



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: Jan 23, 2019

Department: Business Services Agenda Planning Date: Jan 17, 2019 Time required:

Audio/Visual aids

Contact: Angela Solesbee, Human Resources Manager Phone: 503-589-3285

Department Head Signature: [Handwritten Signature]

TITLE Consider approval for recommendation to uphold pay grade and update specifications for classification; #093, Project Manager Senior. Consider approval of recommendation to establish and adopt classification, Corrections Nurse (LPN).

Issue, Description & Background As part of the strategy to maintain Marion County compensation and classification programs, human resources (HR) 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. At the request of the Sheriffs Office, human resources (HR) has completed job assessments based upon the business needs of the department. As the county does not currently have an existing job classification that meet the business needs of the department, a new classification has been developed: Corrections Nurse, LPN. This classification has specialized functions that are not well defined in any other classification. From a recruitment standpoint, this new classification is a more accurate reflection of the scope of duties.

Financial Impacts:

Impacts to Department & External Agencies

Options for Consideration: 1. Approve recommendation; 2. Do not approve recommendation.

Recommendation: 1. In Unit 13, Non-Represented, Non-Supervisory, based on internal equity, uphold pay range of class code #093, Project Manager Senior; AT pay grade 13.G31 AK (\$37.04 / \$6,420.27 - \$49.61 / \$8,599.07). Under FLSA, positions in this classification are exempt from overtime. 2. In Unit 05, MCLEA, establish and adopt the classification, Corrections Nurse (LPN), AT pay grade 05.D16 AK (\$21.63 / \$3,749.20 - \$28.52 / \$4,943.47) based on internal equity. Under FLSA, positions in this classification are non-exempt from overtime. 3. Approve recommendation beginning of first pay period following approval by the Board.



MARION COUNTY BOARD OF COMMISSIONERS

# Board Session Agenda Review Form

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](mailto:jfritz@co.marion.or.us)  
Colleen Coons-Chaffins, Business Services Director; [cchoonschaffins@co.marion.or.us](mailto:cchoonschaffins@co.marion.or.us)  
Angela Solesbee, HR Manager; [ASolesbee@co.marion.or.us](mailto:ASolesbee@co.marion.or.us)  
Jane Vetto, County Counsel; [JVetto@co.marion.or.us](mailto:JVetto@co.marion.or.us)  
[HRCompClass@co.marion.or.us](mailto:HRCompClass@co.marion.or.us); [HRProcessing@co.marion.or.us](mailto:HRProcessing@co.marion.or.us); [HRAnalyst@co.marion.or.us](mailto:HRAnalyst@co.marion.or.us)

INFORMATION TECHNOLOGY  
Scott Emry, IT Director; [SEmry@co.marion.or.us](mailto:SEmry@co.marion.or.us)  
Cynthia Klein, Administrative Assistant; [cklein@co.marion.or.us](mailto:cklein@co.marion.or.us)

SHERIFF'S OFFICE  
Jason Myers, Sheriff; [Jmyers@co.marion.or.us](mailto:Jmyers@co.marion.or.us)  
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MARION COUNTY HUMAN RESOURCES

**Personnel Findings and Recommendation Report**

**Date:** Jan 14, 2019  
**To:** Jan Fritz, Personnel Officer  
**From:** Angela Solesbee, Human Resources Manager  
**Re:** Recommendation to uphold pay grade and update specifications for classification; #093, Project Manager Senior.

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**Background Information:** As part of the strategy to maintain Marion County compensation and classification programs, human resources (HR) 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:

#093, Project Manager Senior (proposed edits attached)

**GENERAL STATEMENT OF DUTIES** To coordinate the planning, development, administration and implementation of major business process re-engineering or enterprise technology projects from inception to completion; coordinate and facilitate the committees, task forces, and project teams; implement strategies and action plans; manage project work, meet project goals, ensure delivery of results, monitor progress and manage the activities of the project through successful completion. Perform research, development, management and administration of major projects and processes usually requiring input and coordination among several disciplines and/or departments. Maintain appropriate reports, records and documentation. Perform other duties as assigned.

**SUPERVISION RECEIVED** Works under the general supervision of the Information Technology Director, or designee, who assigns, reviews and prioritizes work; ensures conformance to established standards, policy, procedures and accepted practices.

