Consider approval for recommendations to: Uphold the pay grade for classification #046 Treasury Specialist; Adjust upward three classifications #540 Environmental Health Specialist 1, # 541 Environmental Health Specialist 2, #539 Environmental Health Specialist 3; Update requirements for two classifications #102 Building Inspector; #106 Building Plans Examiner I; Update language for three classifications #552 Mental Health Specialist 1, #554 Mental Health Specialists 2, #555 Mental Health Specialist 3.

Title

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.

Financial Impacts:

Impacts to Department & External Agendas:

Options for Consideration:
1. Approve recommendations
2. Do not approve recommendations

Recommendation:
1. In unit 06, uphold pay range of Classification Treasury Specialist, class code 046 Pay grade ($18.72/$3,244.80 - $25.08/$4,347.20) -.41% below comparables Under FLSA positions these jobs are non-exempt from overtime.

2. In unit 06, uphold pay range of Classification Environmental Health Specialist 1, class code 540 FROM Pay grade ($20.45/$3,544.67 - $27.40/$4,749.33) -4.18% below comparables TO Pay grade ($21.36/$3,544.67 - $28.62/$4,960.80) .09% above comparables. Under FLSA positions these jobs are non-exempt from overtime.

3. In unit 06, uphold pay range of Classification Environmental Health Specialist 2, class code 541 FROM Pay grade ($22.42/$3,886.13 - $30.05/$5,208.67) -6.14% below comparables TO Pay grade ($24.68/$4,277.87 - $33.10/$5,737.33) 3.39% above comparables. Under FLSA positions these jobs are non-exempt from overtime.
MARION COUNTY BOARD OF COMMISSIONERS

Board Session  Agenda Review Form

4. In unit 06, uphold pay range of Classification Environmental Health Specialist 3., class code 539
FROM Pay grade ($25.91/$4,491.07 - $34.73/$6,019.87) - 8.65% below comparables
TO Pay grade ($28.55/$4,948.67 - $38.26/$6,631.73) .63% above comparables.
Under FLSA positions in this classification are non-exempt from overtime.

5. Approve Recommendations

List of attachments:
Personnel Findings and Recommendation Reports (4)

Presenters:

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

Copies to:
Jan Fritz; jfritz@co.marion.or.us
Colleen Coons-Chaffins; ccoonschaffins@co.marion.or.us
Angela Solesbee; ASolesbee@co.marion.or.us
Jane Vetto; JVetto@co.marion.or.us

HEALTH AND HUMAN SERVICES
Cary Moller; CDMoller@co.marion.or.us

PUBLIC WORKS
Brian Nicholas; BNicholas@co.marion.or.us
Jolynn Skyberg; JSkyberg@co.marion.or.us

TREASURER’S OFFICE
Laurie Steele; LSteele@co.marion.or.us
HRProcessing@co.marion.or.us
HRCompClass@co.marion.or.us
MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Jun 19, 2019
To: Jan Fritz, Personnel Officer
From: Angela Solesbee, Human Resources Manager
Re: Recommendation to uphold the pay grade and to update classification #046, Treasury Specialist to reflect current industry language, standards and county practices. The core functions of this position have not changed from current practice.

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:

[0046 Treasury Specialist]

GENERAL STATEMENT OF DUTIES
Performs a variety of administrative and technical level treasury duties including cash management and investment functions related to banking; responsible for electronic payments and receipts, tax turnover, backs up the County Treasurer in his/her absence; and performs other related duties as assigned.

SUPERVISION RECEIVED
Works under the general supervision of the County Treasurer or other designated supervisor, who assigns work, establishes goals, and reviews results obtained for compliance with department 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 administrative or office staff.

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 the Environmental Health Specialist series to be consistent with market.

Recommendation:

1. In unit 06, uphold pay range of Classification Treasury Specialist, class code 046
Pay grade ($18.72/$3,244.80 - $25.08/$4,347.20) -41% below comparables
Under FLSA positions in this classification is non-exempt from overtime.

2. Approve recommendations

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

Jan Fritz, Personnel Officer

Date: 6/24/19
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
Colleen Coons-Chaffins, Business Services Director;ccoonschaffins@co.marion.or.us
Gloria Roy, County Counsel;groy@marion.or.us
HRProcessing@co.marion.or.us
HRCompClass@co.marion.or.us

ALSO INCLUDE Division Director & liaison of the impacted department, Union IF APPLICABLE
MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Jun 19, 2019
To: Jan Fritz, Personnel Officer
From: Angela Solesbee, Human Resources Manager
Re: Recommendation to adjust upward the pay grade for classifications #540 Environmental Health Specialist 1, #541 Environmental Health Specialist 2, #539 Environmental Health Specialist 3.

