



# LANE COUNTY

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W. T. A.

## AGENDA COVER MEMO

Memorandum Date: November 29, 2006  
Order Date: December 13, 2006

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**TO:** Board of County Commissioners

**DEPARTMENT:** Human Resources

**PRESENTED BY:** Greta Utecht, Human Resources Director  
Bruce Lawson, Fox Lawson & Associates  
Jan Wilbur, Personnel Services Manager

**AGENDA ITEM TITLE:** ORDER/IN THE MATTER OF ADOPTING A NEW CLASSIFICATION AND COMPENSATION PLAN FOR NON-REPRESENTED SUPERVISORY, PROFESSIONAL AND MANAGEMENT EMPLOYEES

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### I. MOTION

MOVE APPROVAL OF ORDER 06 -- \_\_\_\_\_ IN THE MATTER OF ADOPTING A NEW CLASSIFICATION AND COMPENSATION PLAN FOR NON-REPRESENTED SUPERVISORY, PROFESSIONAL AND MANAGEMENT EMPLOYEES

### II. AGENDA ITEM SUMMARY

The Board is being asked to approve a new classification and compensation plan for the majority of the County's non-represented employees. These plans are the result of the study approved by the Board in November 2005, conducted by Fox Lawson & Associates.

### III. BACKGROUND/IMPLICATIONS OF ACTION

#### A. Board Action and Other History

In August of 2005, the Board approved a general work plan for Human Resources that included the following elements:

- evaluating our internal equity compensation system's ability to be updated to incorporate market factors;
- reviewing our supervisory and management classifications for regrouping into broader categories to decrease the number of classifications in order to make it less costly to administer and easier to apply market factors;
- conducting a market study and applying the results to the new classifications.

Following that action, the Board held a work session in October 2005 with Mr. Bruce Lawson of Fox Lawson & Associates. During that session, Human Resources staff and Mr. Lawson presented a proposed Classification and Compensation Project Framework and asked that it be approved. In doing so, the Board would then be providing direction to staff as to the degree to which market should be used in determining compensation for County employees, where the County should be positioned in the market, and how market should be defined for County positions. The Project Framework was tentatively approved, and the Board asked that staff return in November with a budget and schedule.

On November 9, 2005 the Board of Commissioners approved a budget and the project scope for a classification and compensation study of non-represented supervisory and management positions. The results of that work are a proposed classification and compensation plan, along with a new methodology for evaluating jobs.

**B. Policy Issues**

Should the Board supersede certain provisions of the Administrative Procedures Manual for the purpose of implementing the proposed classification and compensation plans?

Under the Charter, the Lane Code (2.260-2.265) and Lane Manual (2.235), the Board sets the classification and compensation plans for the County. Chapter 3, Section 20 of the APM addresses the process of performing a review or audit of positions, generally on an individual basis. If the Board of County Commissioners approves the proposed plans, employees in the affected position will be reclassified to the new classification and placed on the new salary ranges.

Section 16 of Chapter 3 defines promotion as the movement from one classification to another classification with a salary range at least five percent (5%) higher than the employee's current classification. Section 16 goes on to say that when an employee is promoted, he/she will receive at least the first step of the higher classification or the closest step in the higher classification that would constitute at least a five percent (5%)

increase over the employee's current salary. The APM does not address what should happen when the entire classification and compensation plan is being changed. When groups of employees have been placed in new classifications due to a group review, our current practice is to place the employees on the same step of the grade or range of the new classification as the step they were placed on in the former classification, as long as it didn't result in a reduction in pay. The Board may want to override the provisions in Section 20 that stipulate how placement on the new salary ranges occurs in order to address financial concerns: this issue is discussed in the Financial/Resource Considerations section of this memorandum.

Finally, given the financial constraints that may be facing the County in the absence of Federal Secure Rural Schools payments and/or other revenue sources, the layoff and recall procedures of non-represented employees outlined in Chapter 3, Section 54 will need to be reviewed. Current language states that "Layoff of non-represented employees shall be according to merit, fitness and job skills of employees in like classifications within the specific department, not across department lines." If the Board approves the proposed classification plan that reduces our current 92 classifications to 15, specific job descriptions/titles versus classifications may be more workable in a reduction environment.

**C. Board Goals**

The mission of Lane County is to provide high quality government services in a fair, open and economical manner to best meet the needs and expectations of our citizens and guests. The Lane County Strategic Plan clearly addresses the need for the Human Resources department to direct and coordinate the overall planning effort to identify actions to assure that workforce capabilities meet future needs, and to aim for a flexible classification and compensation system so that the system supports and does not inhibit excellent performance in the delivery of County services.

The County's Strategic Plan outlines specific objectives for our personnel programs, which include our classification and compensation plans. Section A2 states in part that we will "strive for a flexible classification and compensation system;" we will "ensure that the system supports and does not inhibit excellent performance in the delivery of County services;" and that "County personnel policies will encourage job-related training and career development support." Section B3 of the Strategic Plan goes on to describe the requirements of the Human Resources Plan, stating that it should assess both current and future workforce needs and capabilities, identify actions to assure that workforce capabilities meet future needs, and specify policies and practices to encourage training and development

supports so employees have the knowledge, skills, and abilities to perform well.

Section 28 (4) of the Lane County Charter requires that “the Board of County Commissioners shall maintain a system of personnel administration, including appeal procedures, in which each person in that service shall receive equitable compensation fixed on the basis of

- (i) competence in the position with the county,
- (ii) record of service there and elsewhere,
- (iii) the range of compensation paid others by public and private employers for comparable service
- (iv) the county's financial condition and policies, and
- (v) other factors relevant to the determination of what is fair compensation for the individual.”

In addition, Lane Manual Section 2.235, Rule IV-3(a) states that “the compensation plan for County personnel shall provide reasonably competitive ranges of pay for each classification of employment. The Board may make adjustments in a salary range or ranges as necessary to attract and hold competent personnel and to provide equity between the various classifications. Such salary range adjustments are to be distinguished from merit increases in that they are not intended to give recognition to length or quality of service but are to be based solely on prevailing rates of pay in private business and other public jurisdictions in our market area for positions comparable to the various classes of work in the County service.”

HR staff believes that in order to meet the above policy directives, our classification and compensation plans need to be addressed with regard to market influence, and we have begun the work by reviewing management, supervisory and professional positions because that is where our recruitment, retention and succession issues are most pressing at this time.

**D. Financial and/or Resource Considerations**

Adopting the proposed classification (class) plan has no direct costs associated with it. Resource considerations include updating our BRASS (budget) and PeopleSoft (personnel payroll, finance) applications to reflect the new plan, but that is a one-time effort. Because the proposed classification plan consists of fifteen (15) classifications instead of 92, HR staff believes that it will cost much less to administer over time. This is consistent with current trends and best practices: Our traditional wage and salary program is time intensive and costly to maintain. To reduce the administrative burden, organizations in both the private and public sectors are shifting to more generic job titles.

Fox Lawson has provided us with three different implementation scenarios for the proposed compensation (comp) plan, and HR has developed a fourth:

1. The first scenario would cost the County approximately \$34,000 total, of which \$20,000 is general fund. With this option, we would put the new comp plan in place and update our BRASS and PeopleSoft applications to reflect it. However, only those employees (ten total) whose pay rate is not at the minimum of the proposed grade would receive an increase in their salary. All others would retain their current salary as of the effective date of implementation of the new comp plan until such time as they are eligible for merit review.
2. The second scenario for implementation would be to place all employees on the proposed plan at the step closest to their current salary that does not result in a decrease in pay. This option would cost approximately \$340,000 to implement.
3. The third scenario is the most expensive, and presented solely so the Board has all the contextual information. At \$1,554,230, and given the uncertain future of County finances, **this is not being considered** as an implementation option. However, it does represent what the cost would be if employees were to receive a salary that is calculated on a ratio of where they are on the current comp plan against where they would be if paid at market (termed the comp-ratio). In essence, this is the option that applies the market data most fully.
4. The HR-developed scenario is to borrow from the procedures set forth in APM Chapter 3, Section 16. Although adopting and implementing this proposed plan should NOT be viewed as a promotion by any but the ten employees referenced in option one, the methodology for calculating promotional salary could be borrowed from Section 16. This states that the employee shall receive at least the first step of the higher classification or the closest step in the higher classification that would constitute at least a five percent (5%) increase over the employee's current salary. This option would cost approximately \$900,000 County-wide, but we would need to review each employee's potential salary against those of their direct reports to be sure that there are no internal equity issues.

All options assume an implementation date of the first full pay period after July 1, 2007. Fox Lawson has "aged" the salary data and implementation scenarios accordingly.

## E. Analysis

### Lane County's Classification Plan for Non-represented Employees

The current classification plan for the non-represented employees in this study has 92 separate classifications held by approximately 175 employees. Of those, 75 are single incumbent classifications; one has 29 incumbents (sergeant) and the remaining have between two and five incumbents. This is a description of a complex, administrative-intensive, non-flexible system that does not support the County's strategic plan of enhancing career paths, strengthening leadership abilities of managers and supervisors, and assuring successful succession transitions for positions when incumbents retire.

