



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: Sep 12, 2018

Department: Business Services Agenda Planning Date: Sep 6, 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 upward pay grades and update specifications of class code #225, Juvenile Detention Supervisor; and #230, Juvenile Program Supervisor.

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 02, Non-Represented, adjust upward pay range of class code #225, Juvenile Detention Supervisor, FROM pay grade 02.A29 AK (\$33.61 / \$5,825.73 - \$45.06 / \$7,810.40) -2.38% below market comparables. TO pay grade 02.A30 AK (\$35.33 / \$6,123.87 - \$47.34 / \$8,205.60) 2.55% above market comparables. Under FLSA, positions in this classification are exempt from overtime. 2. In Unit 02, Non-Represented, adjust upward pay range of class code #230, Juvenile Program Supervisor, FROM pay grade 02.A28 AK (\$32.08 / \$5,560.53 - \$42.95 / \$7,444.67) -3.00% below market comparables. TO pay grade 02.A29 AK (\$33.61 / \$5,825.73 - \$45.06 / \$7,810.40) 1.82% above market comparables. Under FLSA, positions in this classification are 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:



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

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
Angela Solesbee, HR Manager; ASolesbee@co.marion.or.us
Jane Vetto, County Counsel; JVetto@co.marion.or.us
HR Comp & Class; HRCompClass@co.marion.or.us
HR Processing; hrprocessing@co.marion.or.us

JUVENILE DEPARTMENT

Troy Gregg, Juvenile Dept Director; TGregg@co.marion.or.us
Janie Hanson, Office Manager; JHanson@co.marion.or.us



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Aug 31, 2018

To: Jan Fritz, Personnel Officer

From: Colleen Coons-Chaffins, Business Services Director

Re: Recommendation to adjust upward pay grades and update specifications of class code #225, Juvenile Detention Supervisor; and #230, Juvenile Program Supervisor.

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:

#225, Juvenile Detention Supervisor

GENERAL STATEMENT OF DUTIES

Responsible for the direct administration and management of a secure 24-hour facility serving juveniles. Directs the activities, programs and care for juvenile offenders detained in the detention facility; maintains a safe environment for staff and clients; develops and plans programs; supervises employees assigned to the detention facility; performs related work as required. As the detention facility operates seven days per week/24 hours per day, this position shares a complimentary work schedule with the Assistant Detention Supervisors to ensure supervision coverage.

SUPERVISION RECEIVED

Works under the general supervision of the assistant director, who assigns work, establishes goals and reviews results for effectiveness through the analysis of performance, reports and conferences.

SUPERVISION EXERCISED

Exercises full supervision over Assistant Detention Supervisors and other assigned employees in the detention facility; participates in selecting all new personnel, provides for training, evaluates performance, responds to grievances, and recommends personnel transactions.

#230, Juvenile Program Supervisor

GENERAL STATEMENT OF DUTIES

Under general direction, to plan, manage, evaluate and participate in program development and supervision of staff in the development and implementation of a specialized program or programs; to direct, coordinate, facilitate and participate in the activities of assigned program(s); to supervise program staff; to develop, plan and evaluate the administrative and fiscal systems, policies and procedures of assigned program areas; and to do other work as required.

SUPERVISION RECEIVED

Works under the general supervision of the deputy director who assigns work, establishes goals, and reviews the results obtained for overall effectiveness through the analysis of performance, reports, outcomes and conferences.



Personnel Findings and Recommendation Report

SUPERVISION EXERCISED

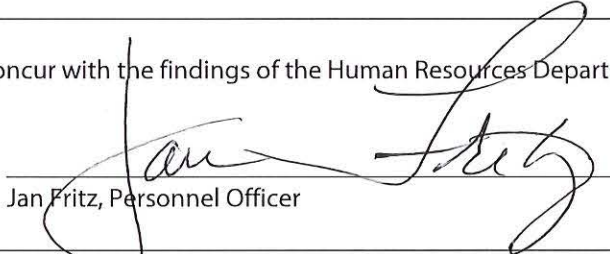
Exercises full supervision over employees, student interns, and volunteers; participates in interviews and makes recommendations to director of new hires, provides training, coaches, evaluates performance, responds to grievances, takes disciplinary action, and recommends personnel actions.


