



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: May 23, 2018

Department: Business Services Agenda Planning Date: May 30, 2018 Time required:

Audio/Visual aids

Contact: Colleen Coons-Chaffins, Business Services Director Phone: 503-373-4426

Department Head Signature: [Handwritten Signature]

TITLE Recommendation to uphold pay grade for classification #435, Mechanic Senior. Recommendation to adjust upward pay grades for (5) classifications; #371, Assistant Planner; #372, Associate Planner; #373, Senior Planner; #374, Principal Planner; and #433, Mechanic. Human Resources requests consideration for unit change on (2) classifications #373, Senior Planner and; #374, Principal Planner from Unit 06, MCEA to Unit 13, Non-Represented, Non-Supervisory.

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 that positions are properly classified and are placed in the appropriate pay range which will bring 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. Based on the duties performed by the incumbents Human Resources requests consideration for unit change on classification #373, Senior Planner and; #374, Principal Planner from Unit 06, MCEA to Unit 13, Non-Represented, Non-Supervisory, thus changing the classifications from non-exempt to exempt FLSA Administrative).

Financial Impacts:

Impacts to Department & External Agencies

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

Recommendation: 1. In Unit 06, MCEA, uphold pay range of class code #435, Mechanic Senior, AT pay grade 06.C50 A.K (\$21.04 / \$3,646.93 - \$28.19 / \$4,886.27) -1.28% below market comparables. Under FLSA positions in this classification are non-exempt from overtime. 2. In Unit 06, MCEA, adjust upward pay range of class code #371, Assistant Planner, AT pay grade 06.C50 A.K (\$21.04 / \$3,646.93 - \$28.19 / \$4,886.27) -1.67% below market comparables. Under FLSA positions in this classification are non-exempt from overtime. 3. In Unit 06, MCEA, adjust upward pay range of class code #372, Associate Planner, FROM pay grade 06.C52 A.K (\$23.18 / \$4,017.87 - \$31.08 / \$5,387.20) -3.95% below market comparables. TO pay grade 06.C53 A.K (\$24.31 / \$4,213.73 - \$32.61 / \$5,652.40) 0.93% above market comparables. Under FLSA, positions in this classification are non-exempt from overtime.



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- 4. Redesignate unit and adjust upward pay range of class code #373, Senior Planner, FROM Unit 06, MCEA 06.C26 A.K (\$28.12/\$4,874.13-\$37.69/\$6,532.93) -2.40% below market comparables. TO Unit 13, Non-Represented, Non-Supervisory 13.G26 A.K (\$28.64/\$4,964.27-\$38.34/\$6,645.60) 1.65% above market comparables.  
Under FLSA, positions in this classification will change from non-exempt to exempt from overtime.
- 5. Redesignate unit and adjust upward pay range of class code #374, Principal Planner, FROM Unit 06, MCEA 06.C55 A.K (\$26.80/\$4,645.33-\$35.90/\$6,222.67)-11.44% below market comparables.  
TO Unit 13, Non-Represented, Non-Supervisory 13.G27 A.K (\$30.01 / \$5,201.73 - \$40.28 / \$6,981.87) 2.97% above market comparables.  
Under FLSA, positions in this classification are exempt from overtime.
- 6. In Unit 06, MCEA, adjust upward pay range of class code #433, Mechanic, FROM pay grade 06.C48 A.K (\$19.23 / \$3,333.20 - \$25.74 / \$4,461.60) -5.75% below market comparables. TO pay grade 06.C49 A.K (\$20.14 / \$3,490.93 - \$26.99 / \$4,678.27) -0.85% below market comparables.  
Under FLSA, positions in this classification are non-exempt from overtime.
- 7. Approve recommendation beginning of first pay period following approval by the Board.

List of attachments:

Personnel Findings and Recommendation Report

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  
 Colleen Coons-Chaffins; Business Services Director; ccoonschaffins@co.marion.or.us  
 Jane Vetto, County Counsel; JVetto@co.marion.or.us  
 HR Processing; hrprocessing@co.marion.or.us  
 HR Comp & Class; HRCompClass@co.marion.or.us

**PUBLIC WORKS**  
 Alan Haley, Public Works Director; AHaley@co.marion.or.us  
 Jolynn Skyberg, Office Manager Sr.; jskyberg@co.marion.or.us

**UNIT 06 MCEA/SEIU (Non-IT)**  
 Latricia Straw, President; LStraw@co.marion.or.us  
 Trish Stephens, Representative; stephenst@seiu503.org



# Personnel Findings and Recommendation Report

**Date:** May 22, 2018  
**To:** Jan Fritz, Personnel Officer  
**From:** Colleen Coons-Chaffins, Business Services Director  
**Re:** Recommendation to uphold pay grade for classification #435, Mechanic Senior.

**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 that positions are properly classified and are placed in the appropriate pay range which will bring 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.