When one considers the breadth of changes in the workplace in the past few years, it's not surprising that systems and methods developed a half-century ago have lost credibility. New methods of classifying work broaden the definitions of classification that reflect the essential duties and responsibilities performed by incumbents in each class. This approach facilitates flexibility in the assignment of duties to individual employees within the job classification and allows a greater degree of career mobility between positions. This type of classification system (i.e., broad-banding) is also much simpler to administer, being based on one main job criteria versus the many factors that make up the County's current point factor system.

The criteria used in the proposed class plan is that of decision-making, hence its title—the Decision Band™ Method, or DBM. DBM is based on the premise that decision-making is common to all jobs and the importance of a job is directly related to its responsibility for decision-making. Jobs are categorized into six decision Bands:

- **Band F — Policy Decisions**  
Decisions at this band are made about matters that affect the enterprise as a whole, its direction and goals and the scope and nature of its operations. Positions in this band at Lane County would be limited to the Commissioners and the County Administrator.
- **Band E — Programming Decisions**  
Decisions at Band E are made about general plans for accomplishing the goals decided at Band F and the allocation of resources among the various functions. Department directors and most assistant/deputy department directors are Band E.
- **Band D — Interpretive Decisions**  
Decisions in this Band are made about *what* is to be done (the means) in order to carry out the plans (the ends) decided at Band E. Band D decisions set precedents for the lower Bands. Band D decisions are

made in *unique* situations where precedents, in the form of rules and prescribed routines have not already been established.

- Band C — Process Decisions
  - Band B — Operational Decisions
  - Band A — Defined Decisions
- Decisions made in Bands C, B and A are made as to *how* to carry out the duties, in accordance with rules, guidelines and constraints, decided at Band D

Jobs are made up of a number of duties that belong in different Bands. The highest Banded duty of the job determines the Decision Band of the position. Other aspects of the job (e.g., whether it supervises other positions or not; the level of complexity or difficulty it has; working conditions) determine the grade and sub-grade of the position. Each position is given a three digit grade, for example E85, which is the highest Banded position reviewed in this study. One very important aspect of this system is that it encourages career development through two avenues—supervision and/or management, or technical/professional expertise. Lines between jobs are less rigid, leading to more opportunities.

By using the DBM, we have reduced the number of classifications for professional, supervisory and management non-represented employees from 105 to 15. Attachment A shows the transition from our current classifications to the proposed classifications, attachment B is a summary description of the proposed classification plan structure and attachments C(1) – C(15) are the proposed classification specifications. Attachment D shows the various DBM ratings in each proposed classification.

#### Lane County's Compensation Plan for Non-represented Employees

Pay programs are tools necessary to compete for the desired caliber of employee in the marketplace, or in other words, to support the recruitment and *retention* of employees. As such, pay plans must be flexible and capable of changing as needed. As discussed during several Board meetings in 2005 (July 13, August 10, October 11 and November 10), Lane County's compensation plan for our management, supervisory and professional level positions is no longer reflective of the market from which we recruit, nor is it competitive enough to continue to withstand the attraction of other employers trying to attract our employees away from us. A general rule is that it takes at least a ten percent (10%) difference in compensation combined with other persuasive factors (e.g., family pressures, location, career development opportunity, new supervisor) to convince most employees to make major job changes. For our more recently hired employees who are not eligible for retiree medical benefits or who don't have long-standing retirement accounts in PERS, base salary and other more immediate and accessible compensation factors

(such as tuition reimbursement, day care, transportation expenses, etc.) become more important drivers in their overall satisfaction. Based on Fox Lawson's salary survey results, Lane County's compensation for our non-represented supervisors, managers and professionals continues to fall below market, even after the County began picking up the PERS/OPSRP employee contribution last summer (July 2006).

Based on the attached report, Lane County's salaries for positions in this study are 10% below market at the minimum end of the range, 9% below market at the midpoint and 6% below market at the maximum end of the range. Currently our salary grades (ranges) have a 40% spread between minimum and maximum; the proposed ranges have a 50% spread.

As past and current data show, we continue to be forced to appoint new employees far above the mid-range of our pay grades, and we are increasingly unable to persuade potential internal candidates to apply for management positions because of what is perceived as not enough compensation. In addition, we are now faced with situations in many parts of the County organization where supervisors and managers make less or the same total compensation as the employees they supervise. Our ability to replace and retain the caliber of employee we need to meet future challenges is being compromised the longer we wait to address our competitive position in the market.

Exceptional appointments (i.e., hiring above step 3) must be approved by the Human Resources Director. Prior to doing so, every case is carefully analyzed to be sure that internal equity is maintained. Because resources are scarce, directors rarely have the luxury of hiring at the apprentice level: the need to find a candidate who can "hit the ground running" means that we are more often than not trying to bring highly experienced and skilled individuals into our professional, supervisory and management positions.

Attachment E shows the percentage of employees in each employee group hired since January 2002 to whom we have had to grant exceptional (above step 3) appointments. Noteworthy is the change between November 2005 (when this information was last presented to the Board) and now: The percentage of exceptional appointments in the manager employee group has dropped to 75 percent from 88 percent, but the percentage of exceptional appointments in Local 626, Admin-Pro, AFSCME (both general and nurses units) and in the non-represented professional groups has risen. In summary, market is having the greatest impact on our professional (both represented and non-represented positions, and especially our medical, computer science and engineering classifications), supervisory and management (including director level) positions. That impact will further worsen the compaction issue we have



now between supervisors and managers and those they supervise.

This desire to find someone at the master level of the classification is also having an impact on the demographics of our organization. We should be bringing in a balanced mix of all age groups: younger employees with creative ideas and energy, and experienced (which usually translates to older) employees who can help train and mentor those who are recent additions to the workforce. The reality is that our compensation package appeals more to the older employees with families and those who understand the value of the entire compensation package, because the County offers one of the most comprehensive medical insurance, vacation, disability and retirement packages anywhere.

The problem we have in recruiting younger people to apply for our positions is that they tend to look solely at the salary level, and since the average expected tenure in any one job of employees now between the ages of 24-30 is three (3) years, they don't perceive retirement or health benefits as being of value to them. The following table reflects the average age of our current employee groups, and the average age of those hired into those groups since 2002. It's evident that we're not making much progress towards a younger employee base.

<b>Employee Group</b>	<b>Current Ave. Age</b>	<b>Since 2002</b>
Directors	54.3	51
Managers	51.1	51
Supervisors	49.1	45
Non-Rep Professional	47.5	44
Admin-Pro	48.4	43
Prosecuting Attorneys	41.6	32
LCPOA	39.1	33
AFSCME	46.2	41
AFSCME Nurses	52.8	50
Local 626	46.7	44
FOPPO	44.5	38

We have been very fortunate in finding individuals who wish to make a life style change by moving to Lane County from another part of the country, or by finding candidates who have retired from their previous employment and can afford to take the pay cut that results in working for Lane County. However, our luck may be running out. Given demographic trends and the fact that our compensation plan for our professional, supervisory, and management level positions has not kept up with those of other public agencies, competing for qualified candidates is now a major issue for Lane County.

As mentioned previously, another problem we face is our inability to persuade our represented employees who show leadership potential to

consider applying for supervisory and management positions. Because our contracts ensure that even exempt represented employees receive compensation for their overtime on a one-to-one basis, and many receive provision for on-call, we are now dealing with situations around the County where those being supervised make more in take home pay and benefits than their supervisors and managers. Compaction is the term used when there is very little or no difference between the compensation of a supervisor and the employees who report to him or her and is a problem that exists throughout the County organization. Depending on the position level, best practices in HR and compensation theory provides for a minimum 10% differential between employees and supervisors and even greater at the higher levels of management. Today, that is the exception and not the rule in Lane County.

Attachment F lists the proposed pay ranges for the DBM grades that correspond to the proposed classifications in Attachment D. The proposed pay plan is an *at market* plan at the midpoint. That does not signify that all employees will be paid at market. Skills, experience, internal equity considerations are equal factors in determining pay level at appointment. However, if the Board approves this proposed structure, the number of exceptional appointments will drop considerably. The proposed structure has been "aged" so that it will be accurate as of July 2007, but by mid 2009 the County will need to review the market data in order to once again have a market-adjusted plan. Unlike the pay philosophy that was recently adopted by Portland's City Council to be 8.5 percent *above market* in order to recruit and retain employees, this scenario assumes that Lane County will be approximately 10 percent *below* or at market for the next two to three years, depending on the economy. In order to have a consistent 'at market' plan, it will require that the County perform market surveys more frequently, or set the structure above market for the first year of the survey, assume an at-market plan in years two-three of the cycle and have a below-market plan in years three to four.

#### **F. Alternatives/Options**

Several options are available to the Board in addressing the need for a more flexible classification and compensation plan.

1. Adopt the proposed classifications as presented, and adopt the proposed salary structure as presented. Stipulate that affected employees be placed on the plan at current salary levels as of implementation, moving up to the next step on the proposed comp plan only when merit review justifies it. (See section III D (1) above.)

Advantages: This allows County staff to make changes to the budget and personnel systems prior to budget preparation for FY07-08. It also

addresses the very uncertain financial situation facing the County, since implementation costs are minimal at \$33,000 (\$20,000 for the general fund).

2. Adopt the proposed classifications and compensation structure as presented and move employees to the closest step on the plan that does not result in a decrease in salary.

Advantages: This allows County staff to make changes to the budget and personnel systems prior to budget preparation for FY07-08. It also moves employees on to the plan steps which will make the plan easier to administer the first year.

