



# EL PASO COUNTY

## Compensation Structure Overview

The El Paso County compensation structure is comprised of eight occupational groups with unique pay grades and pay ranges for each group. Jobs (classification specifications/job descriptions) are placed in an occupational group as defined below and then placed in a pay grade with a corresponding pay range based on market data, aligning with the County's compensation philosophy. Pay ranges are composed of minimum base pay, midpoint base pay (market value), and maximum base pay for the jobs housed within that pay grade.

### **BUSINESS OPERATIONS (BP)**

Jobs in this group perform clerical, administrative, fiscal, and general support functions relating to providing, preparing, transcribing, systematizing, and preserving written or oral communications, records, and computations; collecting amounts; performing arithmetic computations and audits; gathering and distributing information; coordinating office activities; operating office machines and electronic data processing equipment; distributing mail and delivering messages; and providing other administrative and clerical support. The work involves various degrees of practical application of related laws, regulations, policies, precedents, methods, and techniques. The primary emphasis is on processing information, operating equipment to produce data and documents, facilitating communication, or coordinating office activities, practices, and procedures.

### **ENGINEERING (EN)**

Jobs in this group perform professional work concerned with the creative and conceptual application of theoretical and practical aspects of engineering (civil, environmental, mechanical, and electrical), architectural science, and surveying disciplines.



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### EXECUTIVE (EX)

Jobs in this group represent the highest level (and their deputies) of responsibility of County departments and offices. Duties include strategic planning, approving resources and budgets, interpreting laws and regulations, and directing, controlling, and coordinating government operations and its major departments and programs.

### HEALTH & ENVIRONMENTAL (HE)

Jobs in this group are directly involved in the research and care of individuals, populations, and environmental health. Duties include professional research, treatment, prevention, or intervention in the fields of public health, including dietetics, nursing, psychology, epidemiology, and medicolegal investigation, as well as environmental health including conservation of natural resources and chemical waste. Necessary knowledge and training is generally gained through the completion of a baccalaureate degree or specialized training. Licensure or certification may be required.

### INFORMATION TECHNOLOGY (IT)

Jobs in this group perform professional and technical work in the information technology, information systems, and network management fields. Duties include programming, developing, modifying, analyzing, designing, testing, implementing, and supporting technology applications, programs, and systems.

### LABOR & TRADES (LT)

Jobs in this group primarily perform unskilled and semi-skilled manual labor work in areas such as equipment operation, construction, collection and delivery of materials and supplies, facilities and equipment maintenance, janitorial, minor repair and servicing work, drivers, gardening, cultivation and care of plants, and grounds keeping. Higher levels require specialized technical skills and a comprehensive knowledge of the processes, equipment, and raw materials involved in the specific trade as acquired through training and/or experience. Licensure may be required.



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### LEGAL (LE)

Jobs in this group perform legal or related work, either as an attorney or under the supervision of an attorney, including professional legal work, research and investigation, technical support, and assistant work for attorneys in the County and District Attorney Offices.

### PUBLIC SAFETY (PS)

Jobs in this group perform services to enforce criminal laws and are responsible for public safety, such as the prevention, detection, and investigation of crime and emergencies. This group is concerned with the protection of persons and property against loss, injury, or disturbance resulting from criminal acts, accidents, and other hazards. Work requires a combination of practical knowledge and skills generally gained through on-the-job training and/or relatively short training courses in a specific skill. Weapons training and skills may be required, and incumbents may be required to satisfy statute requirements to carry out their responsibilities.