



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting Date: July 10, 2024

Department: Human Resources

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

Management Update/Work Session Date: Jun 27, 2024 Audio/Visual aids ☐

Time Required: 5 minutes Contact: Erin Carney Phone: x7777

Requested Action: Recommendation to adjust pay grades upward for class code #007, Elections and Recording Mgr; #015, Paralegal; #071, Property Coordinator; #085, Budget Analyst Sr; #086, Budget Analyst 1; #087, Budget Analyst 2; #182, Corrections Nurse (LPN); and #559, Occupational Therapy Specialist; uphold pay grades for class code #024, Payroll Analyst; #030, Payroll Specialist; #509, Nurse Practitioner; #510, Nurse Practitioner, Mental Health; #511, Public Health Nurse 2; #512, Public Health Nurse 3; #531, Behavioral Health Aide; #557, Behavioral Health Nurse 1; and #558, Behavioral Health Nurse 2; 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:

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: Jul 1, 2024

To: Jan Fritz, Personnel Officer

From: Salvador Llerenas, Chief Human Resources Officer

Re: Recommendation to update classifications, and adjust pay grades upward for class code #007, Elections and Recording Manager; #015, Paralegal; #071, Property Coordinator; #085, Budget Analyst Sr; #086, Budget Analyst 1; #087, Budget Analyst 2; #182, Corrections Nurse (LPN); and #559, Occupational Therapy Specialist.

**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:

#007, Elections and Recording Manager GENERAL STATEMENT OF DUTIES The County Clerk's Office is responsible for conducting elections, issuing marriage licenses, recording specified documents, maintaining official records and coordinating the Board of Property Tax Appeal as required by law. The Elections and Recording Manager is responsible for managing the technical and administrative activities of licensing and recording, elections, maintenance of official records, and coordinating the Board of Property Tax Appeals. This individual also serves as the County's Records Officer's designee and ensures that recording activities comply with federal, state and local statutes, regulations and rules. Specific functions include records storage, microfilming and digital imaging operations, retention and disposition scheduling, archival storage and information management.

This individual works closely and cooperatively with the County Clerk to ensure the County Clerk remains informed of all critical issues. This individual may also represent the County Clerk in public meetings and presentations

#015 Paralegal, GENERAL STATEMENT OF DUTIES Perform paraprofessional legal work, which requires a high degree of judgment and independent decision-making, including conducting research and drafting documents.

#071, Property Coordinator GENERAL STATEMENT OF DUTIES Coordinate and make recommendations to develop, plan, coordinate, and evaluate a portfolio of tax-foreclosed and other surplus county real and personal property assets; maintain, minimize risk, avoid loss, and improve the value of surplus county real and personal property; conduct field inspections; lead, plan, coordinate, promote and conduct public auctions or other property sales.

#085, Budget Analyst Senior GENERAL STATEMENT OF DUTIES Work with the Budget and Grants Manager, Chief Financial Officer (CFO) and Chief Administrative Officer (CAO)/Budget Officer to plan, organize and supervise budget activities; administer and oversee the countywide capital improvement budget; and other financial analysis.



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

#086, Budget Analyst 1 GENERAL STATEMENT OF DUTIES

Perform standard budget and financial analysis work; manage multi-million dollar budget, including fiscal monitoring of grants, and budget projects; perform the department's purchasing, account payable and receivable functions; review, track and make recommendations on the fiscal impact of all department purchase orders, payments and contracts.

#087, Budget Analyst 2 GENERAL STATEMENT OF DUTIES

Perform difficult budget and financial analysis work, manage complex, multi-million dollar budget, including fiscal monitoring of grants and subcontracts, and numerous budget projects; may manage the department's purchasing, accounts payable and receivable functions; reviews, track and make recommendations on the fiscal impact of all department purchase orders, payments and contracts.

