



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: Nov 21, 2018

Department: Business Services Agenda Planning Date: Nov 15, 2018 Time required:

Audio/Visual aids

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

Department Head Signature: [Signature]

TITLE Recommendation to uphold pay grade for classification #190, County Emergency Manager. Recommendation to adjust upward pay grade for classification #071, Property Specialist; 360, Benefits and Risk Manager; 655, Management Analyst 1; 656, Management Analyst 2; 665, Administrative Division Manager.

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, uphold pay range of class code #190, County Emergency Manager, AT pay grade 02.A28 AK (\$32.08 / \$5,560.53 - \$42.95 / \$7,444.67). Under FLSA, positions in this classification are exempt from overtime. 2. In Unit 06, MCEA, adjust upward pay range of class code #071, Property Specialist, FROM pay grade 06.C21 AK (\$21.01 / \$3,641.73 - \$28.13 / \$4,875.87) -6.59% below market comparables, TO pay grade 06.C51 AK (\$22.42 / \$3,886.13 - \$30.05 / \$5,208.67) 0.22% above market comparables. Under FLSA, positions in this classification are non-exempt from overtime. 3. In Unit 02, Non-Represented, Supervisory, adjust upward pay range of class code #360, Benefits and Risk Manager, FROM pay grade 02.A29 AK (\$33.61 / \$5,825.73 - \$45.06 / \$7,810.40) -4.33% below market comparables, TO pay grade 02.A30 AK (\$35.33 / \$6,123.87 - \$47.34 / \$8,205.60) 0.69% above market comparables. Under FLSA, positions in this classification are exempt from overtime.



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- 4. In Unit 06, MCEA, adjust upward pay range of class code #655, Management Analyst 1, FROM pay grade 06.C51 AK (\$22.42 / \$3,886.13 - \$30.05 / \$5,208.67) -5.76% below market comparables, TO pay grade 06.C52 AK (\$23.53 / \$4,078.53 - \$31.55 / \$5,468.67) -0.73% below market comparables. Under FLSA, positions in this classification are non-exempt from overtime.
- 5. In Unit 12, Non-Rep, Confidential / Non-Management, adjust upward pay range of class code#655, Management Analyst 1, FROM pay grade 12.H51 AK (\$22.42 / \$3,886.13 - \$30.05 / \$5,208.67) -5.76% below market comparables, TO pay grade 12.H52 AK (\$23.53 / \$4,078.53 - \$31.55 / \$5,468.67) -0.73% below market comparables. Under FLSA, positions in this classification are non-exempt from overtime.
- 6. In Unit 06, MCEA, adjust upward pay range of class code #656, Management Analyst 2, FROM pay grade 06.C54 AK (\$25.91 / \$4,491.07 - \$34.76 / \$6,025.07) -2.88% below market comparables, TO pay grade 06.C55 AK (\$27.21 / \$4,716.40 - \$36.44 / \$6,316.27) 1.86% above market comparables. Under FLSA, positions in this classification are exempt from overtime.
- 7. In Unit 12, Non-Rep, Conf /Non-Mgmt, adjust upward pay range of class code #656, Mgmt Analyst 2, FROM pay grade 12.H54 AK (\$25.91 / \$4,491.07 - \$34.76 / \$6,025.07) -2.88% below market comparables, TO pay grade 12.H55 AK (\$27.21 / \$4,716.40 - \$36.44 / \$6,316.27) 1.86% above market comparables. Under FLSA, positions in this classification are exempt from overtime.
- 8. In Unit 02, Non-Rep, Supervisory, adjust upward pay range of class code #665, Admin Division Mgr, FROM pay grade 02.A30 AK (\$35.33/\$6,123.87 - \$47.34/\$8,205.60) -13.74% below market comparables, TO pay grade 02.A33 AK (\$40.95 / \$7,098.00 - \$54.85 / \$9,507.33) 1.83% above market comparables. Under FLSA, positions in this classification are exempt from overtime.
- 9. 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
- Angela Solesbee, HR Manager; ASolesbee@co.marion.or.us
- Jane Vetto, County Counsel; JVetto@co.marion.or.us
- HRCompClass@co.marion.or.us
- HR Processing; hrprocessing@co.marion.or.us
  
- BOARD OF COMMISSIONERS
- John Lattimer, Chief Administrative Officer; JLattimer@co.marion.or.us;
- Cindy Johnson, Administrative Services Manager Sr; CJohnson@co.marion.or.us
  
