



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: Mar 22, 2023

Department: Human Resources

Agenda Planning Date: Mar 9, 2023

Time required:

☐ Audio/Visual aids

Contact: Salvador Llerenas, Chief Human Resources Officer

Phone: 503-589-3298

Department Head Signature:

Salvador Llerenas

TITLE

Consider recommendation to adjust pay grade upward, and update classification, for class code #019, Legal Assistant Supervisor; class code #532, Medical Billing Specialist; reactivate class code #510, Nurse Practitioner, Mental Health, update classification, and adjust pay range upward.

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, adjust pay grade upward of class code #019, Legal Assistant Supervisor; from 02.A22 to 02.A25.
2. In Unit 06 - MCEA/SEIU, adjust pay grade upward of class code #532, Medical Billing Specialist; from 06.C46 to 06.C48.
3. In Unit 04 - ONA, reactivate class code #510, Nurse Practitioner, Mental Health; and adjust pay grade upward from 04.B73 to pay grade 04.B80.
4. 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; Salvador Llerenas; Lori Klemsen; HRCompClass; HRProcessing; HRRecruitment.



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Feb 28, 2023

To: Jan Fritz, Personnel Officer

From: Salvador Llerenas, Chief Human Resources Officer

Re: Recommendation to adjust pay grade upward, and update classification, for class code #019, Legal Assistant 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:

#019, Legal Assistant Supervisor

GENERAL STATEMENT OF DUTIES

Responsible for the supervision of administrative and technical support staff in one or more programs of the District Attorney's Office. Responsible for performing advanced and, or complex technical work in assigned areas; providing technical direction and problem resolution to program services and activities; ensuring staff and program compliance with applicable laws, regulations, policy, and procedures.

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 below market.

Recommendation: 1. In Unit 02 - Supervisory, adjust pay grade upward of class code #019, Legal Assistant Supervisor; from 02.A22 to 02.A25.

2. Approve recommendation

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

Jan Fritz, Personnel Officer

Date

3/2/2023



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Feb 28, 2023
To: Jan Fritz, Personnel Officer
From: Salvador Llerenas, Chief Human Resources Officer
Re: Recommendation to reactivate class code #510, Nurse Practitioner, Mental Health, update classification, and adjust pay range upward.

Background Information:

Nurse Practitioner, Mental Health classification was inactivated in 2018. Due to the needs of the county, specifically the Health and Human Services Department, 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:

#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.

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 below market.

Recommendation:

1. In Unit 04 - ONA, reactivate class code #510, Nurse Practitioner, Mental Health; and adjust pay grade upward from 04.B73 to pay grade 04.B80.
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

Date: Feb 28, 2023

To: Jan Fritz, Personnel Officer

From: Salvador Llerenas, Chief Human Resources Officer

Re: Recommendation to adjust pay grade upward, and update classification, for class code #532, Medical Billing 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. 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:

#532, Medical Billing Specialist

GENERAL STATEMENT OF DUTIES

Performs detailed medical billing and accounts receivable work including financial record keeping in the area of specialty; liaison with information technology staff, department management and vendor on multiple medical billing software programs including identifying department processes, analyzing workflow and identifying system requirements as well as changes needed; analyzes and reconciles data; provides backup to other medical billing staff. Performs other duties 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.

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

Recommendation:

1. In Unit 06 - MCEA/SEIU, adjust pay grade upward of class code #532, Medical Billing Specialist; from 06.C46 to 06.C48.

2. Approve recommendation

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


Jan Fritz, Personnel Officer


Date