



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting Date: March 12, 2025

Department: Human Resources

Title: Recommendation to approve attached Personnel Findings and Recommendation Reports.

Management Update/Work Session Date: Feb 27, 2025 Audio/Visual aids ☐

Time Required: 5 minutes Contact: hrcompclass@co.marion.or.us Phone: x7777

Requested Action: Recommendation to adjust pay grades upward for class code #008, Contracts and Procurement Manager; #016, Legal Secretary 1; retitle to Legal Assistant 1; #017, Legal Secretary 2; retitle to Legal Assistant 2; #315, Grant/Contracts Compliance Analyst; #619, Juris Doctor Prosecution; #632, Deputy District Attorney 2; #634, Trial Team Supervisor; #931, Law Clerk; uphold pay grades for class code #307, Contracts Specialist; #308, Contracts Specialist Senior; #319, Budget and Grants Manager; #631, Deputy District Attorney 1; #633, Deputy District Attorney 3; and update all classifications.

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. In determining if a classification is appropriately compensated 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 comparators 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.

Financial Impacts:

Impacts to Department & External Agencies: The recommendation impacts seven departments: Business Services, Community Services, District Attorney's Office, Finance, Health and Human Services, Juvenile and Public Works, and approximately 76 positions.

List of Attachments: Personnel Findings and Recommendations Reports (2)

Presenter: Salvador Llerenas

Department Head Signature: Salvador Llerenas



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Mar 10, 2025
To: Jan Fritz, Personnel Officer
From: Salvador Llerenas, Chief Human Resources Officer
Re: Recommendation to update eight classifications and adjust pay grades upward.

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.

In determining if a classification is appropriately compensated 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 comparators 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.

Discussion:

Functions performed by classification:

#008, Contracts and Procurement Manager

GENERAL STATEMENT OF DUTIES Manage and administer countywide contract and procurement program, policy, practice, and process involving significant countywide fiscal and operational impact.

#016, Legal Secretary 1

GENERAL STATEMENT OF DUTIES Independently perform a variety of responsible administrative legal support activities according to established practice and procedures.

#017, Legal Secretary 2

GENERAL STATEMENT OF DUTIES Independently perform legal support activities of a complex clerical nature, which require specialized training and skills.

#315, Grant/Contracts Compliance Analyst

GENERAL STATEMENT OF DUTIES Provide technical expertise, coordinate, plan, develop, oversee, and implement grant and contracting policy, practice, and process countywide and related support to county departments and the Board of Commissioners Office.

#619, Juris Doctor Prosecution

GENERAL STATEMENT OF DUTIES Conducts criminal prosecutions while in pursuit of passing the Oregon State Bar.

#632, Deputy District Attorney 2

GENERAL STATEMENT OF DUTIES Conducts all phases of criminal misdemeanor prosecution and some phases of felony prosecution in Circuit Court proceedings

#634, Trial Team Supervisor

GENERAL STATEMENT OF DUTIES Supervise Deputy District Attorneys in preparation and presentation of criminal, juvenile delinquencies, or child support enforcement prosecution and, or dependency proceedings. Conduct criminal, juvenile and, or child support enforcement prosecution in Circuit Court proceedings. Establish prosecution policy in consultation with the DA for trial team legal specialization.



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

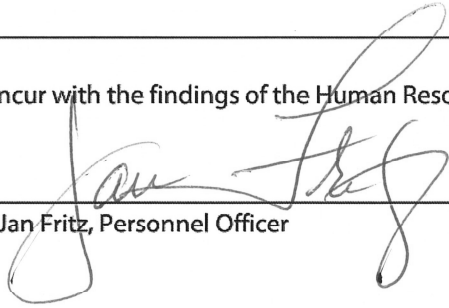
#931, Law Clerk

GENERAL STATEMENT OF DUTIES Legal research, assist in case and trial preparation, process intake, maintain caseload, and make court and grand jury appearances.