- BUSINESS SERVICES
- Colleen Coons-Chaffins (above);
- Traci Fiske, Office Manager; TFiske@co.marion.or.us
  
- COMMUNITY SERVICES
- Tamra Goettsch, Community Services Director; tgoettsch@co.marion.or.us



MARION COUNTY BOARD OF COMMISSIONERS

## Board Session Agenda Review Form

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### FINANCE

Jeff White, Chief Financial Officer; JDWhite@co.marion.or.us

### HEALTH and HUMAN SERVICES

Cary Moller, Health Administrator; CDMoller@co.marion.or.us

Karri Tinney, Office Manager; KTINNEY@co.marion.or.us

Ryan Matthews, Departmental Division Director; RMatthews@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

### PUBLIC WORKS

Alan Haley, Public Works Director; AHaley@co.marion.or.us

Jolynn Skyberg, Office Manager Sr.; jskyberg@co.marion.or.us

### SHERIFF'S OFFICE

Jason Myers, Sheriff; Jmyers@co.marion.or.us

Troy Clausen, Undersheriff; Tclausen@co.marion.or.us

### UNIT 06 MCEA/SEIU (Non-IT)

Latricia Straw, President; LStraw@co.marion.or.us

Trish Stephens, Representative; stephenst@seiu503.org



MARION COUNTY HUMAN RESOURCES

**Personnel Findings and Recommendation Report**



**Date:** Oct 29, 2018  
**To:** Jan Fritz, Personnel Officer  
**From:** Angela Solesbee, Human Resources Manager  
**Re:** Recommendation to uphold pay grade for classification #190, County Emergency Manager.

**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:

#190, County Emergency Manager (proposed edits attached)

**GENERAL STATEMENT OF DUTIES** Under general direction, manages the planning, organizing and directing of the county's emergency preparedness, mitigation, response and recovery programs; manages departmental compliance with OSHA safety regulations and associated best management practices and policies; and manages departmental compliance with Workers' Compensation Program. Performs other related duties as assigned.

**SUPERVISION RECEIVED** Works under the general direction of the Building and Planning Division Manager who sets goals and reviews work for conformance to department policies and legal requirements.

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

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 within market.

**Recommendation:**

1. In Unit 02, uphold pay range of class code #190, County Emergency Manager AT pay grade 02.A28 AK (\$32.08 / \$5,560.53 - \$42.95 / \$7,444.67). Under FLSA, positions in this classification are exempt from overtime.
2. Approve recommendation



MARION COUNTY HUMAN RESOURCES

# Personnel Findings and Recommendation Report

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

  
\_\_\_\_\_  
Jan Fritz, Personnel Officer

\_\_\_\_\_  
Date

11/5/18

**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](mailto:jfritz@co.marion.or.us)  
Colleen Coons-Chaffins, Business Services Director; [cchoonschaffins@co.marion.or.us](mailto:cchoonschaffins@co.marion.or.us)  
Angela Solesbee, HR Manager; [ASolesbee@co.marion.or.us](mailto:ASolesbee@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)  
[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)



## County Emergency Manager

Classification #190  
FLSA: Exempt  
EEOC: 02

### GENERAL STATEMENT OF DUTIES

Under general direction, manages the planning, organizing and directing of the county's emergency preparedness, hazard identification, mitigation, response and recovery programs; ~~manages departmental compliance with OSHA safety regulations, as related to homeland security; evaluate and associated best monitor disaster management practices; serve as county liaison and policies; technical advisor to local, regional, state and manages departmental compliance with Workers' Compensation Program federal agencies; and manages the county's communication systems.~~ Performs other related duties as assigned.

### SUPERVISION RECEIVED

Works under the general direction of the ~~Building and Planning Division Manager~~ Public Works Director/Director of Emergency Management who sets goals and reviews work for conformance to department policies and legal requirements.

