



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting Date: November 5, 2025

Department: Human Resources

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

Management Update/Work Session Date: Oct 23, 2025 Audio/Visual aids ☐

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

Requested Action: Recommendation: Uphold the existing pay grades for class codes #089 Mental Health and Evaluation Spec; #108 Care Coordinator; #114 Policy Analyst; #141 Case Aide; #466, Groundskeeper; and #614 Policy Analyst, Senior. Adjust the pay grades upward for class codes #055, Training and Development Coordinator; #064, Human Resources Manager; #070, Peer Support Specialist; #529, Addiction Treatment Associate 1; #530, Addiction Treatment Associate 2; #536, Addiction Recovery Mentor. Additionally, 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: The recommendations impact five departments — the Board of Commissioners Office, Business Services, Health and Human Services, Human Resources, and the Sheriff's Office — affecting a total of 79 positions.

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

Presenter: Salvador Llerenas

Department Head Signature:



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Oct 24, 2025
To: Jan Fritz, Personnel Officer
From: Salvador Llerenas, Chief Human Resources Officer
Re: Recommendation to update six classifications and uphold pay grades.

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:

#089 Mental Health and Evaluation Specialist

GENERAL STATEMENT OF DUTIES To provide supervision recommendations to Parole & Probation Deputies on clinical issues related to mental health, psychopathy, and other related areas. Conduct mental health evaluations. Assess adult offenders under the supervision of the Marion County Sheriff's Office. Provide consultations on issues related to diagnosis, treatment, and assessment; facilitate clinical discussions in difficult cases with professional staff and supervisor. Provide trainings on evaluation and assessment tools, psychopathy and levels of dangerousness of clients to Sheriff's Office staff; coordinate supervision and training meetings with other clinical professionals and the Sheriff's Office to ensure evidence-based practices are being adhered to. Prepare written assessments compiled from clinical interviews, probation file reviews, and criminal history and police reports reviews, analysis of written assessment tools; use tests and assessment tools to determine appropriateness of client referrals.

#108 Care Coordinator

GENERAL STATEMENT OF DUTIES Coordinate care and case management, facilitate team meetings, and develop wraparound care plans incorporating professional and natural supports to meet the intensive, community-based treatment needs of individuals and their families. Provide direct services by conducting strengths and needs assessments, making referrals to appropriate services, supporting system of care development, and assisting with service coordination across partner agencies.

#114 Policy Analyst

GENERAL STATEMENT OF DUTIES Performs complex policy and administrative support for the county commissioners, chief administrative officer, and executive level staff of a limited scope; conducts research and policy analysis; writes issue briefs, position papers, grant applications and other official documents and correspondence; provides administrative support to the commissioners, chief administrative officer, committees, or special task forces requiring in-depth research and policy analysis; manages special projects, issues, and initiatives.

#141 Case Aide

GENERAL STATEMENT OF DUTIES This classification serves to assist deputies with a variety of duties related to the supervision and management of justice involved clients. Conducts interviews, prepares reports, maintains chronological case histories, and provides general operations support.



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

#466, Groundskeeper

GENERAL STATEMENT OF DUTIES This classification is responsible for maintaining the grounds and the exterior of county buildings; regularly serves as a crew leader overseeing community service workers on a variety of landscaping, maintenance and repair projects; assists with interior maintenance and custodial work.

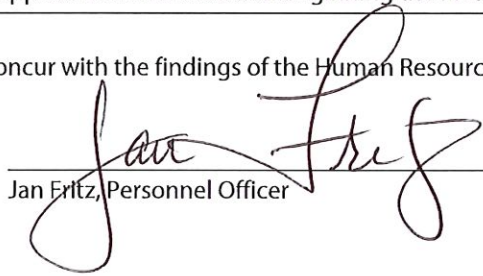
#614 Policy Analyst, Senior

GENERAL STATEMENT OF DUTIES The Policy Analyst Senior functions as a policy analyst to the Board of Commissioners and the Chief Administrative Officer. Identifies and performs complex analysis providing policy options that advance the county's goals and objectives. Functions as a member of the Chief Administrative Officer's management team. Conducts policy analysis, provides coordination of activities and projects that have a countywide scope and significant community involvement; may plan, organize and direct special task forces and committees involving county departments and members of the community. Performs research, and manages major projects and initiatives that are highly visible and of significant interest to the county usually requiring input and coordination among several disciplines, elected officials, departments, agencies, and jurisdictions.