#182, Corrections Nurse (LPN) GENERAL STATEMENT OF DUTIES Serves as a professional nurse in the county corrections facility; performs a variety of nursing duties in a correctional setting, exercising considerable independent judgment in all aspects of the medical program; performs physical examinations of inmates and treats or refers them appropriately; dispenses or provides for dispensing of medications under the direction of a registered nurse.

#559, Occupational Therapy Specialist GENERAL STATEMENT OF DUTIES Provide regional occupational therapy services for consumers receiving intellectual and developmental disabilities (IDD) services in Marion County and for early psychosis programs covering Marion, Polk, and Linn counties. Provide occupational profile and performance analysis, written Occupational Therapy Evaluations, and Occupational Therapy Treatment and Intervention Plans for respective consumers. This classification functions as an autonomous occupational therapist responsible for occupational therapy services' delivery, safety, and effectiveness.

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

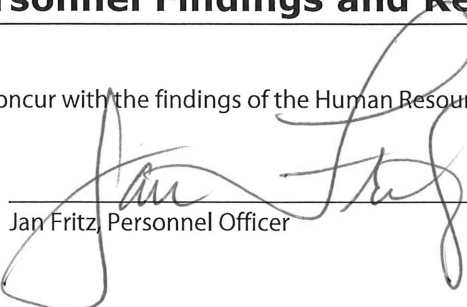
- Recommendation:**
1. In Unit 2, supervisory (non-represented), adjust pay grade upward, class code #007, Elections and Recording Manager; from 02.A29 to 02.A30.
 2. In unit 13, non-supervisory (non-represented), adjust pay grade upward, class code #015, Paralegal; from 13.G20 to 13.G22.
 3. In Unit 06, MCEA, adjust pay grade upward, class code #071, Property Coordinator; from 06.C51 to 06.C52.
 4. In unit 13, non-supervisory (non-represented), adjust pay grade upward, class code #085, Budget Analyst Sr; from 13.G26 to 13.G27.
 5. In Unit 06, MCEA, adjust pay grade upward, class code #086, Budget Analyst 1; from 06.C50 to 06.C51.
 6. In Unit 06, MCEA, adjust pay grade upward, class code #087, Budget Analyst 2; from 06.C53 to 06.C54.
 7. In unit 05, MCLEA, adjust pay grade upward, class code #182, Corrections Nurse (LPN); from 05.D16 to 05.D17.
 8. In Unit 06, MCEA, adjust pay grade upward, class code #559, Occupational Therapy Specialist; from 06.C52 to 06.C55 and retitle to Occupational Therapist.
 9. Approve recommendation.
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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



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Jul 1, 2024

To: Jan Fritz, Personnel Officer

From: Salvador Llerenas, Chief Human Resources Officer

Re: Recommendation to update classifications, and uphold pay grades for class code #024, Payroll Analyst; #030, Payroll Specialist; #509, Nurse Practitioner; #510, Nurse Practitioner, Mental Health; #511, Public Health Nurse 2; #512, Public Health Nurse 3; #531, Behavioral Health Aide; #557, Behavioral Health Nurse 1; and #558, Behavioral Health Nurse 2.

**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:

#024, Payroll Analyst; GENERAL STATEMENT OF DUTIES Perform a variety of technical and administrative assignments in support of Finance and Payroll. This is an advanced level position. Duties may include any of the duties listed for the Payroll Specialist. In addition, this position has the primary responsibility for specialized accounting work of a complex nature in central payroll within the Finance Department; maintains a large volume of payroll and other fiscal records including both pretax and after-tax contributions; and related to PERS/OPSRP; coordinate and maintain all advanced operations data related to automated payroll system operations; prepares regular and specialized reports.

#030, Payroll Specialist; GENERAL STATEMENT OF DUTIES Performs a variety of technical and administrative assignments in support of Finance and Payroll. This is an intermediate level position. Duties include specialized accounting work of a complex nature, maintains payroll and other fiscal records related to deferred compensation, income tax withholding, garnishments, various insurances, workers compensation, and union deductions; serves as a technical expertise to department heads, managers, supervisors, employees and other agencies.

