



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting Date: September 30, 2026

Department: Human Resources

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

Management Update/Work Session Date: Sep 17, 2026 Audio/Visual aids ☐

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

Requested Action: Approve the recommendation to establish and adopt one new classification specification: Class Code #454, Radio System Administrator.

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. 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: Establishing the classification does not result in a current annualized base wage impact. Once filled, the annual base wage will fall within the established range of \$74,526.40 to \$99,840.00.

Impacts to Department & External Agencies:

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

Presenter: Salvador Llerenas

Department Head Signature:



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Sep 15, 2026
To: Jan Fritz, Personnel Officer
From: Salvador Llerenas, Chief Human Resources Officer
Re: Recommendation to establish and adopt one classification.

Background Information:

At the request of the Public Works Department, Human Resources (HR) completed job assessments based on the business needs of the departments. Because the county does not currently have existing job classifications that meet these needs, HR worked with the department to develop new classifications. These classifications perform specialized functions that are not well defined within existing classifications. From a recruitment standpoint, the new classification more accurately reflect the scope and nature of the work performed.

Discussion:

Functions performed by classification:

#454, Radio System Administrator

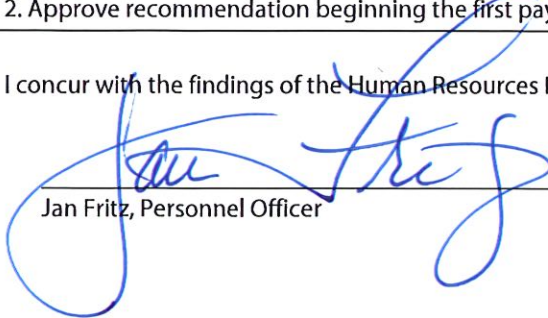
GENERAL STATEMENT OF DUTIES

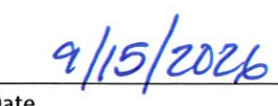
The Radio System Administrator classification is responsible for technical administration of Marion County's Public Safety Land Mobile Radio (LMR) systems. Administer radio system operations, technical standards, system configuration, regulatory requirements, and long-range system improvements. Provide advanced technical direction for system reliability, maintenance, repair, and public safety radio communications.

In determining if this classification is appropriately compensated, HR conducted a market review in accordance with county personnel rules and HR practices. These reviews identified which pay grades will bring the classifications 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 pay grades.

- Recommendation:**
1. In Unit 06, MCEA, establish and adopt the classification of Radio System Administrator, class code #454, pay grade 06.C26. Under FLSA, positions in this classification are non-exempt.
 2. 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