Disadvantages: This option does not address internal equity issues, especially the compaction issues referenced earlier. It is also more costly to implement, at approximately \$340,000.

3. Adopt the proposed classification and compensation structure as presented and move employees to the closest step on the plan that would constitute at least a five percent (5%) increase over the employee's current salary. (See section III D (4) above.)

Advantages: This allows County staff to make changes to the budget and personnel systems prior to budget preparation for FY07-08. It also moves employees on to the plan steps which will be easier to administer the first year. Further, it comes closer to addressing the compensation issues that have been discussed in this memo.

Disadvantages: This option is the most costly to implement, at approximately \$900,000.

4. Do not adopt the proposed classification and compensation plans.

Advantages: None

Disadvantages: Retaining a complex, costly-to-administer system; losing the opportunity to address the serious compensation issues outlined in this memo and previously discussed by the Board.

#### **IV. RECOMMENDATION**

Human Resources recommends that the Board approve the motion, with option one as the implementation plan so that we can update our systems and move forward with very minimal expense.

Should the County's financial outlook improve between now and July 2007, staff will return to the Board with to discuss other implementation options. By that point we will have been able to do an in-depth internal equity analysis and have more specific information as to potential implementation costs.

**V. TIMING/IMPLEMENTATION**

If the Board approves the motion and adopts the proposed plans and classifications, HR staff will immediately begin working with Budget and Information Services staff to incorporate them into our BRASS and PeopleSoft systems. HR staff will also review Chapter 3 of the APM to make sure that there are no conflicts arising from the new plans, especially as they pertain to layoff and recall. We will also design an appeal process to take place in February for those employees who believe that they have been erroneously assigned to a classification. Employees have already been informed of their proposed classifications.

**VI. FOLLOW-UP**

Staff will provide a status report to the Board by late March as to how many appeals have been processed. In addition, staff will identify any non-supervisory positions in the non-represented employee group that should be included on the proposed plan and a timing plan for deleting current classification/compensations plans.

**VII. ATTACHMENTS**

Board Order  
Attachment A: Classification Plan Transition  
Attachment B: Proposed Classification Plan Structure  
Attachments C1-C15: Proposed Classification Specifications  
Attachment D: Proposed Job Evaluation Ratings  
Attachment E: Hire Step Comparison Chart  
Attachment F: Comp Plan Structure

**IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON**

**ORDER 06-** ) **IN THE MATTER OF ADOPTING A**  
) **NEW CLASSIFICATION AND**  
) **COMPENSATION PLAN FOR NON-**  
) **REPRESENTED SUPERVISORY,**  
) **PROFESSIONAL AND MANAGEMENT**  
) **EMPLOYEES**

**WHEREAS**, the last time that a comprehensive review of classifications and compensation for non-represented supervisory, professional and management positions was performed was in 1988; and

**WHEREAS**, the classification and compensation plans for those non-represented supervisory, professional and management positions have become outdated and inflexible, and no longer able to meet objectives set forth in the County's Strategic Plan; and

**WHEREAS**, the Board of County Commissioners directed Human Resources to contract with Fox Lawson & Associates to conduct a classification review and market salary survey, and to design a classification and compensation structure designed to meet the County's goals of attracting and retaining excellent employees; and

**WHEREAS**, Fox Lawson & Associates have completed their review and provided a proposal for a new classification and compensation methodology and structures, Human Resources has evaluated and recommends approval of the plans proposed by Fox Lawson & Associates; now, therefore,

**IT IS HEREBY ORDERED**, that, the Classification Plan for the non-represented supervisory, professional and management positions shall be the classification specifications attached as Attachments C-1 through C-15 and incorporated by this reference, and it is further

**ORDERED** that description and methodology for the bands, grades and sub-grades that apply to these classifications shall be as described in Attachment D, incorporated by this reference, and it is further

**ORDERED** that those employees in current non-represented supervisory, professional and management classifications shall be reclassified to their new classifications as shown on Attachment A, incorporated by this reference, as of the effective date described below, and assigned to the appropriate band, grade and subgrade, and it is further

**ORDERED** that affected employees shall be placed on the new Compensation plan at their current salary, but shall move to the next step after July 14, 2007 when their merit review justifies it, and it is further

**ORDERED** that the Compensation Plan for these classifications is set as described in Attachment F incorporated by this reference, and it is further

**ORDERED** that Attachments B and E, while not adopted as part of these Plans, are illustrative of the concepts and reasoning which justify and explain the actions taken today, and it is further

**ORDERED** that these Classification and Compensation Plans shall take effect 10 p.m. July 14, 2007, and it is further

**ORDERED** that Human Resources be authorized to post under the new Classification and Compensation plan those vacant positions which are not to be filled until after July 14, 2007.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

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Bill Dwyer, Chair  
Board of County Commissioners

ATTACHMENT A

SERIES	PROPOSED CLASSIFICATION	CURRENT CLASSIFICATION	Dept	Totals
<b>Administrative Support</b>				<b>14</b>
	<b>Administrative Support Specialist</b>			<b>6</b>
	<b>Executive Assistant</b>			<b>6</b>
			A&T	1
			MS	1
			PW	1
			SO	1
			YS	1
			DA	1
	<b>Administrative Support Supervisor</b>			<b>8</b>
	<b>Central Lane JC Supervisor</b>			<b>1</b>
			JC	1
	<b>Clerical Supervisor</b>			<b>4</b>
			A&T	1
			MS	2
			PW	1
	<b>Executive Assistant</b>			<b>2</b>
			H&HS	1
			LWP	1
	<b>Sr. Administrative Analyst</b>			<b>1</b>
			DA	1
<b>Professional/Technical</b>				<b>36</b>
	<b>Professional/Technical Supervisor</b>			<b>36</b>
	<b>Accounting Supervisor</b>			<b>1</b>
			MS	1
	<b>Administrative Services Manager</b>			<b>1</b>
			SO	1
	<b>Administrative Services Supervisor</b>			<b>3</b>
			H&HS	1
			LWP	1
			YS	1
	<b>AIRS Technical Supervisor</b>			<b>1</b>
			IS	1
	<b>Appraisal Supervisor</b>			<b>1</b>
			A&T	1
	<b>Casework Supervisor</b>			<b>3</b>
			YS	3
	<b>Chief Deputy Medical Examiner</b>			<b>1</b>
			DA	1
	<b>Clinical Fiscal Services Supervisor</b>			<b>1</b>
			H&HS	1
	<b>Clinical Services Supervisor</b>			<b>3</b>
			H&HS	3
	<b>Design Engineer</b>			<b>1</b>
			PW	1
	<b>Developmental Disabilities Supervisor</b>			<b>1</b>
			H&HS	1
	<b>Environmental Health Manager</b>			<b>1</b>
			PW	1

SERIES	PROPOSED CLASSIFICATION	CURRENT CLASSIFICATION	Dept	Totals
		<b>Environmental Health Supervisor</b>		<b>1</b>
			H&HS	1
		<b>Groupwork Supervisor</b>		<b>2</b>
			YS	2
		<b>Human Services Supervisor</b>		<b>1</b>
			H&HS	1
		<b>Lead Investigator</b>		<b>1</b>
			DA	1
		<b>Management Services Supervisor</b>		<b>1</b>
			CAO	1
		<b>Parole &amp; Probation Supervisor</b>		<b>4</b>
			H&HS	4
		<b>Principal Planner</b>		<b>1</b>
			PW	1
		<b>Public Health Nursing Supervisor</b>		<b>3</b>
			H&HS	3
		<b>Right-of-Way Manager</b>		<b>1</b>
			PW	1
		<b>Sr. Management Analyst</b>		<b>1</b>
			PW	1
		<b>Supervising Senior Accountant</b>		<b>1</b>
			MS	1
		<b>Traffic Engineer</b>		<b>1</b>
			PW	1
<b>Maintenance/Trades</b>				<b>3</b>
	<b>Maintenance/Trades Supervisor</b>			<b>3</b>
		<b>Building Maintenance Supervisor</b>		<b>1</b>
			MS	1
		<b>Corrections Fac Maint Supervisor</b>		<b>1</b>
			SO	1
		<b>Custodial Supervisor</b>		<b>1</b>
			MS	1
<b>Programs</b>				<b>15</b>
	<b>Program Supervisor</b>			<b>11</b>
		<b>Administrative Services Supervisor</b>		<b>1</b>
			SO	1
		<b>Clinical Health Services Coordinator</b>		<b>2</b>
			H&HS	2
		<b>Employment and Training Supervisor</b>		<b>2</b>
			LWP	2
		<b>Family Mediation Program Manager</b>		<b>1</b>
			H&HS	1
		<b>Public Safety HR Coordinator</b>		<b>1</b>
			SO	1
		<b>Purchasing Manager</b>		<b>1</b>
			MS	1
		<b>Veteran Services Coordinator</b>		<b>1</b>
			H&HS	1
		<b>Victim/Witness Coordinator</b>		<b>2</b>
			DA	2



