

W. 9. b.

AGENDA MEMORANDUM

Date: August 27, 2003

TO: Board of County Commissioners

DEPARTMENT: Management Services

PRESENTED BY: Jan Wilbur, Personnel Analyst

TITLE: IN THE MATTER OF ADJUSTING THE SALARY RANGE OF THE
ROAD MAINTENANCE MANAGER IN THE DEPARTMENT OF
PUBLIC WORKS

I. PROPOSED MOTION

MOVE TO APPROVE ORDER NO. _____ / IN THE MATTER OF ADJUSTING
THE SALARY RANGE OF THE ROAD MAINTENANCE MANAGER IN THE
DEPARTMENT OF PUBLIC WORKS.

II. ISSUE

The Road Maintenance Manager classification was established many years ago, and is currently compensated at Grade 41. The department of Public Works brought forward to HR a need to review the classification specifications and salary range for ~~the~~ this classification. The referenced Department raised the issue of classification equity, citing their belief that the scope and complexity of the position had changed over time, and that the current classification specifications and salary range no longer fairly represents the work currently performed in the position.

III. DISCUSSION

A. Background

Human Resources received a position description questionnaire, which was filled out by Doug Putschler, Road Maintenance Manager, prior to his recent retirement. Human Resources staff undertook a review of the written data provided as well as solicited additional information from the department of Public Works. The position description reflected that the main purpose of the position is in the management, direction, and coordination of the activities of the road maintenance section.

B. Analysis

An analysis of the data included a study of an earlier organizational chart, and a current organizational chart. Currently, the position has nine (9) direct reports. The highest paid direct reports being the Vegetation Management Coordinator (Grade 36) and Sr. Engineering Associate, at Grade 36. The management position being reviewed is currently at Grade 41. Currently the position has responsibility for approximately 90 regular FTE plus 10 part-time equivalent FTE. This position currently has primary responsibility for an area of the department's budget totaling \$12,048,369.

Responsibilities for the Bridge section were transferred from Design in approximately 1992, but no changes were made to the job description at that time. The inclusion of this responsibility resulted in the Road Maintenance Manager needing to learn many things about bridges, ie; structures, new technologies, permitting issues, environmental impact and pertinent regulations concerning work on bridges. The Maintenance Planning section (on the current organizational chart) was directly under the County Engineer prior to it later reporting to the Road Maintenance Manager. It was created partly because of the storm water, Clean Water Act and fishery habitat regulations that currently govern the impact of road maintenance activity on the environment. It coordinates with other agencies in terms of establishing best practices. Maintenance Planning is responsible for the pavement management system, which includes, among other things, research and awareness of new materials, and analysis of various types of data to determine alternatives and make recommendations in terms of pavement management. In addition, the administration of integrated vegetation control by road maintenance has become increasingly complex in the past few years, with the various DEQ and herbicide application considerations.

The Road Maintenance Manager currently has public contact with many varied individuals both inside the organization, and outside of the organization. This position participates in various committees and regional organizations to provide input, promote and explain various road maintenance programs. Lane County currently services approximately 1,432 road system miles and four hundred bridges. This position supervises employees in two unions also; Administrative-Professionals, and LC Public Works Association (626).

Evident is the increased scope and complexity of the position over the years since it was last reviewed. It seemed necessary to modify the classification specifications to more accurately reflect the duties, knowledge and abilities necessary for this position. Requiring, for example, only one year of previous supervisory experience given the current scope of the position is no longer appropriate.

Point factoring reflected a change in the position from Grade 41 to Grade 43 (\$51,958-\$71,947), and appears to be placed appropriately at that grade given review

of internal equity with other management level positions. This is comparable to the Waste Management Manager, which is also at Grade 43.

A side-ways glance at market indicated that was no perfect match to this position in terms of size and scope of responsibilities. For example; the Clackamas County position (\$63,002-\$85,052) has a larger scope in that it testifies on legislation, and also has broad managerial oversight for fleet and traffic control operations. Marion County (\$47,050-\$63,086, including comp credits and 401k contribution) also had a somewhat different size and scope, and included responsibility for ferry operations. Deschutes County, by way of another example, pays \$52,574-\$71,955. An increase to the salary of this position to grade 43 (\$51,958-\$71,947), will put Lane County in a more competitive position over-all in terms of recruiting the next Road Maintenance Manager.