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

- Recommendation:**
1. In unit 06, MCEA, uphold the pay grade of class code #089 Mental Health and Evaluation Spec. at 06.C26.
 2. In unit 06, MCEA, uphold the pay grade of class code #108 Care Coordinator at 06.C53.
 3. In unit 13, unrepresented, uphold the pay grade of class code #114 Policy Analyst at 13.G27.
 4. In unit 06, MCEA, uphold the pay grade of class code #141 Case Aide at 06.C48.
 5. In unit 06, MCEA, uphold the pay grade of class code #466, Groundskeeper at 06.C46.
 6. In unit 13, unrepresented, uphold the pay grade of class code #614 Policy Analyst, Senior at 13.G30.
 7. Approve recommendation beginning the first pay period following approval by the Board.

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: Oct 24, 2025
To: Jan Fritz, Personnel Officer
From: Salvador Llerenas, Chief Human Resources Officer
Re: Recommendation to update six 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:

#055, Training and Development Coordinator

GENERAL STATEMENT OF DUTIES Plan, coordinate, design and deliver countywide training and employee development activities; manage the county learning management system (LMS); ensure that topics are consistent with county goals.

#064, Human Resources Manager

Responsible for planning, organizing and managing comprehensive countywide HR functions. This includes the development and implementation of a HR 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.

#070, Peer Support Specialist

GENERAL STATEMENT OF DUTIES Provide support, encouragement, and assistance to individuals in care. Positions in this classification promote activities fostering recovery and empowerment by sharing their personal experiences when appropriate and modeling self-help and wellness activities. Act as an advocate who facilitates and connects individuals to services and activities. As a treatment team member, the incumbent will provide expertise, experience, and consultation to encourage a culture where individual points of view and preferences are recognized, respected, and integrated into treatment.

#529, Addiction Treatment Associate 1

GENERAL STATEMENT OF DUTIES Perform counseling and case management functions for persons served and their families. Prepare and maintain service records. Primary responsibility of this class is addiction counseling and case management.

#530, Addiction Treatment Associate 2

GENERAL STATEMENT OF DUTIES Primary responsibility of this class is counseling and case management.



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

May organize and facilitate care coordination teams. Under clinical supervision: Provide counseling and case management to persons served and their families. Prepare and maintain service records. May develop and implement specific services in the community. May be required to facilitate or coordinate 24/7 on call services.

#536, Addiction Recovery Mentor

GENERAL STATEMENT OF DUTIES Assist and support persons served in county addiction treatment programs in accessing community health and social services; refer persons served to appropriate resources; advocate to obtain required services as necessary; provide information and education on wellness-related issues.

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

- Recommendation:**
1. In unit 13, unrepresented, adjust pay grade upward, class code #055, Training and Dev. Coordinator; from 13.G27 to 13.G28.
 2. In unit 02, unrepresented, adjust pay grade upward, class code #064, Human Resources Manager; from 02.A31 to 02.A32.
 3. In unit 06, MCEA, adjust pay grade upward, class code #070, Peer Support Specialist; from 06.C15 to 06.C17.
 4. In unit 06, MCEA, adjust pay grade upward, class code #529, Addiction Treatment Associate 1; from 06.C49 to 06.C50.
 5. In unit 06, MCEA, adjust pay grade upward, class code #530, Addiction Treatment Associate 2; from 06.C51 to 06.C52.
 6. In unit 06, MCEA, adjust pay grade upward, class code #536, Addiction Recovery Mentor; from 06.C15 to 06.C17.
 7. Approve recommendation beginning the first pay period following approval by the Board.

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

Jan Fritz, Personnel Officer

Date

10/27/2025