,374.85	3,459.22	3,545.70	3,634.35	3,725.21	3,818.34	3,913.79
	B 1,278.41	1,310.38	1,343.13	1,376.71	1,411.13	1,446.41	1,482.57	1,519.63	1,557.62	1,596.56	1,636.48	1,677.39	1,719.33	1,762.31	1,806.37
	H 15.98	16.38	16.79	17.21	17.64	18.08	18.53	19.00	19.47	19.96	20.46	20.97	21.49	22.03	22.58
22	A 34,921.49	35,794.53	36,689.39	37,606.62	38,546.79	39,510.46	40,498.22	41,510.68	42,548.45	43,612.16	44,702.46	45,820.02	46,965.52	48,139.66	49,343.15
	M 2,910.12	2,982.88	3,057.45	3,133.89	3,212.23	3,292.54	3,374.85	3,459.22	3,545.70	3,634.35	3,725.21	3,818.34	3,913.79	4,011.64	4,111.93
	B 1,343.13	1,376.71	1,411.13	1,446.41	1,482.57	1,519.63	1,557.62	1,596.56	1,636.48	1,677.39	1,719.33	1,762.31	1,806.37	1,851.53	1,897.81
	H 16.79	17.21	17.64	18.08	18.53	19.00	19.47	19.96	20.46	20.97	21.49	22.03	22.58	23.14	23.72
23	A 36,689.39	37,606.62	38,546.79	39,510.46	40,498.22	41,510.68	42,548.45	43,612.16	44,702.46	45,820.02	46,965.52	48,139.66	49,343.15	50,576.73	51,841.15
	M 3,057.45	3,133.89	3,212.23	3,292.54	3,374.85	3,459.22	3,545.70	3,634.35	3,725.21	3,818.34	3,913.79	4,011.64	4,111.93	4,214.73	4,320.10
	B 1,411.13	1,446.41	1,482.57	1,519.63	1,557.62	1,596.56	1,636.48	1,677.39	1,719.33	1,762.31	1,806.37	1,851.53	1,897.81	1,945.26	1,993.89
	H 17.64	18.08	18.53	19.00	19.47	19.96	20.46	20.97	21.49	22.03	22.58	23.14	23.72	24.32	24.92
24	A 38,546.79	39,510.46	40,498.22	41,510.68	42,548.45	43,612.16	44,702.46	45,820.02	46,965.52	48,139.66	49,343.15	50,576.73	51,841.15	53,137.18	54,465.61
	M 3,212.23	3,292.54	3,374.85	3,459.22	3,545.70	3,634.35	3,725.21	3,818.34	3,913.79	4,011.64	4,111.93	4,214.73	4,320.10	4,428.10	4,538.80
	B 1,482.57	1,519.63	1,557.62	1,596.56	1,636.48	1,677.39	1,719.33	1,762.31	1,806.37	1,851.53	1,897.81	1,945.26	1,993.89	2,043.74	2,094.83
	H 18.53	19.00	19.47	19.96	20.46	20.97	21.49	22.03	22.58	23.14	23.72	24.32	24.92	25.55	26.19
25	A 40,498.22	41,510.68	42,548.45	43,612.16	44,702.46	45,820.02	46,965.52	48,139.66	49,343.15	50,576.73	51,841.15	53,137.18	54,465.61	55,827.25	57,222.93
	M 3,374.85	3,459.22	3,545.70	3,634.35	3,725.21	3,818.34	3,913.79	4,011.64	4,111.93	4,214.73	4,320.10	4,428.10	4,538.80	4,652.27	4,768.58
	B 1,557.62	1,596.56	1,636.48	1,677.39	1,719.33	1,762.31	1,806.37	1,851.53	1,897.81	1,945.26	1,993.89	2,043.74	2,094.83	2,147.20	2,200.88
	H 19.47	19.96	20.46	20.97	21.49	22.03	22.58	23.14	23.72	24.32	24.92	25.55	26.19	26.84	27.51
26	A 42,548.45	43,612.16	44,702.46	45,820.02	46,965.52	48,139.66	49,343.15	50,576.73	51,841.15	53,137.18	54,465.61	55,827.25	57,222.93	58,653.50	60,119.84
	M 3,545.70	3,634.35	3,725.21	3,818.34	3,913.79	4,011.64	4,111.93	4,214.73	4,320.10	4,428.10	4,538.80	4,652.27	4,768.58	4,887.79	5,009.99
	B 1,636.48	1,677.39	1,719.33	1,762.31	1,806.37	1,851.53	1,897.81	1,945.26	1,993.89	2,043.74	2,094.83	2,147.20	2,200.88	2,255.90	2,312.30
