



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: Sep 22, 2021

Department: Human Resources

Agenda Planning Date: Sep 16, 2021

Time required:

☐ Audio/Visual aids

Contact: Michelle Shelton, CHRO

Phone: 503-566-3999

Department Head Signature:

Michelle Shelton

TITLE

Consider recommendation to uphold pay grade for class code #064, Human Resources Manager, and reactivate Labor and Employee Relations Manager classification.

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 - Supervisory, Non-Represented, uphold pay grade of class code #064, Human Resources Manager; at 02.A31.
2. In Unit 13, Non-Supervisory, Unrepresented; reactivate Labor and Employee Relations Manager; establish class code #188; change unit from Unit 13, Non-Supervisory, Unrepresented, to Unit 02, Supervisory, Unrepresented; and adjust pay grade upward, from pay grade 13.G28, to pay grade 02.A31.
3. Approve recommendation beginning the first pay period following approval by the Board.

List of attachments:

Personnel Findings and Recommendation Reports

Presenter:

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

Copies to:

Jan Fritz; Jane Vetto; Michelle Shelton; Lori O'Mara; HRCompClass; HRProcessing; HRRecruitment.



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Sep 10, 2021
To: Jan Fritz, Personnel Officer
From: Michelle Shelton, Chief Human Resources Officer
Re: Recommendation to reactivate Labor and Employee Relations Manager classification.

Background Information:

Labor and Employee Relations Manager position vacated in 2006, and classification was inactivated in 2009. Due to the needs of the Human Resources department and the county, reactivation is requested. HR conducted a classification review to ensure the classification specification reflects current industry language, standards and county practices, and position is 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:

Labor and Employee Relations Manager

GENERAL STATEMENT OF DUTIES Manages and coordinates countywide labor relations including contract language development, contract negotiations, contract administration and interpretation, union relations and policy development, and coordination of labor relations activities with other divisions and departments. Assists the Chief Human Resources Officer in developing strategic human resource plans and setting strategic direction for the county's labor relation's functions. Acts as the county's negotiator in all collective bargaining negotiations between Marion County and Marion County employees; performs related work as required.

In determining if the 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.

- Recommendation:**
1. In Unit 13, Non-Supervisory, Unrepresented; reactivate Labor and Employee Relations Manager; establish class code #188; change unit from Unit 13, Non-Supervisory, Unrepresented, to Unit 02, Supervisory, Unrepresented; and adjust pay grade upward, from pay grade 13.G28, to pay grade 02.A31.
 2. Approve recommendation.

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


Jan Fritz, Personnel Officer


Date

Copies to:

Jan Fritz, Chief Administrative Officer, jfritz@co.marion.or.us;



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

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

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



Labor and Employee Relations Manager

Class Code:
000

Bargaining Unit: 243-Non Supervisory

MARION COUNTY

SALARY RANGE

~~\$2,671.20 - \$3,575.20 Biweekly~~
\$6,787.606,817.20 - \$7,746.279,129.47 Monthly

OVERVIEW:

FLSA: Exempt EEOC: 02 Professionals Department: Human Resources

GENERAL STATEMENT OF DUTIES

Manages and coordinates countywide labor relations including contract language development, contract negotiations, contract administration and interpretation, union relations and policy development, and coordination of labor relations activities with other divisions and departments. Assists the ~~Human Resources Manager~~Chief Human Resources Officer in developing strategic human resource plans and setting strategic direction for the county's labor relation's functions. Acts as the ~~county's chief~~county's negotiator in all collective bargaining negotiations between Marion County and Marion County employees; performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Chief Human Resources ~~Manager~~Officer, who assigns and reviews work for conformance to established policy and procedures.

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 performance improvement and/or corrective action plans as neededSupervision of others is not a responsibility of positions in this classification; however, may exercise lead direction over support staff.

EXAMPLES OF DUTIES - DUTIES INCLUDE, BUT ARE NOT LIMITED TO

THE FOLLOWING:

1. Acts as the County's [chief](#) labor contract negotiator; researches and develops contract and costing proposals; compiles and analyzes facts and arguments; prepares and presents proposals.
2. Manages and organizes labor relations activities including contract negotiations, contract administration and union relations; provides interpretation of labor contract terms to managers and employees; works closely with Human Resources staff to ensure consistent administration of personnel procedures and labor contracts.
3. Develops strategies for collective bargaining; monitors contracts; reviews and evaluates policies and procedures and recommends changes.
4. Administers labor contracts; advises appropriate staff regarding contract status and provisions; gathers evidence, interviews witnesses, handles other details in preparation for arbitration proceedings and hearings officers.
5. Presents grievance arbitrations, binding interest arbitration, unfair labor practices and unit clarification cases, and acts as liaison with the State Employee Relations Board. Assists department managers in the administration, review, resolution and defense of grievances and other appeal procedures; represents the County and makes presentations of the County's case in interest and grievance arbitration.
- ~~6.~~ [6.](#) Mediates disputes and assists in conflict resolution; advises management in corrective action and performance management.
- ~~6.~~
7. Develops short and long-range labor relations strategies.
- ~~8.~~ [8.](#) Designs and delivers supervisory training in the areas of contract administration, grievances, labor and other employee relations issues.
- ~~8.~~
9. Represents the County to union representatives, attorneys, and arbitrators; works with managers and the unions to resolve problems.
10. Presents tentative agreements for ratification and drafts resulting contracts.
11. Monitors legislative action reports, bills and new legislation affecting the County; provides advice to the [Chief](#) Human Resources [Manager/Officer](#); works closely with Human Resources staff to ensure that they are updated in regards to employment and labor law changes and trends.
12. Participates in county and department labor/management committees, health insurance committees and other committees and groups as designated by the [Chief](#) Human Resources [Manager/Officer](#).
13. Negotiates letters of agreement, separation agreements and last chance agreements in coordination with Risk Management and Legal Counsel.
14. Coordinates employee relation's matters with Human Resources staff; acts as a consultant on progressive disciplinary actions, investigations, and performance issues; and may provide back up to [Senior Personnel Analysts](#) [Other Human Resources Business Partners \(HRBP's\)](#) [based on workload or during leave as needed](#).

MINIMUM REQUIREMENTS:

EXPERIENCE AND TRAINING

1. [Bachelor's degree or master's degree in human resources](#) [Graduation from a four-year college or university](#) with major course work in labor relations, human resources management, business administration, public administration, or related field; AND
2. [Five \(5\)](#) ~~our~~ years of increasingly responsible experience in labor relations, including two years of negotiation responsibilities, [supervisory responsibility for professional and technical level staff in the public sector](#); OR
3. Any satisfactory combination of relevant work, education, training, or experience relevant to the

position, as determined by Marion County.

SPECIAL REQUIREMENTS

Driver's License and Endorsement

Must possess a current driver's license in the applicant's state of residence and an acceptable driving history.

Background Check

May be required to pass a Criminal Justice Information Services (CJIS) background check. Specific recruitment will identify positions.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the Oregon collective bargaining system; considerable knowledge of local government and administrative/arbitration law; considerable knowledge of the Public Employees Collective Bargaining Act, Fair Labor Standards Act, and state wage and hour laws. Understanding of the political nature of organizations, so as to be able to craft a recommendation that resolves, or reduces conflict between employees and the county.

Demonstrated skill in preparing and presenting arguments on labor issues; ability to analyze facts and present verbal and written arguments; demonstrated skill in the principles of conflict resolution; ability to represent diversified interests in the bargaining process; ability to establish and maintain harmonious working relationships with elected officials, department heads and employees.

ADOPTED: 01/92; inactivated 03/09; 09/21

REVISED: 4/93; 1/00; 8/03; 4/06; 11/06; 09/21

MARKET REVIEW: 04/03; 09/21



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Sep 10, 2021
To: Jan Fritz, Personnel Officer
From: Michelle Shelton, Chief Human Resources Officer
Re: Recommendation to uphold pay grade for class code #064, Human Resources Manager.

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:

#064, Human Resources Manager

GENERAL STATEMENT OF DUTIES This is a management level classification in the human resources department. This position manages a variety of human resource functions and provides strategic direction in the design, development, and implementation of policies and services delivered. Decisions made or actions taken typically affect the entire county. Positions in this class regularly exercise professional judgment with complex and sensitive human resources issues and are characterized by proficiency and expertise in human resources administration and strategic program outcomes.

Responsible for planning, organizing and managing comprehensive countywide human resources functions. 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), training and development, employee engagement recruitment retention and compliance reporting. 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 Chief Human Resources Officer.

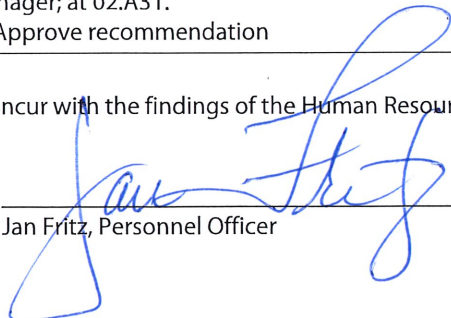
In determining if the classification is appropriately compensated HR conducted a market review in accordance with county personnel rules and HR practices. This review identifies which pay grade will bring the classification closest to the mean (0%) of market comparables within the county's current pay 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 - Supervisory, Non-Represented, uphold pay grade of class code #064, Human Resources Manager; at 02.A31.
2. Approve recommendation

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


Jan Fritz, Personnel Officer


Date