

FILED

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

BY: JK

2008 JUL -8 AM 11:57

IN AND FOR THE COUNTY OF MOHAVE

VIRLYNN TINNELL
SUPERIOR COURT CLERK

IN THE MATTER OF:

| | | |
|-----------------------|---|----------------------|
| ADOPTION OF FY 08-09 |) | |
| MOHAVE COUNTY WITHIN |) | ADMINISTRATIVE ORDER |
| RANGE PAY ADJUSTMENTS |) | 2008-15 |
| |) | |
| |) | |

WHEREAS, the Superior Court in Mohave County remains firmly committed to providing equitable and adequate compensation for all judicial employees;

WHEREAS, on July 1, 2008 the Mohave County Board of Supervisors approved the tentative FY 08-09 budget which included a 2.5% one-half step within-range pay adjustment for employees meeting the eligibility criteria outlined in Attachment #1, such increase to be effective the first full pay period in FY 08-09;

WHEREAS, it is the desire of the Superior Court to implement the county approved pay increases for judicial employees who meet the eligibility criteria;

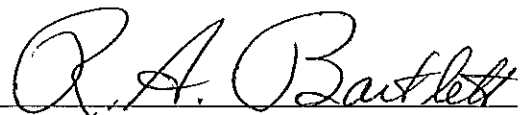
WHEREAS, in accordance with Judicial Merit System Rule 303(C) and (L6d), the effect of the above mentioned within-range pay adjustment shall not cause any employee to exceed the maximum compensation level of the pay range for the classification in which they are employed;

WHEREAS, the Mohave County Salary Schedule dated July 7, 2007, remains in full force and effect.

IT IS ORDERED, that the Superior Court implement the County approved pay increases by processing personnel action forms for eligible judicial employees effective with the first of the pay period beginning July 5, 2008.

IT IS ALSO ORDERED that the FY 08-09 Judicial Classification Plan (see Attachment #2) be implemented effective July 5, 2008.

DATED this 8th day of July, 2008.



 Honorable Randolph A. Bartlett, Presiding Judge
 Mohave County Superior Court

**ONE-HALF STEP WITHIN RANGE 2.5% PAY ADJUSTMENT
ELIGIBILITY CRITERIA**

- A. Full and part-time regular status benefit eligible employees who have completed a minimum of one year of service and who have demonstrated fully successful job performance shall receive a one-half step 2.5% within range pay adjustment effective the first full pay period of the next fiscal year in accordance with the provisions specified below:
1. An employee must have been hired on or before July 1st of the current fiscal year.
 2. An employee must receive an overall rating of "Satisfactory Contributor" or better on a performance evaluation completed for an annual review period ending between July 1 and June 30 of the current fiscal year; or
 3. An employee who was promoted or who was reappointed on or after July 1 of the current fiscal year must receive an overall rating of "Satisfactory Contributor" or better on a performance evaluation for a six (6) month review in the job they were promoted or reappointed to; or
 4. An employee who was promoted or who was reappointed on or after January 1 of the current fiscal year must receive an overall rating of "Satisfactory Contributor" or better on a performance evaluation for a six (6) month review in the job they held prior to their promotion or reappointment.
 5. The intent is to allow all employees who are promoted or reappointed AND are rated as "Satisfactory Contributor" or above to receive the step increase. If the Human Resources Director determines that valid circumstances preclude the employee who was promoted or who was reappointed on or after January 1 of the current fiscal year from receiving a performance evaluation for a six (6) month review in the job they held prior to their promotion or reappointment, the Human Resources Director may allow the use of the prior year's evaluation rating in determining eligibility for the next fiscal year's step increase.
 6. All performance evaluations must be completed and received by the Human Resources Department prior to 5:00PM on June 30th of the current fiscal year. If June 30th falls on a weekend, the performance evaluations are due at 5:00PM the last Friday in June.
- B. An employee who receives an overall rating below "Satisfactory Contributor" on an annual performance evaluation is not eligible for the one-half step within range 2.5% pay adjustment.
- C. In no event will the 2.5% step increase result in an employee exceeding the maximum step of the pay range for the classification in which employed.