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:

[#540 Environmental Health Specialist 1]
GENERAL STATEMENT OF DUTIES
This is an entry-level environmental health position. This position performs variety of survey and investigational duties of introductory nature in the field of environmental sanitation to determine compliance with public health laws and administrative rules; does related work as required.
Upon satisfactorily meeting the experience, knowledge, training requirements, skills, and abilities of an Environmental Health Specialist 1, the employee may be promoted to the classification of Environmental Health Specialist 2.
SUPERVISION RECEIVED
Works under the close supervision of a professional level environmental health specialist or the program supervisor who makes assignments and reviews work for effectiveness and adherence to law and departmental procedures and policies.
SUPERVISION EXERCISED
Supervision is not normally a responsibility of this class.

[#541 Environmental Health Specialist 2]
GENERAL STATEMENT OF DUTIES
This is a professional level environmental health specialist responsible for conducting surveys and investigations and assisting in the planning, promoting and carrying out of a program for the improvement of county and state environmental health standards and regulations as necessary to secure compliance with public health laws and administrative rules; does related work as required.
SUPERVISION RECEIVED
Works under general supervision of the environmental health program supervisor or Specialist 3 who makes assignments and reviews work for effectiveness of program and for adherence to law and departmental procedures and policies.
SUPERVISION EXERCISED
May exercise limited leadwork over Environmental Health Specialist 1 classification.

[#539 Environmental Health Specialist 3]
GENERAL STATEMENT OF DUTIES
Serves as the technical expert, mastery level of environmental health sanitarian work. May provide oversight, leadership, coordination, compliance and/or programmatic management for environmental health projects. May also resolve complex problems; provide interpretation, evaluation and consult regarding services and programs for the general public, the media, specific groups, department team members and external agencies; and provide technical expertise to other team members.
PERSONNEL FINDINGS AND RECOMMENDATION REPORT

SUPERVISION RECEIVED
Works under the supervision of Program Supervisor, who makes assignments and reviews work for effectiveness of program and adherence to law and departmental procedures and policies.

SUPERVISION EXERCISED
Supervision of other employees is not typically a responsibility of positions in this class; however, the Environmental Health Specialist 3 may coordinate, train, assign or lead the day-to-day activities of other employees or do so while employees provide specific services. May provide feedback for evaluation of performance.

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 the Environmental Health Specialist series to be below market.

Recommendation:

1. In unit 06, adjust pay range of Classification Environmental Health Specialist 1, class code 540
   FROM pay grade ($20.45/$3,544.67 - $27.40/$4,749.33) -4.18% below comparables
   TO pay grade ($21.36/$3,544.67 - $27.40/$4,749.33) 0.09% above comparables.
   Under FLSA positions in this classification is non-exempt from overtime.

2. In unit 06, adjust pay range of Classification Environmental Health Specialist 2, class code 541
   FROM pay grade ($22.42/$3,886.13 - $30.05/$5,208.67) -6.14% below comparables
   TO pay grade ($24.68/$4,277.87 - $33.10/$5,737.33) 3.39% above comparables.
   Under FLSA positions in this classification is non-exempt from overtime.

3. In unit 06, adjust pay range of Classification Environmental Health Specialist 3, class code 539
   FROM pay grade ($25.91/$4,491.07 - $34.73/$6,019.87) -8.65% below comparables
   TO pay grade ($28.55/$4,948.67 - $38.26/$6,631.73) 63% above comparables.
   Under FLSA positions in this classification is non-exempt from overtime.

4. Approve recommendation

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

Jan Fritz, Personnel Officer

Date 6/25/17

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
Colleen Coons-Chaffins, Business Services Director; ccoonschaffins@co.marion.or.us
Gloria Roy, County Counsel; groy@marion.or.us
HRProcessing@co.marion.or.us
HRCompClass@co.marion.or.us

ALSO INCLUDE Division Director & liaison of the impacted department, Union IF APPLICABLE
MARBON COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Jun 17, 2019
To: Jan Fritz, Personnel Officer
From: Colleen Coons-Chaffen, Business Services Director
Re: Recommendation to update experience and training requirements for classification #102 Building Inspector and #106 Building Plans Examiner I, Brian Nicholas

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 evaluation review ensures that positions are properly classified.

Discussion: Functions performed by classification:

[#102, Building Inspector 1]
GENERAL STATEMENT OF DUTIES
Inspects One and Two Family dwelling construction for compliance to State, County and local codes.
Performs other related work as required.