Budget:

The funds for the additional compensation for this classification for the balance of this fiscal year will come from savings in the allocated funding for this position which will be filled in an extra-help capacity by the prior Road Maintenance Manager for the balance of this calendar year while we recruit his replacement. In future fiscal years the funding will come from operational contingency in the budget.

C. Alternatives

1. Approve the adjustment to the classification and salary range as proposed.
2. Reject the motion

D. Recommendation

It is recommended that the classification and compensation be adjusted from Grade 41 (\$49,442-\$68,411) to Grade 43 (\$51,958-\$71,947).

IV. IMPLEMENTATION/FOLLOW-UP

If approved by Board action, the Public Works department will implement the new salary range for the position, and begin the process to fill the vacancy.

V. ATTACHMENTS

Board Order
Revised classification specifications (Attachment A)
Organizational Charts (Attachment B)

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

) IN THE MATTER OF ADJUSTING
) THE SALARY RANGE OF THE
) ROAD MAINTENANCE MANAGER
) IN THE DEPARTMENT OF
) PUBLIC WORKS

WHEREAS, Human Resources has completed a review of the position description questionnaire for the classification of Road Maintenance Manager, as requested by Public Works; and

WHEREAS, an inequity in the pay for the Road Maintenance Manager has been found based on the expanded scope of duties, responsibilities and requirements of the position;

WHEREAS, the Human Resources Division has amended the classification to outline the current definition, duties, minimum qualifications, experience and training requirements in compliance with the current classification and compensation policy; 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 a new salary range in compliance with current classification/compensation policy, therefore it is hereby

ORDERED, that the classification and salary range be adjusted as follows;

Road Maintenance Manager

Range 43

\$51,958-\$71,947

DATED this 27th day of August, 2003.

APPROVED AS TO FORM

Date

8/14/03

lane county


OFFICE OF LEGAL COUNSEL

Peter Sorenson, Chair
Lane County Board of Commissioners

LANE COUNTY
*J003

ROAD MAINTENANCE MANAGER

DEFINITION

To manage, direct and coordinate the activities of the road maintenance section including road maintenance and repair, bridge and special projects, drainage maintenance, vegetation management, and maintenance planning. To coordinate road maintenance activities with other divisions and departments; to provide highly complex staff assistance to the County Engineer; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the County Engineer.

Exercises direct supervision over clerical, maintenance, supervisory, and technical personnel.

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

Recommends goals and objectives; assists in the development and implementation of policies and procedures.

Manages, directs and organizes road and bridge maintenance and repair activities including drainage maintenance, and vegetation control.

Directs, oversees and participates in the development of the road maintenance work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Assists in preparing the road maintenance budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers the approved budget.

Recommends the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations.

Supervises and participates in the inspection of all County roads and bridges checking the need for repairs and maintenance; takes the necessary action to prioritize and effect needed maintenance and repairs; recommends roads and bridges for inclusion in capital program for contract repair.

EXAMPLES OF DUTIES (continued)

Investigates complaints of the public and explains the road maintenance program and policies of the Public Works Department to interested citizens.

Purchases and coordinates with equipment and utility vendors regarding road maintenance supplies and recommends the purchase of gravel, culverts, asphalt emulsion, and related materials.

Coordinates projects with utility representatives and other agencies. Provides for cleanup of county road incidents and hazardous waste.

Coordinates with Fleet for the utilization and service of equipment. Provides recommendations for heavy equipment maintenance and replacement specifications to Fleet Services.

Maintains records and prepares pertinent reports of road maintenance activities.

Directs, supervises and monitors work required in emergency situations related to extreme weather conditions or other abnormal/emergency conditions.

Represents the County at public meetings, advisory committee meetings and professional meetings to promote and coordinate programs.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering.

Principles and practices of proper road and bridge maintenance and repair techniques.

Principles and practices of integrated vegetation management and drainage techniques.

Pertinent local, state and federal rules, regulations and laws.

Modern office procedures, methods and computer equipment.

Principles and practices of policy development and implementation.

Principles and practices of organizational analysis and management.

All materials and equipment used in road and bridge maintenance functions.

Budgeting procedures and techniques.

Hazards and safety precautions of area of assignment and ability to identify and remedy hazards.

Principles and practices of supervision, training and personnel management.

Ability to:

Develop and direct a comprehensive road and bridge maintenance program.

Maintain knowledge of changing environmental regulations to ensure compliance.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply County and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Prepare and direct the preparation and maintenance of accurate written reports, correspondence, and records.

Supervise, train and evaluate personnel.

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

Coordinate and oversee a variety of projects, and modify plans and schedules effectively.

Negotiate with vendors and obtain competitive price quotes.

Communicate clearly and concisely, both orally and in writing. Organize and make effective public presentations.

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

Experience:

Four years of increasingly responsible experience in public works and road and bridge maintenance, including two years of supervisory responsibility.

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

Special Requirements:

Possession of a valid Oregon Driver's license.

ROAD MAINTENANCE FLOW CHART 1993/1994 (Recreated 7/1/03)

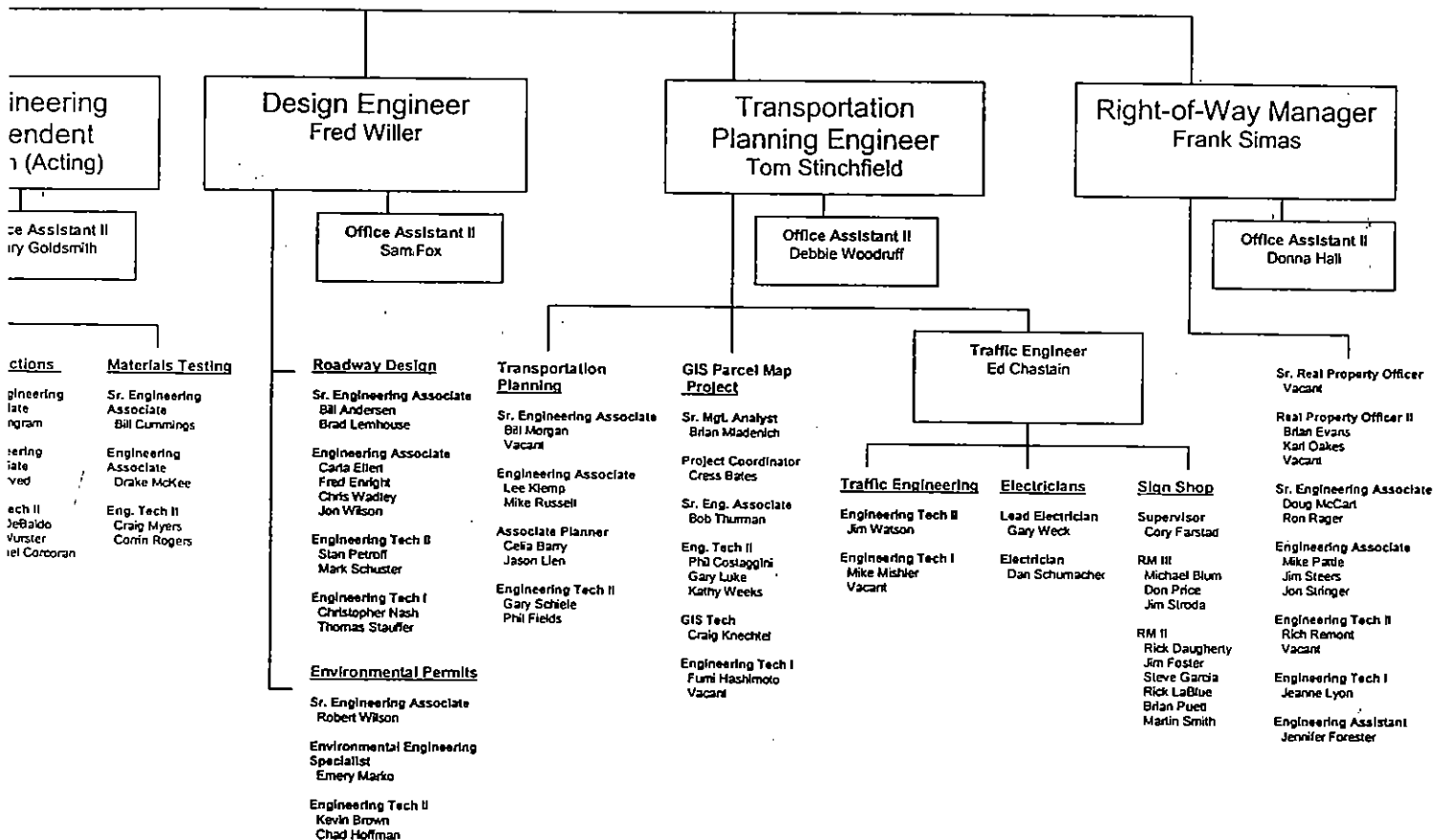
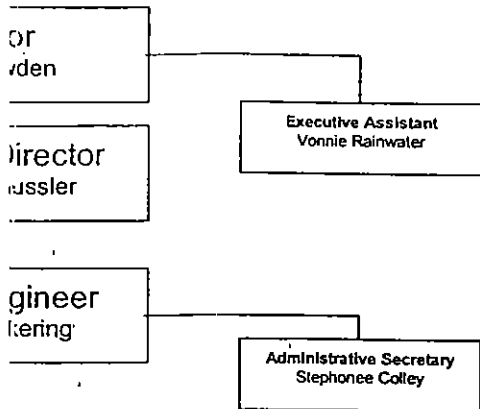
ROAD MAINTENANCE MANAGER
Doug Putschler

ZONE 1 – EUGENE	ZONE 2 – COTTAGE GROVE	ZONE 3 – JUNCTION CITY	ZONE 4 – VENETA	ZONE 5 – FLORENCE	ZONE 6 – DEXTER	VEGETATION	BRIDGE	SPECIAL PROJECTS
Supervisor: Doug Abramson Lead Workers: Jerome Hamren Bill Shankle RM3: Arlo Fertig Douglas Frye Scott Leatham Conrad Pendell RM2: Steven Garcia Douglas Gross Donald Hansen Dale McCall Brian Puett John Salladay Loretta Sells Eugene Vaughan	Supervisor: John Bourland RM3: William Birch John Eller Kurtis Marks Darrell Randall RM2: James Foster George Krichbaum Jerry Mosegard	Supervisor: Ronald Frost RM3: Michael Blum Randall Burian Ronald Kilmer RM2: David Barker John Davila Larry Davis Dale Dietrick	Supervisor: Michael Bassett RM3: Donald Noice Mark Stifel RM2: Jerry Jensen David Machado Michael Parr James Paul	Supervisor: Merlin Lovell Admin. Tech: Kim Bishop Lead Worker: Mack Davis RM3: Robert Foster Erik Gillis Laird Krieger Stuart Matthews RM2: Alvin Dean Fredrick Plaep Carmin Saari William Scott	Supervisor: Russell Cron RM3: John Eller RM2: Larry Davis James Foster	Supervisor: Bill Manewal Veg. Mgt. Coord.: Michael Perkins Lead Worker: John Morris RM3: John Eller Stephen Hepner Craig Plesker Greg Randall Clarence Rice Lyle Scott Robert Washburn Donald Weik RM2: Thomas Beckner Larry Davis James Foster Garrey Nighsonger Kurt Trustly Marvin Van Cleave	Supervisor: Donnie Dunaway Lead Worker: Kenneth Freeman George Harrison RM3: Gerald Hilber Thomas Knowlton RM2: Dennis Comstock Jack Solomon NOTE: Bridge section was transferred from Design in approx. 1992, but no changes were made to job description to date. Also, MNT Planning section did not exist until 6/24/02 (Arno Nelson & Ed Daniels).	Supervisor: James Nugent Lead Worker: Michael Pattie RM3: Harold Aldal Kenneth Dress Martin Houser Donald Morrison George Stewart Jr. Mark Valena RM2: Richard Daugherty Howard Sunkler