**SUPERVISION EXERCISED** Supervision of other employees is not a responsibility of positions in this classification. However, the incumbent may lead or coordinate the work of contracted staff, professional, finance, information technology and administrative support staff participating in major business re-engineering and/or enterprise (countywide) information technology projects.

In determining if this classification is appropriately compensated, HR conducted a market review in accordance with county personnel rules and HR practices. The 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 13, Non-Represented, Non-Supervisory, based on internal equity, uphold pay range of class code #093, Project Manager Senior; AT pay grade 13.G31 AK (\$37.04 / \$6,420.27 - \$49.61 / \$8,599.07). Under FLSA, positions in this classification are exempt from overtime.
2. Approve recommendation.



MARION COUNTY HUMAN RESOURCES

## Personnel Findings and Recommendation Report

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

  
\_\_\_\_\_  
Jan Fritz, Personnel Officer

  
\_\_\_\_\_  
Date

**Copies to:**

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

Jan Fritz, Deputy County Administrative Officer; [jfritz@co.marion.or.us](mailto:jfritz@co.marion.or.us)  
Colleen Coons-Chaffins, Business Services Director; [ccoonschaffins@co.marion.or.us](mailto:ccoonschaffins@co.marion.or.us)  
Angela Solesbee, HR Manager; [ASolesbee@co.marion.or.us](mailto:ASolesbee@co.marion.or.us)  
Jane Vetto, County Counsel; [JVetto@co.marion.or.us](mailto:JVetto@co.marion.or.us)  
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INFORMATION TECHNOLOGY

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OREGON

## Information Technology Project Manager Senior

Class Code 093  
Bargaining Unit: 13  
Non-Supervisory

FLSA: Exempt EEOC: 02 Professionals Department: Information Technology

### GENERAL STATEMENT OF DUTIES

The Information Technology (IT) Project Manager Senior develops and implements the project plan of critical technology projects, manages assigned staff, vendors and consultants, and is responsible for the successful completion of projects. ~~Co-ordinates~~ coordinates the planning, development, administration and implementation of major business process re-engineering technology or enterprise technology projects from inception to completion; ~~coordinate and facilitate the committees, task forces, and project teams; implement strategies and action plans; manage project work, meet project goals, ensure delivery of results, monitor progress and manage the activities of the project through successful completion. Perform research, development, management, and administration of major projects and processes usually requiring input and coordination among several disciplines and/or departments. Application of project governance and industry best practices and standards. Maintain appropriate reports, records, and documentation.~~ Perform other duties as assigned.

### SUPERVISION RECEIVED

Works under the general supervision of an IT Manager or Program Manager ~~the Information Technology Director, or designee~~, who ~~assigns~~ assigns reviews and prioritizes work; ensures conformance to established standards, policy, procedures and accepted practices.

### SUPERVISION EXERCISED

The IT Project Manager Senior provides technical and functional direction over personnel assigned to highly complex project(s). "Dotted-line" supervision over team members performing assigned project work, as well as contractors or consultants. ~~Supervision of other employees is not a responsibility of positions in this classification.~~

~~However, the incumbent may lead or coordinate the work of contracted staff, professional, finance, information technology, and administrative support staff participating in major business re-engineering and/or enterprise (countywide) information technology projects.~~

### DISTINGUISHING CHARACTERISTICS

The IT Project Manager Senior is the senior most expert level classification in the Project Manager series and ~~is has responsibility~~ for assignments ~~that require~~ a higher level of expertise and independent judgment ~~which that may include policy level issues result in departmental impact. that impact the department.~~ The IT Project Manager Senior is responsible for the most advanced projects and technical development activities for capital improvement projects.

