



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: Jul 11, 2018

Department: Business Services Agenda Planning Date: Jul 18, 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 and update class spec #619, Juris Doctor Prosecution.

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 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, adjust upward pay range of class code #619, Juris Doctor Prosecution FROM 13.G20 AK (\$21.69 / \$3,759.60 - \$29.07 / \$5,038.80) TO 13.G22 AK (\$23.86 / \$4,135.73 - \$31.99 / \$5,544.93). Under FLSA, positions in this classification are exempt from overtime. 2. 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



MARION COUNTY BOARD OF COMMISSIONERS

## Board Session Agenda Review Form

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HR Processing; HRProcessing@co.marion.or.us;  
HR Comp & Class; HRCompClass@co.marion.or.us

Walt Beglau, District Attorney; WBeglau@co.marion.or.us  
Paige Clarkson, District Attorney Elect; PClarkson@co.marion.or.us  
Vanessa Coggins, Administrative Services Manager; VCoggins@co.marion.or.us



# Personnel Findings and Recommendation Report

**Date:** Jul 6, 2018

**To:** Jan Fritz, Personnel Officer

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

**Re:** Recommendation to adjust pay grade upward and update specifications for classification #619, Juris Doctor Prosecution.

**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:

#619, Juris Doctor Prosecution

**GENERAL STATEMENT OF DUTIES** Conducts criminal prosecutions on behalf of Marion County. Performs other related work as required.

**SUPERVISION RECEIVED** Works under the supervision of a Trial Team Supervisor, who assigns work, reviews performance, and advises on unusual or difficult problems.

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

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.

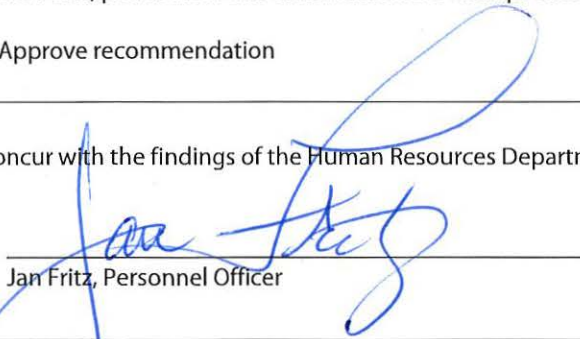
After review, HR found these classifications to be below market.

**Recommendation:**

1. In Unit 13, Non-Represented, Non-Supervisory.  
Based on internal equity, adjust upward pay range of class code #619, Juris Doctor Prosecution  
FROM 13.G20 AK (\$21.69 / \$3,759.60 - \$29.07 / \$5,038.80)  
TO 13.G22 AK (\$23.86 / \$4,135.73 - \$31.99 / \$5,544.93).  
Under FLSA, positions in this classification are 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

7/4/18  
Date

**Copies to:**  
Copy of completed

Jan Fritz, Deputy County Administrative Officer; jfritz@co.marion.or.us  
Colleen Coons-Chaffins; ccoonschaffins@co.marion.or.us



MARION COUNTY HUMAN RESOURCES

## **Personnel Findings and Recommendation Report**

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

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

Walt Beglau, District Attorney; WBeglau@co.marion.or.us  
Paige Clarkson, District Attorney Elect; PClarkson@co.marion.or.us  
Vanessa Coggins, Administrative Services Manager; VCoggins@co.marion.or.us



## Juris Doctor - Prosecution

Classification #619  
FLSA: Exempt  
EEOC: 02

### GENERAL STATEMENT OF DUTIES

Conducts criminal prosecutions on behalf of Marion County. Performs other related work as required.

### SUPERVISION RECEIVED

Works under the supervision of a Trial Team Supervisor, who assigns work, reviews performance, and advises on unusual or difficult problems.

### SUPERVISION EXERCISED

Supervision of others is not a responsibility of positions in this class.

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

1. Prosecutes misdemeanors and ~~major traffic crimes/felonies~~. Reviews police reports and makes initial charging decisions. Prepares cases for trial, including contacting witnesses and reviewing the case; prepares pretrial motions. Performs legal research. Presents cases to Grand Jury. Appears in court on criminal and traffic cases.
2. Initiates probation revocations arising out of convictions.
3. Assists in representing the State in post-conviction relief hearings involving misdemeanor convictions.
- ~~4. Assists police agencies in the application for arrest and search warrants.~~
- ~~5. Assists in prosecuting minor traffic offenses when defendant has legal counsel.~~
- 6.4. Provides law enforcement officials with legal advice in selected areas.

### KNOWLEDGE, SKILLS AND ABILITY

Good knowledge of criminal law and the practices and procedures of criminal prosecutions; good knowledge of trial and courtroom procedures; ability to analyze facts, evidence, and legal precedents and to arrive at logical conclusions; superior communication skills.

### EXPERIENCE AND TRAINING

1. Graduation from an accredited school of law; AND
2. Participation in internship/clerkship with a law firm (preferably a District Attorney's office) involved in litigation of criminal cases; OR
3. Internship/clerkship with a Judge (trial or Appellate) with the assigned responsibility for deciding issues arising in criminal cases; OR
4. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

ADOPTED 10/77  
REVISED 08/86; 12/93; 9/03; 10/10