

Grimes County Salary Structure

Grade Definitions

GRADE LEVEL	ROLE LEVEL	SALARY RANGE/WITH TENURE	DESCRIPTION**	POSITIONS
1 Part Time	A1	\$14.42-\$18.27	<p>This grade is reserved for part-time employees. Part-time employees are not entitled to tenure and work less than 30 hours per week and paid at an hourly rate.</p>	<p>Part-time Office Assistant Part-time Maintenance GHRC Driver: 8050-8059 (GF) Senior Meals Diver</p>
1	A1	\$30,000-38,000/ \$40,496	<p>Entry Level Contributor Contributes to daily operations under the supervision of a Professional or Leader Performs the basic and routine tasks within a function. Generally, has some previous directly related experience. This level is intended to provide on-the-job-training to employees with basic skills.</p>	<p>*(GF) GHRC/Senior Meals Coordinator Maintenance Custodian Office Assistant</p>
2	A2 T1	\$33,000-42,000/ 44,496	<p>Intermediate Contributor Contributes to daily operations under the supervision of a Professional or Leader Performs all or most of the standard work within the function. Generally, at least 1 year of directly related experience is required to successfully perform the job for A2. T1 Likely has paid internship or other entry level experience, including a technical body of knowledge.</p>	<p>Assistant Court Clerk Deputy, County Clerk Senior Office Assistant Solid Waste Coordinator Lead Maintenance Custodian Light Equipment Operator</p>
3	A3 T2	\$36,000-49,000/ 51,496	<p>Senior Contributor Contributes to daily operations under the supervision of a Professional or Leader Senior service, production or support role that is experienced in area of responsibility. Performs the entire standard and some specialized more complex aspects of the function. May provide general guidance to lower-level Associates. Generally, 2 years of directly related experience is required to successfully perform the job of A3. T2 Technical certification or 2 years of relevant experience.</p>	<p>Administrative Assistant Court Clerk Designated Rep TCEQ Lead Office Assistant Veteran's Service Officer (PT) Mobile Maintenance Tech CDL Driver Operator PC Tech I</p>

GRADE LEVEL	ROLE LEVEL	SALARY RANGE/WITH TENURE	DESCRIPTION**	POSITIONS
4	A4 T3	\$40,000-55,000/ 57,496	<p>Lead Contributor</p> <p>Senior service, production, or support roles highly experienced in area of responsibility whose function includes leading the work of others in the job family on a regular and on-going basis. Performs all the standard and most of the specialized and most complex aspects of the function. Generally, 3 years of directly related experience is required to successfully perform the job, including some previous lead-worker responsibility, or demonstrated ability to lead the work of others for A4. T3 associate degree/technical certification or 3 years of relevant experience. Provides expert advice, training, and technical assistance to lower-level service, production, and support personnel. May schedule workers or assign specific duties, with review by Supervisor. Leads the work of others and contributes to their professional development.</p>	<p><i>Assist. Chief Deputy DC</i></p> <p><i>Evidence/Sex Offender Reg</i></p> <p><i>Senior Admin Assistant</i></p> <p><i>Senior Court Clerk</i></p> <p>Finished Blade Operator</p> <p>Maintenance Comm/Service Coord.</p> <p>Mechanic</p> <p>Senior Operator</p>
5	A5 T4	\$46,000-64,000/ 66,496	<p>Individual Contributor</p> <p>Individual contributor and/or senior service, production, or support roles highly experienced in area of responsibility whose function includes leading the specialized work of others in the job family on a regular and on-going basis. Performs all the standard and all the specialized and most complex aspects of the function. Serves as subject-matter expert in area of specialization. Generally, requires at least 5 years of directly related experience, including some previous lead-worker responsibility. T4 associate degree/technical certification or 4 years of experience.</p>	<p><i>Assistant Treasurer</i></p> <p><i>Crime Victim Coordinator Liaison</i></p> <p><i>Executive Assistant</i></p> <p>Legal Assistant</p> <p>Lead Maintenance Tech</p> <p>Lead Mechanic</p> <p>PC Tech III</p>

6	L1 T5	\$52,000-78,000/ 80,496	<p>Supervision Position typically supervises employees and schedules day-to-day work activities to provide optimum efficiency and productivity. Position requires a general understanding of the assigned function or business area. Performs the most complex and technically demanding work within area of specialization. May develop new procedures to address shifts in technological innovations.</p> <p>Anticipates and intervenes when problems are identified and provides effective and efficient solutions coordinates and monitors activities with others to assure shared responsibilities are accomplished. Establishes deadlines for major project work; works to tight and frequent deadlines. Associate degree/technical certification or 5 years of relevant experience.</p>	<p>Business Manager</p> <p>Chief Deputy, CC</p> <p>Chief Deputy, Tax</p> <p>Chief Deputy, DC</p> <p>Executive Office Supervisor</p> <p>Area Superintendent</p>
7	L2	\$56,000-84,000/ 86,496	<p>Supervision Position typically supervises employees and schedules day-to-day work activities to provide optimum efficiency and productivity. Position requires the ability to apply a wide application of principles, theories, and concepts to the assigned function or business area. Reviews and evaluates work methods and procedures and meets with management employees to identify and resolve problems.</p> <p>Assesses and monitors workload; identifies opportunities for improvement and implements changes. Selects, trains, motivates, and evaluates personnel; provides or coordinates employees training; works with employees to correct deficiencies; makes recommendations regarding discipline. High school diploma or GED required; supplemented by a technical certification with at least two (2) years of directly related experience, including previous lead worker experience; or an equivalent combination of education, certification, training, and/or experience.</p>	<p>911/GIS Environmental Coord.</p> <p>Crime Victim Coordinator</p> <p>Emergency Management Coord.</p> <p>Subdivision Coordinator</p> <p>Voter-Election Administrator</p>