### SUPERVISION EXERCISED

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

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

1. Plans and coordinates for interdepartmental, intergovernmental, and interagency emergency operations; assists local jurisdictions in disaster planning and preparedness.
2. Plans and develops County Emergency Operations Plan (EOP) including basic plan, disaster declaration procedures, line of succession, emergency support functions, and response plan annexes. Serves as technical advisor to special districts and cities in their plan development.
3. Develops and maintains County's readiness to operate the Emergency ~~Coordination~~ Operation Center (EOC) ~~facility~~ to include physical space, internal communications, operating procedures, staffing and staffing structure using the Incident Command System.
4. Develops and implements semi-annual exercises and drill programs to assess and maintain the County's ability to respond to and recover from emergencies; evaluates the ability of other public and private organizations to do the same; facilitates after action analysis of incidents.
5. Ensures compliance with county ordinances and the ORS concerning implementing county implementing county emergency management plans including, but not limited to, the EOP, COG, COOP, Hazard Mitigation, and Disaster Recovery plan. Implements the goals and objectives of FEMA.

- 4.6. Coordinates with multi-jurisdictional task forces in the creation of the FEMA mandated plans and in creating an interoperable communication network.
- 5.7. Works with appropriate state and federal agencies to process disaster recovery claims.
- 6.8. Manages emergency coordination for hazardous waste incidents ~~on county roads and department property~~ in cooperation with other agencies; coordinates response for other pollution complaints; develops, and instructs employees on, emergency response procedures; and hazardous waste operations and disposal.
- ~~7. Supervises the Public Works Safety Program, ensuring departmental compliance with OSHA and the safety requirements of other regulatory agencies; and works closely with Risk Management who is responsible for the countywide program.~~
- ~~8. Supervises the Public Works Workers' Compensation Program as it applies to Oregon Revised Statute, (ORS) 654, 656, 659 and 183, County and departmental policies; and works closely with Risk Management who is responsible for the countywide program.~~
- ~~9. Represent the county/department on local, regional and state committees to ensure proper coordination in the event of a natural disaster.~~
- ~~10. Manages the county's communications systems. Oversees buildout and maintenance of the county microwave system. Develops strategies and implements solutions to maintain the Sheriff Office's and the Public Works' radio networks.~~
- ~~11. Works with the Marion County Public Safety Leadership and the 911 centers in development and maintenance of countywide interoperable communications.~~
- 9.12. Develops and submits mandated reports and progress updates to regulatory agencies; establishes and maintains a system for preparing emergency reports required for the coordination of emergency operations between the County and state government; prepares grant proposals.
- 10.13. Develops and maintains inventories of available resources owned by government and private organizations; provides a system for requesting emergency services not available from county resources.
- 11.14. Acts as backup to the Emergency Management Director in responding to emergencies.
15. Works with the Marion County Sheriff's Office as part of the Marion County Search and Rescue Overhead Team.
- 12.16. Prepares and administers the program budget; prepares grant requests for annual state funding; prepares Homeland Security grants for special projects, disaster management, and communication system enhancements.
- ~~13. Works with the Marion County Public Safety Leadership and the 911 centers in development and maintenance of countywide interoperable communications.~~

## EXPERIENCE AND TRAINING

1. Four-year college degree with major course work in management and communications, public or business administration or a related field AND
2. Two years of experience in emergency management, business or program management/administration ~~and/or safety/workers' compensation~~ AND Two years of supervisory or lead worker experience (experience may be concurrent); OR

3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

### SPECIAL REQUIREMENTS

1. Must possess, or obtain within 30 days of hire, a valid Oregon driver's license. Must possess, at time of hire, and maintain an acceptable driver's record.
2. Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.
- 2.3. Must be available for 24-hour on-call response for incident/disaster management.

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of federal, state, and local laws and regulations related to disaster preparedness, responses and restoration; management principles and practices; budgeting or accounting.; Thorough knowledge of the principles of disaster planning and exercise design; the Incident Command System (ICS) and EOC management. Working knowledge of basic principles of supervision and project management; basic principles of grant writing; ~~safety requirements and OSHA regulations as they apply to the fields of construction and road construction and maintenance; and~~ the practices of inspection, detection, and control of hazards following catastrophic incidents; knowledge of the effects of contaminants ~~{(radiation, chemicals, etc.)}~~ on the environment.; ~~communications equipment, radio frequencies and network design.~~

Skills and Ability to coordinate and facilitate program activities with other departments and agencies; communicate effectively in both oral and written form; establish and maintain cooperative working relationships with individuals, whether members of the public or coworkers, from diverse groups or backgrounds; supervise and train assigned staff and volunteers; apply rapidly changing priorities to work in progress; identify, prepare, submit and implement grant proposals; effectively supervise employees, oversee the work of contractors, and coordinate the work of volunteers; write reports, manuals, guides and policies; speaking before groups; understand, interpret, and apply legislation, rules and regulations; and establish and maintain effective working relationships.