#509, Nurse Practitioner; GENERAL STATEMENT OF DUTIES Provides primary care to clients and assumes responsibility for management of such clients; serves as consultant in an area of expertise for nursing staff regarding client problems.

#510, Nurse Practitioner, Mental Health; GENERAL STATEMENT OF DUTIES Provide mental health services to individuals in care and assume the responsibility for psychiatric medication management of such individuals; serve as a consultant in an area of expertise for professional staff regarding individuals in care problems.

#511, Public Health Nurse 2; GENERAL STATEMENT OF DUTIES Provide comprehensive nursing assessments, develop intervention strategies, and provide nursing services to individuals, families, groups, and communities; provide case management for high-risk clients.

#512, Public Health Nurse 3; GENERAL STATEMENT OF DUTIES Coordinate and oversee special public health projects and/or services; develop, monitor, evaluate, and update the provision of specific public health



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nursing services; plan strategies to address community health concerns.

#531, Behavioral Health Aide GENERAL STATEMENT OF DUTIES Assists in assessing health and social service needs of a specific population through home visits and visits to other agencies and social services resources; refers clients to appropriate resource; advocates to obtain required services as necessary; provides information and education on health-related issues.

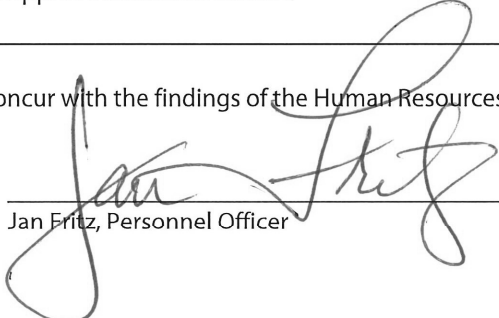
#557, Behavioral Health Nurse 1; GENERAL STATEMENT OF DUTIES Provides nursing services in behavioral health programs; including assessment and care of clients as a part of the treatment plan; evaluates medication effectiveness and other health care needs.

#558, Behavioral Health Nurse 2; GENERAL STATEMENT OF DUTIES Behavioral Health Nurse 2 (Nursing Services Coordinator) is responsible for coordination of nursing services for identified Behavioral Health programs; serves as liaison and coordinator for the nursing staff consisting of RN's and LPN's; provides lead direction for Nursing Services, including coordination of the work assignments, quality assurance and problem solving.

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

- Recommendation:**
1. In unit 13, non-supervisory (non-represented), uphold the pay grade of class code #024, Payroll Analyst at 13.G24.
 2. In unit 12, confidential / non-management (non-represented), uphold the pay grade of class code #030, Payroll Specialist at 12.H52.
 3. In unit 04, ONA, uphold the pay grade of class code #509, Nurse Practitioner at 04.B79.
 4. In unit 04, ONA, uphold the pay grade of class code #510, Nurse Practitioner, Mental Health at 04.B80.
 5. In unit 04, ONA, uphold the pay grade of class code #511, Public Health Nurse 2 at 04.B72, and retitle to Public Health Nurse.
 6. In unit 04, ONA, uphold the pay grade of class code #512, Public Health Nurse 3 at 04.B73, and retitle to Public Health Nurse Sr.
 7. In unit 06, MCEA, uphold the pay grade of class code #531, Behavioral Health Aide at 06.C47.
 8. In unit 04, ONA, uphold the pay grade of class code #557, Behavioral Health Nurse 1 at 04.B72, and retitle to Behavioral Health Nurse.
 9. In unit 04, ONA, uphold the pay grade of class code #558, Behavioral Health Nurse 2 at 04.B73, and retitle to Behavioral Health Nurse Sr.
 10. Approve recommendation.

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


Jan Fritz, Personnel Officer


Date