SERIES	PROPOSED CLASSIFICATION	CURRENT CLASSIFICATION	Dept	Totals
	<b>Program Manager</b>			<b>4</b>
		<b>Investigator (Child Adv Prgrm Mgr)</b>		<b>1</b>
			DA	1
		<b>Labor &amp; Employee Relations Manager</b>		<b>1</b>
			HR	1
		<b>Personnel Services Manager</b>		<b>1</b>
			HR	1
		<b>Risk and Benefits Manager</b>		<b>1</b>
			HR	1
<b>Management Analyst</b>				<b>6</b>
	<b>Management Analyst</b>			<b>1</b>
		<b>Management Analyst 1</b>		<b>1</b>
			CAO	1
	<b>Senior Management Analyst</b>			<b>5</b>
		<b>Management Analyst 2</b>		<b>5</b>
			CAO	1
			H&HS	1
			PW	1
			SO	1
			YS	1
<b>Management</b>				<b>51</b>
	<b>Manager</b>			<b>28</b>
		<b>Administrative Services Manager</b>		<b>2</b>
			IS	1
			PW	1
		<b>Administrative Services Manager</b>		<b>1</b>
			H&HS	1
		<b>AIRS Manager</b>		<b>1</b>
			IS	1
		<b>Animal Regulation Manager</b>		<b>1</b>
			MS	1
		<b>Appraisal Manager</b>		<b>1</b>
			A&T	1
		<b>Building Facilities Manager</b>		<b>1</b>
			MS	1
		<b>Building Program Manager</b>		<b>1</b>
			PW	1
		<b>Chief Deputy County Clerk</b>		<b>1</b>
			MS	1
		<b>Computer Services Manager</b>		<b>4</b>
			IS	4
		<b>Corrections Health Svcs Manager</b>		<b>1</b>
			SO	1
		<b>County Surveyor</b>		<b>1</b>
			PW	1
		<b>Developmental Disabilities Manager</b>		<b>1</b>
			H&HS	1
		<b>Field Engineer Superintendent</b>		<b>1</b>
			PW	1

SERIES	PROPOSED CLASSIFICATION	CURRENT CLASSIFICATION	Dept	Totals
		<b>Financial Services Manager</b>		<b>1</b>
			MS	1
		<b>Fleet Services Manager</b>		<b>1</b>
			PW	1
		<b>Mntl Hlth Org Resource Manager</b>		<b>1</b>
			H&HS	1
		<b>Planning Program Manager</b>		<b>1</b>
			PW	1
		<b>Property &amp; Tax Mgt Manager</b>		<b>1</b>
			A&T	1
		<b>Regional Info System Manager</b>		<b>1</b>
			IS	1
		<b>Road Maintenance Manager</b>		<b>1</b>
			PW	1
		<b>Supervision &amp; Trtmnt Svcs Manager</b>		<b>1</b>
			H&HS	1
		<b>Support Services Manager - SO</b>		<b>1</b>
			SO	1
		<b>Transportation Planning Engineer</b>		<b>1</b>
			PW	1
		<b>Waste Mgmt Superintendent</b>		<b>1</b>
			PW	1
	<b>Senior Manager</b>			<b>13</b>
		<b>Budget/Financial Planning Manager</b>		<b>1</b>
			CAO	1
		<b>Captain</b>		<b>3</b>
			SO	3
		<b>County Engineer</b>		<b>1</b>
			PW	1
		<b>Deputy Assessor</b>		<b>1</b>
			A&T	1
		<b>Intergovernmental Relations Manager</b>		<b>1</b>
			CAO	1
		<b>Intrgvrn Human Svcs Prgm Manager</b>		<b>1</b>
			H&HS	1
		<b>Land Management Manager</b>		<b>1</b>
			PW	1
		<b>Mental Health Manager</b>		<b>1</b>
			H&HS	1
		<b>Parks Manager</b>		<b>1</b>
			PW	1
		<b>Public Health Manager</b>		<b>1</b>
			H&HS	1
		<b>Waste Management Manager</b>		<b>1</b>
			PW	1
	<b>Assistant Department Director</b>			<b>3</b>
		<b>Assistant to Director of PW</b>		<b>1</b>
			PW	1
		<b>Assistant Youth Services Director</b>		<b>1</b>
			YS	1

SERIES	PROPOSED CLASSIFICATION	CURRENT CLASSIFICATION	Dept	Totals
		<b>Asstistant Director H&amp;HS</b>		<b>1</b>
			H&HS	1
	<b>Department Director</b>			<b>7</b>
		<b>Children and Families Director</b>		<b>1</b>
			C&F	1
		<b>H&amp;HS Director</b>		<b>1</b>
			H&HS	1
		<b>Human Resources Director</b>		<b>1</b>
			HR	1
		<b>Information Services Director</b>		<b>1</b>
			IS	1
		<b>Management Services Director</b>		<b>1</b>
			MS	1
		<b>Public Works Director</b>		<b>1</b>
			PW	1
		<b>Youth Services Director</b>		<b>1</b>
			YS	1
	<b>Public Safety - Non-Sworn</b>			<b>8</b>
	<b>Public Safety Support Supervisor</b>			<b>8</b>
		<b>Communications/Rec Supervisor</b>		<b>6</b>
			SO	6
		<b>Food Services Supervisor</b>		<b>1</b>
			SO	1
		<b>Weighmaster</b>		<b>1</b>
			SO	1
	<b>Public Safety - Sworn</b>			<b>34</b>
	<b>Sergeant</b>			<b>29</b>
		<b>Sergeant</b>		<b>29</b>
			SO	29
	<b>Lieutenant</b>			<b>5</b>
		<b>Lieutenant</b>		<b>5</b>
			SO	5
<b>Grand Total</b>				<b>167</b>

CURRENT CLASSIFICATIONS: 93  
 PROPOSED CLASSIFICATIONS: 15

**LANE COUNTY, OREGON**  
**Proposed Classification Structure**

**ATTACHMENT B**

Series Title	New Class Title	Series Level	Minimum Qualifications*	Key Distinguishing Characteristics	FESA Status
<b>Administrative Support Series</b>					
<p>Note: If union jobs were brought into the class structure, this series could be expanded to include lower level classifications.</p>	<p>Administrative Support Specialist</p>	<p>1 of 2</p>	<p>High School Diploma, or G.E.D., supplemented by specialized training and four years progressively responsible clerical experience.</p> <p><b>Licensing Requirements:</b> Some positions may require:            -Oregon Driver's License;            -Certification related to the area assigned.</p>	<p>Incumbents in this class are responsible for providing non-specialized, complex and confidential administrative support, requiring advanced clerical skills, to a department or program. Incumbent responsibilities may include: confidential data entry and record keeping (such as payroll); document processing; preparing monthly and annual reports; customer service; and, assisting with departmental goal setting. Incumbents may also be responsible for assisting in the review and finalizing of department budget reports and participating in leadership meetings. Incumbents are not considered formal supervisors, but may assign and monitor the work of lower level staff.</p>	<p>Non-Exempt</p>
	<p>Administrative Support Supervisor</p>	<p>2 of 2</p>	<p>High School Diploma, or G.E.D., supplemented by specialized training and four years related experience, including lead or supervisory experience.</p> <p><b>Licensing Requirements:</b> Some positions may require:            -Oregon Driver's License;            -Certification related to the area assigned.</p>	<p>This is the first-line supervisory level in a job series of administrative support type work. This class is distinguished from lower-level jobs by the responsibilities for supervision of daily activities and staff and from management-level classifications by the emphasis on the performance of technical work and delivery of services. Incumbents are responsible for performing advanced and/or complex technical work in area assigned; providing technical direction and problem resolution related to program services and activities; ensuring staff and program compliance with applicable laws, regulations, policy and procedure; and reviewing and preparing statistical and related reports.</p>	<p>Exempt</p>

\*All MQ's will have an equivalency phrase in the job description.

**LANE COUNTY, OREGON**  
**Proposed Classification Structure**

Series Title	New Class Title	Series Level	Minimum Qualifications*	Key Distinguishing Characteristics	FLSA Status
<b>Maintenance-Trades Series</b>					
Note: If union jobs were brought into the class structure, this series could be expanded to include lower level classifications.	Maintenance / Trades Supervisor	1 of 1	<p>High School Diploma, or G.E.D., supplemented by specialized training and four years experience directly related to area of assignment, including lead or supervisory experience.</p> <p><b>Licensing Requirements:</b> Some positions may require:            -Oregon Driver's License;            -Trade certification related to the area assigned.</p>	This is the first-line supervisory level in a job series of a maintenance/trades type work. This class is distinguished from lower-level jobs by the responsibilities for supervision of daily and/or shift activities and staff and from management-level classifications by the emphasis on the performance of technical work and delivery of services. Incumbents are responsible for performing advanced and/or complex technical work in area assigned; providing technical direction and problem resolution related to program services and activities; ensuring staff and program compliance with applicable laws, regulations, policy and procedure; and reviewing and preparing statistical and related reports.	Exempt
<b>Management Analyst Series</b>					
	Management Analyst	1 of 2	<p>Bachelor's Degree and two years professional experience in public or business administration, public affairs, or a related field.</p> <p><b>Licensing Requirements:</b> Some positions may require:            -Oregon Driver's License.</p>	The first level in the management analyst series, incumbents perform professional-level activities related to the research and analyses of routine administrative and business management policies and practices while developing proficiency and experience related to government operations and administration. Responsibilities include preparing and presenting statistical and related reports; providing administrative and analytical support; and, making recommendations regarding budget, program, contract, and/or service delivery modifications.	Exempt
	Senior Management Analyst	2 of 2	<p>Bachelor's Degree and four years professional experience in public or business administration, public affairs, or a field directly related to area assigned. Post graduate coursework or a Master's Degree is preferred.</p> <p><b>Licensing Requirements:</b> Some positions may require:            -Oregon Driver's License.</p>	The second level in the management analyst series, incumbents perform full, journey-level professional activities in the research and analyses of a variety of administrative and business management policies and practices. Incumbents have broad-based accountability; are responsible for researching, evaluating and reviewing complex policies, practices, contracts, and services; and, making strategic recommendations requiring a solid knowledge of local government operations and administration. Incumbents may have lead or formal supervisory responsibilities.	Exempt

\*All MQ's will have an equivalency phrase in the job description.