In determining if these classifications are 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 these classifications to be below market.

- Recommendation:**
1. In Unit 02, Non-Represented, adjust upward pay range of class code #225, Juvenile Detention Supervisor, FROM pay grade 02.A29 AK (\$33.61 / \$5,825.73 - \$45.06 / \$7,810.40) -2.38% below market comparables. TO pay grade 02.A30 AK (\$35.33 / \$6,123.87 - \$47.34 / \$8,205.60) 2.55% above market comparables. Under FLSA, positions in this classification are exempt from overtime.
 2. In Unit 02, Non-Represented, adjust upward pay range of class code #230, Juvenile Program Supervisor, FROM pay grade 02.A28 AK (\$32.08 / \$5,560.53 - \$42.95 / \$7,444.67) -3.00% below market comparables. TO pay grade 02.A29 AK (\$33.61 / \$5,825.73 - \$45.06 / \$7,810.40) 1.82% above market comparables. Under FLSA, positions in this classification are 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

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
- Jane Vetto, County Counsel; JVetto@co.marion.or.us
- Colleen Coons-Chaffins, Business Services Director; ccoonschaffins@co.marion.or.us
- Angela Solesbee, HR Manager; ASolesbee@co.marion.or.us
- HR Comp & Class; HRCompClass@co.marion.or.us
- HR Processing; hrprocessing@co.marion.or.us
- JUVENILE DEPARTMENT
- Troy Gregg, Juvenile Dept Director; TGregg@co.marion.or.us
- Janie Hanson, Office Manager; JHanson@co.marion.or.us



Juvenile Detention Supervisor

Class Code 225
Bargaining Unit: 02
Supervisory

FLSA: Exempt

EEOC: 02 Professionals

Department: Juvenile

GENERAL STATEMENT OF DUTIES

Responsible for the direct administration and management of a secure 24-hour facility serving juveniles. Directs the activities, programs and care for juvenile offenders detained in the detention facility; maintains a safe environment for staff and clients; develops and plans programs; supervises employees assigned to the detention facility; performs related work as required. As the detention facility operates seven days per week/24 hours per day, this position shares a complimentary work schedule with the Assistant Detention Supervisors to ensure supervision coverage.

SUPERVISION RECEIVED

Works under the general supervision of the assistant director, who assigns work, establishes goals and reviews results for effectiveness through the analysis of performance, reports and conferences.

SUPERVISION EXERCISED

Exercises full supervision over Assistant Detention Supervisors and other assigned employees in the detention facility; participates in selecting all new personnel, provides for training, evaluates performance, responds to grievances, and recommends personnel transactions.

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

1. Establishes and ensures program goals and objectives are carried out and met; ensures juveniles receive evidence based program services; and ensures the safety and security of all juveniles in staff secure facility.
2. Assists in the preparation of the annual budget for assigned programs; approves all expenditures; monitors labor utilization, makes expenditures recommendations, revenue, accounts receivable, and receipt of contracts.
3. Monitors program staffing needs, scheduling and coverage; provides training, orientation, feedback, coaching and counsel regarding job performance to staff; approves leave usage, ensures labor management contract compliance.
4. Writes, reviews, and submits for approval program policies and procedures; works closely with other Juvenile Department Management; meets regularly with staff to develop, coordinate, evaluate and discuss operation of assigned programs; communicates policy and procedures to all staff; and oversees the training of new employees and assists in developing ongoing training programs for all staff.
5. Confers with other counties on policies as they affect the youth from that county and on the status of juveniles from that county; confers regularly with assistant director on general operations of facility and program policy.

