



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: Sep 28, 2022

Department: Human Resources Agenda Planning Date: Sep 15, 2022 Time required:

Audio/Visual aids

Contact: Salvador Llerenas, Labor and Employee Relations Manager Phone: 503-589-3298

Department Head Signature: [Handwritten Signature]

TITLE

Consideration to retitle class code #037 from Payroll Supervisor to Payroll Manager, update classification, and adjust pay grade upward; reactivate class code #509, Nurse Practitioner, update classification, and adjust pay grade upward; and adopt and establish the classification of Emergency Management Director, under class code #191.

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 2 - Supervisory, Non-Represented, retitle class code #037, from Payroll Supervisor to Payroll Manager, adjust pay range upward from 02.A27A.K to 02.A30A.K.
2. In Unit 4- Oregon Nurses Association (ONA), reactivate class code #509, Nurse Practitioner, adjust pay grade upward from 04.B78 to 04.B79.
3. In Unit 02, Non-Represented, adopt and establish the classification Emergency Management Director, at pay grade 02.A32; under FLSA, positions in this classification are exempt from overtime.
4. Approve recommendation beginning the first pay period following approval by the Board.

List of attachments:

Personnel Findings and Recommendation Report

Presenter:



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Aug 22, 2022
To: Jan Fritz, Personnel Officer
From: Salvador Llerenas, Labor and Employee Relations Manager
Re: Recommendation to retitle class code #037 from Payroll Supervisor to Payroll Manager, update classification, and adjust pay grade 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. 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, Payroll Supervisor: Retitle and update classification to Payroll Manager (track changes attached)
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.

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 2 - Supervisory, Non-Represented, class code #034, Payroll Supervisor retitle to Payroll Manager, adjust pay range upward from 02.A27 A.K to 02.A30 A.K.
2. Approve recommendation.

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


Jan Fritz, Personnel Officer

Date

8/31/2022



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Sep 12, 2022
To: Jan Fritz, Personnel Officer
From: Salvador Llerenas, Labor and Employee Relations Manager
Re: Recommendation to reactivate class code #509, Nurse Practitioner, update classification, and adjust pay grade upward.

Background Information: In May 2021, there were no active or anticipated positions for class code #509, Nurse Practitioner. Human Resources (HR), with Health and Human Services (HHS), agreed to archive the classification. HHS requests reactivation due to the current service needs of the department and county.

HR conducted a classification review to ensure the classification specification reflects current industry language, standards, and county practices and position is classified correctly and placed in the appropriate pay grade. This process brings the classification closest to the mean (0%) of market comparables within the county's current pay structure. In determining appropriate compensation, the procedure also considers internal equity.

Discussion: Functions performed by classification:

#509, Nurse Practitioner (updated classification attached)
GENERAL STATEMENT OF DUTIES Provides primary care to clients and assumes responsibility for management of such clients; serves as consultant in an area of expertise for nursing staff regarding client problems; performs related duties 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 4 - Oregon Nurses Association (ONA), reactivate class code #509, Nurse Practitioner, adjust pay grade upward from 04.B78 to 04.B79.
 2. Approve recommendation.

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


Jan Fritz, Personnel Officer


Date



Personnel Findings and Recommendation Report

Date: Sep 12, 2022

To: Jan Fritz, Personnel Officer

From: Salvador Llerenas, Labor and Employee Relations Manager

Re: Recommendation to adopt and establish the classification of Emergency Management Director, under class code #191, pay grade 02.A32; FLSA: Exempt; EEOC: 02 Professionals; Department: Public Works

Background Information: At the request of the Public Works Department, Human Resources (HR) completed a job assessment based on the business needs of the department. As the county does not currently have an existing job classification that meets the business needs of this department, HR worked with the department to develop a new classification titled Emergency Management Director. This classification has specialized functions that are not well defined in any other classification. From a recruitment standpoint, this new classification is a more accurate reflection of the scope of duties.

Discussion: Functions performed by classification:

#191, Emergency Management Director

GENERAL STATEMENT OF DUTIES Manage Marion County Emergency Management activities; plan, organize and direct the county's all-hazards preparedness, mitigation, response, recovery, and prevention programs. Develop, coordinate, and test comprehensive disaster and homeland security response and recovery plans on an interdepartmental, intergovernmental and inter-agency basis. Identify and administers all applicable grants; deploy disaster operations during a disaster or homeland security incident; develop and maintain the county's emergency preparedness policies and procedures.

SUPERVISION RECEIVED Work under the general direction of the Public Works Director, who sets goals and reviews work for conformance to county policies and legal requirements. Reports directly to the Chief Administrative Officer in an operational capacity during a declared or imminent emergency, emergency response, or emergency preparation.

SUPERVISION EXERCISED Supervise the County Emergency Manager and assigned Emergency Management Section and Public Works Department staff. Participate in interviews and makes new hire recommendations. Provide training, and coaching, evaluate performance, respond to grievances, take disciplinary action, and recommend 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.

- Recommendation:**
1. In Unit 02, Non-Represented, adopt and establish the classification Emergency Management Director, at pay grade 02.A32; under FLSA, positions in this classification are 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

Date

9/20/2022