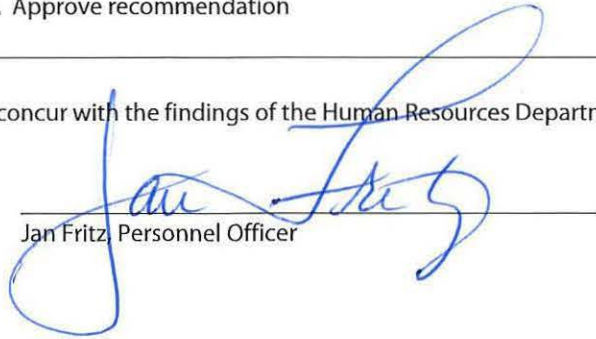
**Discussion:** Functions performed by classification:  
 #435, Mechanic Senior  
 GENERAL STATEMENT OF DUTIES Responsible for assigning, monitoring and inspecting the work of one or more employees. Monitors fleet job order status to ensure work is completed. Makes quality control decisions for parts replacement, repair, and adjustment based on cost efficiency and safety. Monitors the preventative maintenance program. Keeps records of inventory, work schedules, materials used and inspection reports. Performs other related duties as assigned.  
 SUPERVISION RECEIVED Works under the general supervision of the Fleet Shop Supervisor who assigns work and reviews performance for quality and quantity of work done.  
 SUPERVISION EXERCISED Supervision of other employees is not a responsibility of positions in this classification. The incumbent is a lead worker over technical and semi-skilled employees. Lead worker responsibilities include the reviewing of work, organizing, planning and scheduling work assignments, participating in interviews and making recommendations for selection of new personnel, providing training, and providing input on employee performance evaluations.

In determining if classifications are appropriately compensated HR conducts 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 this classification to be within market.

- Recommendation:**
1. In Unit 06, MCEA, uphold pay range of class code #435, Mechanic Senior, AT pay grade 06.C50 A.K (\$21.04 / \$3,646.93 - \$28.19 / \$4,886.27) -1.28% below market comparables. 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

5/22/18  
 Date



MARION COUNTY HUMAN RESOURCES

## **Personnel Findings and Recommendation Report**

**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; [ccoonschaffins@co.marion.or.us](mailto:ccoonschaffins@co.marion.or.us)

Jane Vetto, County Counsel; [JVetto@co.marion.or.us](mailto:JVetto@co.marion.or.us)

[HRProcessing@co.marion.or.us](mailto:HRProcessing@co.marion.or.us); [HRCompClass@co.marion.or.us](mailto:HRCompClass@co.marion.or.us)

**PUBLIC WORKS**

Alan Haley, Public Works Director; [AHaley@co.marion.or.us](mailto:AHaley@co.marion.or.us)

Jolynn Skyberg, Office Manager Sr.; [jskyberg@co.marion.or.us](mailto:jskyberg@co.marion.or.us)

**UNIT 06 MCEA/SEIU (Non-IT)**

Latricia Straw, President; [LStraw@co.marion.or.us](mailto:LStraw@co.marion.or.us)

Trish Stephens, Representative; [stephenst@seiu503.org](mailto:stephenst@seiu503.org)



## MARION COUNTY HUMAN RESOURCES

# Personnel Findings and Recommendation Report

**Date:** May 22, 2018  
**To:** Jan Fritz, Personnel Officer  
**From:** Colleen Coons-Chaffins, Business Services Director  
**Re:** Recommendation to adjust upward (5) pay grades; classification #371, Assistant Planner; #372, Associate Planner; #373, Senior Planner; #374, Principal Planner; and #433, Mechanic. Human Resources requests consideration for unit change on (2) classifications #373, Senior Planner and; #374, Principal Planner from Unit 06, MCEA to Unit 13, Non-Represented, Non-Supervisory.

**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 that positions are properly classified and are placed in the appropriate pay range which will bring 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.

Based on the duties performed by the incumbents, Human Resources requests consideration for a unit change on classifications #373, Senior Planner and; #374, Principal Planner from Unit 06, MCEA to Unit 13, Non-Represented, Non-Supervisory. Thus, classification #373, Senior Planner would change from non-exempt to exempt (FSLA Administrative). Classification #374, Principal Planner is currently classified as exempt.

**Discussion:**

Functions performed by classification:

**#371, Assistant Planner**

**GENERAL STATEMENT OF DUTIES** Performs a variety of entry level technical land use planning tasks. Conducts basic research, analysis and presentations of data related to land use, zoning and subdivision ordinances; interprets comprehensive land use planning documents; zoning coordination. Performs other work as required.

**SUPERVISION RECEIVED** Works under the direct supervision of the Planning Manager or Principal Planner who assigns work, establishes goals, and reviews the results obtained for overall effectiveness through the analysis of performance, reports and conferences.