**LANE COUNTY, OREGON**  
**Proposed Classification Structure**

Series Title	New Class Title	Series Level	Minimum Qualifications*	Key Distinguishing Characteristics	FESA Status
<b>Professional/Technical Series</b>					
<p>Note: This is a broad class series that includes a wide range of professional and technical disciplines across the County. If union jobs were brought into the class structure, this series could be expanded to include lower level classifications.</p>	<p>Professional /Technical Supervisor (or Coordinator)</p>	<p>1 of 1</p>	<p>Bachelor's Degree in a related field and four years professional experience directly related to area assigned, including lead or supervisory experience.</p> <p>Some positions may require a Master's Degree or Medical Doctorate specific to area assigned.</p> <p><b>Licensing Requirements:</b> Some positions may require:            -Oregon Driver's License;            -Professional or technical licensure or certification related to the area assigned.</p>	<p>This is the first-line supervisory level over classifications in a professional and/or technical discipline. This class is distinguished from lower-level jobs by the responsibilities for supervision of unit activities and staff and from management-level classifications by the emphasis on the performance of technical work and delivery of services. Incumbents are responsible for performing advanced and/or complex technical work in area assigned; providing technical direction and problem resolution related to program services and activities; ensuring staff and program compliance with applicable laws, regulations, policy and procedure; and reviewing and preparing statistical and related reports.</p>	<p>Exempt</p>

\*All MQ's will have an equivalency phrase in the job description.

**LANE COUNTY, OREGON**  
**Proposed Classification Structure**

Series Title	New Class Title	Series Level	Minimum Qualifications*	Key Distinguishing Characteristics	FISA Status
<p><b>Program Series</b></p> <p>Note: If union jobs were brought into the class structure, this series could be expanded to include lower level classifications.</p>	<p>Program Supervisor</p>	<p>1 of 2</p>	<p>Bachelor's Degree in related field and three years of progressively responsible experience related to area assigned, including lead or supervisory experience.</p> <p>Some positions may require a Master's Degree specific to assigned area.</p> <p><b>Licensing Requirements:</b> Some positions may require:            -Oregon Driver's License;            -Licensure or certification related to the area assigned.</p>	<p>This is a fully performing professional level in the assigned field or discipline requiring specialized technical skills and a solid knowledge of principles and practices in the program area. Incumbents have professional responsibility for coordinating program activities; serving as a liaison and/or advocate to internal/external customers; and assisting in program policy and procedure development, ensuring compliance with regulatory guidelines, and/or contract management. Incumbents may have formal supervisory responsibilities over professional, technical and/or support staff.</p>	<p>Exempt</p>
	<p>Program Manager</p>	<p>2 of 2</p>	<p>Bachelor's Degree in related field and five years of progressively responsible experience related to area assigned, including supervisory experience.</p> <p><b>Licensing Requirements:</b> Some positions may require:            -Oregon Driver's License;            -Licensure or certification related to the area assigned.</p>	<p>This is the management level within the program series. Incumbents have responsibility for developing and implementing programs and services; developing program policies and procedures; and ensuring program compliance with laws, rules, regulations, policies and procedures. Incumbents serve as a liaison and resource for collaboration and coordination of services; evaluate programs for quality assurance; and develop improvements and enhanced methods for delivery of services. Incumbents typically have formal supervisory responsibility of staff; or may manage a program and its services without direct supervision of regular County staff.</p>	<p>Exempt</p>

\*All MQ's will have an equivalency phrase in the job description.

**LANE COUNTY, OREGON**  
**Proposed Classification Structure**

Series Title	New Class Title	Series Level	Minimum Qualifications*	Key Distinguishing Characteristics	FISA Status
<b>Management Series</b>					
	Manager	1 of 4	<p>Bachelor's Degree and five years of progressively responsible experience related to area assigned, including supervisory experience.</p> <p><b>Licensing Requirements:</b> Some positions may require:            -Oregon Driver's License;            -Licensure or certification related to the area assigned.</p>	<p>This is the first level of general management within the County. Incumbents have responsibility for developing and implementing programs and services; developing program policies and procedures; ensuring compliance with laws, rules, regulations, policies and procedures; and monitoring funds and participating in budget and resource development. Incumbents typically manage program activities through first-level supervisors and may have direct supervisory accountability of professional and support staff.</p>	Exempt
	Senior Manager	2 of 4	<p>Bachelor's Degree and six years of progressively responsible experience related to area assigned, including supervisory experience.</p> <p>Some positions may require a Master's Degree, Juris Doctorate, or Medical Doctorate specific to area assigned.</p> <p><b>Licensing Requirements:</b> Some positions may require:            -Oregon Driver's License;            -Licensure or certification related to the area assigned.</p>	<p>This is the second-level in the general management series and is distinguished from the first level by the responsibility for a large division or programmatic area within a department, typically encompassing broad or multiple functions, programs and/or services, and participation in department wide planning and prioritizing of programs and goals. Incumbents are responsible and accountable for allocating division resources and funds and collaborating with other divisions, departments and outside agencies to ensure implementation of programs and services. The management of activities and operations is typically achieved through direct supervision of managers and supervisors or coordinators.</p>	Exempt

\*All MQ's will have an equivalency phrase in the job description.



**LANE COUNTY, OREGON**  
**Proposed Classification Structure**

Series Title	New Class Title	Series Level	Minimum Qualifications*	Key Distinguishing Characteristics	FLSA Status
Note: On a case-by-case basis this may include Chief Deputies under Elected Officials	Assistant Department Director	3 of 4	<p>Bachelor's Degree and progressively responsible technical experience in a related field, and four years of <b>management experience</b>, including administrative and supervisory experience.</p> <p>Some positions may require a Master's Degree, Juris Doctorate, or Medical Doctorate specific to area assigned.</p> <p><b>Licensing Requirements:</b> Some positions may require: -Oregon Driver's License; -Licensure or certification related to the area assigned.</p>	<p>This level is typically found in large County departments or Elected Official offices. Incumbents may direct the operations of multiple divisions and have broad administrative oversight, assisting the Director or Elected Official in department-wide planning of programs and activities; defining goals and objectives; coordinating, planning and allocating resources; and participating in the formulation of policies and legislative guidelines. There is typically only one Assistant Director in a department, which may serve as second in command and have line authority in decision-making. Oversight and direction of internal operations is typically achieved through direct supervision of lower-level managers.</p>	Exempt
	Department Director	4 of 4	<p>Bachelor's Degree and progressively responsible technical experience in a related field, and six years <b>management experience</b>, including administrative and supervisory experience.</p> <p>Some positions may require a Master's Degree.</p> <p><b>Licensing Requirements:</b> Some positions may require: -Oregon Driver's License.</p>	<p>The top level in the management series, incumbents are responsible and accountable for proactively directing a County department including its assets, personnel and resources to achieve the broad strategic goals and objectives established by the County Administrator and/or governing body. In addition to developing and directing department programs and initiatives; Department Directors set the tone, climate and vision for the department and provide for a multi-jurisdictional approach. Incumbents serve as members of the executive management team providing leadership, and as such, participate in the accountability and efficiency of operations and success of the overall organizational goals and objectives.</p>	Exempt

**LANE COUNTY, OREGON**  
**Proposed Classification Structure**

Series Title	New Class Title	Series Level	Minimum Qualifications*	Key Distinguishing Characteristics	FLSA Status
<b>Public Safety - Non-Sworn</b>					
	Public Safety Support Supervisor	1 of 1	<p>High School Diploma, or G.E.D., supplemented by specialized training and four years related experience, including lead or supervisory experience.</p> <p><b>Licensing Requirements:</b> Some positions may require:            -Oregon Driver's License;            -Certification related to the area assigned.</p>	<p>This is the first-line supervisor of non-sworn, administrative and/or technical support classifications in a public safety assignment. This class is distinguished from lower-level jobs by the responsibilities for supervision of daily or shift activities and staff and from management-level classifications by the emphasis on the performance of technical work and delivery of services. Incumbents are responsible for performing advanced and/or complex technical work in area assigned; providing technical direction and problem resolution related to program services and activities; ensuring staff and program compliance with applicable laws, regulations, policy and procedure; and reviewing and preparing statistical and related reports. This classification is distinguished from the general Administrative Support series by the relationship and nature of support to law enforcement activities and functions.</p>	Exempt

\*All MQ's will have an equivalency phrase in the job description.

