



# LANE COUNTY

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## AGENDA COVER MEMORANDUM

**AGENDA DATE:** May 18, 2005  
**PRESENTED TO:** Board of County Commissioners  
**PRESENTED BY:** Cindy Tofflemoyer, Human Resources Analyst 2  
**AGENDA TITLE:** **IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR FLEET SERVICES MANAGER**

### I. MOTION

**MOVE APPROVAL OF ORDER 05 -- \_\_\_\_\_/IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR FLEET SERVICES MANAGER**

### II. ISSUE

Public Works has requested that Human Resources create a Fleet Services Manager classification.

### III. DISCUSSION

#### A. Background

In November 2004 the Support Services Manager of Public Works retired. The position has been responsible for administration of Fleet Services, which manages a County fleet of 300 vehicles and 200 heavy equipment units valued at \$25 million dollars, as well as Administrative Services.

In preparation for personnel transition, and continuity in service delivery, Public Works evaluated the structure of their Support Services Division and are taking the opportunity to reorganize the Support Services Division into the Administration Division and the Fleet Services Divisions.

The separation of these two different departmental functions and creation of a Fleet Services Manager classification will enhance services by focusing personnel resources into distinct areas of expertise. The scope of Fleet Management is broadening to include complex knowledge and analysis in transportation issues; for example, GPS and fuel inventories.

**B. Analysis**

In order to properly classify positions with regard to duties and compensation Public Works requested that Human Resources create a Fleet Services Manager classification. Public Works succession planning over the recent years has included training and preparing the current Fleet Services Supervisor for the management duties unique to Fleet Services, which have historically been done by the Support Services Manager.

Public Works' succession planning and management training effort and the creation the a Fleet Services Manager classification will assure a smooth transition for Fleet Services and retain the knowledge, skills and abilities necessary for successful Fleet operations.

HR completed a point factor analysis which places the Fleet Services Manager at grade 42 (\$51,709-\$71,552) in our compensation plan. This is a range comparable with Parks Manager, Animal Regulations Manager and Building Program Manager classifications.

HR conducted a survey of our comparator counties; Clackamas County's Fleet Manager Classification (\$50,595-\$68,304) is comparable to the scope of duties and compensation of the proposed Fleet Services Manager Classification.

Budget: This new classification will not require an additional FTE in Public Works; Public Works will fund the additional cost through the Fleet fund.

**C. Alternatives/Options**

1. Adopt the proposed classification and salary range as described above.
2. Reject the motion.

**D. Recommendation**

It is recommended that the Board of County Commissioners adopt the motion to establish the proposed classification and salary range for the Fleet Services Manager classification.

Fleet Services Manager

Grade 42 (\$51,709-\$71,552)

**IV. IMPLEMENTATION/FOLLOW-UP**

Following Board action, Human Resources staff will update the classification and compensation plans by inserting the new classification, and reclassify the current Fleet Services Supervisor.

**V. ATTACHMENT**

Board Order  
Fleet Services Manager classification specifications

AGENDA DATE: MAY 18, 2005

(CC) ORDER \_\_\_\_\_ / IN THE MATTER OF CREATING A  
CLASSIFICATION AND SALARY RANGE FOR FLEET SERVICES  
MANAGER

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

*)IN THE MATTER OF CREATING A  
)CLASSIFICATION AND SALARY  
)RANGE FOR FLEET SERVICES  
)MANAGER*

**WHEREAS**, Human Resources has completed a review and point factor of the proposed Fleet Services Manager classification

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

**WHEREAS**, changes to the classification and compensation plans require board approval; and

**IT IS NOW HEREBY ORDERED** that there be created the new classification of Fleet Services Manager:

Fleet Services Manager

Range 42: \$51,709-\$71,552

**DATED** this \_\_\_\_ day of May 2005.

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Anna Morrison, Chair  
Lane County Board of Commissioners

IN THE MATTER OF CREATING A CLASSIFICATION AND SALARY  
RANGE FOR FLEET SERVICES MANAGER

APPROVED AS TO FORM

Date 5/10/05 Lane County

Teresa Johnson  
OFFICE OF LEGAL COUNSEL

**FLEET SERVICES MANAGER**

DEFINITION

To manage, direct and coordinate the activities of the Fleet Division including planning, contract administration, automotive and heavy equipment acquisitions and repair; to coordinate fleet activities with other divisions and departments; to provide highly complex staff assistance to the Public Works Director and /or the Assistant Public Works Director; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director and/or the Assistant Public Works Director.

Exercises direct supervision over assigned clerical, technical, professional and supervisory personnel.

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

Manages, directs and organizes Fleet Division activities including planning, contract administration, automotive and heavy equipment acquisitions and maintenance and replacement programs.

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

Prepares the Fleet budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.

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

Prepares specifications for equipment and related materials, short and long range equipment plans, and some specifications for amounts of petroleum products.

Supervises the auctioning, disposal and inventory of Fleet equipment and materials.

Selects, supervises and directs assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures and employee terminations. May take part in or direct emergency response to fuel and chemical spills in Public Works yard.

Coordinates with federal and state agencies to comply with inspections and/or audits.

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MINIMUM QUALIFICATIONS

Knowledge of:

Fleet Management Practices.

Principles and practices of policy development and implementation.

Principles and practices of business administration and organization.

Principles and practices of management information systems.

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

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Vehicle and equipment warranty and insurance claims processes.

Inventory control systems.

Equipment and service cycling management.

Standard practices, materials and methods used in repair and maintenance of automotive and heavy equipment.

Ability to:

Organize, direct and implement a comprehensive County fleet program.

Maintain awareness of societal and governmental trends in the fleet and purchasing fields.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Interpret and explain division policies and procedures.

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

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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 public administration, business, or a related field.

Experience:

Four years of increasingly responsible experience in fleet management, 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.