6. Prepares and submits reports as necessary or requested by supervisor, other county departments or courts; exhibits clear communication both verbally and in writing; maintains confidentiality.
7. Answers inquiries of public involving policy decisions; inquires, directs, and mediates to resolve juveniles' needs, issues, and problems with parents, juvenile probation officers, and other professionals; confers with parents regarding the adjustments of their children and pertinent problems; and works to address individual customer complaints or issues, including understanding the juvenile justice system and/or victim's rights.
8. Provides leadership in the areas of agency change to general practices, philosophy, policy and procedure, coordination of service delivery in the community and utilization of agency and community resources.
9. Represents the Juvenile Department internal to the county, the court and externally in the community on committees, task forces, and policy boards when directed or as needed.
10. Promotes community education of juvenile delinquency, maintains public relations through contacts with schools, DHS, OYA, police and other public agency personnel.
11. Responsible for addressing and monitoring safety and security issues that relate to staff and/or the facility; coordinates facility safety inspections as required; responsible for coordinating vehicle maintenance and safety inspections; follows department and program policies and procedures.
12. Develops and maintains effective working relationships with staff and other employees of Juvenile Department; confers with juvenile counselors, probation officers or other appropriate staff on individual problems of juveniles in the facility/program, confer with parents of juveniles regarding adjustments of their children and pertinent problems; and works to address individual customer complaints or issues, including understanding the Juvenile Justice System and/or victims rights.
13. Responds to emergency situations and interacts to diffuse aggressive situations; restrains combative juveniles' when necessary.
14. Provides for the maintenance of the program(s) facility; contacts appropriate department staff regarding repair of problem areas.
15. Coordinates, arranges, and attends quarterly and annual staff training on physical restraint, CPR, First Aid and other necessary training.
16. Compiles and analyzes statistical data; develops program reports. Conducts long-range planning for program; develops proposals; develops, reviews, and monitors internal and external programming linked to program.
17. Reviews paperwork prepared by detention staff; provides for the maintenance of records necessary to the operation of the detention facility.
18. Coordinates education program services with the Education Program Supervisor; provides access to medical and dental services for detention clients.
19. Assures facility's compliance with Criminal Justice Standards and Training requirements, OSHA requirements, state and federal statutory requirements, and departmental administrative rules, policies and procedures.
20. Provides tours of the facility for community agencies, grand jury, community partners, and potential employees; develops and maintains effective working relationships with law enforcement, Oregon Youth Authority, community partners, attorneys for youth, families of youth in the facility, the public, and other county departments.

21. May work varied hours in order to observe work performance of staff on various shifts; ~~and is on call after hours on a rotating basis, this includes all department programs.~~ Performs Officer of the Day (OD) duties, requiring 24/7 availability on a rotating basis with other Program Supervisors. As OD, provides direction and guidance to staff on all detention placements or emergency needs after hours. Makes decisions regarding the safety and security of the Juvenile Campus and reports pertinent information to the Juvenile Director.
22. ~~Investigates allegations of youth/staff abuse, staff misconduct, assault, suicide attempts and other sensitive issues. Participates in any "Significant Incident Review" process involving program juveniles.~~ Investigates allegations of youth/staff abuse, staff misconduct, escape/assault attempts and other sensitive issues.
23. ~~Provides case management of Measure 11 youth in the facility;~~ Responds to youth grievances; reviews and approves youth disciplinary actions involving administrative room-lock.
24. Implements requirements of the Prison Rape Elimination Act.
- 23-25. Interpret and apply provisions of law, rules ordinances and regulations governing the administration and management of program areas.
- 24-26. Maintain and complete required records, reports, and statistical data as required by departmental policy and state law.
- 25-27. Completes special projects as assigned by and Assistant Director and/or Juvenile Director.

EXPERIENCE AND TRAINING

1. Graduation from an accredited four (4) year college with major course work in corrections; AND
2. Five (5) years of experience in corrections casework dealing with juveniles, preferably including three (3) years in a detention setting; AND
3. Two (2) years experience in effectively supervising security staff (may be concurrent with above experience); OR
4. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

SPECIAL REQUIREMENTS

- Must possess, or obtain within 30 days of hire, a valid Class A commercial Oregon driver's license. Must possess, at time of hire, and maintain an acceptable driver's record.
- Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.
- Possession of, or obtain within 60 days of hire, a current CPR and Basic First Aid certification.
- May be required to pass a pre-employment drug screen.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of corrections techniques and practices related to behavior in an institutional setting; principles and practices of group management in juvenile offender supervision; routine physical plant maintenance; and juvenile court process and practices.

