



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: Jun 7, 2018

Department: Business Services Agenda Planning Date: Jun 13, 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 adjust pay grade upward class code #109, Electrical Inspector and #112, Plumbing Inspector.

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 06, MCEA, adjust upward pay range of class code #109, Electrical Inspector, FROM pay grade 06.C24 A.K (\$23.94/\$4,149.60 - \$32.06/\$5,557.07) -12.54% below market comparables. TO pay grade 06.C55 A.K (\$26.80 / \$4,645.33 - \$35.90 / \$6,222.67) -0.42% 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 #112, Plumbing Inspector, FROM pay grade 06.C24 A.K (\$23.94/\$4,149.60 - \$32.06/\$5,557.07) -11.05% below market comparables. TO pay grade 06.C55 A.K (\$26.80 / \$4,645.33 - \$35.90 / \$6,222.67) 0.83% above market comparables. Under FLSA, positions in this classification are non-exempt from overtime. 3. 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.)



MARION COUNTY BOARD OF COMMISSIONERS

## Board Session Agenda Review Form

---

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; [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)  
HR Processing; [HRProcessing@co.marion.or.us](mailto:HRProcessing@co.marion.or.us);  
HR Comp & Class; [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:** Jun 1, 2018  
**To:** Jan Fritz, Personnel Officer  
**From:** Colleen Coons-Chaffins, Business Services Director  
**Re:** Recommendation to adjust pay grade upward class code #109, Electrical Inspector and #112, Plumbing Inspector.

---

**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:

#109, Electrical Inspector

**GENERAL STATEMENT OF DUTIES** Inspects all types and stages of electrical installations and plans for compliance to the Oregon Electrical Specialty Code as adopted by Marion County; performs other related duties 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, but an incumbent will be expected to take leadership in assisting less experienced inspectors on training assignments or inspections of a difficult or unusual nature.

#112, Plumbing Inspector

**GENERAL STATEMENT OF DUTIES** Inspects all types and stages of plumbing installations and plans for compliance with Oregon State Plumbing Specialty Code as adopted by Marion County; performs other related duties as required.

**SUPERVISION RECEIVED** Works under the supervision of the Assistant Building Official who out-lines assignments and reviews work through meetings and reports.

**SUPERVISION EXERCISED** Supervision is not a regular responsibility of positions in this class, but an incumbent will be expected to take leadership in assisting less experienced inspectors on training assignments or inspections of a difficult or unusual nature.

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 #109, Electrical Inspector, FROM pay grade 06.C24 A.K (\$23.94 / \$4,149.60 - \$32.06 / \$5,557.07) -12.54% below market comparables. TO pay grade 06.C55 A.K (\$26.80 / \$4,645.33 - \$35.90 / \$6,222.67) -0.42% below market comparables. Under FLSA, positions in this classification are non-exempt from overtime.

---



MARION COUNTY HUMAN RESOURCES

**Personnel Findings and Recommendation Report**

2. In Unit 06, MCEA, adjust upward pay range of class code #112, Plumbing Inspector, FROM pay grade 06.C24 A.K (\$23.94 / \$4,149.60 - \$32.06 / \$5,557.07) -11.05% below market comparables. TO pay grade 06.C55 A.K (\$26.80 / \$4,645.33 - \$35.90 / \$6,222.67) 0.83% above market comparables. Under FLSA, positions in this classification are non-exempt from overtime.

3. Approve recommendation

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

Jan Fritz, Personnel Officer

Date

6/4/18

**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; ccoonschaffins@co.marion.or.us  
Jane Vetto, County Counsel; JVetto@co.marion.or.us  
HRProcessing@co.marion.or.us; 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