



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: Dec 20, 2017

Department: Business Services Agenda Planning Date: Dec 14, 2017 Time required:

Audio/Visual aids Recommendation to approve (1) market review, classification code #095.

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

Department Head Signature: [Handwritten Signature]

TITLE Recommendation to adjust upward pay grade for (1) classification #095, Deputy County Administrative Officer.

Issue, Description & Background 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 10, Non-Represented, due to internal equity factors, adjust class code #095 Deputy County Administrative Officer. FROM pay grade 10.M39 A.K (\$49.55 / \$8,588.67 - \$66.39 / \$11,507.60) -5.66% below comparables. TO pay grade 10.M41 A.K (\$54.61 / \$9,465.73 - \$73.19 / \$12,686.26) 4.16% above comparables. Under FLSA, positions in this classification are exempt from overtime. 2. 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.)



MARION COUNTY BOARD OF COMMISSIONERS

## Board Session Agenda Review Form

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Copies to:

John Lattimer, Chief Administrative Officer; [jlattimer@co.marion.or.us](mailto:jlattimer@co.marion.or.us)  
Colleen Coons-Chaffins; Business Services Director; [ccoonschaffins@co.marion.or.us](mailto:ccoonschaffins@co.marion.or.us);  
Bruce Armstrong, AIC County Counsel; [barmstrong@co.marion.or.us](mailto:barmstrong@co.marion.or.us);  
HR Processing; [hrprocessing@co.marion.or.us](mailto:hrprocessing@co.marion.or.us);  
HR Comp & Class; [HRCompClass@co.marion.or.us](mailto:HRCompClass@co.marion.or.us);

BOARD OF COMMISSIONERS

John Lattimer (above)

Cindy Johnson, Administrative Services Manager Senior; [CJohnson@co.marion.or.us](mailto:CJohnson@co.marion.or.us)



## MARION COUNTY HUMAN RESOURCES

# Personnel Findings and Recommendation Report

**Date:** Dec 8, 2017  
**To:** John Lattimer, Chief Administrative Officer  
**From:** Colleen Coons-Chaffins, Business Services Director  
**Re:** Recommendation to adjust upward pay grade for classification #095 Deputy County Administrative Officer.

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**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:

#095 Deputy County Administrative Officer

**GENERAL STATEMENT OF DUTIES** Assists the Chief Administrative Officer in performing executive management duties including organizational planning, budget leadership, and supporting the operations of county government.

Plans, organizes, and directs the daily operations of the administrative staff of the Board of Commissioners Office. Provides organizational leadership, direction, and supervision of assigned departments. This is an unclassified position that serves at the pleasure of the appointing authority.

The Deputy County Administrative Officer must have high-level skills and abilities in human relations, organizational behavior, management principles and practices (including planning, organizing, directing, motivating, and decision making); communication (verbal and written); analysis and policy development; and supervision including planning and assigning work, motivating staff to work effectively and directing work flow to promote the department's mission. This position requires skills not only in managing employees but also in relating to community volunteers, local government officials, and business and corporate representatives.

The Deputy County Administrative Officer is expected to apply a high level of analytical and problem solving skills. This position requires extensive knowledge of public budget administration and high level policy development; the ability to provide budget and policy recommendations to the Chief Administrative Officer and the Board of Commissioners; skills in originating and implementing a broad range of proposed programs and initiatives; skills in negotiating various levels of participation by elected officials and department directors, and skills in creating a high level of support and participation by state and local government officials, community leaders and the public.

**SUPERVISION RECEIVED** Works under the general direction of the Chief Administrative Officer, who reviews work for conformance with policy.

**SUPERVISION EXERCISED** Exercises full supervision over administrative, technical and professional employees, as well as department heads as assigned. Participates in the selection of new personnel, provides training, conducts performance evaluations, handles personnel issues and responds to grievances.

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



MARION COUNTY HUMAN RESOURCES

**Personnel Findings and Recommendation Report**

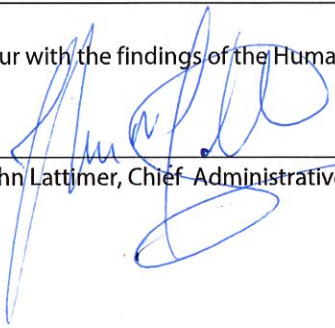
pay grade.

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

**Recommendation:** 1. In Unit 10, due to internal equity factors, adjust pay range of class code #095 Deputy County Administrative Officer  
FROM pay grade 10.M39 A.K (\$49.55 / \$8,588.67 - \$66.39 / \$11,507.60) -5.66% below comparables  
TO pay grade 10.M41 A.K (\$54.61 / \$9,465.73 - \$73.19 / \$12,686.26) 4.16% above comparables.  
Under FLSA positions in this classification are exempt from overtime.

2. Approve recommendation

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

  
\_\_\_\_\_  
John Lattimer, Chief Administrative Officer

12/08/17  
\_\_\_\_\_  
Date

**Copies to:** John Lattimer, Chief Administrative Officer; jlattimer@co.marion.or.us  
*Copy of completed paperwork sent to the following:* Colleen Coons-Chaffins, Business Services Director; ccoonschaffins@co.marion.or.us  
*(Include names and e-mail addresses.)* Bruce Armstrong, AIC County Counsel; barmstrong@co.marion.or.us  
HRProcessing@co.marion.or.us  
HRCompClass@co.marion.or.us  
  
ALSO INCLUDE Division Director & liaison of the impacted department, Union IF APPLICABLE