Skills and abilities to command respect and maintain discipline among juvenile offenders detained in the detention facility; interpret court process and practices to the public and other employees; and supervise employees and to promote effective working relationships with other agencies and the public.

ADOPTED 04/81

REVISED 10/82; 11/83; 07/86; 08/92; 08/01; 10/01; 12/08; 08/10; 09/18

MR 11/04; 12/08; 01/12; 09/18



Juvenile Program Supervisor

Class Code 230
Bargaining Unit: 02
Supervisory

FLSA: Exempt

EEOC: 02 Professionals

Department: Juvenile

GENERAL STATEMENT OF DUTIES

Under general direction, to plan, manage, evaluate and participate in program development and supervision of staff in the development and implementation of a specialized program or programs; to direct, coordinate, facilitate and participate in the activities of assigned program(s); to supervise program staff; to develop, plan and evaluate the administrative and fiscal systems, policies and procedures of assigned program areas; and to do other work as required.

SUPERVISION RECEIVED

Works under the general supervision of the deputy director who assigns work, establishes goals, and reviews the results obtained for overall effectiveness through the analysis of performance, reports, outcomes and conferences.

SUPERVISION EXERCISED

Exercises full supervision over employees, student interns, and volunteers; participates in interviews and makes recommendations to director of new hires, provides training, coaches, evaluates performance, responds to grievances, takes disciplinary action, and recommends personnel actions.

DISTINGUISHING CHARACTERISTICS

The Program Supervisor is responsible for supervising staff and all aspects of the implementation of programs and services to achieve the desired department or program outcomes with a broad range in scope. Duties generally include administering budgeted funds, grants and contracts for service, policy development and implementation, personnel management, development, coordination and evaluation of the program, and participation in the more complex aspects of the work. Incumbents possess technical and professional skills relating to the program, as well as the management skills necessary to administer juvenile justice programs and services.

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

1. Establishes and ensures program goals and objectives are carried out and met; ensures juveniles receive evidence based program services; and ensures the safety and security of all juveniles in all on site programs and secure facilities.
2. Assists in the preparation of the annual budget for assigned programs; approves all expenditures; monitors labor utilization; makes expenditure recommendations; monitors revenue, accounts receivable, and receipt of contracts.
3. Monitors program staffing needs, scheduling and coverage; provides training, orientation, feedback, coaching and counsel regarding job performance to staff; approves leave usage, ensures labor management contract compliance.

4. Writes, reviews, and submits for approval program policies and procedures; confers regularly with deputy director on general operations of facility and program policy; works closely with other Juvenile Department Management; meets regularly with staff to develop, coordinate, evaluate and discuss operation of assigned programs; communicates policy and procedures to all staff; and oversees the training of new employees and assists in developing ongoing training programs for all staff.
5. Confers and works in collaboration with other counties on policies as they affect the youth from that county that are under supervision in Marion county; communicates on the status, successes and challenges and on the status of juveniles from the sending at county; ~~confers regularly with deputy director on general operations of facility and program policy.~~
6. Prepares and submits reports as necessary or as requested by supervisor, other county departments or courts; exhibits clear communication both verbally and in writing; maintains confidentiality.
7. Provides leadership in the areas of agency change to general practices, initiatives, philosophy, policy and procedure, coordination of service delivery in the community and utilization of agency and community resources. Analyzes program outcomes and implements evidenced based practices, programs and principles to achieve desired outcomes. Motivates and supports staff to make changes necessary for timely implementation of evidenced based practices, programs and principles and department initiatives.
8. Represents the Juvenile Department internally to the County, the Court, the District Attorney, and two unions and externally in the community on committees, task forces, and policy boards when directed or as needed.
9. Promotes community education of juvenile delinquency, and best practices, maintains public relations through contacts with schools, DHS, OYA, police and other public agency personnel.
10. Addresses and monitors safety and security issues related to staff and/or the facility; coordinates facility licensing and safety inspections as required; coordinates vehicle maintenance and safety inspections; follows department and program policies and procedures.
11. Develops and maintains effective working relationships with the public, agency partners, staff and other employees of Juvenile Department. Attend and participate in professional group meetings and stay current in new trends and innovations in the field of juvenile justice service.
- ~~11.~~12. Confers with juvenile counselors, probation officers or other appropriate staff on individual problems of juveniles, confers with parents of juveniles regarding adjustments of their children and pertinent problems; and works to provide good customer services through prompt addressing of individual customer complaints or issues.
- ~~12.~~13. Works with crime victims by either responding directly to their concerns and helping them understand and exercise their rights or ensuring that the appropriate staff are addressing the ne.
- ~~13.~~14. Responds to emergency situations and interacts to diffuse aggressive situations.
- ~~14.~~15. Provides for the maintenance of the program(s) facility; contacts appropriate department staff regarding repair of problem areas.

