



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting Date: May 6, 2026

Department: Human Resources

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

Management Update/Work Session Date: Apr 22, 2026 Audio/Visual aids [ ]

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

Requested Action: Approve the recommendation to uphold the current pay grades for the following class codes: #159 Shelter Mgr.; #163 Communication Coordinator.; #165 CDBG & HOME Program Mgr.; #314 Engineering Division Mgr.; #346 Environmental Services Operations Supervisor; #354 Environmental Services Division Mgr.; #375 Building and Planning Division Mgr.; #398 Wastewater Operator 1; #399 Wastewater Operator 2; #402 Medium Equipment Operator; #412 Road Operations Supervisor; #422 Public Works Operations Division Mgr.; #446 Ferry Operator Relief; #447 Ferry Operator; #475 Facilities Analyst; and #665 Administration Division Mgr.; adjust the pay grades upward for class codes: #042 Elections Clerk; #043 Elections Technician; #048 Deputy County Clerk 2; #139 Enforcement Intern; #174 Lieutenant; #268 Division Commander; #269 Division Commander Institution; #401 Maintenance Worker; #404 Heavy Equipment Operator; #414 Crew Leader; #507 Epidemiologist; and #508 Senior Epidemiologist; and update all listed 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 recommendations affect 128 positions across the Business Services Department, County Clerk's Office, Community Services Department, Health and Human Services Department, Public Works Department, and the County Sheriff's Office.

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

Presenter: Salvador Llerenas

Department Head Signature: Salvador Llerenas Digitally signed by Salvador Llerenas Date: 2026.04.20 18:11:38 -07'00



## MARION COUNTY HUMAN RESOURCES

# Personnel Findings and Recommendation Report

**Date:** Apr 13, 2026  
**To:** Jan Fritz, Personnel Officer  
**From:** Salvador Llerenas, Chief Human Resources Officer  
**Re:** Recommendation to update sixteen classifications and uphold pay grades.

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**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:

#159, Shelter Manager GENERAL STATEMENT OF DUTIES Responsible to direct, plan, organize, and coordinate the operations of the county's dog shelter and control program in accordance with state and county laws, ordinances, and regulations. Manage employees engaged in field enforcement of dog control laws, shelter operations, including performing complex technical and administrative assignments that require independent judgment. Work requires flexible hours including weekends and holidays.

#163, Communication Coordinator GENERAL STATEMENT OF DUTIES Assist county departments in implementing effective communication strategies on department issues and opportunities. Prepare and produce public information and communications to increase awareness, understanding and involvement in county programs, activities, and resources.

#165, CDBG & HOME Program Manager GENERAL STATEMENT OF DUTIES The Community Development Block Grant (CDBG) Program Manager is responsible for the administration and management of the County's CDBG Entitlement Grant including compliance, financial management, citizen participation, sub-recipient monitoring, contract administration, and preparation of plans and reports as required by the U.S. Department of Housing and Urban Development (HUD) and other agencies.

#314 Engineering Division Manager GENERAL STATEMENT OF DUTIES Manage the Public Works Department, Engineering Division, which includes responsibility for the preparation of a multi-million dollar division annual budget. Monitor and manage program and project expenditures. Supervise a staff of approximately 30, provide planning and engineering reviews and comments on land development in unincorporated Marion County, and within cities where county roads are affected; design and contracting of complex major construction projects; traffic engineering; and the county Surveyor's office. Secure federal, state, grant and other funding. Develop, negotiate, and administer contracts and intergovernmental agreements.

#346 Environmental Services Operations Supervisor GENERAL STATEMENT OF DUTIES Plan, organize, and coordinate multiple environmental programs for county and contractor operated environmental sites. Sites include four scale houses, operations of one full transfer station and recycling depot, a construction and demolition landfill, yard debris composting facility, and an ash monofill that includes a large ash



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# **Personnel Findings and Recommendation Report**

screening and metal recovery plant; responsible for implementing new programs, site maintenance, and program updates; and supervises employees ensuring compliance with policies, permits, and procedures.

