



MARION COUNTY BOARD OF COMMISSIONERS

## Board Session Agenda Review Form

Meeting date: Jul 8, 2020

Department: Business Services

Agenda Planning Date: Jul 2, 2020

Time required:

☐ Audio/Visual aids

Contact: Michelle Shelton, CHRO

Phone: 503-589-3295

Department Head Signature:

*Michelle Shelton*

**TITLE**

Consider recommendation to reactivate classification #037, Payroll Manager, retitle to Payroll Supervisor, and establish pay grade; uphold pay grades for classification #562, Developmental Disabilities Associate 2; #563, Developmental Disabilities Specialist 1; and #564, Developmental Disabilities Specialist 2; and adjust upward pay grades for classification #254, Education Services Advocate, #637, Support Enforcement Agent 1, and #638, Support Enforcement Agent 2.

**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. 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, unrepresented, supervisory, reactivate and establish the pay grade of class code #037, Payroll Supervisor, at 02.A27.
2. In Unit 06, MCEA, uphold the pay range of class code #562, Developmental Disabilities Associate 2 at 06.C50.
3. In Unit 06, MCEA, uphold the pay range of class code #563, Developmental Disabilities Specialist 1 at 06.C51.
4. In Unit 06, MCEA, uphold the pay range of class code #564, Developmental Disabilities Specialist 2 at 06.C53.
5. In Unit 06, MCEA adjust upward the pay range of class code #254, Education Services Advocate from 06.C50 to 06.C51.
6. In Unit 06, MCEA adjust the pay range of class code #637, Support Enforcement Agent, upward from 06.C47 to 06.C21.



MARION COUNTY BOARD OF COMMISSIONERS

# Board Session Agenda Review Form

7. In Unit 06, MCEA adjust the pay range of class code #638, Support Enforcement Agent 2, upward from 06.C22 to 06.C51.
8. Approve recommendation beginning of first pay period following approval by the Board.

List of attachments:

Personnel Findings and Recommendation Reports

Presenter:

n/a

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

Copies to:

Jan Fritz, County Administrative Officer, [jfritz@co.marion.or.us](mailto:jfritz@co.marion.or.us);  
Michelle Shelton, CHRO, [MShelton@co.marion.or.us](mailto:MShelton@co.marion.or.us);  
Jane Vetto, County Counsel, [JVetto@co.marion.or.us](mailto:JVetto@co.marion.or.us);  
[HRCompClass@co.marion.or.us](mailto:HRCompClass@co.marion.or.us);  
[hrprocessing@co.marion.or.us](mailto:hrprocessing@co.marion.or.us);  
[HRRRecruitment@co.marion.or.us](mailto:HRRRecruitment@co.marion.or.us)



## MARION COUNTY HUMAN RESOURCES

# Personnel Findings and Recommendation Report

**Date:** Jun 24, 2020  
**To:** Jan Fritz, Personnel Officer  
**From:** Michelle Shelton, Chief Human Resources Officer  
**Re:** Recommendation to reactivate classification #037, Payroll Manager, retitle to Payroll Supervisor, and establish pay grade.

### 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. 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:

#037, retitle from Payroll Manager to Payroll Supervisor

GENERAL STATEMENT OF DUTIES Responsible for planning, organizing, coordinating, and supervising central payroll operations and support personnel; interprets and applies laws, rules, and regulations related to payroll operations; authorizes, investigates balances, audits, and maintains the payroll components of the county's automated accounting system; performs other related duties as assigned.

SUPERVISION RECEIVED Works under the general supervision of the Chief Financial Officer who assigns work as needed, reviews work assignments, and assists in prioritizing projects.

SUPERVISION EXERCISED Exercises supervision over payroll clerks and payroll specialists; participates in the selection of new personnel, provides for training, 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 below market.

### Recommendation:

1. In Unit 02, unrepresented, supervisory, reactivate and establish the pay grade of class code #037, Payroll Supervisor, at 02.A27.
2. Approve recommendation.

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

Jan Fritz, Personnel Officer

Date

6/24/20



## MARION COUNTY HUMAN RESOURCES

# Personnel Findings and Recommendation Report

**Date:** Jun 10, 2020  
**To:** Jan Fritz, Personnel Officer  
**From:** Michelle Shelton, Chief Human Resources Officer  
**Re:** Recommendation to uphold pay grades for classification #562, Developmental Disabilities Associate 2; #563, Developmental Disabilities Specialist 1; and #564, Developmental Disabilities Specialist 2.