- ~~15.~~16. Coordinates, arranges and attends quarterly and annual staff training as required on physical restraint, CPR, First Aid and other necessary training.
- ~~16.~~17. Compiles and analyzes statistical data; develops program reports. Conducts long-range planning for program; develops proposals; develops, reviews, and monitors internal and external programming linked to program. Make recommendations for program modification.
- ~~17.~~18. Consults regarding juvenile referrals; consults with staff and determines approach for program to meet client needs and background.
- ~~18.~~19. Ensures program is in compliance with OSHA and other state and federal program requirements. Reviews, assesses and arranges for maintenance of program facility.
- ~~19.~~20. Coordinates and arranges program inventory.
- ~~20.~~21. May work varied hours in order to observe work performance of staff on various shifts. Performs Officer of the Day (OD) duties, requiring 24/7 availability on a rotating basis with other Program Supervisors. As OD, provides direction and guidance to staff on all detention placements or emergency needs after hours. Makes decisions regarding the safety and security of the Juvenile Campus and reports pertinent information to the Juvenile Director.; and may be on call after hours on a rotating basis for programs within the Juvenile Department.
- ~~21.~~22. Investigates allegations of youth/staff abuse, staff misconduct, assault, suicide attempts and other sensitive issues. Participates in any "Significant Incident Review" process involving program juveniles.
- ~~22.~~23. Implements requirements of the Prison Rape Elimination Act.
24. Participates in scheduled training; attends meetings; represents the department on committees, task forces, advisory groups, policy boards, etc. as assigned.
- ~~23.~~25. Interpret and apply provisions of law, rules ordinances and regulations governing the administration and management of program areas.

EXPERIENCE AND TRAINING

1. Four (4) year college degree with major course work in social work, sociology, psychology or criminal justice or a closely related field; AND
2. Four (4) years of experience working with youth in juvenile justice or related field that includes (2) years in the specific specialty field for which we are recruiting (i.e. alternative programs, counseling, probation); AND
3. Two (2) years supervisory experience in an equivalent program or four (4) years lead worker experience in an equivalent program (may be concurrent with above experience);
OR
4. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

SPECIAL REQUIREMENTS

- Must possess, or obtain within 30 days of hire, a class C Oregon driver's license. Must possess, at time of hire, and maintain an acceptable driver's record.
- Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.

- Possession of, or obtain within 60 days of hire, a current CPR and Basic First Aid certification.
- May be required to pass a pre-employment drug screen.
- Supervisor position for the counseling program may require a LCSW (Licensed Clinical Social Worker) in Oregon.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of: juvenile behavior issues, adolescent development and current evidence based methods of intervention and treatment, skill development, risk reduction, and pro-social behavior change; juvenile law, group behavior and group treatment methodology; juvenile court and youth delinquency laws of the state; and OSHA and BOLI rules, laws, and standards.

Skill in: providing leadership by example and through coaching and motivating employees; preparing and maintaining a budget; operating a computer based on the position's requirements.

Ability to: supervise employees and lead for optimum performance; effectively communicate in both oral and written form; prepare clear and concise reports; compile and analyze statistical information; develop and implement policies and procedures; teach technical aspects of program; establish and maintain effective, professional, and collaborative working relationships with staff, the public, clients, and other agencies; diffuse conflict.

ADOPTED 5/96

REVISED 11/01, 08/04, 8/10, 03/11; 09/18

MR 11/04, 08/10; 01/12; 09/18