| Superior Court in Mohave County | | | | | | Attachment #2 |
|--|------------|--------------|------|-------|----------------------|----------------------|
| Judicial Classification Plan | | | | | | |
| FY 08-09 | | | | | | |
| Classification | Class Code | Merit Status | FLSA | Range | Annual Range Minimum | Annual Range Maximum |
| Administrative Program Specialist - Clerk of Court | J215 | C | OE | 15 | \$40,539.20 | \$62,857.60 |
| Administrative Program Specialist - Superior Court | J220 | C | OE | 15 | \$40,539.20 | \$62,857.60 |
| Administrative Services Assistant | J630 | C | OE | 11 | \$33,363.20 | \$51,708.80 |
| Alternative Dispute Resolution Administrator | J124 | U | OX | 25 | \$65,998.40 | \$102,440.00 |
| Assistant Chief Probation Officer | J109 | U | OX | 25 | \$65,998.40 | \$102,440.00 |
| Automation Field Trainer | J340 | C | OE | 13 | \$36,774.40 | \$57,012.80 |
| Automation Systems Manager | J129 | U | OX | 25 | \$65,998.40 | \$102,440.00 |
| Automation Systems Specialist | J309 | C | OE | 17 | \$44,678.40 | \$69,305.60 |
| Budget Manager | J253 | C | OX | 17 | \$44,678.40 | \$69,305.60 |
| CASA Program Assistant | J645 | C | OE | 6 | \$26,145.60 | \$40,539.20 |
| CASA Program Manager | J278 | C | OX | 14 | \$38,604.80 | \$59,862.40 |
| CASA Program Specialist | J279 | C | OE | 8 | \$28,828.80 | \$44,678.40 |
| Caseflow Manager | J120 | C | OX | 18 | \$46,904.00 | \$72,779.20 |
| Chief Deputy Clerk of Court | J010 | U | OX | 20 | \$51,708.80 | \$80,246.40 |
| Chief Probation Officer | J125 | U | OX | 28 | \$76,419.20 | \$118,601.60 |
| Clerical Temporary | J610 | U | OE | A | - | - |
| Clerk of Superior Court | J015 | U | OX | A | - | - |
| Court Commissioner | J043 | U | OX | A | - | - |
| Court Security Manager | J121 | C | OX | 15 | \$40,539.20 | \$62,857.60 |
| Court Services Assistant | J696 | C | OE | 8 | \$28,828.80 | \$44,678.40 |
| Court Services Assistant Senior | J697 | C | OE | 10 | \$31,782.40 | \$49,254.40 |
| Court Services Clerk | J695 | C | OE | 4 | \$23,712.00 | \$36,774.40 |
| Court Services Supervisor | J698 | C | OE | 15 | \$40,539.20 | \$62,857.60 |
| Courtroom Clerk | J650 | C | OE | 10 | \$31,782.40 | \$49,254.40 |
| Courtroom Clerk Senior | J655 | C | OE | 11 | \$33,363.20 | \$51,708.80 |
| Custody Evaluator | J283 | C | OX | 19 | \$49,254.40 | \$76,419.20 |
| Deputy Probation Officer I | J242 | C | OE | 14 | \$38,604.80 | \$59,862.40 |
| Deputy Probation Officer II | J243 | C | OE | 15 | \$40,539.20 | \$62,857.60 |
| Deputy Probation Officer Senior | J248 | C | OX | 18 | \$46,904.00 | \$72,779.20 |
| Drug Court Coordinator | J244 | C | OE | 16 | \$42,556.80 | \$65,998.40 |
| Family Counselor-Mediator | J250 | C | OX | 15 | \$40,539.20 | \$62,857.60 |
| Human Resource Manager | J275 | U | OX | 22 | \$57,012.80 | \$88,483.20 |
| Human Resource Specialist | J521 | C | OE | 10 | \$31,782.40 | \$49,254.40 |
| Judicial Assistant | J003 | U | OX | 11 | \$33,363.20 | \$51,708.80 |
| Judicial Assistant to Court Commissioner | J605 | C | OE | 11 | \$33,363.20 | \$51,708.80 |
| Judicial Assistant to Presiding Judge | J002 | U | OX | 12 | \$35,027.20 | \$54,288.00 |
| Juvenile Detention Administrator | J135 | C | OX | 21 | \$54,288.00 | \$84,260.80 |
| Juvenile Detention Officer I | J421 | C | OE | 10 | \$31,782.40 | \$49,254.40 |
| Juvenile Detention Officer II | J422 | C | OE | 12 | \$35,027.20 | \$54,288.00 |
| Juvenile Detention Officer Recruit | J420 | C | OE | 9 | \$30,264.00 | \$46,904.00 |
| Juvenile Detention Officer Supervisor | J423 | C | OE | 16 | \$42,556.80 | \$65,998.40 |
| Juvenile Detention Teacher | J290 | C | OX | 15 | \$40,539.20 | \$62,857.60 |
| Law Librarian | J590 | C | OE | 11 | \$33,363.20 | \$51,708.80 |
| Law Library Assistant | J589 | C | OE | 4 | \$23,712.00 | \$36,774.40 |
| Mediation Services Assistant | J660 | C | OE | 4 | \$23,712.00 | \$36,774.40 |
| Office Supervisor | J665 | C | OX | 18 | \$46,904.00 | \$72,779.20 |
| Official Court Reporter | J045 | U | OE | 18 | \$46,904.00 | \$72,779.20 |

