

T7C

AGENDA COVER MEMORANDUM

AGENDA DATE: April 9, 2003

TO: Board of County Commissioners

DEPARTMENT: Management Services

PRESENTED BY: Jan Wilbur, Personnel Analyst 2

TITLE: IN THE MATTER OF CREATING THE CLASSIFICATIONS AND SALARY RANGES FOR SENIOR PUBLIC WORKS ANALYST, PUBLIC WORKS ANALYST, AND PUBLIC WORKS ADMINISTRATIVE ASSISTANT

I. PROPOSED MOTION

MOVE TO APPROVE ORDER NO. _____ IN THE MATTER OF CREATING THE CLASSIFICATIONS AND SALARY RANGES FOR SENIOR PUBLIC WORKS ANALYST, PUBLIC WORKS ANALYST, AND PUBLIC WORKS ADMINISTRATIVE ASSISTANT

II. ISSUE

Should Lane County re-title certain classifications in the Department of Public Works in order to eliminate the overlapping representation by AFSCME and Admin-Pro of classifications with the same title?

III. DISCUSSION

Background:

Currently, there are Sr. Administrative Analyst, Administrative Analyst, and an Administrative Assistant classifications in the comp plan. The majority of employees in those classifications are represented by AFSCME, but some are non-represented and, except for one (1) Administrative Assistant, those in the Department of Public Works are represented by Admin-Pro. The overlap of representation between AFSCME and Admin-Pro creates a problem or, at least, confusion when there are differences between provisions of the applicable labor agreements or the APM.

Analysis:

Human Resources undertook a review to determine if the verbage of the classification specifications was appropriate in the context of the work of those classifications in Public Works, to determine what the titles of the positions should be, and the appropriate salary ranges. The analysis of the data included an assessment to determine what changes, if any, needed to be made to the class specs of each position. It was determined that only minor changes were necessary for each of the specifications to retitle them and to more closely reflect Public Works' use of the classifications. The changes were deminimus in nature, and Human Resources determined that the minor changes that were made did not reflect any change in levels of responsibility of the position. Therefore, from the standpoint of internal equity, Human Resources concluded that the positions in Public Works are factored appropriately relative to other classifications in our compensation plan.

Human Resources also took a sideways glance at the work performed by the Analysts in somewhat comparable counties. We found externally that the pay extends from the \$16 range (at the low end Administrative Analyst) to \$24.46 (high end of Sr. position). The minimum of our Administrative Analyst at Grade 26 is \$16.41 (\$34,133-\$47,258). The maximum of our Sr. position at Grade 29 is \$24.46 (\$36,774-\$50,877). Currently, the County has no difficulty recruiting these positions in the market in their current salary range.

There is currently only one (1) individual in the Administrative Assistant classification in the Department of Public Works. The position filled by this individual has been historically represented by AFSCME. The current position should remain in the Administrative Assistant classification represented by AFSCME. However, any future positions that are created at this level in Public Works would be represented by Admin-Pro and should be distinguished from the current position by creation of a new classification. The Administrative Assistant is at Grade 24 (\$32,469-\$44,949).

Human Resources concluded that the positions in Public Works are compensated appropriately in the market. Human Resources proposes the new titles of: Public Works Administrative Assistant, Public Works Analyst, and Senior Public Works Analyst to distinguish between the positions represented by AFSCME and Admin-Pro.

The classifications and proposed compensation (i.e., no change from the current compensation) were presented to Admin-Pro as required by the contract. Representatives of the County and the union met to discuss the proposed classifications as required by the labor agreement. There has been no further communication from the union regarding the proposed changes. The changes may now be implemented in accordance with the labor contract provisions.

Budget:

Retitling the positions and making minor modifications to the class specifications does not cause any changes to the current budget for the positions.

Alternatives:

1. Approve the classification specification revisions and new titles.
2. Reject the motion.

Recommendation:

It is recommended that the changes to the title and classification specifications, as well as the salary ranges for the proposed Public Works positions be approved.

IV. IMPLEMENTATION/FOLLOW-UP

If approved by Board action, the Public Works Department will implement immediately, move any incumbents who are currently represented by Admin-Pro in the classifications of Administrative Analyst, and Sr. Administrative Analyst, into the new position titles and their accompanying salary ranges.

V. ATTACHMENTS

Board Order
Classification Specifications (Attachment A)

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

**) IN THE MATTER OF CREATING
) THE CLASSIFICATIONS AND SALARY
) RANGES FOR SENIOR PUBLIC
) WORKS ANALYST, PUBLIC WORKS
) ANALYST, AND PUBLIC WORKS
) ADMINISTRATIVE ASSISTANT**

WHEREAS, new classifications have been developed which appropriately describes the proposed duties and responsibilities to be performed; and

WHEREAS, it is the intent of Lane County to properly classify and compensate positions with regard to duties and responsibilities; and

WHEREAS, Lane Manual requires Board approval for amending the classification and compensation plans; and

WHEREAS, Human Resources has developed the classifications and salary ranges in compliance with current classification/compensation policy, therefore it is hereby

ORDERED, that the classifications and salary ranges be as follows:

Public Works Administrative Assistant	Range 24	\$32,469-\$44,949
Public Works Analyst	Range 26	\$34,133-\$47,258
Senior Public Works Analyst	Range 29	\$36,774-\$50,877

DATED this 9th day of April, 2003

Chair, Lane County Board of Commissioners

**IN THE MATTER OF CREATING THE CLASSIFICATIONS AND SALARY
RANGES FOR SENIOR PUBLIC WORKS ANALYST, PUBLIC WORKS
ANALYST, AND PUBLIC WORKS ADMINISTRATIVE ASSISTANT**

LANE COUNTY

SENIOR PUBLIC WORKS ANALYST

DEFINITION

To perform the most difficult and complex administrative analytical work involved in the study of organization and systems directed toward improving the efficient attainment of objectives and purposes within the department of Public Works; to collect, organize, analyze and interpret data; to prepare detailed research, studies, reports and recommendations; to plan, assign and review the work of other professional and support staff; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Public Works Analyst series. Positions at this level are distinguished from the Public Works Analyst classification by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned within this series which include advanced administrative and management research, analysis and system design and planning, assigning and reviewing the work of other professional and support staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel.

May exercise direct supervision over clerical, technical and administrative personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Performs advanced administrative and management research, analysis and system design related to area of assigned responsibility.

Plans, assigns and reviews the work of clerical, administrative and professional staff.

Performs a variety of duties related to special assignments and projects.

Investigates, studies, analyzes and prepares reports and recommendations on such areas as operating and organization procedures, pending and approved state and federal legislation, and cost comparison.

LANE COUNTY
Senior Public Works Analyst (Continued)

Designs new or upgrades existing accounting systems; modifies systems to accommodate department or County policies and practices.

Collects, organizes, analyzes, monitors and interprets data relating to operations, including such areas as policies, functions, organizational structures, forms and procedures, work output, space and physical layouts and types and effectiveness of equipment.

May attend meetings in the absence of the administrative official; attends organizational planning meetings; provides ideas and suggestions for effective and efficient systems and procedures.

Prepares organization and work flow charts; evaluates program service delivery systems.

Conducts surveys of practices in other jurisdictions.

Prepares proposals for new and adjusted services to include finance, staffing and organization requirements; reviews budget requests in conference with department heads.

Analyzes and investigates proposals for new programs, services, equipment and personnel; prepares reports recommending adjustments in proposals. May plan, promote and organize special programs and events.

Prepares procedural manuals.

Prepares financial studies, revenue estimates and forecasts; develops economic impact reports regarding credit and payment policies.

Designs and controls the utilization of forms, which may include promotional and informational materials.

Prepares reports and presents recommendations in connection with studies and projects.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of public administration and management including principles, practices and methods of administrative and management analysis.

LANE COUNTY

Senior Public Works Analyst (Continued)

Public financing, budgeting and accounting.

Functions, operations and objectives of County government.

Basic principles and practices of public personnel administration.

General principles of statistics and accounting.

Computers and computer applications.

Report writing methods and techniques.

Effective public information and community relations techniques.

Principles of work planning and organization.

Principles and practices of supervision.

Ability to:

Perform advanced administrative and management research, analysis and system design and implementation work.

Plan, assign and review the work of assigned staff.

Prepare and analyze fiscal and accounting systems and procedures.

Initiate research studies and reports including the collection, organization, analysis and development of administrative and management recommendations.

Prepare written analysis, recommendations, proposals, and complex reports.

Evaluate and recommend improvements in operations, systems, procedures, policies and methods.

Analyze situations and adopt an effective course of action.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

LANE COUNTY
Senior Public Works Analyst (Continued)

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, organizational analysis, accounting, finance or a related field.

Experience:

Three years of responsible administrative staff support and analytical experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

PUBLIC WORKS ANALYST

DEFINITION

To perform difficult and complex administrative analytical work involved in the study of organization and systems directed toward improving the efficient attainment of objectives and purposes within the department of Public Works; to collect, organize, analyze and interpret data; to prepare detailed research, studies, reports and recommendations; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the entry/journey level in the Public Works Analyst series. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence. This class is distinguished from the Sr. Public Works Analyst in that the latter performs the most difficult administrative analytical work and may provide direct supervision over other administrative and support staff

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisor or manager, and may receive direct supervision from a Senior Public Works Analyst.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Conducts research and studies as assigned.

Performs a variety of duties related to special assignments and projects.

Investigates, studies, analyzes and prepares reports and recommendations on such areas as operating and organization procedures, pending and approved state and federal legislation, and cost comparison.

Collects, organizes, analyzes, monitors and interprets data relating to operations, including such areas as policies, functions, organizational structures, forms and procedures, work output, space and physical layouts, and types and effectiveness of equipment.

May attend meetings in the absence of the administrative official; attends planning meetings.

Prepares organization and work flow charts.

Conducts surveys of practices in other jurisdictions.

Prepares proposals for new and adjusted services to include finance, staffing and organization requirements; reviews budget requests in conference with department heads.

Analyzes and investigates proposals for new programs, services, equipment and personnel; prepares reports recommending adjustments in proposals. May plan, promote and organize special programs and events.

Prepares procedural manuals.

Prepares financial studies, revenue estimates and forecasts.

Designs and controls the utilization of forms, which may include promotional and informational materials.

Prepares reports and presents recommendations in connection with studies and projects.

May enlist, train, and monitor volunteers, extra help and seasonal staff in routine tasks.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of public administration and management including principles, practices and methods of administrative and management analysis.

Public financing, budgeting and accounting.

Functions, operations and objectives of County government.

Basic principles and practices of public personnel administration.

General principles of statistics and accounting.

Computers and computer applications.

Report writing methods and techniques.

Effective public information and community relations techniques.

Ability to:

Initiate research studies and reports including the collection, organization, analysis and development of administrative and management recommendations.

Prepare written analysis, recommendations, proposals, and complex reports.

Evaluate and recommend improvements in operations, systems, procedures, policies and methods.

Analyze situations and adopt an effective course of action.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, organizational analysis, accounting, finance or a related field.

Experience:

One year of responsible administrative staff support and analytical experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

LANE COUNTY

PUBLIC WORKS ADMINISTRATIVE ASSISTANT

DEFINITION

To assist with the basic administrative and technical phases of a personnel or administrative function within the department of Public Works; to assist in the day-to-day operation of a central administrative and business management services function in Public Works; to perform general program and office support duties; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a departmental manager or supervisor.

May exercise technical and functional supervision over assigned clerical and technical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Gathers and assembles data involving limited variables; performs structured mathematical and statistical calculations; performs comparative analyses of technical data.

Assists in conducting research studies or performs independent research.

Participates in the technical phases of special studies, surveys, investigations and research projects; prepares graphic charts.

Answers correspondence and inquiries from the public and employees.

Confers with department officials and assist in resolving personnel/administrative problems; assists in providing administrative control over the staff assigned to administrative services operation.

Develops and recommends departmental clerical and fiscal procedures and policies.

Analyzes office methods, procedures and forms.

Develops recommendations for improvement of procedures and coordination of departmental functions.

Conducts studies and prepares reports on departmental administrative operations.

Develops and maintains departmental operating or procedures manuals.

LANE COUNTY
Public Works Administrative Assistant (Continued)

Participates in the preparation and administration of contracts and the preparation of grant applications.

Conducts special projects related to departmental administrative services.

Performs general, office, program, staff and financial support activities.

MINIMUM QUALIFICATIONS

Knowledge of:

Statistical research techniques and procedures.

Modern office procedures, methods and computer equipment.

Data collection techniques.

Correct English usage, spelling, grammar and punctuation.

Report writing methods and techniques.

Basic financial and statistical record-keeping practices.

Ability to:

Understand, interpret and apply department and program rules, procedures and policies with good judgment, while carrying out a variety of technical and administrative support duties.

Coordinate a variety of administrative and staff support functions.

Prepare and maintain a variety of records.

Operate a variety of office equipment, including calculators, copiers, typewriters and computer terminal;

Assemble data and prepare summaries, analysis, recommendations and reports.

Provide a variety of program and policy information to the public and staff.

LANE COUNTY

Public Works Administrative Assistant (Continued)

Establish and maintain effective working relationships with those contacted in the course of work.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in business, personnel or public administration or a related field.

Experience:

Three years of responsible experience providing complex secretarial or administrative support to management.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.