	H 20.46	20.97	21.49	22.03	22.58	23.14	23.72	24.32	24.92	25.55	26.19	26.84	27.51	28.20	28.90
27	A 44,702.46	45,820.02	46,965.52	48,139.66	49,343.15	50,576.73	51,841.15	53,137.18	54,465.61	55,827.25	57,222.93	58,653.50	60,119.84	61,622.84	63,163.41
	M 3,725.21	3,818.34	3,913.79	4,011.64	4,111.93	4,214.73	4,320.10	4,428.10	4,538.80	4,652.27	4,768.58	4,887.79	5,009.99	5,135.24	5,263.62
	B 1,719.33	1,762.31	1,806.37	1,851.53	1,897.81	1,945.26	1,993.89	2,043.74	2,094.83	2,147.20	2,200.88	2,255.90	2,312.30	2,370.11	2,429.36
	H 21.49	22.03	22.58	23.14	23.72	24.32	24.92	25.55	26.19	26.84	27.51	28.20	28.90	29.63	30.37
28	A 46,965.52	48,139.66	49,343.15	50,576.73	51,841.15	53,137.18	54,465.61	55,827.25	57,222.93	58,653.50	60,119.84	61,622.84	63,163.41	64,742.50	66,361.06
	M 3,913.79	4,011.64	4,111.93	4,214.73	4,320.10	4,428.10	4,538.80	4,652.27	4,768.58	4,887.79	5,009.99	5,135.24	5,263.62	5,395.21	5,530.09
	B 1,806.37	1,851.53	1,897.81	1,945.26	1,993.89	2,043.74	2,094.83	2,147.20	2,200.88	2,255.90	2,312.30	2,370.11	2,429.36	2,490.10	2,552.35
	H 22.58	23.14	23.72	24.32	24.92	25.55	26.19	26.84	27.51	28.20	28.90	29.63	30.37	31.13	31.90
29	A 49,343.15	50,576.73	51,841.15	53,137.18	54,465.61	55,827.25	57,222.93	58,653.50	60,119.84	61,622.84	63,163.41	64,742.50	66,361.06	68,020.09	69,720.59
	M 4,111.93	4,214.73	4,320.10	4,428.10	4,538.80	4,652.27	4,768.58	4,887.79	5,009.99	5,135.24	5,263.62	5,395.21	5,530.09	5,668.34	5,810.05
	B 1,897.81	1,945.26	1,993.89	2,043.74	2,094.83	2,147.20	2,200.88	2,255.90	2,312.30	2,370.11	2,429.36	2,490.10	2,552.35	2,616.16	2,681.56
	H 23.72	24.32	24.92	25.55	26.19	26.84	27.51	28.20	28.90	29.63	30.37	31.13	31.90	32.70	33.52
30	A 51,841.15	53,137.18	54,465.61	55,827.25	57,222.93	58,653.50	60,119.84	61,622.84	63,163.41	64,742.50	66,361.06	68,020.09	69,720.59	71,463.60	73,250.19
	M 4,320.10	4,428.10	4,538.80	4,652.27	4,768.58	4,887.79	5,009.99	5,135.24	5,263.62	5,395.21	5,530.09	5,668.34	5,810.05	5,955.30	6,104.18
	B 1,993.89	2,043.74	2,094.83	2,147.20	2,200.88	2,255.90	2,312.30	2,370.11	2,429.36	2,490.10	2,552.35	2,616.16	2,681.56	2,748.60	2,817.32
	H 24.92	25.55	26.19	26.84	27.51	28.20	28.90	29.63	30.37	31.13	31.90	32.70	33.52	34.36	35.22

Pay Group	Pay Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
31	A	54,465.61	55,827.25	57,222.93	58,653.50	60,119.84	61,622.84	63,163.41	64,742.50	66,361.06	68,020.09	69,720.59	71,463.60	73,250.19	75,081.44	76,958.48
	M	4,538.80	4,652.27	4,768.58	4,887.79	5,009.99	5,135.24	5,263.62	5,395.21	5,530.09	5,668.34	5,810.05	5,955.30	6,104.18	6,256.79	6,413.21
	B	2,094.83	2,147.20	2,200.88	2,255.90	2,312.30	2,370.11	2,429.36	2,490.10	2,552.35	2,616.16	2,681.56	2,748.60	2,817.32	2,887.75	2,959.94
	H	26.19	26.84	27.51	28.20	28.90	29.63	30.37	31.13	31.90	32.70	33.52	34.36	35.22	36.10	37.00
32	A	57,222.93	58,653.50	60,119.84	61,622.84	63,163.41	64,742.50	66,361.06	68,020.09	69,720.59	71,463.60	73,250.19	75,081.44	76,958.48	78,882.44	80,854.50