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

**#372, Associate Planner**

**GENERAL STATEMENT OF DUTIES** Provides responsible technical, professional current and long-range planning. Administers and interprets zoning ordinances and development codes exercising expertise in one or more functional areas of this process; researches and analyzes comprehensive land use planning documents and provides specific recommendations for action. Performs related work as required.

**SUPERVISION RECEIVED** Works under the supervision of the Planning Manager or Principal Planner who assigns work, establishes goals and reviews the results obtained for overall effectiveness and conformance to laws and department procedures.

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

**#373, Senior Planner**

**GENERAL STATEMENT OF DUTIES** Under direction, to perform complex research, analysis, evaluations, and presentations of proposals that concern the physical, environmental, and economic conditions of Marion County; and provides technical leadership for specific planning projects. Performs other related duties as required.

**SUPERVISION RECEIVED** Works under the general supervision of the Division Manager who reviews results obtained for overall effectiveness by analysis of reports and conferences.

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



## Personnel Findings and Recommendation Report

### #374, Principal Planner

**GENERAL STATEMENT OF DUTIES** Ensures that county long-range and current land use policies and regulations are updated and administered in a manner consistent with state law, the rules of the state Land Conservation and Development Commission, and the policies and decisions of the Marion County Board of Commissioners; performs related work as required.

**SUPERVISION RECEIVED** Works under the general supervision of the Planning Director and/ or the Division Manager, who establishes goals and work program factors and reviews the results obtained through the analysis of reports and conferences.

**SUPERVISION EXERCISED** The Principal Planner is the lead-worker position within the planning series. Incumbents perform the most complex planning research and analysis, lead the work of a particular planning function and represent the County before significant policy-making bodies. The Principal Planner is distinguished from the Senior Planner which provides direction to a small group of planners assigned to a particular project. Participates in interviews and recommends selection of new personnel, provides for training, and recommendations on staff performance.

### #433, Mechanic

**GENERAL STATEMENT OF DUTIES** Performs major repair work to gas and diesel automotive equipment and heavy construction equipment. Performs any tasks of lower level classes in the automotive repair job series. Performs related work as required.

**SUPERVISION RECEIVED** Works under the direct supervision of the Fleet Shop Supervisor, or a lead worker who assigns work and inspects work for conformance to automotive and department standards.

**SUPERVISION EXERCISED** Supervision of other employees is not a responsibility of positions in this classification; however, may exercise lead direction over employees on an assigned job or project.

In determining if classifications are appropriately compensated HR conducts 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 below market.

- Recommendation:**
1. In Unit 06, MCEA, adjust upward pay range of class code #371, Assistant Planner, FROM pay grade 06.C49 A.K (\$20.14 / \$3,490.93 - \$26.99 / \$4,678.27) -1.67% below market comparables. pay grade 06.C50 A.K (\$21.04 / \$3,646.93 - \$28.19 / \$4,886.27) 2.65% above market comparables. Under FLSA, positions in this classification are non-exempt from overtime.
  2. In Unit 06, MCEA, adjust upward pay range of class code #372, Associate Planner, FROM pay grade 06.C52 A.K (\$23.18 / \$4,017.87 - \$31.08 / \$5,387.20) -3.95% below market comparables. TO pay grade 06.C53 A.K (\$24.31 / \$4,213.73 - \$32.61 / \$5,652.40) 0.93% above market comparables. Under FLSA, positions in this classification are non-exempt from overtime.
  3. Redesignate unit and adjust upward pay range of class code #373, Senior Planner, FROM Unit 06, 06.C54 A.K (\$25.52 / \$4,423.47 - \$34.24 / \$5,934.93) -12.72% below market comparables. TO Unit 13, Non-Represented, Non-Supervisory 13.G26 A.K (\$28.64 / \$4,964.27 - \$38.34 / \$6,645.60) 1.65% above market comparables. Under FLSA, positions in this classification will change from non-exempt to exempt from overtime.
  4. Redesignate unit and adjust upward pay range of class code #374, Principal Planner, FROM Unit 06, MCEA 06.C55 A.K (\$26.80/\$4,645.33 - \$35.90/\$6,222.67) -11.44% below market comparables. TO Unit 13, Non-Represented, Non-Supervisory 13.G27 A.K (\$30.01 / \$5,201.73 - \$40.28 / \$6,981.87) 2.97% above market comparables. Under FLSA, positions in this classification are exempt from overtime.
-



MARION COUNTY HUMAN RESOURCES

**Personnel Findings and Recommendation Report**

5. In Unit 06, MCEA, adjust upward pay range of class code #433, Mechanic, FROM pay grade 06.C48 A.K (\$19.23 / \$3,333.20 - \$25.74 / \$4,461.60) -5.75% below market comparables. TO pay grade 06.C49 A.K (\$20.14 / \$3,490.93 - \$26.99 / \$4,678.27) -0.85% below market comparables. Under FLSA, positions in this classification are non-exempt from overtime.

6. Approve recommendation

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

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

*5/22/18*  
\_\_\_\_\_  
Date

**Copies to:**

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