**LANE COUNTY, OREGON**  
**Proposed Classification Structure**

Series Title	New Class Title	Series Level	Minimum Qualifications*	Key Distinguishing Characteristics	FLSA Status
<b>Public Safety Series - Sworn</b>					
<p>Note: If union jobs were brought into the class structure, this series could be expanded to include Deputies. Captains are included in the Management Series.</p>	Sergeant	1 of 2	<p>Associate's Degree or equivalent in criminal justice, police science, or a related field and four years experience in a certified, sworn position.</p> <p><b>Licensing Requirements:</b>            -Oregon Driver's License;            -Oregon Department of Public Safety Standards &amp; Training Certification (DPSST);            -Ability to obtain Firearms Certification.</p>	<p>This is the first line supervisor of sworn officer classifications in the public safety series. This class is distinguished from lower-level jobs by the responsibilities for supervision of shift activities and staff and from management-level classifications by the emphasis on the performance of technical work and delivery of services. Incumbents are responsible for performing advanced and/or complex technical work in area assigned; providing technical direction and problem resolution related to program services and activities; ensuring staff and unit compliance with applicable laws, regulations, policy and procedure; and reviewing and preparing statistical and related reports.</p>	Non-Exempt
	Lieutenant	2 of 2	<p>Associate's Degree or equivalent in criminal justice, police science, or a related field and six years experience in a certified, sworn position, including two years experience equal to the rank of Sergeant.</p> <p><b>Licensing Requirements:</b>            -Oregon Driver's License;            -Oregon Department of Public Safety Standards &amp; Training Certification (DPSST);            -Firearms Certification.</p>	<p>This is the first command level of sworn classifications in the public safety series, in which incumbents have responsibility for supervisory and administrative oversight of a division or specialized unit. Incumbents at this level are responsible for developing program/service policies and procedures; ensuring compliance with applicable laws, rules, regulations, policies and procedures; and, monitoring funds and participating in budget and resource development. Incumbents typically manage division/unit activities through first-level supervisors and/or coordinators, which may include sworn and non-sworn public safety staff.</p>	Exempt

\*All MQ's will have an equivalency phrase in the job description.

**LANE COUNTY, OREGON**  
**CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: ADMINISTRATIVE SUPPORT SPECIALIST**

<b><u>BAND</u></b>	<b><u>GRADE</u></b>	<b><u>SUBGRADE</u></b>	<b><u>FLSA STATUS:</u></b>
B	2	2	Non-Exempt
<b><u>CLASS SUMMARY:</u></b>			
<p>Incumbents in this class are responsible for providing specialized, complex and confidential administrative support, requiring advanced clerical skills, to a department or program. Incumbent responsibilities may include: confidential data entry and record keeping (such as payroll); document processing; preparing monthly and annual reports; customer service; and, assisting with departmental goal setting. Incumbents may also be responsible for assisting in the review and finalizing of department budget reports and participating in leadership meetings. Incumbents are not considered formal supervisors, but may assign and monitor the work of lower level staff.</p>			

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
1.	May serve as a lead to employees, which includes prioritizing and assigning work and training staff on work methods.	Varies 0 -10%	B2
2.	Provides complex, confidential, and specialized clerical and administrative activities in support of department and/or program operations. Provides direct administrative support typically to department heads and managers.	Daily 25%	B2
3.	Provides administrative support, which includes: preparing and proofing reports, notices, and correspondence; attending meetings and taking minutes; overseeing and maintaining office filing system; prescreening mail; monitoring phones; and/or, performing other related duties.	Daily 25%	A1
4.	Responds to sensitive requests for information and assistance; provides information regarding applicable rules, policies, and regulations; resolves citizen concerns and complaints; refers inquiries as appropriate.	Daily 20%	B2
5.	Organizes and maintains supervisor's calendar, including meetings, travel, and project timelines; makes arrangements for meetings and/or events.	Daily 10%	B2
6.	Maintains appropriate inventory levels within assigned area of responsibility; requisitions supplies.	Monthly 5%	A1

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: ADMINISTRATIVE SUPPORT SPECIALIST**

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>	<b>BAND/ GRADE</b>
7.	Assists with the department's budget preparation and administration; assists in the preparation of cost estimates for budget recommendations and justifications for budget items; tracks and monitors expenditures.	Annually 10%	B2
8.	Performs other duties of a similar nature or level.	As Required	N/B

**Training and Experience** (positions in this class typically require):

High School Diploma, or G.E.D., supplemented by specialized training and four years progressively responsible clerical experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class may require):

- Oregon Driver's License;
- Certification related to the area assigned.

**Knowledge** (position requirements at entry):

Knowledge of:

- Modern office procedures and equipment;
- Customer service principles;
- Cultural competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Recordkeeping principles;
- Keyboarding techniques;
- Mathematical concepts;
- Filing procedures and practices;
- English language, grammar, and punctuation;
- Principles and practices in area of assignment;
- Report preparation techniques;
- Basic budgeting principles;
- Inventory maintenance principles.

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: ADMINISTRATIVE SUPPORT SPECIALIST**

**Skills** (position requirements at entry):

Skill in:

- Maintaining various confidential records;
- Using computers and related software applications;
- Applying and explaining applicable laws, codes, regulations, policies, and/or procedures;
- Preparing and proofreading a variety of reports and/or documentation;
- Exercising judgment and discretion;
- Keyboarding;
- Using proper English, grammar, punctuation, and spelling;
- Recognizing problems, identifying alternative solutions, and making appropriate recommendations;
- Maintaining inventory and supplies;
- Prioritizing work and performing multiple tasks;
- Preparing meeting agendas and minutes;
- Providing customer service;
- Working effectively with clients, co-workers, employee's and supervisors from diverse backgrounds;
- Gathering interpreting and behaviorally adapting to cultural contexts;
- Preparing reports;
- Working independently;
- Researching and compiling data and information;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates LLC (LM,KLR)

Date: (7/06)

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: ADMINISTRATIVE SUPPORT SUPERVISOR**

<b><u>BAND</u></b>	<b><u>GRADE</u></b>	<b><u>SUBGRADE</u></b>	<b><u>FLSA STATUS:</u></b>
B	3	1	Exempt
<b><u>CLASS SUMMARY:</u></b>			
<p>This is the first-line supervisory level in a job series of administrative support type work. This class is distinguished from lower-level jobs by the responsibilities for supervision of daily activities and staff and from management-level classifications by the emphasis on the performance of technical work and delivery of services. Incumbents are responsible for performing advanced and/or complex technical work in area assigned; providing technical direction and problem resolution related to program services and activities; ensuring staff and program compliance with applicable laws, regulations, policy and procedure; and reviewing and preparing statistical and related reports.</p>			

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
1.	Supervises administrative and technical support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 20%	B3
2.	Supervises the day-to-day activities of an assigned area of responsibility, which includes planning, coordinating, administering, and evaluating the administrative support programs, projects, processes, and procedures; ensures effective delivery of services; monitors and ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards.	Daily 20%	B3
3.	Performs advanced and/or complex technical work in assigned area of responsibility.	Daily 20%	B2
4.	Prepares, reviews, interprets, and analyzes a variety of information, data, and reports; makes recommendations based on findings.	Daily 10%	B2
5.	Assists with the department's budget preparation and administration; assists in the preparation of cost estimates for budget recommendations. Submits justifications for budget items for the administrative support unit and monitors and controls unit expenditures.	Weekly 15%	B2

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: ADMINISTRATIVE SUPPORT SUPERVISOR**

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>	<b>BAND/ GRADE</b>
6.	Represents the department and/or County at a variety of meetings, public events, training sessions, on committees, and/or other related events.	Weekly 10%	B2
7.	Receives, responds to, investigates, and/or resolves complaints, requests for information, and/or other related items.	Weekly 5%	B2
8.	Performs other duties of a similar nature or level.	As Required	N/B

**Training and Experience** (positions in this class typically require):

High School Diploma, or G.E.D., supplemented by specialized training and four years related experience, including lead or supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class may require):

- Oregon Driver's License;
- Certification related to the area assigned.

**Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory principles;
- Basic budgeting principles;
- Office management principles and practices;
- Customer service principles;
- Culturally competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Filing and recordkeeping principles;
- Modern office procedures, methods, and equipment;
- Mathematical concepts;
- Departmental operations, services, and/or offerings;
- Research and reporting methods;
- English language, grammar, and punctuation.



**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: ADMINISTRATIVE SUPPORT SUPERVISOR**

**Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff;
- Prioritizing and assigning work;
- Monitoring day-to-day activities in assigned area of responsibilities;
- Analyzing problems, identifying alternative solutions, and recommending improvements;
- Scheduling and coordinating multiple projects simultaneously;
- Using a computer and related software applications;
- Performing mathematical calculations;
- Providing customer service;
- Working effectively with clients, co-workers, employee's and supervisors from diverse backgrounds;
- Gathering interpreting and behaviorally adapting to cultural contexts;
- Using modern office equipment;
- Preparing and analyzing a variety of reports and/or information;
- Adapting to changing priorities;
- Ensuring compliance with applicable policies, procedures, and regulations;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates LLC (LM,KLR)

Date: (7/06)

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: MAINTENANCE/TRADES SUPERVISOR**

<b><u>BAND</u></b>	<b><u>GRADE</u></b>	<b><u>SUBGRADE</u></b>	<b><u>FLSA STATUS:</u></b>
B / C	3 / 4	1	Exempt

**CLASS SUMMARY:**

This is the first-line supervisory level in a job series of a maintenance/trades type work. This class is distinguished from lower-level jobs by the responsibilities for supervision of daily and/or shift activities and staff and from management-level classifications by the emphasis on the performance of technical work and delivery of services. Incumbents are responsible for performing advanced and/or complex technical work in area assigned; providing technical direction and problem resolution related to program services and activities; ensuring staff and program compliance with applicable laws, regulations, policy and procedure; and reviewing and preparing statistical and related reports.