	M	4,768.58	4,887.79	5,009.99	5,135.24	5,263.62	5,395.21	5,530.09	5,668.34	5,810.05	5,955.30	6,104.18	6,256.79	6,413.21	6,573.54	6,737.88
	B	2,200.88	2,255.90	2,312.30	2,370.11	2,429.36	2,490.10	2,552.35	2,616.16	2,681.56	2,748.60	2,817.32	2,887.75	2,959.94	3,033.94	3,109.79
	H	27.51	28.20	28.90	29.63	30.37	31.13	31.90	32.70	33.52	34.36	35.22	36.10	37.00	37.92	38.87
33	A	60,119.84	61,622.84	63,163.41	64,742.50	66,361.06	68,020.09	69,720.59	71,463.60	73,250.19	75,081.44	76,958.48	78,882.44	80,854.50	82,875.86	84,947.76
	M	5,009.99	5,135.24	5,263.62	5,395.21	5,530.09	5,668.34	5,810.05	5,955.30	6,104.18	6,256.79	6,413.21	6,573.54	6,737.88	6,906.32	7,078.98
	B	2,312.30	2,370.11	2,429.36	2,490.10	2,552.35	2,616.16	2,681.56	2,748.60	2,817.32	2,887.75	2,959.94	3,033.94	3,109.79	3,187.53	3,267.22
	H	28.90	29.63	30.37	31.13	31.90	32.70	33.52	34.36	35.22	36.10	37.00	37.92	38.87	39.84	40.84
34	A	63,163.41	64,742.50	66,361.06	68,020.09	69,720.59	71,463.60	73,250.19	75,081.44	76,958.48	78,882.44	80,854.50	82,875.86	84,947.76	87,071.45	89,248.24
	M	5,263.62	5,395.21	5,530.09	5,668.34	5,810.05	5,955.30	6,104.18	6,256.79	6,413.21	6,573.54	6,737.88	6,906.32	7,078.98	7,255.95	7,437.35
	B	2,429.36	2,490.10	2,552.35	2,616.16	2,681.56	2,748.60	2,817.32	2,887.75	2,959.94	3,033.94	3,109.79	3,187.53	3,267.22	3,348.90	3,432.62
	H	30.37	31.13	31.90	32.70	33.52	34.36	35.22	36.10	37.00	37.92	38.87	39.84	40.84	41.86	42.91
35	A	66,361.06	68,020.09	69,720.59	71,463.60	73,250.19	75,081.44	76,958.48	78,882.44	80,854.50	82,875.86	84,947.76	87,071.45	89,248.24	91,479.45	93,766.44
	M	5,530.09	5,668.34	5,810.05	5,955.30	6,104.18	6,256.79	6,413.21	6,573.54	6,737.88	6,906.32	7,078.98	7,255.95	7,437.35	7,623.29	7,813.87
	B	2,552.35	2,616.16	2,681.56	2,748.60	2,817.32	2,887.75	2,959.94	3,033.94	3,109.79	3,187.53	3,267.22	3,348.90	3,432.62	3,518.44	3,606.40
	H	31.90	32.70	33.52	34.36	35.22	36.10	37.00	37.92	38.87	39.84	40.84	41.86	42.91	43.98	45.08

A Annual
 M Monthly
 B Bi-Monthly
 H Hourly

POLICY ON DEPARTMENT RULES AND REGULATIONS

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| Department Heads | <ol style="list-style-type: none">1. Department heads may develop and put in place additional job-related rules and regulations as a means of operating and managing a department of Matagorda County.2. All department rules and regulations must be consistent with the adopted Matagorda County Policies, Laws and Regulations of the State of Texas and of United States of America.3. Department heads are advised to consult with the Matagorda County Attorney concerning the development and use of their department rules and regulations. |
| Employees | <ol style="list-style-type: none">4. Employees will be responsible for obeying rules and regulations of their Department, if any, as well as County policies, rules and regulations. |