**ADOPTED** 4/ 92

**REVISED** 10/94; 6/95; 4/04; 11/10; 8/12; 4/14; 11/18

**MR** 8/11; 11/18





MARION COUNTY HUMAN RESOURCES

**Personnel Findings and Recommendation Report**

**Date:** Nov 5, 2018  
**To:** Jan Fritz, Personnel Officer  
**From:** Angela Solesbee, Human Resources Manager  
**Re:** Recommendation to adjust upward pay grade for classification #071, Property Specialist; 360, Benefits and Risk Manager; 655, Management Analyst 1; 656, Management Analyst 2; 665, Administrative Division Manager.

**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:

#071, Property Specialist (proposed edits attached)

GENERAL STATEMENT OF DUTIES Coordinates and makes recommendations for the sale, transfer and surplus of real and personal property; coordinates real property auctions and other property sales; maintains property records; makes recommendations and monitors all leases; performs other related duties as needed.

SUPERVISION RECEIVED Works under the supervision of the Chief Financial Officer in Finance who assigns work, establishes goals, and reviews results obtained for overall effectiveness through the analysis of reports and conferences.

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

#360, Benefits and Risk Manager

GENERAL STATEMENT OF DUTIES The Benefits and Risk Manager is responsible for the strategic direction and administration of Marion County benefit programs including medical, dental, flexible benefits, employee assistance, life insurance, disability benefits, and retirement programs. The incumbent administers the county's insured and self-insured programs for general and auto liability, property, employee benefits and workers compensation programs.

SUPERVISION RECEIVED Works under general supervision of the Business Services Director who provides general policy guidelines and evaluates performance through conferences and observation of results obtained for overall effectiveness through the analysis of reports and conferences.

SUPERVISION EXERCISED Provides supervision, direction, and leadership for benefits and risk management professionals, technical and administrative staff. Participates in the selection, trains, and evaluates personnel; provides for staff training and professional development; works with employees to correct performance deficiencies; implements disciplinary procedures, as needed.

#655, Management Analyst 1

GENERAL STATEMENT OF DUTIES Performs a variety of professional management tasks that have department-wide scope and impact, including program development, preparing and analyzing project budgets, and analyzing contractual and administrative operations. Performs other related duties as required.

SUPERVISION RECEIVED Works under the supervision of a department head or his/her designee.

SUPERVISION EXERCISED May provide leadership and direction to assigned support staff in relation to special projects or assignments.



## MARION COUNTY HUMAN RESOURCES

# Personnel Findings and Recommendation Report

### #656, Management Analyst 2

**GENERAL STATEMENT OF DUTIES** Performs complex management analysis and coordination activities that have department or countywide scope and impact with significant community involvement, including program research and development, forming and chairing special task forces and committees involving the county and members of the community, and coordinating and administering a variety of special programs. Performs other related duties as required.

**SUPERVISION RECEIVED** Works under the general direction of a department head or his/her designee, with additional recommendations from teams, task forces and committees.

**SUPERVISION EXERCISED** May provide leadership and direction to clerical or professional staff in relation to special projects or assignments.

### #665, Administrative Division Manager (proposed edits attached)

**GENERAL STATEMENT OF DUTIES** Administers the overall administrative functions of the department, including clerical support, accounting, management information and analysis, facility maintenance and customer service program administration. Coordinates information technology projects. Oversees contract coordination and administration, and multiple technical programs including the countywide fleet program, for both light duty and heavy equipment. Prepares and monitors department budget, including monthly revenue streams. Oversees the management of Service District operations and budget preparation.

**SUPERVISION RECEIVED** Works under the general supervision of the Director of Public Works, who evaluates performance based on established goals.

**SUPERVISION EXERCISED** Supervision is exercised over supervisory and line staff in assigned areas. Participates in the selection of new personnel, provides for training, evaluates performance and responds to grievances or disciplinary problems.

