



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: Sep 23, 2020

Department: Human Resources Agenda Planning Date: Sep 16, 2020 Time required:

Audio/Visual aids

Contact: Michelle Shelton, CHRO Phone: 503-566-3999

Department Head Signature: Michelle Shelton

TITLE Consider recommendation adjust upward pay grade for classification #063, Mail Courier; #124, Dog Control Officer; #484, Maintenance Control Clerk; and #524, Public Health Physician.

Issue, Description & Background As part of the strategy to maintain Marion County compensation and classification programs, human resources periodically review 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 06, MCEA, adjust upward the pay range of class code #063, Mail Courier from 06.C41 to 06.C42. 2. In Unit 06, MCEA, adjust upward the pay range of class code #124, Dog Control Officer from 06.C44 to 06.C45. 3. In Unit 06, MCEA, adjust upward the pay range of class code #484, Maintenance Control Clerk from 06.C15 to 06.C16. 4. In Unit 13, Unrepresented, Non-Supervisory, adjust upward the pay range of class code #524, Public Health Physician from 13.G42 to 13.G45. 5. Approve recommendation beginning the first pay period following approval by the Board.

List of attachments: Personnel Findings and Recommendation Reports

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, Deputy County Administrative Officer; [jfritz@co.marion.or.us](mailto:jfritz@co.marion.or.us);  
Jane Vetto, County Counsel; [jvetto@marion.or.us](mailto:jvetto@marion.or.us);  
Michelle Shelton, CHRO; [mshelton@co.marion.or.us](mailto:mshelton@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); [HRRecruitment@co.marion.or.us](mailto:HRRecruitment@co.marion.or.us).



MARION COUNTY HUMAN RESOURCES

**Personnel Findings and Recommendation Report**

**Date:** Sep 15, 2020  
**To:** Jan Fritz, Personnel Officer  
**From:** Michelle Shelton, Chief Human Resources Officer  
**Re:** Recommendation to adjust upward pay grade for classification #063, Mail Courier

**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:

GENERAL STATEMENT OF DUTIES

Sorts and delivers incoming and outgoing County mail. Performs a variety of general office and administrative support tasks. May also perform other duties as required.

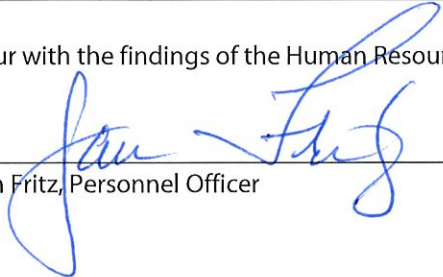
In determining if the classification is appropriately compensated HR conducted a market review in accordance with county personnel rules and HR practices. This review identifies which pay grade will bring the classification closest to the mean (0%) of market comparables within the county's current pay structure; in addition to these market findings, funding and internal equity are also considered when establishing the pay grade.

After review, HR found this classification to be below market.

**Recommendation:**

- 1. In Unit 06, MCEA, adjust upward the pay range of class code #063, Mail Courier from 06.C41 to 06.C42
- 2. 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:** Sep 15, 2020  
**To:** Jan Fritz, Personnel Officer  
**From:** Michelle Shelton, Chief Human Resources Officer  
**Re:** Recommendation to adjust upward pay grade for classification #124, Dog Control Officer

**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:

GENERAL STATEMENT OF DUTIES

Dog Control Officers enforce dog control ordinances, related laws and regulations; patrol areas of the county while responding to and investigating complaints of dog control violations; enforces dog license codes and statutes; capture, handle, transport and impound dogs.

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 this classification to be below market.

**Recommendation:**

1. In Unit 06, MCEA, adjust upward the pay range of class code #124, Dog Control Officer from 06.C46 to 06.C47
2. 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

  
\_\_\_\_\_  
Date



# Personnel Findings and Recommendation Report

**Date:** Sep 15, 2020  
**To:** Jan Fritz, Personnel Officer  
**From:** Michelle Shelton, Chief Human Resources Officer  
**Re:** Recommendation to adjust upward pay grade for classification #484, Maintenance Control Clerk

**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:

GENERAL STATEMENT OF DUTIES

Maintains and controls parts and supplies inventory; delivers parts and supplies to satellite shops; performs other related duties as required.

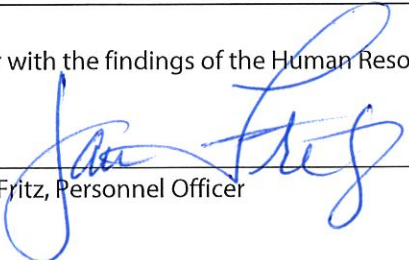
In determining if the classification is appropriately compensated HR conducted a market review in accordance with county personnel rules and HR practices. This review identifies which pay grade will bring the classification closest to the mean (0%) of market comparables within the county's current pay structure; in addition to these market findings, funding and internal equity are also considered when establishing the pay grade.

After review, HR found this classification to be below market.

**Recommendation:**

1. In Unit 06, MCEA, adjust upward the pay range of class code #484, Maintenance Control Clerk from 06.C15 to 06.C16
2. 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

  
 \_\_\_\_\_  
 Date



## Personnel Findings and Recommendation Report

**Date:** Sep 14, 2020  
**To:** Jan Fritz, Personnel Officer  
**From:** Michelle Shelton, Chief Human Resources Officer  
**Re:** Recommendation to adjust upward pay grade for classification #524, Public Health Physician

**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:

GENERAL STATEMENT OF DUTIES

Provides professional medical services and consultation in the field of public health and environmental health; acts as County Health Officer; provides consultation on medical issues which may impact mental health, alcohol/drug, and mental retardation/developmental disabilities such as communicable disease, occupational health and emergency response; does related work as required.

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 this classification to be below market.

**Recommendation:**

1. In Unit 13, Unrepresented, Non-Supervisory, adjust upward the pay range of class code #524, Public Health Physician from 13.G42 to 13.G45.
2. 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

  
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Date