### EXAMPLES OF DUTIES (Duties may include, but are not limited to the following)

1. In consultation with County staff, develop and implement project plans to meet goals and service objectives; develop, recommend, and manage project budgets and metrics;



- identify and recommend solutions to project resource needs and requirements; plan, organize, implement and evaluate work activities to meet established project goals and objectives; analyze alternative methods and processes to meet project and service delivery goals; document all aspects of the project.
2. Work with end-users and project stakeholders to define requirements, delivery dates, project integration points and other applications and business processes; work with project sponsors to resolve issues, address changes and escalation of decisions regarding project risks. Document, manage and track vendor or contractor milestones and deliverables.
  3. Monitor and evaluate the effectiveness of project activities; make or recommend project modifications; conduct management reviews of progress and conformance with time lines, budgets and project requirements; develop project reports, narratives and statistical program performance reports and recommendations.
  4. Coordinate and integrate project activities with other department divisions and/or work groups and external stakeholders; develop project partnerships and ensure effective communication of goals, progress and decisions.
  5. Supervise staff assigned to project; develop and implement team staffing and training plans; work with staff to achieve the project mission, goal and objectives; establish staff performance requirements; regularly monitor staff performance and provide coaching for performance improvement and development; coordinate with County staff contributing to but not directly assigned to project; communicate performance concerns for County staff resources to appropriate supervisors or managers.
  6. Oversee and follow County contracting guidelines to develop contractor statements of work during the development of RFPs; participate in the vendor/consultant selection process; administer awarded contracts, monitor and evaluate performance of selected vendor/contractors.
1. Plan, develop, manage, and implement the activities and operations of enterprise business process re-engineering or technology project(s).
  2. Interpret organizational and business goals, policies, and practices; direct the development and implementation of project goals, objectives, policies and priorities; facilitate and manage the integration and coordination of systems, processes, staff and resources on an intra- and inter-departmental basis; provide direction, leadership and act as an information and support source to project team members.
  3. Oversee project activities in compliance with program priorities and the utilization of resources in order to carry out the goals and objectives as determined by the project outcomes and related management members; identify project members and related partners and stakeholders.
  4. Monitor project status to ensure progress toward completion; complete required steps within timelines; modify project plan as necessary in response to unforeseen changes or unexpected developments and informs management, partners and stakeholders; coordinate changes with team members. Identify potential difficulties or barriers to meeting project goals and take steps to mitigate or avoid.
  5. Coordinate work among project team members; build and maintain a cooperative team environment; facilitate effective communications at all levels; consult with appropriate staff to resolve issues; identify and minimize risks; develop contingency plans, and identify opportunities to ensure projects are completed successfully.



- ~~6. Assess needs; develop and implement organizational change management policies and procedures; ensure documentation, configuration, and version control.~~
- ~~7. Coordinate and conduct training; define and document processes, procedures, and business requirements; maintain appropriate records, information, documentation, and reports; ensure compliance with all applicable standards, policies, laws, rules and regulations.~~
- ~~8. Organize, facilitate, and participate in meetings of stakeholder groups to identify needs and build consensus and collaboration. Stakeholders may include elected officials, department heads, internal department staff, staff of other agencies, vendors, and project leadership teams.~~
- ~~9. Prepare project budget including assessment of funding options and make recommendations to management.~~
- ~~10.7. Represent project team in committee meetings and work sessions regarding project status including facilitating and working effectively to develop consensus within divergent groups or divergent viewpoints; provide status and progress reports; assist in clarifying expected outcomes and managing stakeholder and partner expectations; provide written and verbal reports and presentations on project status as required. May be required to make formal presentations.~~
- ~~11. At time of project completion, closes files and reviews records to ensure documentation is appropriate and complete.~~
- ~~12.8. Other duties as may be assigned.~~

### **EXPERIENCE AND TRAINING**

1. Bachelor's degree from a four-year accredited college or university with major coursework in Computer Science, Information Technology or a related field; AND
- ~~1. Graduation from a four-year college or university with major course work in computer science, business or a related field; AND~~
- ~~2. Five years of increasingly responsible experience in an information technology environment that includes three years of business process systems development and/or project management; OR~~
2. Any satisfactory equivalent combination of education, training, and/or experience relevant to the position. Six (6) or more years of professional experience with multiple Information Technology related projects and budgets; AND
3. Two (2) years of Information Technology related team lead or supervisory experience which may be concurrent with experience above; OR
- ~~3.4. Any satisfactory equivalent combination of eight (8) years or more of education, training, and/or experience relevant to the position.~~

### **PREFERENCES**

- Certified Project Management Professional (PMP), or other equivalent industry recognized project management certifications
- Two (2) or more years' experience working in an ITIL/ITSM environment

### **SPECIAL REQUIREMENTS**

- Must possess, or obtain within 30 days of hire, a valid Oregon driver's license.