WORKS DEPARTMENT

Organization Chart

ent



Design Engineering

6-Mo. Seasonal
John Blair

Sign Shop

Extra Help
Erin Shankle
Ashley Mishou
Ethan Shoshin
Noah Vanhorn-Morris
Julia Laney

6-Mo. Seasonal
Wayne Canaday
Nathan Lorenz

Right-Of-Way

Extra Help
Dick Bruce

LANE COUNTY PUBLIC

Engineering Division



 Dir
Ollie S

 Assistant
Howard

 County
Sonny

 Administrative Analyst
Betty Mishou

 Road Maintenance
Manager
Doug Putschler

 Field
Superintendent
Dave I

Zone 1 Metro	Zone 2 Cottage Grove	Zone 3 Dexter	Zone 4 Vaneta	Zone 5 Florence	Bridges	Special Projects	Vegetation	Maintenance Planning	Engineering Surveys
RM Supervisor Bill Shanide	RM Supervisor John Bourland	RM Supervisor Jeff Smith	RM Supervisor Mike Bassett	RM Supervisor Dave Wobbe	Supervisor George Hartson	Supervisor Jim Nugent	Vegetation Mgt. Coordinator Mike Perkins	Sr. Engineering Associate Arno Nelson	Sr. Engineering Associate Mike Jackson
Lead Worker Scott Leatham Darnell Randall	RM III Howard Sunkler Joseph Thorpe	RM III John Hubbard Ronald Weiss	Lead Worker Kenneth Skinner	Admin. Tech Kim Bishop	Lead Worker Greg Boyle	Lead Worker Ken Diess	Supervisor Bill Manewal	Engineering Associate Ed Daniels	Engineering Associate Mark Digen Donnis Sather Richard Warkentin
RM III Arlo Fertig Doug Frye Donald Hansen Mike Jones	RM II Steven Baker Richard Keene Vacant	RM II Scott Copeland Robert Prehm Reno Triplett Cody Rusow	RM III James Jeffers Mark Stifet James Tidball	Lead Worker Camlin Saari	RM III Jerry Hibler Pete Sergeant	RM III Martin Houser Steven Kirkpatrick Donald Morrison Mark Valena	Lead Worker John Morris	RM Supervisor Vacant	Eng. Tech II Mikael Blomme Carl Williams John Wise
RM II Robert Affers William Edmunds Bruce Hayes Larry Hedrick John Salladay Sheri Steiner Gary Stutz Vacant	RM I Jesse Cochell		RM II Brett Anderson Jeremy Cook Dale Detrick David Machado Kenneth McNatt James Spichtig	RM III Laird Krieger Robert Long Stuart Matthews William Scott	RM II David Gould Basilio Miranda Vacant	RM II John Franklin Mark Iverson Aaron Jorgensen Patrick McCoy Tim Wilson	RM III Randy Erabham Stephen Hepner Garrey Nighsonger Gregory Randall Michael Reel Donald Weick		Eng. Tech I Stuart Duce Robin Heikes Matt Jenkins
RM I Sherry Shafer				RM II Jeff Barnett Charles Jones Lonnie Kief James Monohan Jeff Slinger			RM II Ronald Barth Donald Bolden Dennis Ellis Lee Ellis Lonnie Hackbart Matt Homocks (Floater) Randy Irwin Kyle Jones Sean McQuillan		

SEASONAL/TEMPORARY HELP:

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Bridges	Special Projects	Vegetation	Field Engineering
Extra Help Savannah Laney Andrew Hampton Joseph Reed Laura Gingery Irla Ujhelyi-Cole Andrew Ommen Chanel Moninger Amelia Cottrell	Extra Help Janet Patterson Eric Austin Heather Van Vador				Extra Help Austin Biel Justin Eichner	Extra Help Ryan Hein Rhonda Davidson Kelly Hjman Jeffrey Hendryx Melvyna Randall Dellino Buren Lindsey Atwood	Extra Help Justin Cameron Edwin Albin Jacob Dawley	Extra Help Jason Owen Jason Rahm Paul Saunders
						6-Mo. Seasonal Thomas Bass	6-Mo. Seasonal Maria Miller	6-Mo. Seasonal Sharon Joiner Jeff Sather Lus Anas