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 06, MCEA, adjust upward pay range of class code #071, Property Specialist, FROM pay grade 06.C21 AK (\$21.01 / \$3,641.73 - \$28.13 / \$4,875.87) -6.59% below market comparables, TO pay grade 06.C51 AK (\$22.42 / \$3,886.13 - \$30.05 / \$5,208.67) 0.22% above market comparables. Under FLSA, positions in this classification are non-exempt from overtime.
  2. In Unit 02, Non-Represented, Supervisory, adjust upward pay range of class code #360, Benefits and Risk Manager, FROM pay grade 02.A29 AK (\$33.61 / \$5,825.73 - \$45.06 / \$7,810.40) -4.33% below market comparables, TO pay grade 02.A30 AK (\$35.33 / \$6,123.87 - \$47.34 / \$8,205.60) 0.69% above market comparables. Under FLSA, positions in this classification are exempt from overtime.
  3. In Unit 06, MCEA, adjust upward pay range of class code #655, Management Analyst 1, FROM pay grade 06.C51 AK (\$22.42 / \$3,886.13 - \$30.05 / \$5,208.67) -5.76% below market comparables, TO pay grade 06.C52 AK (\$23.53 / \$4,078.53 - \$31.55 / \$5,468.67) -0.73% below market comparables. Under FLSA, positions in this classification are non-exempt from overtime.
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  5. In Unit 06, MCEA, adjust upward pay range of class code #656, Management Analyst 2,
-



MARION COUNTY HUMAN RESOURCES

**Personnel Findings and Recommendation Report**

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7. In Unit 02, Non-Represented, Supervisory, adjust upward pay range of class code #665, Administrative Division Manager, FROM pay grade 02.A30 AK (\$35.33 / \$6,123.87 - \$47.34 / \$8,205.60) -13.74% below market comparables, TO pay grade 02.A33 AK (\$40.95 / \$7,098.00 - \$54.85 / \$9,507.33) 1.83% above market comparables. Under FLSA, positions in this classification are exempt from overtime.

8. 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  
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; HRProcessing@co.marion.or.us; HRCompClass@co.marion.or.us

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PUBLIC WORKS: Alan Haley, Public Works Director; AHaley@co.marion.or.us; Jolynn Skyberg, Office Manager Sr.; jskyberg@co.marion.or.us

SHERIFF'S OFFICE: Jason Myers, Sheriff; Jmyers@co.marion.or.us; Troy Clausen, Undersheriff; Tclausen@co.marion.or.us



## Property Specialist Property Coordinator

Class Code ~~071~~ Reclassification of Position

Bargaining Unit: 06

Marion County Employees Association

FLSA: Non-Exempt

EEOC: 06 Administrative Support

Department: Finance

### GENERAL STATEMENT OF DUTIES

Coordinates and makes recommendations to develop, plan, coordinate, and evaluate a portfolio of tax-foreclosed and other surplus County real and/or personal property assets; to maintain, minimize risk, avoid loss, and improve the value of surplus County real and/or personal property; to conduct field inspections; to lead, plan and coordinate the promotion and conduct of public auction or other sales of properties; and to do other work as required for the maintenance, sale, transfer and surplus of real and personal property; coordinates real property auctions and other property sales; maintains property records; makes recommendations and monitors all leases; performs other related duties as needed.

### SUPERVISION RECEIVED

Works under the general supervision of the Chief Financial Officer Contracts and Procurement Manager in Finance who assigns work, establishes goals, and reviews results obtained for overall effectiveness through the analysis of reports, and conferences observation, and personal interaction.

### SUPERVISION EXERCISED

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

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

1. Reviews the listing of real property set for property tax foreclosure proceedings; researches properties and obtains property information necessary for foreclosure; collects information from other governmental agencies with jurisdiction on properties; maintains property files. Coordinates and makes recommendations connected to real property: tax foreclosed property, surplus land, cemeteries, easements, right-of-ways, parks, etc. and related real property transfers; researches legal descriptions and status; determines status of ownership through deed research.; maintain property files.
2. Coordinates the real property auction and private sales; conducts property site inspections; sets up and assists with auction and conducts other property sales and the transfer of the property; prepares and records deeds and land sales contracts.
2. Conducts inspections of properties, including site visits; determines possible liabilities and mitigation steps necessary to proceed with disposal of property; works positively with local code enforcement jurisdictions to mitigate violations; determines availability for sale and appropriate sale methods; supervises the preparation, coordination and conduct of public sales of properties with the Sheriff's Office and County Counsel; advertises and promotes properties available for sale. May have direct contact with individuals who are angry or upset.