After review, HR found these classifications to be below market.

- Recommendation:**
1. In Unit 02 - Supervisory; class code #008, Contracts and Procurement Manager; adjust pay grade upward from 02.A29 to 02.A31.
 2. In Unit 06 - MCEA; class code #016, Legal Secretary 1; retitle to Legal Assistant 1; adjust pay grade upward from 06.C45 to 06.C46.
 3. In Unit 06 - MCEA; class code #017, Legal Secretary 2; retitle to Legal Assistant 2; adjust pay grade upward from 06.C49 to 06.C50.
 4. In Unit 13 - Non-Supervisory; class code #315, Grant/Contracts Compliance Analyst; adjust pay grade upward from 13.G26 to 13.G27.
 5. In Unit 13 - Non-Supervisory; class code #619, Juris Doctor Prosecution; adjust pay grade upward from 13.G22 to 13.G24.
 6. Unit 17 - MCDAA; class code #632, Deputy District Attorney 2; adjust pay grade upward from 17.P32 to 17.P34.
 7. In Unit 02 - Supervisory; class code #634, Trial Team Supervisor; adjust pay grade upward from 17.P37 to 17.P38.
 8. In Unit 09 - Temporary Employees; class code #931, Law Clerk; adjust pay grade 09.Z96 from (\$17.91-24.05) to (\$19.75-26.52).
 9. Approve recommendation beginning the first pay period following approval by the Board.

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

Date: Mar 10, 2025
To: Jan Fritz, Personnel Officer
From: Salvador Llerenas, Chief Human Resources Officer
Re: Recommendation to update five classifications and uphold pay grades.

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.

In determining if a classification is appropriately compensated 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 comparators 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.

Discussion:

Functions performed by classification:

#307, Contracts Specialist

GENERAL STATEMENT OF DUTIES Develop, coordinate, and process contracts ensure legal, policy, and procedural compliance.

#308, Contracts Specialist Senior

GENERAL STATEMENT OF DUTIES Develop, coordinate, and process contracts ensure legal, policy, and procedural compliance. Audit contractor compliance, monitor contract budgets, perform financial duties related to the receiving and reporting of contract funds.

#319, Budget and Grants Manager

GENERAL STATEMENT OF DUTIES Work directly with the Chief Financial and Budget Officers to manage the countywide budget and grant operations.

#631, Deputy District Attorney 1

GENERAL STATEMENT OF DUTIES Limited criminal prosecution in Circuit Court proceedings.

#633, Deputy District Attorney 3

GENERAL STATEMENT OF DUTIES All phases of criminal prosecution in Circuit or Federal Court proceedings.

After review, HR found these classifications to be within market.

Recommendation:

1. In Unit 06 - MCEA; class code #307, Contracts Specialist; uphold pay grade 06.C52
2. In Unit 06 - MCEA; class code #308, Contracts Specialist Senior; uphold pay grade 06.C54.
3. In Unit 02 - Supervisory; class code #319, Budget and Grants Manager; uphold pay grade 02.A31.
4. In Unit 17 - MCDAA; class code #631, Deputy District Attorney 1; uphold pay grade 17.P29.



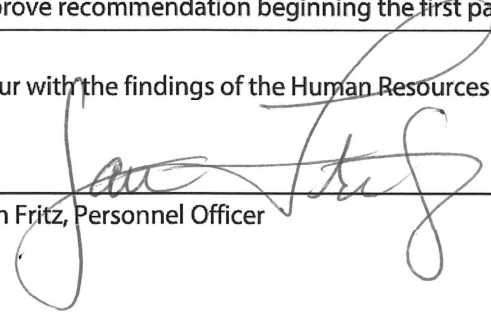
MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

5. In Unit 17 - MCDAA; class code #633, Deputy District Attorney 3; uphold pay grade 17.P36.

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

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



Jan Fritz, Personnel Officer



Date