



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting Date: November 13, 2024

Department: Human Resources

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

Management Update/Work Session Date: Oct 31, 2024 Audio/Visual aids []

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

Requested Action: Approve the recommendation to update the classification, adjust the pay grade upward for class code #206, Assistant Director of Juvenile Department, and retitle to Juvenile Deputy Director; update the classification, adjust the pay grade upward for class code #227, Assistant Juvenile Supervisor, and retitle to Juvenile Assistant Program Supervisor; update the classification, uphold the pay grade for class code #225, Juvenile Detention Supervisor, and retitle to Juvenile Detention Manager; and update the classification and uphold the pay grade for class code #230, Juvenile Program Supervisor.

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: Adjustments impact ten Juvenile Department positions.

List of Attachments: Personnel Findings and Recommendations Reports (2)

Presenter: Salvador Llerenas

Department Head Signature: Salvador Llerenas



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Nov 7, 2024
To: Jan Fritz, Personnel Officer
From: Salvador Llerenas, Chief Human Resources Officer
Re: Recommendation to update two classifications and uphold pay grades.

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:

#225, Juvenile Detention Supervisor; retitle to Juvenile Detention Manager
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.

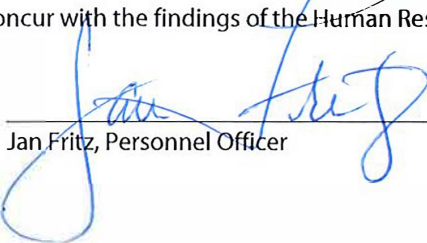
#230, Juvenile Program Supervisor
GENERAL STATEMENT OF DUTIES Under general direction, to plan, manage, evaluate and participate in program development and supervision of staff in the development and implementation of a specialized program or programs; to direct, coordinate, facilitate and participate in the activities of assigned programs; to supervise program staff; to develop, plan and evaluate the administrative and fiscal systems, policies and procedures of assigned program areas.

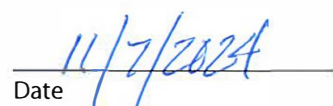
After review, HR found these classifications to be within market.

Recommendation:

1. In Unit 2 - Supervisory, Non-Represented, uphold class code #225, Juvenile Detention Supervisor; retitle to Juvenile Detention Manager; at 02.A30.
2. In Unit 2 - Supervisory, Non-Represented, uphold class code #230, Juvenile Program Supervisor; at 02.A29.
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


Date



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Nov 7, 2024
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:

#206, Asst Director of Juvenile Department; retitle to Juvenile Deputy Director
GENERAL STATEMENT OF DUTIES The Assistant Director of Juvenile Department provides leadership and direction in day-to-day operations, services and resources of the Juvenile Department which includes juvenile probation services, detention, alternative programs, counseling programs, family support program, guaranteed attendance program, research, data and evaluation unit, food and medical services, and campus building maintenance and improvement projects; acts as an assistant to the Juvenile Director.

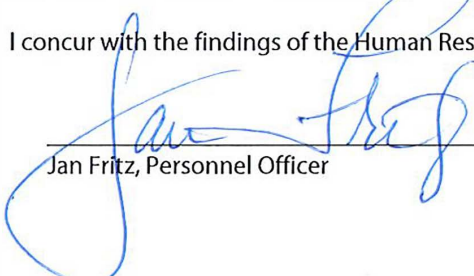
#227, Assistant Juvenile Supervisor; retitle to Juvenile Assistant Program Supervisor
GENERAL STATEMENT OF DUTIES An Assistant Juvenile Supervisor assists in the management of one or more juvenile programs. Responsibilities include assisting with the supervision of daily program operations and short-term and long-term program planning. Incumbents are responsible for the safety and security of juveniles, staff, and when applicable the facility (i.e. Detention and Guaranteed Attendance Program).

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

Recommendation:

1. In Unit 2 - Supervisory, Non-Represented, adjust pay grade upward, class code #206, Asst Director of Juvenile Department; retitle to Juvenile Deputy Director; from 02.A34 to 02.A36.
2. In Unit 2 - Supervisory, Non-Represented, adjust pay grade upward, class code #227, Assistant Juvenile Supervisor; retitle to Juvenile Program Assistant Supervisor; from 02.A25 to 02.A27.
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



Date