



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: Mar 28, 2018

Department: Business Services Agenda Planning Date: Mar 22, 2018 Time required:

Audio/Visual aids Recommendation to approve (10) market reviews.

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

Department Head Signature: [Handwritten signature]

TITLE Recommendation to adjust upward pay grade for classification code# 014, Administrative Specialist - Detective Section. Recommendation to uphold pay grades for (9) classifications, code# 003, 022, 067, 072, 100, 134, 142, 143, and 198.

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.

Financial Impacts:

Impacts to Department & External Agencies

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

Recommendation: 1. In Unit 05, adjust upward pay range of class code #014, Administrative Specialist - Detective Section FROM pay grade 05.D12 A.K (\$18.08 / \$3,133.87 - \$23.55 / \$4,082.00) -10.25% below comparables. TO pay grade 05.D43 A.K (\$20.23 / \$3,506.53 - \$26.61 / \$4,612.40) 2.42 above comparables. Under FLSA, positions in this classification are non-exempt from overtime. 2. In Unit 05, MCLEA, uphold pay range of class code #003, Office Specialist 2, AT 05.D09 A.K (\$15.85 / \$2,747.33 - \$20.64 / \$3,577.60) 1.75% above comparables. Under FLSA, positions in this classification are non-exempt from overtime. 3. In Unit 13, Non-Represented, Non-Supervisory, uphold pay range of class code #022, Claims Adjuster, AT 13.G23 A.K (\$24.71 / \$4,283.07 - \$33.10 / \$5,737.33) 1.52% above comparables. Under FLSA, positions in this classification are exempt from overtime. 4. In Unit 05, MCLEA, uphold pay range of class code #067, Sheriff's Office Property Specialist, AT 05.D14 A.K (\$19.27 / \$3,340.13 - \$25.31 / \$4,387.07) 0.32% above comparables. Under FLSA, positions in this classification are non-exempt from overtime. 5. In Unit 05, MCLEA, uphold pay range of class code #072, Evidence Officer, AT 05.D15 A.K (\$20.64 / \$3,577.60 - \$27.15 / \$4,706.00) 0.60% above comparables.



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Under FLSA, positions in this classification are non-exempt from overtime.

6. In Unit 05, MCLEA, uphold pay range of class code #100, Office Specialist 3, AT 05.D11 A.K (\$17.28 / \$2,995.20 - \$22.47 / \$3,894.80) -0.31% below comparables.  
Under FLSA, positions in this classification are non-exempt from overtime.

7. In Unit 05, MCLEA, uphold pay range of class code #134, Sheriff's Office Records Specialist, AT 05.D13 A.K (\$18.83 / \$3,263.87 - \$24.61 / \$4,265.73) 0.68% above comparables.  
Under FLSA, positions in this classification are non-exempt from overtime.

8. In Unit 05, MCLEA, uphold pay range of class code #142, Facility Security Aide 1, AT 05.D11 A.K (\$17.28 / \$2,995.20 - \$22.47 / \$3,894.80) 3.14% above comparables.  
Under FLSA, positions in this classification are non-exempt from overtime.

9. In Unit 05, MCLEA, uphold pay range of class code #143, Facility Security Aide 2, AT 05.D43 A.K (\$20.23 / \$3,506.53 - \$26.61 / \$4,612.40) 7.00% above comparables.  
Under FLSA, positions in this classification are non-exempt from overtime.

10. In Unit 05, MCLEA, uphold pay range of class code #198, Support Services Technician, AT 05.D12 A.K (\$18.08 / \$3,133.87 - \$23.55 / \$4,082.00) 0.58% above comparables.  
Under FLSA, positions in this classification are non-exempt from overtime.

11. 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

SHERIFF'S OFFICE  
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 Troy Clausen, Undersheriff; Tclausen@co.marion.or.us

UNIT 05 MCLEA  
 Jeremy Schwab, President; JSchwab@co.marion.or.us  
 Becky Gallagher, Representative; becky@fglaborlaw.com



MARION COUNTY HUMAN RESOURCES

**Personnel Findings and Recommendation Report**

**Date:** Mar 14, 2018

**To:** Jan Fritz, Personnel Officer

**From:** Colleen Coons-Chaffins, Business Services Director

**Re:** Recommendation to adjust upward pay grade for classification code# 014, Administrative Specialist - Detective Section.