- ~~3. Coordinates, makes recommendations for negotiating, and monitors all leases for outside facilities required by Marion County departments and leases of county-owned property to outside agencies to ensure compliance with county policy. Maintain document files and tracking of all lease documents entered into by Marion County. Conducts physical site inspections on tax foreclosed and/or surplus county properties. Manages cleanup and maintenance of county owned tax foreclosed property, including proper disposal of hazardous material. Maintain positive relationships with local code enforcement jurisdictions.~~
- ~~3. Researches county and other public records to identify property ownership and determine property rights; orders title reports when required; examines and reconciles title reports for accuracy of the vesting and legal descriptions of properties, and any conflicting issues such as existing easements, judgments, covenants, conditions and restrictions, liens and encumbrances; processes release of surplus rights-of-way; requests appraisal reports from independent appraisers to determine the value of easements or real property; prepares and records deeds and land sale contracts.~~
- ~~4. Coordinate, file and monitor property tax exemption applications with the Marion County Assessor's office for all real property (non county-owned facilities) leased by Marion County departments to ensure compliance required by ORS 307.090. Implement and manage process to assist property owners and/or tenants to vacate property prior to final foreclosure. Coordinates assistance with other county departments such as Health and Human Services, Sheriff's Office, and other community organizations.~~
- ~~4.5. Oversees projects such as ordering boundary surveys and hazardous waste cleanup by using appropriate solicitation methods to select qualified professionals; reviews work products; prepares cost estimates, monitors and maintains records on the financial status and progress of work to ensure projects are completed on schedule and meet local, state or federal standards.~~
- ~~5.6. Provides administrative support; types/word processes a variety of documents; compose correspondence; schedules, organizes, and coordinates meetings; takes, prepares, and distributes meeting minutes. Develops and maintains internet website for tax foreclosed properties. Responds to public questions or inquiries on county owned properties, policies and procedures.~~
- ~~7. Provides, coordinates, and maintains real property issues. Reads and interprets Oregon Statutes and develops/updates county policies and procedures for sale disposition of tax foreclosed and county owned properties.~~
- ~~6. Provides administrative support; types/word processes a variety of documents; composes correspondence; schedules, organizes, and coordinates meetings, takes, prepares, and distributes meeting minutes.~~

## EXPERIENCE AND TRAINING

- ~~1. Graduation from a senior high school~~High School diploma or GED; AND,;  
~~— 1-2 years post high school coursework preferred.~~
- ~~2. Minimum of Two (2) years' experience with property or facilities management; OR~~

- ~~1.3. paAdvanced coursework at a college or university in business or real estate; ORreferably supplemented with advanced course work in accounting, business, or real estate related topics; AND two years of general office experience; AND one year of Real Estate experience; OR one year of document research.~~
4. Any satisfactory equivalent combination of education, training, and/or experience relevant to the position.

### **SPECIAL QUALIFICATIONSREQUIREMENTS**

- Must possess, or obtain within 30 days of hire, a valid Oregon driver's license. Must possess, at time of hire, and maintain an acceptable driver's record.
- ~~Must possess a current Oregon driver's license or, if in possession of a current out-of-state driver's license, obtain a valid Oregon driver's license within 30 days of hire.~~
- ~~Must possess, at time of hire, and maintain an acceptable driver's record.~~
- Must pass a criminal history background ~~check~~investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of laws, rules, policies and practices regarding tax foreclosure and public auctions (ORS 275); real estate title research and transfer transactions; property maintenance; purchasing and contracting processes and requirements; Department of Environmental Quality regulations and processes. laws, rules and regulations pertaining to the purchase of surplus property, tax foreclosed property (ORS 275), real estate property and other transfers of real property; real estate terminology and law; record keeping procedures; research techniques and procedures; public relations techniques and concepts; techniques of training; concepts and techniques of prioritizing/organizing work.

Ability and skill to interpret and apply statutes, ordinances and County policies and procedures; read and understand maps, legal descriptions, profiles and other technical data related to property; coordinate the work of external professionals and contractors; compose correspondence requiring initiative and judgment; conduct independent research; establish and maintain effective working relationships with County employees and officials, service providers, other governmental agencies, citizen groups and the public; communicate effectively, both orally and in writing; operate computer hardware and software.to understand legal descriptions; read maps; conduct research; collect, evaluate and summarize data; prepare clear and concise reports; communicate effectively both in oral and written form; establish and maintain effective and professional working relationships with other employees, the public, and other agencies; operate modern office equipment; operate a motor vehicle; give and prioritize work assignments.

