



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: Aug 19, 2020

Department: Human Resources Agenda Planning Date: Aug 13, 2020 Time required:

Audio/Visual aids

Contact: Michelle Shelton, CHRO Phone: 503-566-3999

Department Head Signature: Michelle Shelton

TITLE Consider recommendation to adjust upward pay grades for classification #601, Assistant Legal Counsel; #603, Assistant Legal Counsel Senior; and #612, Hearings Officer Senior; re-title #612, Hearings Officer Senior to Hearings Officer, and inactivate class code #611Hearings Officer; reactivate classification Accountant 1, with class code #186; and establish pay grade; and uphold pay grades for classification #035, Accountant 2; and #036, Chief Accountant.

Issue, Description & Background As part of the strategy to maintain Marion County compensation and classification programs, human resources periodically review 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 13, unrepresented, adjust upward the pay range of class code #601, Assistant Legal Counsel from 13.G27 to 13.G32. 2. In Unit 13, unrepresented, adjust upward the pay range of class code #603, Assistant Legal Counsel Senior from 13.G33 to 13.G35. 3. In Unit 13, unrepresented, adjust upward the pay range of class code #612, Hearings Officer Senior, re-titled to Hearings Officer, from 13.G27 to 13.G32. 4. In Unit 06, MCEA, reactivate and establish the pay grade of class code #186, Accountant 1, at 06.C51. 5. In Unit 06, MCEA, uphold the pay range of class code #035, Accountant 2 at 06.C53. 6. In Unit 13, unrepresented, uphold the pay range of class code #036, Chief Accountant at 13.G27. 7. Approve recommendation beginning of first pay period following approval by the Board.



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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, Deputy County Administrative Officer; jfritz@co.marion.or.us;
Jane Vetto, County Counsel; jvetto@marion.or.us;
Michelle Shelton, CHRO; mshelton@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: Aug 11, 2020
To: Jan Fritz, Personnel Officer
From: Michelle Shelton, Chief Human Resources Officer
Re: Recommendation to adjust upward pay grades for classification #601, Assistant Legal Counsel; #603, Assistant Legal Counsel Senior; and #612, Hearings Officer Senior. Re-title #612, Hearings Officer Senior to Hearings Officer, and inactivate class code #611 Hearings Officer.

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:

#601, Assistant Legal Counsel

GENERAL STATEMENT OF DUTIES Assistant Legal Counsel acts as legal counsel to Marion County departments, undertakes civil litigation, and provides support in the area of litigation and counsel to county departments. Performs other duties as required.

#603, Assistant Legal Counsel Senior

GENERAL STATEMENT OF DUTIES Assists Marion County Legal Counsel in providing legal advice and representation to the Board of Commissioners, elected County officials and County departments. Performs other duties as required.

#612, Hearings Officer Senior (Re-title to Hearings Officer, inactivate class code #611, Hearings Officer)

GENERAL STATEMENT OF DUTIES Performs quasi-judicial hearings work including planning, preparing and conducting public hearings on a wide variety of high profile community issues; prepares written documents containing findings, conclusions, recommendations and decisions; exercises discretion in assessing appropriate civil penalties, and imposing fees and remedial conditions; writes advisory opinions as required in property rights cases; is responsible for oversight of processes for distributing results of hearings and entering results into the official record; tracks legal developments and updates to case law and/or legislative changes; performs statistical analysis; performs other duties as required. This position is an independent, impartial decision maker, obligated to ensure state and federal due process requirements are met for a wide variety of matters.

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 these classifications to be below market.

Recommendation:

1. In Unit 13, unrepresented, adjust upward the pay range of class code #601, Assistant Legal Counsel from 13.G27 to 13.G32.
 2. In Unit 13, unrepresented, adjust upward the pay range of class code #603, Assistant Legal Counsel Senior from 13.G33 to 13.G35.
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MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

3. In Unit 13, unrepresented, adjust upward the pay range of class code #612, Hearings Officer Senior, re-titled to Hearings Officer, from 13.G27 to 13.G32.

4. Approve recommendation

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



Jan Fritz, Personnel Officer



Date



Personnel Findings and Recommendation Report

Date: Aug 5, 2020
To: Jan Fritz, Personnel Officer
From: Michelle Shelton, Chief Human Resources Officer
Re: Recommendation to uphold pay grade for classification #035, Accountant 2; and #036, Chief Accountant.

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:

#035, Accountant 2

GENERAL STATEMENT OF DUTIES To independently perform a variety moderately complex professional level finance and accounting functions; reconciles financial records; reviews accounting entries prepared by accounting personnel; assists in preparing routine financial reports and annual financial statements; performs related work as required.

#036, Chief Accountant

GENERAL STATEMENT OF DUTIES Performs a variety of complex tasks in support of county and departmental program operations and services. Duties emphasize research, analysis, development of recommendations, and writing of county fiscal policy, in accordance with professional auditing standards, in areas such as budgeting and financial planning, organizational analysis, information technology, risk management analysis, and enterprise resource planning.

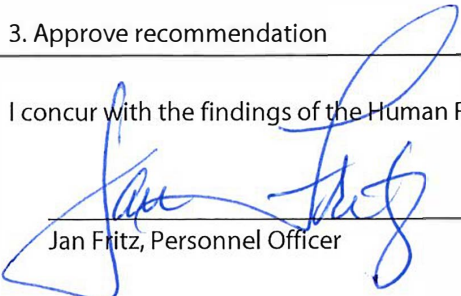
In determining if the classification is appropriately compensated HR conducted a market review in accordance with county personnel rules and HR practices. This review identifies which pay grade will bring the classification closest to the mean (0%) of market comparables within the county's current pay structure; in addition to these market findings, funding and internal equity are also considered when establishing the pay grade.

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

Recommendation:

1. In Unit 06, MCEA, uphold the pay range of class code #035, Accountant 2 at 06.C53.
2. In Unit 13, unrepresented, uphold the pay range of class code #036, Chief Accountant at 13.G27.
3. Approve recommendation

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


 Jan Fritz, Personnel Officer


 Date



Personnel Findings and Recommendation Report

Date: Aug 5, 2020
To: Jan Fritz, Personnel Officer
From: Michelle Shelton, Chief Human Resources Officer
Re: Recommendation to reactivate classification Accountant 1, with class code #186, and establish pay grade.

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:

#186, Accountant 1

GENERAL STATEMENT OF DUTIES

Under general supervision, performs varied professional accounting tasks; prepares computerized analytical, statistical and narrative accounting reports. Performs other duties as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the department or division manager who sets goals and reviews work.

SUPERVISION EXERCISED

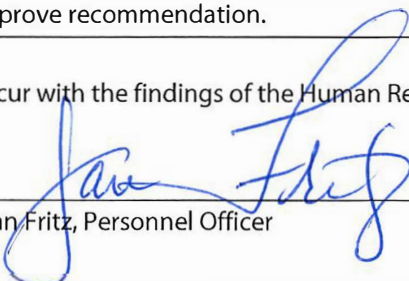
Supervision is not a responsibility of positions in this classification; however, may provide lead direction.

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 06, MCEA, reactivate and establish the pay grade of class code #186, Accountant 1, at 06.C5 1.
 2. Approve recommendation.

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


 Jan Fritz, Personnel Officer


 Date