**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:  
  
014, Administrative Specialist - Detective Section  
GENERAL STATEMENT OF DUTIES Acts as Administrative Specialist to the Detective Section of the Sheriff's Office; composes letters, reports and memoranda requiring absolute accuracy and considerable knowledge of Sheriff's Office and section policies and functions; makes moderate level decisions on section procedures and practices; does related work as required.  
SUPERVISION RECEIVED Works under the general supervision of the Detective Section Sergeant, who assigns work, sets goals, and reviews work for accuracy, completeness, and compliance with Office policies, goals, and objectives.  
SUPERVISION EXERCISED Supervision of other employees is not a responsibility of positions in this classification.

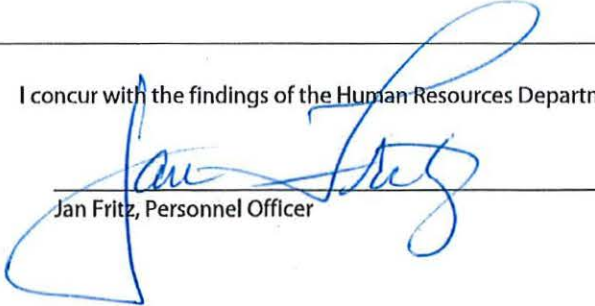
In determining if this classification is appropriately compensated HR conducted a market review in accordance with county personnel rules and HR practices. This review identifies which pay grade will bring the classification closest to the mean (0%) of market comparables within the county's current pay 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 05, adjust upward pay range of class code #014, Administrative Specialist - Detective Section FROM pay grade 05.D12 A.K (\$18.08 / \$3,133.87 - \$23.55 / \$4,082.00) -10.25% below comparables. TO pay grade 05.D43 A.K (\$20.23 / \$3,506.53 - \$26.61 / \$4,612.40) 2.42 above 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

  
Date



MARION COUNTY HUMAN RESOURCES

## **Personnel Findings and Recommendation Report**

**Copies to:**

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

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Colleen Coons-Chaffins, Business Services Director; [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); [HRCCompClass@co.marion.or.us](mailto:HRCCompClass@co.marion.or.us)

**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)

**UNIT 05 MCLEA**

Jeremy Schwab, President; [JSchwab@co.marion.or.us](mailto:JSchwab@co.marion.or.us)  
Becky Gallagher, Representative; [becky@fglaborlaw.com](mailto:becky@fglaborlaw.com)



MARION COUNTY HUMAN RESOURCES

**Personnel Findings and Recommendation Report**

**Date:** Mar 14, 2018

**To:** Jan Fritz, Personnel Officer

**From:** Colleen Coons-Chaffins, Business Services Director

**Re:** Recommendation to uphold pay grades for (9) classifications, code# 003, 022, 067, 072, 100, 134, 142, 143, and 198.

**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:

**003, Office Specialist 2**

**GENERAL STATEMENT OF DUTIES** Independently performs a variety of responsible administrative support activities to promote and maintain effective program services, according to established practice and procedures; performs related work as required.

**SUPERVISION RECEIVED** Works under the general supervision of a Sheriff's Office supervisor or manager who assigns work, sets goals and reviews work for accuracy, completeness, and compliance with office policies, goals, and objectives.

**SUPERVISION EXERCISED** Supervision of other employees is not a responsibility of positions in this classification; however, may provide training and give instruction to office staff and may exercise lead responsibility as directed.

**022, Claims Adjuster**

**GENERAL STATEMENT OF DUTIES** Provides administration, coordination, processing, and monitoring of workers' compensation, property damage, bodily injury, and liability claims. Performs a variety of professional and technical claims management duties in support of the risk management division. Performs other related duties as assigned.

**SUPERVISION RECEIVED** Works under the general supervision of the risk manager or assigned designee, who may assign and review work for conformance to established policies.

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

**067, Sheriff's Office Property Specialist**

**GENERAL STATEMENT OF DUTIES** Tracks and inventories uniform and accessory items for public safety use. Issues all items to sworn and nonsworn Office staff. Maintains records of disposal and/or destruction and performs other related duties as required.