#354 Environmental Services Division Manager GENERAL STATEMENT OF DUTIES Responsible for the management and coordination of providing solid waste disposal, construction and monitoring of landfills, ashfills, waste to energy facilities and transfer stations, as well as waste reduction, reuse, recycling, composting and special waste programs. Supervise employees engaged in environmental matters, such as monitoring and control of invasive species, permitting and monitoring of non-point-source water pollution, the provision of the county's water quality program, and coordination with weed boards and watershed councils. Manage county park system.

#375 Building and Planning Division Manager GENERAL STATEMENT OF DUTIES Plan, organize, direct, and manage the Marion County Building Codes and Planning programs. Determine program priorities, develop, and recommend policies and procedures to administer programs and ordinances.

#398, Wastewater Operator 1 GENERAL STATEMENT OF DUTIES Operate and maintain county sewage collection, treatment facilities, water systems and equipment.

#399, Wastewater Operator 2 GENERAL STATEMENT OF DUTIES Act as a lead worker over other wastewater operators; operate and maintain wastewater collection and treatment facilities; water distribution systems; inspect new installations; work with contractors and suppliers to maintain systems and in new installations.

#402 Medium Equipment Operator GENERAL STATEMENT OF DUTIES Responsible for the operation of medium road maintenance equipment. Performs moderately complex equipment operation duties for road, bridge, vegetation, sign making, drainage conveyance, ferry maintenance; nuisance control, environmental site, landfill, and transfer station maintenance control and/or construction. Operates all equipment and performs all tasks of lower level classification within this job series.

#412 Road Operations Supervisor GENERAL STATEMENT OF DUTIES Oversee and coordinate the activities of a crews engaged in road and bridge maintenance, vegetation controls, constructing or maintaining highway signs, signals, road striping, or pavement markings; ferry operations; weigh master/ truck safety, nuisance control.

#422 Public Works Operations Division Manager GENERAL STATEMENT OF DUTIES Manage the Public Works Operations Division, which includes road surfaces, traffic signs, drainage, bridge maintenance, ferry operation, and waste disposal site operations within the county. Develop long-range policy and strategic planning by setting staffing patterns and developing a complex multi-million-dollar budget for the division. Collaborate with other division managers and the director to establish and review department policy. Represent the county on division issues at public meetings, hearings, and with other government agencies.

#446 Ferry Operator Relief GENERAL STATEMENT OF DUTIES During scheduled and/or non-scheduled absences of the Ferry Operator incumbent operates a cable-guided, power driven, open deck ferry transporting passengers and vehicles across the Willamette River. When not functioning as a relief ferry operator, performs the duties of a Medium Equipment Operator.

#447 Ferry Operator GENERAL STATEMENT OF DUTIES Operate a cable-guided, power driven, open deck ferry, transporting passengers and vehicles across the Willamette river year around; perform minor maintenance to ferry. When not functioning as a ferry operator, works for the Public Works Operations Division performing duties related to road maintenance and construction including, but not limited to, flagging, driving pilot vehicle, and other manual labor.

#475 Facilities Analyst GENERAL STATEMENT OF DUTIES This position performs highly technical and



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**Personnel Findings and Recommendation Report**

complex professional computer-aided drafting (CAD), analytic administrative work in design, space-planning, construction and operation of facilities management projects.

#665 Administration Division Manager GENERAL STATEMENT OF DUTIES Administer the overall administrative functions of the department, including clerical support, accounting, management information and analysis, facility maintenance in coordination with the Business Services department and customer service program administration. Coordinate information technology projects. Oversee contract coordination and administration, and multiple technical programs including the countywide fleet program, for both light duty and heavy equipment. Prepare and monitors department budget, including monthly revenue streams. Oversee the budget preparation of Service Districts.