- Must possess and maintain an acceptable driving record.
- Final candidate must pass a criminal history background investigation. Conviction of a crime may not necessarily disqualify an individual for this classification.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of best practices in project management methodologies (Project Management Institute PMBOK); project budgeting procedures and techniques; change management procedures and the application of those procedures to the project management process; report writing methods and techniques; management analysis required to ensure project(s) is within scope and meets budget expectations.

Skill and Ability to communicate effectively, both orally and in writing; prepare and deliver written and oral presentations to elected officials, individuals, and large audiences; develop a focused project plan to create, manage and implement a complex project(s) and achieve goals within established timelines and budget; well developed organizational, analytical and problem-solving skills; self-directed, able to work independently and as part of a team; ability to articulate concepts to staff, partners and stakeholders; demonstrated ability to establish and maintain cooperative and effective working relationships with those contacted in the course of work; ability to manage multiple projects and priorities and to implement change as necessary within budget constraints; interpret and apply laws, rules and regulations.

**ADOPTED 11/06**

**REVISED 08/07(retitled); 04/08; 08/11; 01/19**

**MR 01/19**





MARION COUNTY HUMAN RESOURCES

**Personnel Findings and Recommendation Report**

**Date:** Jan 14, 2019  
**To:** Jan Fritz, Personnel Officer  
**From:** Angela Solesbee, Human Resources Manager  
**Re:** Recommendation to establish and adopt classification, Corrections Nurse (LPN).

**Background Information:** At the request of the Sheriffs Office , human resources (HR) has completed job assessments based upon the business needs of the department. As the county does not currently have an existing job classification that meet the business needs of the department, a new classification has been developed: Corrections Nurse, LPN. This classification has specialized functions that are not well defined in any other classification. From a recruitment standpoint, this new classification is a more accurate reflection of the scope of duties.

**Discussion:** Functions performed by classification:

Corrections Nurse (LPN)

GENERAL STATEMENT OF DUTIES Serves as a professional nurse in the county corrections facility; performs a variety of nursing duties in a correctional setting, exercising considerable independent judgement in all aspects of the medical program; performs physical examinations of inmates and treats or refers them appropriately; dispenses or provides for dispensing of medications under the direction of a registered nurse ; performs other work as required.

SUPERVISION RECEIVED Works under the general supervision of the Corrections Nurse Supervisor and under the medical supervision of a registered nurse and or licensed physician in all matters pertaining to performing medical services to inmates. For security purposes, all tasks performed with inmate clients will be attended by a Sheriff's Deputy.


SUPERVISION EXERCISED Supervision is not a responsibility of positions in this classification.

In determining if these classifications are appropriately compensated, HR conducted a market review in accordance with county personnel rules and HR practices. These reviews identified which pay grades will bring the classifications 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 pay grades.

**Recommendation:** 1. In Unit 05, MCLEA, establish and adopt the classification Corrections Nurse (LPN), AT pay grade 05.D16 AK (\$21.63 / \$3,749.20 - \$28.52 / \$4,943.47) based on internal equity. Under FLSA, positions in this classification are non-exempt from overtime.  
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**

**Copies to:** Jan Fritz, Deputy County Administrative Officer; [jfritz@co.marion.or.us](mailto:jfritz@co.marion.or.us)  
*Copy of completed* Colleen Coons-Chaffins, Business Services Director; [ccoonschaffins@co.marion.or.us](mailto:ccoonschaffins@co.marion.or.us)  
*paperwork sent to* Angela Solesbee, HR Manager; [ASolesbee@co.marion.or.us](mailto:ASolesbee@co.marion.or.us)  
*the following:* Jane Vetto, County Counsel; [JVetto@co.marion.or.us](mailto:JVetto@co.marion.or.us)  
*(Include names and* [HRCompClass@co.marion.or.us](mailto:HRCompClass@co.marion.or.us); [hrprocessing@co.marion.or.us](mailto:hrprocessing@co.marion.or.us); [HRAnalyst@co.marion.or.us](mailto:HRAnalyst@co.marion.or.us)  
*e-mail addresses.)*