### **WORKING CONDITIONS**

- Occasional duties in the filedfield require walking, twisting, balancing, and involve exposure to inclement weather, noise, and slippery and/or uneven terrain.

**ADOPTED** 07/00  
**REVISED** 10/03; 01/09; 11/18  
**MR** 01/09; 11/18



# Administration Division Manager

Classification #665  
Bargaining Unit: 02  
Supervisory

FLSA: Exempt

EEOC: 02 Professionals

Department: Public Works

## GENERAL STATEMENT OF DUTIES

Administers the overall administrative functions of the department, including clerical support, accounting, management information and analysis, facility maintenance in coordination with the Business Services department and customer service program administration. Coordinates information technology projects. Oversees contract coordination and administration, and multiple technical programs including the countywide fleet program, for both light duty and heavy equipment. Prepares and monitors department budget, including monthly revenue streams. Oversees the budget preparation management of Service Districts ~~operations and budget preparation~~.

## SUPERVISION RECEIVED

Works under the general supervision of the Director of Public Works, who evaluates performance based on established goals.

## SUPERVISION EXERCISED

Supervision is exercised over supervisory and line staff in assigned areas. Participates in the selection of new personnel, provides for training, evaluates performance, and responds to grievances or disciplinary problems.

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

1. Supervises department supervisory and line staff in assigned areas. Oversees, as necessary, clerical services in concert with the Senior Office Manager.
2. ~~Supervises wastewater operators and is Operations Manager~~, Secretary and Budget Officer for four Service Districts and one lighting district.
3. Manages departmental financial operations. Responsible for preparation Prepares and monitorings department budget, including monthly revenue stream; interacts with County Finance and the Treasurer's department for current financial/budget information and contracts coordination. Prepares and maintains complex financial monitoring and forecasting models.
- 3.4. Prepares and makes presentations to the Board of Commissioners and other agencies/corporations covering budgetary and operational topics
- 4.5. Oversees and assigns special projects such as process improvement, productivity improvement, time management studies, and customer service enhancements throughout the department.
- 5.6. Coordinates information technology within the department including new equipment purchases, project completion deadlines, internet and intranet web page completion and maintenance, communications and budget needs.

7. Manages countywide light duty fleet, heavy equipment fleet, and pool car programs including overseeing purchasing, rate setting, billings, and communications with all departments.
- ~~6.8.~~ Oversees and coordinates facility based planning and project management, and is the department liaison with Business Services Facilities for all department projects.
- 7.9. \_\_\_\_\_ Coordinates analysis of legislative bills affecting the department and reports accordingly to section and division managers.
- 8.10. \_\_\_\_\_ Establishes and monitors standards and procedures to promote information flow between the department's sections/divisions; coordinates communications between the department and other public or private agencies seeking information about departmental operations, and oversees the department's record management program.
- 9.11. \_\_\_\_\_ Represents department at meetings, committees, and task forces as assigned by the department head.
- ~~10.12.~~ \_\_\_\_\_ Actively participates on the Public Works leadership team; engages in short-term and long-term planning for the department; acts in the capacity of the department head as requested

#### **EXPERIENCE AND TRAINING**

1. Bachelor's degree with emphasis in accounting, knowledge of governmental operations with preferred experience in Public Works; AND
2. Five (5) years management experience with progressively responsible supervisory duties; AND
3. Five (5) years of budget management and reporting experience with responsibilities in coordinating and reviewing multiple division budgets; OR
4. Any satisfactory equivalent combination of education, training, and/or experience relevant to the position.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of budget planning, preparation and projection; knowledge of the principles and practices of public administration, including advanced accounting and financial management; knowledge of principles of sound organization and management; knowledge of statistical techniques used in research and management studies; knowledge of Fleet practices and procedures; general knowledge of Facility Management and Security. Ability to make recommendations based on information collected in studies and illustrate policy impact of alternative decisions. Skill in interpreting office automation, data processing, and systems improvement studies; skill in applying statistical techniques to research and administrative studies; skill in applying the principles and techniques involved in management improvement studies. Ability to supervise employees in clerical, administrative and technical work; ability to establish and maintain effective working relationships with all customers including department managers, other employees, other departments and the public; ability to develop and present concise and definitive oral and written reports.

**ADOPTED** 04/89

**REVISED** 03/02; 04/02; 12/08; 04/09 (retitled); 08/14; 11/18

**MR** 12/08; 11/18