



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: Jun 10, 2020

Department: Business Services

Agenda Planning Date: Jun 4, 2020

Time required:

☐ Audio/Visual aids

Contact: Michelle Shelton, CHRO

Phone: 503-589-3295

Department Head Signature:

Michelle Shelton

TITLE

Consider recommendation to uphold pay grade for classification #653, Info Technology Supervisor.

Consider recommendation to adjust upward pay grade for classification #648, Support Technician.

Issue, Description & Background

As part of the strategy to maintain Marion County compensation and classification programs, human resources periodically reviews classification specifications and pay ranges.

The classification review ensures classification specifications reflect current industry language, standards and county practices, and positions are properly classified and placed in the appropriate pay range. This also brings 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 02, Unrepresented, Supervisory, uphold the pay range of class code #653, Info Technology Supervisor at 02.A29 A.K.

2. In Unit 08, MCEA, adjust upward the pay range of class code #648, Support Technician from 08.F16 A.K to 08.F17 A.K.

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

List of attachments:

Personnel Findings and Recommendation Report

Presenter:



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

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
Michelle Shelton, CHRO; MShelton@co.marion.or.us;
Jane Vetto, County Counsel; JVetto@co.marion.or.us
HRCompClass@co.marion.or.us
hrprocessing@co.marion.or.us
HRRecruitment@co.marion.or.us



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Jun 3, 2020
To: Jan Fritz, Personnel Officer
From: Michelle Shelton, Chief Human Resources Officer
Re: Recommendation to uphold pay grade for classification #653, Info Technology Supervisor.

Background Information:

As part of the strategy to maintain Marion County compensation and classification programs, human resources periodically reviews classification specifications and pay ranges.

The classification review ensures classification specifications reflect current industry language, standards and county practices, and positions are properly classified and placed in the appropriate pay range. This also brings 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:

#653, Info Technology Supervisor

GENERAL STATEMENT OF DUTIES This is the first-line supervisory level over classifications in a professional and/or technical discipline. Incumbents are responsible for performing advanced and/or complex technical work in area assigned; providing technical direction and problem resolution related to program services and activities; ensuring staff and program compliance with applicable laws, regulations, policy and procedure; and reviewing and preparing statistical and related reports.

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 within market.

Recommendation:

1. In Unit 02, Unrepresented, Supervisory, uphold pay range of class code #653, Info Technology Supervisor at 02.A29 A.K.
2. Approve recommendation

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


Jan Fritz, Personnel Officer


Date



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Copies to:

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

Jan Fritz, Deputy County Administrative Officer; jfritz@co.marion.or.us
Michelle Shelton, CHRO; MShelton@co.marion.or.us;
Jane Vetto, County Counsel; JVetto@co.marion.or.us
HRCompClass@co.marion.or.us
hrprocessing@co.marion.or.us
HRRecruitment@co.marion.or.us



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Jun 3, 2020
To: Jan Fritz, Personnel Officer
From: Michelle Shelton, Chief Human Resources Officer
Re: Recommendation to adjust upward pay grade for classification #648, Support Technician.

Background Information:

As part of the strategy to maintain Marion County compensation and classification programs, human resources periodically reviews classification specifications and pay ranges.

The classification review ensures classification specifications reflect current industry language, standards and county practices, and positions are properly classified and placed in the appropriate pay range. This also brings 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:

#648, Support Technician

GENERAL STATEMENT OF DUTIES Entry-level classification of the Information Services series, which provides routine assistance to users and performs basic facilitation of computer hardware and software operations; and performs related work as required. Upon satisfactorily meeting the knowledge, experience, and training, of the Support Specialist classification the incumbent may be promoted to the classification of the Support Specialist.

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 below market.

Recommendation:

1. In Unit 08, MCEA adjust upward the pay range of class code #648, Support Technician from 08.F16 A.K to 08.F17 A.K.
2. Approve recommendation

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


Jan Fritz, Personnel Officer

6/3/20
Date



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Copies to:

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

Jan Fritz, Deputy County Administrative Officer; jfritz@co.marion.or.us
Michelle Shelton, CHRO; MShelton@co.marion.or.us;
Jane Vetto, County Counsel; JVetto@co.marion.or.us
HRCompClass@co.marion.or.us
hrprocessing@co.marion.or.us
HRRecruitment@co.marion.or.us