8	L3	\$68,000-102,000/ 104,496	Reviews and evaluates work methods and procedures and meets with management employees to identify and resolve problems. Assesses and monitors workload; identifies opportunities for improvement and implements changes. Selects, trains, motivates, and evaluates personnel; provides or coordinates employees training; works with employees to correct deficiencies; implements discipline procedures per established policies, procedures, and executive guidance. Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary. Position is primarily focused on managing other people. Position requires expertise and knowledge in specialized functions or business areas that can be used to develop efficient and innovative ways to accomplish the organization's business strategies.	Facilities Director Human Resource Director
9	L4 P5	\$88,000-132,000/ 134,496	Position is primarily focused on managing, coaching, and developing other people. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to implement policies and procedures as well as determining efficient and innovative ways to accomplish the organization's business strategies. Work is performed under general direction with significant latitude in the use of initiative and independent judgment. Position serves as a consultant on high profile projects relating to policies, programs, capabilities, and long-term goals and objectives. Position requires a high level of critical thinking and ingenuity in bringing successful resolution to unusually complex and strategic situations and issues.	Chief Deputy SO IT Director Assistant District Attorney

10	L5 P6	\$100,000-150,000/ 152,496	Work is performed under general direction with significant latitude in the use of initiative and independent judgment. Position serves as a consultant on high profile projects relating to policies, programs, capabilities, and long-term goals and objectives. Position requires a high level of critical thinking and ingenuity in bringing successful resolution to unusually complex and strategic situations and issues.	R&B Engineer
LE1	T2	\$40,000-52,000/ 54,496	Law Enforcement: Dispatchers	Dispatchers
LE2	T2	\$42,000-54,600/ 57,096	Law Enforcement: Jailers	Jailers
LE3		\$44,000	Law Enforcement: Cadets in police academy	Cadet
LE4	T3	\$47,000-61,100/ 63,596	Law Enforcement: Oversees and supervises dispatch.	Dispatch Supervisor
LE5	T3	\$49,000-61,300/ 63,796	Law Enforcement: Courthouse Security	Courthouse Security
LE6	T3 T4	\$52,700-63,200/ 65,696	Law Enforcement: Performs various LE duties.	Deputy Const. Traffic Officer Deputy Constable Jail Deputy Jail Sergeant Patrol Deputy Animal Control Patrol Deputy
LE7	T4 T5	\$63,100-72,500/ 74,996	Law Enforcement: Performs criminal investigations	DA Investigator (GF) MTF Investigator SO Investigator
LE8	L1	\$66,400-76,400/ 78,896	Law Enforcement: Oversees LE patrol officers.	Patrol Sergeant

LE9	L1	\$71,380-82,130/ 84,626	Law Enforcement: Oversees the duty of jail operations.	Jail Administrator
LE10	T5 L2	\$82,100-94,415/ 96,911	Law Enforcement: Oversee department operations	DA Chief Investigator SO Lieutenant
LE11		\$86,200-99,130/ 101,626	Law Enforcement: Current no position available	Captain
		SO/LE	Refer to hiring scale when hiring new employees	
EO			This grade is reserved for elected officials	County & CCL Judge Commissioners #1, #2, #3, #4 County & District Attorney County & District Clerk Constable #1, #2, #3 #4 JP #1, #2, #3 Sheriff
AO/JV		Salary is determined by the District Judges	This grade is reserved for the Auditor's Office and JV Probation Office	**Auditor **Assistant Auditors ***JV Chief Prob. Officer ***JV Prob. Officers ***JV Senior Office Assistant
GF		Salary is determined by the grant	This position is funded or partially funded by a Grant	*GHRC/Senior Meals Coord Senior Meals Driver
AG/Crt. Reporter				*Ag Extension Agents *12 th Dist. Court Reporter
Seasonal /Temp		\$9.75-21.00	Was not include in HRCC Study	Various Departments

*Partially County Funded

**Salary to be determined by the District Judges

***Salary to be determined by the Juvenile Board

NOTE:

Compensation for grant funded positions are not applicable to the County Salary Structure.

*For full job description, see job description for each individual position. Duties are **NOT** limited to the items listed above. The purpose of this list is solely to distinguish between grade levels.*

Updated in Commissioners Court and approved 9-20-2023. Amended 10-13-2023