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

**Recommendation:**

1. Unit 2 (unrepresented), uphold class #159, Shelter Manager, pay grade 02.A29.
2. Unit 13 (unrepresented), uphold class #163, Communication Coordinator, pay grade 13.G23
3. Unit 2 (unrepresented), uphold class #165, CDBG & HOME Program Manager, pay grade 02.A31.
4. Unit 2 (unrepresented), uphold class #314, Engineering Division Manager, pay grade 02.A35.
5. Unit 2 (unrepresented), uphold class #346, Environmental Services Operations Sup, pay grade 02.A27.
6. Unit 2 (unrepresented), uphold class #354, Environmental Services Division Manager, pay grade 02.A35.
7. Unit 2 (unrepresented), uphold class #375, Building and Planning Division Manager, pay grade 02.A35.
8. Unit 6 (MCEA), uphold class #398, Wastewater Operator 1, pay grade 06.C51.
9. Unit 6 (MCEA), uphold class #399, Wastewater Operator 2, pay grade 06.C53.
10. Unit 6 (MCEA), uphold class #402, Medium Equipment Operator, pay grade 06.C48.
11. Unit 2 (unrepresented), uphold class #412, Road Operations Supervisor, pay grade 02.A27.
12. Unit 2 (unrepresented), uphold class #422, PW Operations Division Manager, pay grade 02.A35.
13. Unit 6 (MCEA), uphold class #446, Ferry Operator Relief, pay grade 06.C49.
14. Unit 6 (MCEA), uphold class #447, Ferry Operator, pay grade 06.C48.
15. Unit 13 (unrepresented), uphold class #475, Facilities Analyst, pay grade 13.G26.
16. Unit 2 (unrepresented), uphold class #665, Administration Division Manager, pay grade 02.A35.
17. Approve the recommendations effective the first pay period following approval by the Board.

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

  
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Jan Fritz, Personnel Officer

  
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Date



MARION COUNTY HUMAN RESOURCES

**Personnel Findings and Recommendation Report**

**Date:** Apr 13, 2026  
**To:** Jan Fritz, Personnel Officer  
**From:** Salvador Llerenas, Chief Human Resources Officer  
**Re:** Recommendation to update twelve 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:

#042, Elections Clerk

GENERAL STATEMENT OF DUTIES Perform a wide variety of specialized duties related to voter registration file maintenance, preparation for, and conduction of elections in a non-partisan manner. Prioritize and manage multiple tasks in compliance with local, state and federal laws, rules, and regulations, and at the direction of supervisor.

#043, Elections Technician

GENERAL STATEMENT OF DUTIES Provide assistance to the Elections and Recording Manager. Assume primary responsibility for specific technical and operational functions of the elections process for Marion County. Manage multiple tasks in compliance with state and federal laws, rules, and regulations.

#048, Deputy County Clerk 2

GENERAL STATEMENT OF DUTIES Perform complex clerical duties requiring thorough knowledge of laws and procedures relating to an Oregon recording office; process and maintain a variety of records and documents.

#139, Enforcement Intern

GENERAL STATEMENT OF DUTIES Participate in the Sheriff's Summer Intern Program. Assist deputies with park, marine, & forest patrol, and other duties as assigned including preparation for boat inspections, detection and investigation of criminal violations on public grounds, public contacts and meetings, rescue operations, and citations.

#174, Lieutenant

GENERAL STATEMENT OF DUTIES Provide leadership and counsel to personnel of this Office. Understand and employ the leadership philosophy and direction of the Sheriff's Office. Manage, as directed, the operations and activities of a division within the Sheriff's Office; supervise lesser ranked supervisors, and employees.

#268, Division Commander

GENERAL STATEMENT OF DUTIES Direct the activities of a major division of the Sheriff's Office, such as



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# Personnel Findings and Recommendation Report

Community Corrections, Enforcement or Support Services and other special programs.

#269, Division Commander Institution

GENERAL STATEMENT OF DUTIES Direct the activities of the County Correctional Facility, including the Work Release Center, Community Service and other special programs.

#401, Maintenance Worker

GENERAL STATEMENT OF DUTIES Responsible for various manual labor tasks within the Public Works Department including, but not limited to, work duties for roads, bridges, vegetation, sign, pavement markings, traffic devices and control, ferries, fleet, drainage conveyance, nuisance control, working with adult-in-custody work crews, park maintenance, environmental sites, landfill and transfer site operations.