**SUPERVISION RECEIVED** Works under the supervision of an administrative manager, who assigns works, establishes goals and reviews results for overall effectiveness.

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

**072, Evidence Officer**

**GENERAL STATEMENT OF DUTIES** Retrieves, receives, accounts for, coordinates and distributes or properly disposes of all property and evidence coming under the jurisdiction and custody of the Sheriff's Office; maintains an accurate inventory and chain of custody over all property and evidence in custody; performs other related work as required.

**SUPERVISION RECEIVED** Works under the supervision of the Support Division Supervisor who reviews work for compliance with departmental procedures, General Orders and county policies as they relate to



## MARION COUNTY HUMAN RESOURCES

# Personnel Findings and Recommendation Report

evidence and property control.

**SUPERVISION EXERCISED** Supervision of other employees is not a requirement of positions in this classification; however, may provide occasional lead direction to employees engaged in the performance of various, non-technical work assignments.

100, Office Specialist 3

**GENERAL STATEMENT OF DUTIES** Performs administrative support activities of a complex or technical clerical nature, which requires advanced skills, independent judgment, and discretion; may act as lead worker of a specific clerical function overseeing the work of others; performs other related duties as assigned.

**SUPERVISION RECEIVED** Works under the general supervision of a Sheriff's Office supervisor or manager who assigns work, establishes goals, and reviews results obtained for compliance with office and program policies, procedures and goals.

**SUPERVISION EXERCISED** Supervision of other employees is not a responsibility of positions in this classification; however, may exercise lead direction over other clerical or office staff.

134, Sheriff's Office Records Specialist

**GENERAL STATEMENT OF DUTIES** Processes and maintains various legal and related records, documents, and files for the Marion County Jail requiring a high degree accuracy and independent judgement; performs related duties as assigned.

**SUPERVISION RECEIVED** Works under the general supervision of an administrative supervisor, who sets goals, assigns work, and reviews performance for accuracy and conformance to department standards.

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

142, Facility Security Aide 1

**GENERAL STATEMENT OF DUTIES** Ensures safety and security of the Corrections Facility visitor entrance; schedules and coordinates inmate visitation; performs related work as required.

**SUPERVISION RECEIVED** Works under the general supervision of a Corrections Sergeant or other supervisor who assigns work, establishes goals, and reviews results obtained for conformance to Sheriff's Office standards and overall effectiveness.

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

143, Facility Security Aide 2

**GENERAL STATEMENT OF DUTIES** Under general supervision, regulates access to areas within the Corrections Facility; enforces the policies and procedures associated with inmate/visitor conduct and movement within the facility. Performs related duties as required.

**SUPERVISION RECEIVED** Works independently with general supervision of a Corrections Sergeant who assigns work, establishes goals, and reviews results obtained for conformance to Sheriff's Office standards and overall effectiveness.

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

198, **GENERAL STATEMENT OF DUTIES** Independently performs a variety of responsible administrative support activities, requiring a high degree of accuracy in the application of Sheriff's Office procedures; performs related work as required.

**SUPERVISION RECEIVED** Works under the general supervision of an administrative superior, who sets goals, assigns work, and reviews performance for accuracy and conformance to office standards; however, may provide training and give instruction to office staff and may exercise lead responsibility as directed.

**SUPERVISION EXERCISED** Supervision of employees 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. The review identifies which pay grade will bring



MARION COUNTY HUMAN RESOURCES

**Personnel Findings and Recommendation Report**

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 05, MCLEA, uphold pay range of class code #003, Office Specialist 2, AT 05.D09 A.K (\$15.85 / \$2,747.33 - \$20.64 / \$3,577.60) 1.75% above comparables. Under FLSA, positions in this classification are non-exempt from overtime.
  2. In Unit 13, Non-Represented, Non-Supervisory, uphold pay range of class code #022, Claims Adjuster, AT 13.G23 A.K (\$24.71 / \$4,283.07 - \$33.10 / \$5,737.33) 1.52% above comparables. Under FLSA, positions in this classification are exempt from overtime.
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  10. Approve recommendation

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

  
Jan Fritz, Personnel Officer

3/19/18  
Date



MARION COUNTY HUMAN RESOURCES

## **Personnel Findings and Recommendation Report**

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