| Classification | Class Code | Merit Status | FLSA | Range | Annual Range Minimum | Annual Range Maximum |
|---|------------|--------------|------|-------|----------------------|----------------------|
| Parenting Coordinator | J251 | C | OX | 19 | \$49,254.40 | \$76,419.20 |
| Probation Services Assistant | J670 | C | OE | 8 | \$28,828.80 | \$44,678.40 |
| Probation Services Assistant Senior | J671 | C | OE | 10 | \$31,782.40 | \$49,254.40 |
| Probation Services Clerk | J672 | C | OE | 4 | \$23,712.00 | \$36,774.40 |
| Probation Surveillance Officer I | J470 | C | OE | 11 | \$33,363.20 | \$51,708.80 |
| Probation Surveillance Officer II | J471 | C | OE | 12 | \$35,027.20 | \$54,288.00 |
| Professional Temp - Exempt | J277 | U | OX | A | - | - |
| Professional Temp - Non-Exempt | J276 | U | OE | A | - | - |
| Program Specialist | J480 | C | OE | 16 | \$42,556.80 | \$65,998.40 |
| Protective Services Temp | J476 | U | OE | A | - | - |
| Secretary | J691 | C | OE | 8 | \$28,828.80 | \$44,678.40 |
| Superior Court Administrator | J127 | U | OX | 28 | \$76,419.20 | \$118,601.60 |
| Superior Court Judge | J081 | U | OX | A | - | - |
| Teachers Assistant | J580 | C | OE | 7 | \$27,456.00 | \$42,556.80 |
| Youth Care Worker I - Juvenile | J496 | C | OE | 10 | \$31,782.40 | \$49,254.40 |
| Youth Care Worker Recruit - Juvenile | J495 | C | OE | 9 | \$30,264.00 | \$46,904.00 |
| OE = FLSA Non-exempt position (overtime eligible); OX = FLSA Exempt position (salaried) C = Classified Under the Judicial Merit System Rules; U = Unclassified Not Covered Under the Judicial Merit System Rules Revised July 5, 2008 | | | | | | |