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
1.	Supervises maintenance, trades, and related support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 30%	B3
2.	Plans, organizes, and supervises a designated area within a maintenance or trades function; coordinates outside contractor projects.	Daily 20%	B3
3.	Performs a variety of complex technical work related to assigned area of responsibility; serves as a technical expert for the most complex maintenance or trades issues and problems.	Daily 15%	B2
4.	Estimates costs to complete jobs and maintains various records and files of time, labor, and materials used in projects.	Daily 10%	B2
5.	Participates in developing and implementing policies and procedures to ensure effective operations.	Weekly 10%	C4
6.	Oversees inventory and purchases supplies and equipment when needed; reads and interprets blueprints, drawings, and work orders to determine supplies, materials, and equipment necessary to complete projects.	Weekly 5%	B2
<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: MAINTENANCE/TRADES SUPERVISOR**

7.	Participates in the preparation and administration of the budget in assigned area of responsibility; prepares cost estimates and submits justifications for budget items; monitors and controls expenditures.	Monthly 5%	B2
8.	Assists in providing safety training; ensures staff adheres to safe work practices.	Monthly 5%	B2
9.	Performs other duties of a similar nature or level.	As Required	N/B

**Training and Experience** (positions in this class typically require):

High School Diploma, or G.E.D., supplemented by specialized training and four years experience directly related to area of assignment, including lead or supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class may require):

- Oregon Driver's License;
- Trade certification related to the area assigned.

**Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory principles;
- Culturaly competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Work scheduling principles;
- Applicable tools and equipment of the trade;
- Procedures and methods related to area of assignment;
- Applicable Federal, State, and local laws, codes, and regulations;
- Safety procedures;
- Recordkeeping principles;
- Basic budgeting principles.

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: MAINTENANCE/TRADES SUPERVISOR**

**Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff;
- Prioritizing and assigning work;
- Monitoring day-to-day activities in assigned area of responsibility;
- Project management;
- Using applicable tools and equipment related to area of assignment;
- Reading blueprints, schematic drawings, and/or construction drawings;
- Monitoring a budget;
- Inventorying and purchasing materials, equipment, supplies;
- Analyzing situations, identifying alternative solutions, and recommending improvements;
- Performing multiple tasks;
- Troubleshooting systems related to area of assignment;
- Preparing and maintaining a variety of reports and records;
- Working effectively with clients, co-workers, employee's and supervisors from diverse backgrounds;
- Gathering interpreting and behaviorally adapting to cultural contexts;
- Ensuring compliance with applicable policies, procedures, codes, laws and regulations;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, dusts, poor ventilation, chemicals, extreme temperatures, inadequate lighting, workspace restrictions, intense noises and travel.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates LLC (LM,KLR)  
Date: (7/06)

**LANE COUNTY, OREGON**  
**CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: MANAGEMENT ANALYST**

<u><b>BAND</b></u>	<u><b>GRADE</b></u>	<u><b>SUBGRADE</b></u>	<u><b>FLSA STATUS:</b></u>
C	4	1	Exempt
<b><u>CLASS SUMMARY:</u></b>			
The first level in the management analyst series, incumbents perform professional-level activities related to the research and analyses of routine administrative and business management policies and practices while developing proficiency and experience related to government operations and administration. Responsibilities include preparing and presenting statistical and related reports; providing administrative and analytical support; and, making recommendations regarding budget, program, contract, and/or service delivery modifications.			

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
1.	Provides professional-level staff assistance and preliminary analysis of routine policies involving organizational, administrative, and/or fiscal processes and services.	Daily 30%	C4
2.	Serves as a technical resource for County information in assigned area of responsibility.	Daily 20%	B2
3.	Prepares a variety of analytical reports on operations and activities in assigned area of responsibility.	Weekly 10%	C4
4.	Reviews agenda and contract items; ensures background information and supporting materials are available; assists departments in maintaining agenda standards.	Weekly 5%	B2
5.	Conducts surveys and performs research and statistical analysis; prepares related reports.	Monthly 20%	C4
6.	Participates in preparing requests for proposals for outside contractors.	Monthly 5%	B2
7.	Assists with budget preparation and administration; assists departments in preparing cost estimates for budget recommendations.	Annually 10%	B2
8.	Performs other duties of a similar nature or level.	As Required	N/B

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: MANAGEMENT ANALYST**

<p><b><u>Training and Experience</u></b> (positions in this class typically require): Bachelor's Degree and two years professional experience in public or business administration, public affairs, or a related field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</p>
<p><b><u>Licensing Requirements</u></b> (positions in this class may require):</p> <ul style="list-style-type: none"> <li>• Oregon Driver's License.</li> </ul>
<p><b><u>Knowledge</u></b> (position requirements at entry): Knowledge of:</p> <ul style="list-style-type: none"> <li>• Public administration concepts and theories;</li> <li>• Principles and practices in assigned area of responsibility;</li> <li>• Research and statistical methods;</li> <li>• Statistical analysis and theory;</li> <li>• Project management methods;</li> <li>• Report writing techniques;</li> <li>• Public relations principles;</li> <li>• Cultural competent practices;</li> <li>• The role that culture plays in work relationships, operations and dynamics;</li> <li>• Applicable Federal, State, and local laws, rules, and regulations;</li> <li>• Basic budgeting principles.</li> </ul>
<p><b><u>Skills</u></b> (position requirements at entry): Skill in:</p> <ul style="list-style-type: none"> <li>• Using computers and applicable software applications;</li> <li>• Conducting research;</li> <li>• Analyzing a variety of statistical data and/or information and making recommendations based on findings;</li> <li>• Writing reports;</li> <li>• Presenting information;</li> <li>• Interpreting and applying program/project requirements;</li> <li>• Managing projects;</li> <li>• Working effectively with clients, co-workers, employee's and supervisors from diverse backgrounds;</li> <li>• Gathering interpreting and behaviorally adapting to cultural contexts;</li> <li>• Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction.</li> </ul>

**LANE COUNTY, OREGON**  
**CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: MANAGEMENT ANALYST**

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**Physical Requirements:**

Positions in this class typically require: fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates LLC (LM,KLR)

Date: (7/06)

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: SENIOR MANAGEMENT ANALYST**

<b><u>BAND</u></b>	<b><u>GRADE</u></b>	<b><u>SUBGRADE</u></b>	<b><u>FLSA STATUS:</u></b>
C	4	3	Exempt
<b><u>CLASS SUMMARY:</u></b>			
<p>The second level in the management analyst series, incumbents perform full, journey-level professional activities in the research and analyses of a variety of administrative and business management policies and practices. Incumbents have broad-based accountability; are responsible for researching, evaluating and reviewing complex policies, practices, contracts, and services; and, making strategic recommendations requiring a solid knowledge of local government operations and administration. Incumbents may have lead or formal supervisory responsibilities.</p>			

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
1.	May serve as a lead or supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Varies 0 – 10%	C4
2.	Performs project and policy analysis, which includes: conducting research; determining and raising pertinent issues; summarizing findings; presenting results; administering programs; and, performing other related duties.	Daily 30%	C4
3.	Manages special studies and projects, which includes: setting up contracts; establishing and monitoring timelines; preparing requests for proposals; selecting consultants; ensuring compliance with applicable regulations, specifications, and/or requirements; monitoring project budgets; tracking projects; preparing related reports; and, performing other related duties.	Daily 20%	C4
4.	Serves as a liaison with employees and external organizations; represents the department and/or County at a variety of meetings, public events, negotiation sessions, training sessions, on committees, and/or other related events.	Weekly 15%	C4
5.	Manages, coordinates, and administers special projects, which includes: publicizing projects; processing invoices; monitoring budget; and, performing other related activities.	Weekly 10%	C4



**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: SENIOR MANAGEMENT ANALYST**

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>	<b>BAND/ GRADE</b>
6.	Prepares a variety of reports summarizing project, study, and program data; analyzes related data and makes recommendations based on findings.	Weekly 10%	C4
7.	Prepares and administers grants and/or contracts.	Weekly 5%	B2
8.	Performs other duties of a similar nature or level.	As Required	N/B

**Training and Experience** (positions in this class typically require):

Bachelor's Degree and four years professional experience in public or business administration, public affairs, or a field directly related to area assigned; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Postgraduate coursework or a Master's Degree is preferred.

**Licensing Requirements** (positions in this class may require):

- Oregon Driver's License.

**Knowledge** (position requirements at entry):

Knowledge of:

- Public administration concepts and theories;
- Advanced principles and practices in assigned area of responsibility;
- Research and statistical methods;
- Statistical analysis and theory;
- Program/project management methods;
- Report writing techniques;
- Public relations principles;
- Culturaly competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Applicable Federal, State, and local laws, codes, rules, and regulations;
- Budgeting principles.

