



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: April 8, 2020

Department: Business Services Agenda Planning Date: April 2, 2020 Time required:

Audio/Visual aids

Contact: Colleen Coons-Chaffins Phone: 503-373-4426

Department Head Signature: CC Chaffins

TITLE Recommendation to establish new classifications and pay grades for the #652 Support Specialist (Non-IT) classification, and #185 Data Specialist; also recommendation to adjust upward pay grade for #650 Support Specialist (IT) classification.

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, Establish pay range of Support Specialist (Non-IT), class code XXX FROM pay grade 08.F18N A.K (\$22.12/\$ 3,834.13 - \$29.61/\$5,132.40) TO pay grade 06.C52 A.K (\$24.01/\$4,161.73 - \$32.19/\$5,579.60 ) Under FLSA positions in this classification are non-exempt from overtime. 2. In unit 06, Establish pay range of Data Specialist, class code XXX TO pay grade 06.C26 A.K (\$29.13/\$5,049.20 - \$39.03/\$6,765.20) Under FLSA positions in this classification are non-exempt from overtime. 3. In unit 08, adjust pay range of Support Specialist (IT),, class code 650 FROM pay grade 08.F20 A.K (\$24.12/\$4,180.80 - \$32.28/\$5,595.20) TO pay grade 08.F23 A.K (\$27.89/\$4,834.27 - \$37.40/\$6,482.67) Under FLSA positions in this classification are non-exempt from overtime. 4. Approve recommendation

List of attachments: PFR

Presenter:



MARION COUNTY BOARD OF COMMISSIONERS

## Board Session Agenda Review Form

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

Copies to:

Jan Fritz, Chief Administrative Officer; [jfritz@co.marion.or.us](mailto:jfritz@co.marion.or.us)  
Michelle Shelton, Chief Human Resources Officer; [mshelton@co.marion.or.us](mailto:mshelton@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@marion.or.us](mailto:jvetto@marion.or.us)  
Ryan Matthews, Interim HHS Administrator; [rmatthews@co.marion.or.us](mailto:rmatthews@co.marion.or.us)  
Scott Emry, IT Director; [semry@co.marion.or.us](mailto:semry@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)



MARION COUNTY HUMAN RESOURCES

**Personnel Findings and Recommendation Report**

**Date:** Mar 26, 2020  
**To:** Jan Fritz, Personnel Officer  
**From:** Michelle Shelton, CHRO  
**Re:** Recommendation to establish a new classification and pay grade for #185 Data Specialist

**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:  
  
[XXX Data Specialist]  
GENERAL STATEMENT OF DUTIES  
Incumbents perform journey-level activities to the research and analysis of routine administrative and business management policies and practices while developing proficiency and experience related to government operations and administration. Responsibilities include preparing statistical and related reports; providing administrative and analytical support; and analyzing budget, program, contract, and/or service delivery modifications.

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.

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 [these classifications] to be [below within above] market.

- Recommendation:**
1. In unit 06, establish pay range of Data Specialist, class code XXX  
AT pay grade 06.C26 A.K (\$29.13/\$ 5,049.20 - \$39.03/\$ 6,765.20 )  
Under FLSA positions in this classification are non-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

\_\_\_\_\_  
3/30/20



## MARION COUNTY HUMAN RESOURCES

# Personnel Findings and Recommendation Report

**Date:** Mar 26, 2020

**To:** Jan Fritz, Personnel Officer

**From:** Michelle Shelton, CHRO

**Re:** Recommendation to establish a new classification and pay grade for the #652 Support Specialist (Non-IT) classification, and to adjust upward pay grade for #650 Support Specialist (IT) classification.

**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:

#XXX Support Specialist (Non-IT)  
GENERAL STATEMENT OF DUTIES

Journey level classification of the Information Services series, which applies specialized knowledge in department wide, multiple software applications; conducts training sessions; assists in design, implementation, maintenance, and configuration of systems and applications, and recommend policy or procedural changes to ensure effectiveness and efficiency of systems; provides technical assistance in and facilitates the use of computer hardware and software for a department; and performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of a supervisor who assigns work, establishes goals, and reviews work for conformance to technical standards and compliance with department goals.

SUPERVISION EXERCISED

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

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.

#650 Support Specialist (IT)  
GENERAL STATEMENT OF DUTIES

Journey level classification of the Information Services series, which applies specialized knowledge in department wide, multiple software applications; conducts training sessions; assists Programmer Analysts in design of systems and applications, and recommend policy or procedural changes to ensure effectiveness and efficiency of systems; provides technical assistance in and facilitates the use of computer hardware and software for a department; and performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of a Information Technology supervisor who assigns work, establishes goals, and reviews work for conformance to technical standards and compliance with department goals.

SUPERVISION EXERCISED

Supervision of other employees is not a responsibility of positions in this classification; however, may exercise lead direction over other technical or clerical staff.



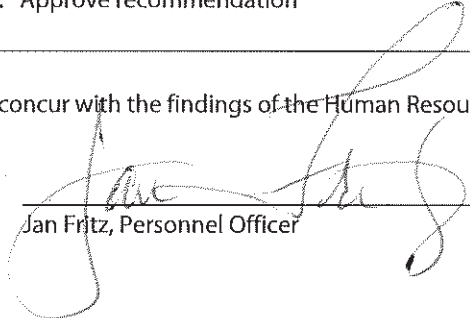
MARION COUNTY HUMAN RESOURCES

**Personnel Findings and Recommendation Report**

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

- Recommendation:**
1. In unit 06, Establish pay range of Support Specialist (Non-IT), class code XXX  
 FROM pay grade 08.F18N A.K (\$22.12/\$ 3,834.13 - \$29.61/\$5,132.40)  
 TO pay grade 06.C52 A.K (\$24.01/\$ 4,161.73 - \$32.19/\$ 5,579.60 )  
 Under FLSA positions in this classification are non-exempt from overtime.
  2. In unit 08, adjust pay range of Support Specialist (IT),, class code 650  
 FROM pay grade 08.F20 A.K (\$24.12/\$ 4,180.80 - \$32.28/\$ 5,595.20)  
 TO pay grade 08.F23 A.K (\$27.89/\$ 4,834.27 - \$37.40/\$ 6,482.67)  
 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.




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Jan Fritz, Personnel Officer

3/30/20  
 Date

<p><b>Copies to:</b>          Copy of completed paperwork sent to the following:          (Include names and e-mail addresses.)</p>	<p>Jan Fritz, Chief Administrative Officer; jfritz@co.marion.or.us          Michelle Shelton, Chief Human Resources Officer; mshelton@co.marion.or.us          Colleen Coons-Chaffins, Business Services Director; ccoonschaffins@co.marion.or.us          Jane Vetto, County Counsel; jvetto@marion.or.us          Ryan Matthews, Interim HHS Administrator; rmatthews@co.marion.or.us          Scott Emry, IT Director; semry@co.marion.or.us          HRProcessing@co.marion.or.us          HRCompClass@co.marion.or.us</p>
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