



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting Date: April 16, 2025

Department: Human Resources

Title: Recommendation to approve attached Personnel Findings and Recommendation Reports.

Management Update/Work Session Date: Apr 3, 2025 Audio/Visual aids []

Time Required: 5 minutes Contact: hrcompclass@co.marion.or.us Phone: x7777

Requested Action: Recommendation to adjust pay grades upward for class code #188, Labor and Employee Relations Manager; #196, Human Resources Information System Analyst; from 13.G24 to 13.G50; and update classifications.

Issue, Description & Background: As part of the strategy to maintain Marion County compensation and classification programs, human resources 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. In determining if a classification is appropriately compensated HR conducts 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 comparators 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.

Financial Impacts:

Impacts to Department & External Agencies:

List of Attachments: Personnel Findings and Recommendations Reports (1)

Presenter: Salvador Llerenas

Department Head Signature: Salvador Llerenas



Personnel Findings and Recommendation Report

Date: Apr 8, 2025
To: Jan Fritz, Personnel Officer
From: Salvador Llerenas, Chief Human Resources Officer
Re: Recommendation to update two classifications and adjust pay grades upward.

Background Information:

As part of the strategy to maintain Marion County compensation and classification programs, human resources 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. In determining if a classification is appropriately compensated HR conducts 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 comparators 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.

Discussion:

Functions performed by classification:

#188, Labor and Employee Relations Manager
GENERAL STATEMENT OF DUTIES Manage and coordinate countywide labor relations including contract language development, contract negotiations, contract administration and interpretation, union relations and policy development, and coordination of labor relations activities with other divisions and departments. Assist the Chief Human Resources Officer in developing strategic human resource plans and setting strategic direction for the county's labor relation's functions. Act as the county's negotiator in all collective bargaining negotiations between Marion County and Marion County employees.

#196, Human Resources Information System Analyst
GENERAL STATEMENT OF DUTIES Perform various technical and administrative assignments of a complex nature in support of the Human Resources Department. Coordinate and maintain all employee data and records related to the Human Resources Information System (HRIS), Laserfiche, and associated applications. Provide complex administrative and analytical support. Collect and analyze data to identify patterns and trends, remove bias and inform decision-making. Prepare recurring and specialized reports. Make process improvement recommendations.

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

Recommendation:

- 1. In unit 02, unrepresented, adjust pay grade upward, class code #188, Labor and Employee Relations Manager; from 02.A31 to 02.A32.
- 2. In unit 13, unrepresented, adjust pay grade upward, class code #196, Human Resources Information System Analyst; from 13.G24 to 13.G50.
- 3. Approve recommendation beginning the first pay period following approval by the Board.

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

Jan Fritz, Personnel Officer

4/8/2025

Date