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### 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. 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:

#562, Developmental Disabilities Associate 2

GENERAL STATEMENT OF DUTIES Facilitates intake and eligibility determination for applying individuals; conducts independent functional needs assessments; and, plans and carries out case management functions and other related work as required. Primary responsibility of this class is case management, facilitating intake and eligibility determination and administration of Functional Needs Assessments.

#563, Developmental Disabilities Specialist 1

GENERAL STATEMENT OF DUTIES Conducts independent functional needs assessments; plans and carries out case management functions for complex/high risk intellectual or developmentally disabled (I/DD) clients; provides crisis intervention services; coordinates urgent and planned placement requests; facilitates foster care licensing, certification and monitoring of qualified Medicaid providers; ; assists in the development, training, and implementation of I/DD associated services to the community; performs related work as required. Primary responsibility of this class is to provide complex case coordination, crisis intervention, foster care licensing and certification, monitoring of qualified Medicaid providers, data analysis, quality assurance/quality improvement, and monitoring the use of designated fund allocations.

#564, Developmental Disabilities Specialist 2

GENERAL STATEMENT OF DUTIES Provides assistance and guidance to internal staff and leadership, as well as external partners on a wide range of matters related to intellectually and developmentally disabled clients and services. Primary responsibility of this class is to coordinate and provide senior-level technical assistance on projects, quality assurance and quality improvement activities to a health and human services department program delivering intellectual and developmental disability services.

In determining if the 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 within market.



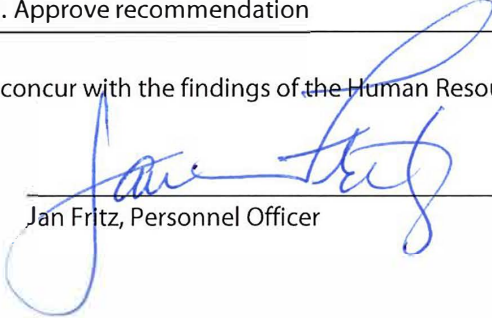


## MARION COUNTY HUMAN RESOURCES

# Personnel Findings and Recommendation Report

- Recommendation:**
1. In Unit 06, MCEA, uphold the pay range of class code #562, Developmental Disabilities Associate 2 at 06.C50.
  2. In Unit 06, MCEA, uphold the pay range of class code #563, Developmental Disabilities Specialist 1 at 06.C51.
  3. In Unit 06, MCEA, uphold the pay range of class code #564, Developmental Disabilities Specialist 2 at 06.C53.
  4. Approve recommendation

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:** Jun 16, 2020  
**To:** Jan Fritz, Personnel Officer  
**From:** Michelle Shelton, Chief Human Resources Officer  
**Re:** Recommendation to adjust upward pay grades for classification #637, Support Enforcement Agent 1, and #638, Support Enforcement Agent 2.

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**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. 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:

#637, Support Enforcement Agent 1

GENERAL STATEMENT OF DUTIES Under general supervision, performs paraprofessional administrative and judicial processing of child support cases; enforces and secures current child support payments and repayments of amounts due. Performs related duties as required.

#638, Support Enforcement Agent 2

GENERAL STATEMENT OF DUTIES Under general supervision, manages the Support Enforcement Division's information system; performs paraprofessional administrative and judicial processing of child support cases. Performs related work as required.

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 below market.

**Recommendation:**

1. In Unit 06, MCEA adjust the pay range of class code #637, Support Enforcement Agent , upward from 06.C47 to 06.C21.
2. In Unit 06, MCEA adjust the pay range of class code #638, Support Enforcement Agent 2, upward from 06.C22 to 06.C51.
3. Approve recommendation.

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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:** Jun 10, 2020  
**To:** Jan Fritz, Personnel Officer  
**From:** Michelle Shelton, Chief Human Resources Officer  
**Re:** Recommendation to adjust upward pay grade for classification #254, Education Services Advocate.

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**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. 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:

#254, Education Services Advocate

GENERAL STATEMENT OF DUTIES Monitors court involved juveniles' individual education needs and progress in the public schools; advocates for and assures appropriate academic placement and programming; provides direct services via testing and remediation in support of educational success; and performs other related work as required.

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 below market.

**Recommendation:**

1. In Unit 06, MCEA adjust upward the pay range of class code #254, Education Services Advocate from 06.C50 A.K to 06.C51 A.K.
2. Approve recommendation

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

  
Jan Fritz, Personnel Officer

  
Date 6/9/20