#404, Heavy Equipment Operator

GENERAL STATEMENT OF DUTIES Operate the heaviest, most complex road and bridge construction and maintenance equipment in the classification series. Operate any equipment and perform any tasks of lower level classification within this job series.

#414, Crew Leader

GENERAL STATEMENT OF DUTIES Provide technical and functional oversight of maintenance personnel in the implementation of projects pertaining to road, bridge, vegetation, sign making, drainage conveyance, ferry maintenance; nuisance control, environmental site, landfill, and transfer station maintenance control and/or construction. Perform other administrative duties that specifically relate to project coordination and maintenance. May operate equipment and perform tasks of Heavy Equipment Operator and Medium Equipment Operator.

#507, Epidemiologist

GENERAL STATEMENT OF DUTIES Analyze, interpret, and disseminate public health data to assess population health status; provide technical expertise and consultation to support program evaluation and ensure data quality; contribute surge capacity and participate in communicable disease investigation and control activities; and represent Health and Human Services Department programs at community and interagency meetings.

#508, Epidemiologist, Senior

GENERAL STATEMENT OF DUTIES Provide leadership and subject-matter expertise for public health projects and services; develop and evaluate strategies to address community health priorities; oversee infectious disease surveillance, investigation, prevention, and outbreak response; ensure data quality and public health education through collaboration with internal programs and community partners; provide epidemiological consultation to local health providers; and preparing, interpreting, and disseminating epidemiological analyses and reports, including representation of the Health and Human Services Department at community and interagency forums.

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

- Recommendation:**
1. Unit 6 (MCEA), adjust class #042, Elections Clerk, pay grade upward, from 06.C44 to 06.C45.
  2. Unit 6 (MCEA), adjust class #043, Elections Technician, pay grade upward, from 06.C47 to 06.C49.
  3. Unit 6 (MCEA), adjust class #048, Deputy County Clerk 2, pay grade upward, from 06.C44 to 06.C45 and re-title to Deputy County Clerk, removing to 2 from the title.
  4. Unit 9 (unrepresented temp), adjust class #139, Enforcement Intern, pay upward within grade 09.Z97, from \$16.88-18.09 to \$19.54-21.54.
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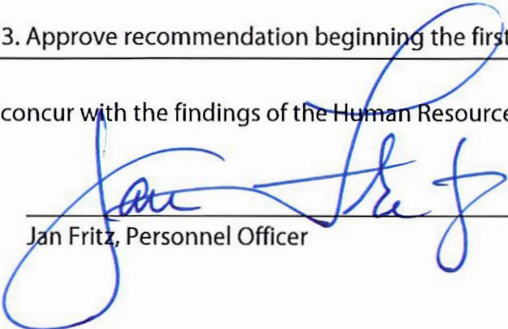
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5. Unit 2 (unrepresented), adjust class #174, Lieutenant, pay grade upward, from 02.A33 to 02.A35.
6. Unit 2 (unrepresented), adjust class #268, Division Commander, pay grade upward, from 02.A36 to 02.A37.
7. Unit 2 (unrepresented), adjust class #269, Division Commander, pay grade upward, from 02.A36 to 02.A37.
8. Unit 6 (MCEA), adjust class #401, Maintenance Worker, pay grade upward, from 06.C44 to 06.C45.
9. Unit 6 (MCEA), adjust class #404, Heavy Equipment Operator, pay grade upward, from 06.C49 to 06.C51.
10. Unit 6 (MCEA), adjust class #414, Crew Leader, pay grade upward, from 06.C51 to 06.C52.
11. Unit 6 (MCEA), adjust class #507, Epidemiologist, pay grade upward, from 06.C55 to 06.C27.
12. Unit 6 (MCEA) adjust class #508, Epidemiologist, Senior, pay grade upward, from 06.C27 to 06.C29.
13. Approve recommendation beginning the first pay period following approval by the Board.

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

  
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Jan Fritz, Personnel Officer

  
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Date