SHERIFF'S OFFICE  
Jason Myers, Sheriff; [Jmyers@co.marion.or.us](mailto:Jmyers@co.marion.or.us)  
Troy Clausen, Undersheriff; [Tclausen@co.marion.or.us](mailto:Tclausen@co.marion.or.us)





OREGON

MARION COUNTY

# Corrections Nurse (LPN)

Class Code:

Bargaining Unit: 05 - Marion County Law  
Enforcement Association

## OVERVIEW:

FLSA: Non-Exempt

EEOC: 02 Professionals

Department: Sheriff

### GENERAL STATEMENT OF DUTIES

Serves as a professional nurse in the county corrections facility; performs a variety of nursing duties in a correctional setting, exercising considerable independent judgement in all aspects of the medical program; performs physical examinations of inmates and treats or refers them appropriately; dispenses or provides for dispensing of medications under the direction of a registered nurse ; performs other work as required.

### SUPERVISION RECEIVED

Works under the general supervision of the Corrections Nurse Supervisor and under the medical supervision of a registered nurse and or licensed physician in all matters pertaining to performing medical services to inmates. For security purposes, all tasks performed with inmate clients will be attended by a Sheriff's Deputy.

### SUPERVISION EXERCISED

Supervision is not a responsibility of positions in this classification.

## EXAMPLES OF DUTIES - DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assesses physical needs and evaluates medical requirements of inmates; determines the nature and severity of inmate injuries or diseases and treats when appropriate through the Physician's standing orders or refers to the licensed physician when necessary.
- Completes accurate and thorough medical documentation, including inmate medical charts, medication records, daily activity logs, and pharmacy records.
- Conducts communicable and sexually transmitted disease exams; under specific circumstances, may be responsible for HIV counseling and testing; conducts CPR and First Aid, venipuncture, decubitus and wound care, burn debridement, dressing changes, bowel and bladder care, universal precautions, basic isolation techniques, and chest physiotherapy.
- Prepares and dispenses medication within the county corrections facility., Responsible for adherence to quality assurance protocols through records review, proper storage, adequate stocking, and documentation of medications.

- Orders and accounts for appropriate medications through state contract distributor or local pharmacy.
- Completes billing paperwork upon receipt of medications, medical equipment, and supplies for the facility and inmates.
- Equipment operation such as Doppler, EKG, Otoscope, Ophthalmic scope, autoclave, radio communication, computer, wheelchair/crutches, phone, typewriter, photocopy machine, suction machine, splint placement, application restraints, treatment for capstan and fire extinguishers. Respiratory care including tracheostomy maintenance, incentive spirometry and chest physiotherapy.
- Assessment and follow through on all nursing contact and appropriate reporting of information to the physician. Assuring consultation with outside agencies when necessary
- Educates staff and inmates in relation to disease process and plan for treatment.

## **MINIMUM REQUIREMENTS:**

### **EXPERIENCE AND TRAINING**

- Graduation from an accredited school of nursing.
- Any satisfactory equivalent combination of education, training, and/or experience relevant to the position.

### **SPECIAL REQUIREMENTS**

- Possession of a license to practice as a licensed practical nurse in the State of Oregon at the time of appointment.
- Ability to complete training on the security and supervision of inmates within six months after initial hire.
- This is a safety sensitive/special needs position. Final candidates selected for this position will be required to pass a post offer drug screen, including testing for marijuana. The Marion County Drug and Alcohol Use and Testing Policy can be found at:  
<http://apps.co.marion.or.us/APAP/policy.aspx?p=policy&pid=518>

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of: nursing skills and practices; public health laws and regulations.

Good knowledge of: criminal and civil liability associated with the practice of medicine in a correctional facility; procurement and maintenance of equipment and supplies used in the provision of medical care services.

Ability to: function independently with minimum supervision; act in a professional manner within a secured environment; work flexible hours/shifts; respond to stress and medical emergencies with haste and sound judgment; maintain medical records; write clear and concise reports; communicate effectively in both oral and written form; operate a computer; operate medical equipment; work harmoniously with professional leaders in the corrections and health disciplines, with other employees, and the inmate population.

ADOPTED:

REVISED:

MARKET REVIEW: