



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: Oct 25, 2017

Department: Business Services Agenda Planning Date: Oct 19, 2017 Time required:

Audio/Visual aids Recommendation to adopt and establish (1) new and approve market reviews for (3) classifications.

Contact: Colleen Coons-Chaffins, Business Services Director Phone: 503-373-4426

Department Head Signature: CC Chaffins

TITLE Recommendation to adopt and establish (1) classification Quality Improvement Facilitator. Recommendation to uphold pay grade for (1) classification #070, Peer Support Specialist. Recommendation to adjust pay grades upward for (2) classifications, code #064, Human Resources Manager; #507, Epidemiologist 1.

Issue, Description & Background At the request of the Health Department, human resources (HR) has completed a job assessment based upon the business needs of the department. As the county does not currently have an existing job classification that met the business needs of this department, a new classification has been developed: Quality Improvement Facilitator. This classification has a specialized function that is not well defined in any other classification. From a recruitment standpoint, this new classification is a more accurate reflection of the scope of duties. As part of the strategy to maintain Marion County compensation and classification programs, human resources (HR) periodically reviews classification specifications and pay ranges. The classification review ensures that positions are properly classified and are placed in the appropriate pay range which will bring the classification closest to the mean (0%) of market comparables within the county's current pay structure. Internal equity may also be used in determining appropriate compensation.

Financial Impacts:

Impacts to Department & External Agencies

Options for Consideration: 1) Approve recommendation; 2) Do not approve recommendation

Recommendation: 1. In Unit 06, MCEA, adopt and establish the classification Quality Improvement Facilitator, AT pay grade 06.C25 A.K (\$26.28 / \$4,555.20 - \$35.19 / \$6,099.60) -0.80% below market. Under FLSA positions in this classification are non-exempt from overtime. 2. In Unit 06, MCEA, uphold class code #070, Peer Support Specialist, AT pay grade 06.C42 A.K (\$14.84 / \$2,572.27 - \$19.84 / \$3,438.93) 1.13% above comparables Under FLSA positions in this classification are non-exempt from overtime. 3. In Unit 02, Non-Represented, adjust upward class code #064, Human Resources Manager, FROM pay grade 02.A29 A.K (\$33.11 / \$5,739.07 - \$44.39 / \$7,694.27) -12.13% below comparables TO pay grade 02.A31 A.K (\$36.49 / \$6,324.93 - \$48.87 / \$8,470.80) -1.85% below comparables. Under FLSA positions in this classification are exempt from overtime.



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4. In Unit 06, MCEA, adjust upward class code #507, Epidemiologist 1, FROM pay grade 06.C52 A.K (\$23.18 / \$4,017.87 - \$31.08 / \$5,387.20) -16.34% below comparables TO pay grade 06.C55 A.K (\$26.80 / \$4,645.33 - \$35.90 / \$6,222.67)-0.72% below comparables. Under FLSA positions in this classification are non-exempt from overtime.

5. Approve recommendation beginning of first pay period following approval by the Board.

List of attachments:

Personnel Findings and Recommendation Report

Presenter:

Copies of completed paperwork sent to the following: (Include names and e-mail addresses.)

Copies to:

Jan Fritz, Deputy County Administrative Officer; jfritz@co.marion.or.us
 Colleen Coons-Chaffins; ccoonschaffins@co.marion.or.us*
 Gloria Roy, County Counsel; groy@marion.or.us
 HRProcessing@co.marion.or.us
 HRCompClass@co.marion.or.us

BUSINESS SERVICES
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HEALTH DEPARTMENT
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 Ryan Matthew, Departmental Division Director; RMatthews@co.marion.or.us

UNIT 06 MCEA/SEIU
 Sara Campos, President; SCampos@co.marion.or.us
 Trish Stephens, Representative; stephenst@seiu503.org



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Oct 11, 2017

To: Jan Fritz, Personnel Officer

From: Colleen Coons-Chaffins, Business Services Director

Re: Recommendation to adopt and establish (1) classification Quality Improvement Facilitator.

Background Information:

At the request of the Health Department, human resources (HR) has completed a job assessment based upon the business needs of the department. As the county does not currently have an existing job classification that met the business needs of this department, a new classification has been developed: Quality Improvement Facilitator. This classification has a specialized function that is not well defined in any other classification. From a recruitment standpoint, this new classification is a more accurate reflection of the scope of duties.

Discussion:

Functions performed by classification:

Quality Improvement Facilitator

GENERAL STATEMENT OF DUTIES The Quality Improvement Facilitator leads improvement projects related to process and continuous improvements in the areas of quality, operations, productivity, and cost using Lean or other quality improvement techniques and tools. Incumbent plays a lead role in process improvement projects by facilitating groups and teams, managing projects, monitoring for sustainability, presenting results and recommendations, and developing metrics and measurement tools to improve operating processes with greater efficiency and effectiveness. The Quality Improvement Facilitator mentors staff in the development and utilization of Lean or other quality improvement techniques. May be responsible for the development of a quality improvement or process improvement plan as well as facilitate and provide leadership over the quality improvement committee.

SUPERVISION RECEIVED Works with minimal supervision, under the direction of a departmental supervisor or director.

SUPERVISION EXERCISED Supervision is not a responsibility of this classification; however, incumbents in this classification may exercise lead responsibilities over one or more employees engaged in closely related duties.

When establishing a new classification, HR conducts a market review in accordance with county personnel rules and HR practices. This review identifies which pay grade will bring the classification closest to the mean (0%) of market comparables within the county's current pay structure; in addition to these market findings, funding and internal equity are also considered when establishing the pay grade; therefore, HR recommends the following:

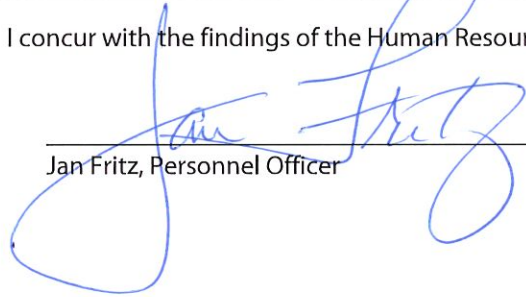
- Recommendation:**
1. In Unit 06, MCEA, adopt and establish the classification Quality Improvement Facilitator, AT pay grade 06.C25 A.K (\$26.28 / \$4,555.20 - \$35.19 / \$6,099.60) -0.80% below market. Under FLSA positions in this classification are non-exempt from overtime.
 2. Approve recommendation
-



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

I concur with the findings of the Human Resources Department and approve the actions detailed above.



Jan Fritz, Personnel Officer



Date

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HR Processing; hrprocessing@co.marion.or.us
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UNIT 06 MCEA/SEIU

Sara Campos, President; SCampos@co.marion.or.us
Trish Stephens, Representative; stephenst@seiu503.org



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Oct 11, 2017

To: Jan Fritz, Personnel Officer

From: Colleen Coons-Chaffins, Business Services Director

Re: Recommendation to uphold pay grade for (1) classification #070, Peer Support Specialist.

Background Information:

As part of the strategy to maintain Marion County compensation and classification programs, human resources (HR) periodically reviews classification specifications and pay ranges. The classification review ensures that positions are properly classified and are placed in the appropriate pay range which will bring the classification closest to the mean (0%) of market comparables within the county's current pay structure. Internal equity may also be used in determining appropriate compensation.

Discussion:

Functions performed by classification:

#070, Peer Support Specialist

GENERAL STATEMENT OF DUTIES Under close supervision, the Peer Support Specialist provides support, encouragement, and assistance to mental health consumers. The specialist will promote those activities that foster recovery and empowerment by sharing their personal experiences when appropriate, modeling self-help and wellness activities. The Peer Support Specialist is a consumer advocate who facilitates and connects individuals to services and activities. As a member of the treatment team the Peer Support Specialist provides expertise, experience, and consultation to the team to promote a culture in which each individual's point of view and preferences are recognized, respected, and integrated into treatment.

SUPERVISION RECEIVED Works under the close supervision of a qualified clinical supervisor who assigns work, establishes goals, and reviews the results obtained for overall effectiveness.

SUPERVISION EXERCISED Supervision of other employees is not a responsibility of positions in this class.

In determining if this classification is appropriately compensated HR conducted a market review in accordance with county personnel rules and HR practices. This review identifies which pay grade will bring the classification closest to the mean (0%) of market comparables within the county's current pay structure; in addition to these market findings, funding and internal equity are also considered when establishing the pay grade.

After review, HR found this classification to be above market.

Recommendation:

1. In Unit 06, MCEA, uphold class code #070, Peer Support Specialist, AT pay grade 06.C42 A.K (\$14.84 / \$2,572.27 - \$19.84 / \$3,438.93) 1.13% above comparables Under FLSA positions in this classification are non-exempt from overtime.
 2. Approve recommendation
-

I concur with the findings of the Human Resources Department and approve the actions detailed above.



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report



Jan Fritz, Personnel Officer

10/12/17

Date

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MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Oct 11, 2017

To: Jan Fritz, Personnel Officer

From: Colleen Coons-Chaffins, Business Services Director

Re: Recommendation to adjust pay grades upward for (2) classifications, code #064, Human Resources Manager; #507, Epidemiologist 1.

Background Information:

As part of the strategy to maintain Marion County compensation and classification programs, human resources (HR) periodically reviews classification specifications and pay ranges. The classification review ensures that positions are properly classified and are placed in the appropriate pay range which will bring the classification closest to the mean (0%) of market comparables within the county's current pay structure. Internal equity may also be used in determining appropriate compensation.

Discussion:

Functions performed by classification:

#064, Human Resources Manager

GENERAL STATEMENT OF DUTIES Responsible for planning, organizing, directing and managing a comprehensive countywide human resources program. This includes the development and implementation of a human resources strategic plan aligning various responsibilities such as affirmative action, classification maintenance and compensation, employee and labor relations; Human Resources Information Systems (HRIS), organizational development, reporting, recruitment, retention and training that meets the needs of the County. Additionally, the human resources manager is responsible for the formulation and compliance of county personnel policies, rules, and regulations. Develops and implements program goals, objectives, policies and priorities; provides highly complex staff assistance to the Business Services Director and county Personnel Officer.

SUPERVISION RECEIVED Works under the general supervision of the Business Services Director, who establishes goals and reviews the results obtained for overall effectiveness through the analysis of performance, and outcomes.

SUPERVISION EXERCISED Provides supervision, direction, and leadership for human resources professionals, technical, and administrative staff. Selects, trains, and evaluates personnel; provides for staff training and professional development; works with employees to correct performance deficiencies; and implements disciplinary procedures as needed.

#507, Epidemiologist 1

GENERAL STATEMENT OF DUTIES Under direction, incumbents in this classification will analyze, report and disseminate data to describe the health status of populations as well as other data sets; will provide technical assistance to internal program evaluation processes; will serve as a data analysis consultant to public health programs to ensure quality of data collection and analysis; and will provide surge capacity to or be a member of the team responsible for communicable disease investigation and control. The Epidemiologist I may represent the Health Department at community meetings.

SUPERVISION RECEIVED Works under the general supervision of a manager or supervisor, who assigns work, establishes goals and reviews results obtained.



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Personnel Findings and Recommendation Report

SUPERVISION EXERCISED Supervision of other employees is not a responsibility of positions in this classification.

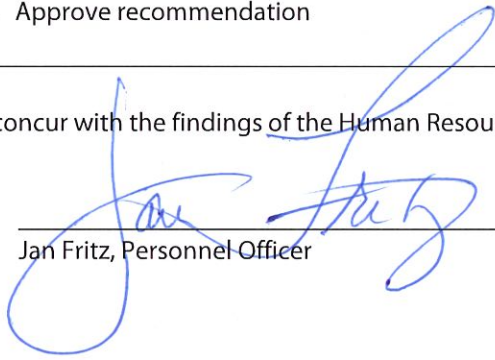
In determining if this classification is appropriately compensated HR conducted a market review in accordance with county personnel rules and HR practices. This review identifies which pay grade will bring the classification closest to the mean (0%) of market comparables within the county's current pay structure; in addition to these market findings, funding and internal equity are also considered when establishing the pay grade.

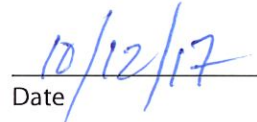
After review, HR found [these classifications] to be [below within above] market.

Recommendation:

1. In Unit 02, Non-Represented, adjust upward class code #064, Human Resources Manager, FROM pay grade 02.A29 A.K (\$33.11 / \$5,739.07 - \$44.39 / \$7,694.27) -12.13% below comparables TO pay grade 02.A31 A.K (\$36.49 / \$6,324.93 - \$48.87 / \$8,470.80) -1.85% below comparables. Under FLSA positions in this classification are exempt from overtime.
2. In Unit 06, MCEA, adjust upward class code #507, Epidemiologist 1, FROM pay grade 06.C52 A.K (\$23.18 / \$4,017.87 - \$31.08 / \$5,387.20) -16.34% below comparables TO pay grade 06.C55 A.K (\$26.80 / \$4,645.33 - \$35.90 / \$6,222.67)-0.72% below comparables. Under FLSA positions in this classification are non-exempt from overtime.
3. Approve recommendation

I concur with the findings of the Human Resources Department and approve the actions detailed above.


Jan Fritz, Personnel Officer


Date 10/12/17

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