SUPERVISION RECEIVED
Works under the general supervision of the Assistant Building Official who outlines assignments and reviews work through meetings and reports.

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

[#106 Building Plans Examiner I]
GENERAL STATEMENT OF DUTIES
Examines 1 & 2 Family Dwelling building plans and plans for related accessory structure for compliance with the State of Oregon Residential Specialty Code, assists the general public in obtaining permits and compliance with the requirements of the Oregon Residential Specialty Code and local ordinances; performs related work as required.

SUPERVISION RECEIVED
Works under the supervision of the Assistant Building Official who outlines assignments and reviews work through conferences and reports.

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

Recommendation: 1. Approve recommendation

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

Jan Fritz, Personnel Officer

Date 6/24/19
MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Copies to: Jan Fritz, Deputy County Administrative Officer; jfritz@co.marion.or.us
Copy of completed Colleen Coons-Chaffins, Business Services Director; ccoonschaffins@co.marion.or.us
paperwork sent to Gloria Roy, County Counsel; groy@marion.or.us
the following: HRProcessing@co.marion.or.us
(Include names HRCmpClass@co.marion.or.us and ALSO INCLUDE Division Director & liaison of the impacted department, Union IF APPLICABLE
e-mail addresses.)
Date:       Jun 19, 2019
To:        Jan Fritz, Personnel Officer
From:      Colleen Coons-Chaffins, Business Services Director
Re:  Recommendation to update #552 Mental Health Specialist 1, #554 Mental Health Specialist 2, and #555 Mental Health Specialist 3 job classifications to reflect current industry language, standards and county practices. The core functions of this position have not changed from current practice.

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 evaluation review ensures that positions are properly classified.

Discussion: Functions performed by classification:

[#552, Mental Health Specialist 1]
GENERAL STATEMENT OF DUTIES
Provides assessments and treatment of individuals and families, including groups; provides crisis assessment and intervention services and related duties as required. Primary responsibility of this class is to provide assessment and treatment services within oversight and support provided by a supervisor. Individuals and families served will generally have less complex needs and diagnoses as compared to a MHS 2 and MHS 3.

SUPERVISION RECEIVED
Works under close supervision of a supervisor who assigns work, establishes goals, and reviews the results obtained for overall effectiveness.

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

[#554, Mental Health Specialist 2]
GENERAL STATEMENT OF DUTIES
Provides assessments and treatment of individuals and families, including groups; provides crisis assessment and intervention services and related duties as required. Primary responsibility of this class is to provide assessment and treatment services; crisis intervention, and treatment services, including intensive services, to individuals and their families with complex needs and diagnoses and/or to develop and implement specific services in the community.

SUPERVISION RECEIVED
Works under the supervision of a supervisor who assigns work, establishes goals, and reviews the results obtained for overall effectiveness.

SUPERVISION EXERCISED
Primary supervision of other employees is not a responsibility of positions in this classification. May act as a Clinical Supervisor designee when needed. May assist in the supervision of practicum students and/or volunteers.
MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

[#555, Mental Health Specialist 3]

GENERAL STATEMENT OF DUTIES

Provides consultation to other agencies on a wide range of matters related to mental health or alcohol & drug abuse treatment services. Primary responsibility of this class is to provide system coordination and transitions of care in the mental health system at large with external partners; coordinate and oversee large community programs, including providing direction to a team of mental health specialists and associates in support of the program and/or to provide senior-level technical assistance to a Health and Human Services department program delivering mental health or alcohol and drug abuse services and to the system at large and/or to provide senior level treatment intervention to individuals enrolled in service. Additionally people working in this class are expected to operate under a high degree of independence and have significant decision-making authority.

SUPERVISION RECEIVED

Works under the general supervision of a manager or supervisor who assigns work, establishes goals, and reviews the results obtained for overall effectiveness through the analysis of reports and conferences.

SUPERVISION EXERCISED

May provide lead direction to teams of other mental health specialists and associates for a specific unit or specific task; may provide supervision to practicum students and volunteers as requested by supervisor.

Recommendation: 1. Approve recommendation

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

Jan Fritz, Personnel Officer

[Signature]

6/24/19

Date

Copies to:
Jan Fritz, Deputy County Administrative Officer; jfritz@co.marion.or.us
Colleen Coons-Chaffins, Business Services Director; ccoonschaffins@co.marion.or.us
Gloria Roy, County Counsel; groy@marion.or.us
HRProcessing@co.marion.or.us
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ALSO INCLUDE Division Director & liaison of the impacted department, Union IF APPLICABLE