**LANE COUNTY, OREGON**  
**CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: SENIOR MANAGEMENT ANALYST**

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**Skills** (position requirements at entry):

Skill in:

- Prioritizing and assigning work;
- Using computers and applicable software applications;
- Developing and implementing programs;
- Administering budgets;
- Speaking in public;
- Interpreting and applying applicable laws, codes, rules, and regulations;
- Conducting research;
- Analyzing a variety of data and/or information and making recommendations based on findings;
- Writing reports;
- Presenting information;
- Interpreting and applying project requirements;
- Managing projects;
- Working effectively with clients, co-workers, employee's and supervisors from diverse backgrounds;
- Gathering interpreting and behaviorally adapting to cultural contexts;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates LLC (LM)

Date: (7/06)

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: PROFESSIONAL/TECHNICAL SUPERVISOR**

<b><u>BAND</u></b>	<b><u>GRADE</u></b>	<b><u>SUBGRADE</u></b>	<b><u>FLSA STATUS:</u></b>
C	4 / 5	1. / 2, 4 / 5	Exempt
<b><u>CLASS SUMMARY:</u></b>			
<p>This is the first-line supervisory level over classifications in a professional and/or technical discipline. This class is distinguished from lower-level jobs by the responsibilities for supervision of unit activities and staff and from management-level classifications by the emphasis on the performance of technical work and delivery of services. Incumbents are responsible for performing advanced and/or complex technical work in area assigned; providing technical direction and problem resolution related to program services and activities; ensuring staff and program compliance with applicable laws, regulations, policy and procedure; and reviewing and preparing statistical and related reports.</p>			

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
1.	Supervises professional and technical staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 20%	C5
2.	Supervises the day-to-day activities of an assigned unit in a professional and/or technical discipline, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, and standards; ensures effective delivery of services; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards.	Daily 15%	C5
3.	Prioritizes and coordinates and the delivery of services and activities to achieve established goals and objectives. Assesses the outcomes and recommends process improvements.	Daily 15%	C4
4.	Performs a variety of complex, advanced professional and technical work related to assigned area of responsibility; serves as a technical expert and provides technical direction and problem resolution related to services and activities.	Daily 15%	C4
5.	Serves as a liaison with employees and external organizations; represents the County and/or section at a variety of meetings, public events, training sessions, on committees, and/or other related events.	Weekly 15%	C4

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: PROFESSIONAL/TECHNICAL SUPERVISOR**

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>	<b>BAND/ GRADE</b>
6.	Responds to and resolves concerns, complaints, and/or other related issues received from internal staff, the general public, outside agencies, and/or other interested parties.	Weekly 10%	C4
7.	Prepares, reviews, interprets, and analyzes a variety of information, data, and reports; makes recommendations based on findings; maintains applicable databases, files, and/or records.	Weekly 5%	C4
8.	Participates in the preparation and administration of the unit budget; prepares cost estimates and submits justifications for budget items; monitors and controls expenditures.	Weekly 5%	C4
9.	Performs other duties of a similar nature or level.	As Required	N/B

**Training and Experience** (positions in this class typically require):

Bachelor's Degree in a related field and four years professional experience directly related to area assigned, including lead or supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Some positions may require a Master's Degree or Medical Doctorate specific to area assigned.

**Licensing Requirements** (positions in this class may require):

- Oregon Driver's License;
- Professional or technical licensure or certification related to the area assigned.

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: PROFESSIONAL/TECHNICAL SUPERVISOR**

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**Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory principles;
- Culturally competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Applicable Federal, State, and local laws, rules, ordinances, statutes, and regulations;
- Recordkeeping principles;
- Public relations principles;
- Basic budgeting principles;
- Project management principles and practices;
- Advanced principles and practices of assigned area of responsibility;
- Analytical methods and techniques;
- Report preparation methods;
- Area resources;
- Program/project management principles and techniques.

**Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff;
- Prioritizing and assigning work;
- Preparing and maintaining a variety of reports;
- Presenting information and recommendations;
- Compiling and analyzing data;
- Monitoring a budget;
- Working effectively with clients, co-workers, employee's and supervisors from diverse backgrounds;
- Gathering interpreting and behaviorally adapting to cultural contexts;
- Planning and managing projects;
- Analyzing situations, identifying alternative solutions, and recommending improvements;
- Conducting negotiations;
- Interpreting complex documents;
- Identifying emerging trends, needs, and services;
- Assessing the consequences and outcomes of services;
- Ensuring compliance with applicable policies, procedures, codes, laws and regulations;
- Using a computer and applicable computer applications;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction.

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: PROFESSIONAL/TECHNICAL SUPERVISOR**

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**Physical Requirements:**

Positions in this class typically require: driving, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to travel.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates LLC (LM,KLR)  
Date: (7/06)

**LANE COUNTY, OREGON**  
**CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: PROGRAM SUPERVISOR**

<b><u>BAND</u></b>	<b><u>GRADE</u></b>	<b><u>SUBGRADE</u></b>	<b><u>FLSA STATUS:</u></b>
C	4/5	1, 4	Exempt
<b><u>CLASS SUMMARY:</u></b>			
This is a fully performing professional level in the assigned field or discipline requiring specialized technical skills and a solid knowledge of principles and practices in the program area. Incumbents have professional responsibility for coordinating program activities; serving as a liaison and/or advocate to internal/external customers; and assisting in program policy and procedure development, ensuring compliance with regulatory guidelines, and/or contract management. Incumbents may have formal supervisory responsibilities over professional, technical and/or support staff.			

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE-QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
1.	May supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Varies 0 – 15%	C4/C5
2.	Coordinates, supervises, and evaluates day-to-day operations of an assigned program; ensures compliance with applicable internal and external requirements; manages applicable contracts associated with program operations.	Daily 25%	C4
3.	Coordinates the development and administration of program goals, objectives, activities, and strategic initiatives; assesses consequences and outcomes of program initiatives.	Daily 20%	C4
4.	Serves as a liaison with clients and external agencies; represents the County and program on a variety of committees, events, advocacy groups, and/or other related groups.	Weekly 5%	C4
5.	Participates in the preparation and administration of the program budget; prepares cost estimates and submits justifications for budget items; monitors and controls expenditures.	Weekly 5%	C4
6.	Researches grant opportunities; writes grants; monitors compliance of grant requirements.	Weekly 5%	C4
7.	Compiles and analyzes data; prepares and reviews related reports and correspondence.	Weekly 5%	C4
<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE-QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: PROGRAM SUPERVISOR**

8.	Negotiates, coordinates, monitors, and adjusts a variety of contracts; develops, reviews, and implements RFPs for contractual services.	Weekly 5%	C4
9.	Conducts research to identify emerging needs, trends, and services related to assigned area of responsibility.	Monthly 10%	C4
10.	Designs and implements marketing and/outreach strategies to ensure public exposure to program offerings.	Monthly 5%	C4
11.	Performs other duties of a similar nature or level.	As Required	N/B

**Training and Experience** (positions in this class typically require):

Bachelor's Degree in related field and three years of progressively responsible experience related to area assigned, including lead or supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Some positions may require a Master's Degree specific to area assigned.

**Licensing Requirements** (positions in this class may require):

- Oregon Driver's License;
- Professional licensure or certification related to the area assigned.

**Knowledge** (position requirements at entry):

Knowledge of:

- Marketing principles;
- Research methods;
- Applicable Federal, State, and local laws, rules, ordinances, statutes, and regulations;
- Recordkeeping principles;
- Public relations principles;
- Cultural competency practices;
- The role that culture plays in work relationships, operations and dynamics;
- Basic budget administration principles;
- Program coordination principles and practices;
- Advanced principles of assigned area of responsibility;
- Analytical methods and techniques;
- Report preparation methods;
- Grant and/or contract administration practices;
- Area resources;
- Strategic planning principles;
- Program/project management principles and techniques.



**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: PROGRAM SUPERVISOR**

**Skills** (position requirements at entry):

**Skill in:**

- Monitoring and evaluating the work of subordinate staff;
- Prioritizing and assigning work;
- Preparing a variety of reports;
- Compiling and analyzing data;
- Monitoring a budget;
- Planning, coordinating, and managing program activities;
- Working effectively with clients, co-workers, employee's and supervisors from diverse backgrounds;
- Gathering interpreting and behaviorally adapting to cultural contexts;
- Conducting research and needs assessments;
- Managing and administering grants and/or contracts;
- Speaking in public;
- Conducting outreach activities;
- Preparing informational and marketing materials;
- Conducting negotiations;
- Interpreting complex documents;
- Identifying emerging trends, needs, and services;
- Assessing the consequences and outcomes of program initiatives;
- Ensuring compliance with applicable internal and external program requirements;
- Using a computer and applicable computer applications;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: driving, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to travel.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates LLC (LM,KLR)

Date: (7/06)

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: PROGRAM MANAGER**

<b><u>BAND</u></b>	<b><u>GRADE</u></b>	<b><u>SUBGRADE</u></b>	<b><u>FLSA STATUS:</u></b>
D	6	1 / 2	Exempt

**CLASS SUMMARY:**

This is the management level within the program series. Incumbents have responsibility for developing and implementing programs and services; developing program policies and procedures; and ensuring program compliance with laws, rules, regulations, policies and procedures. Incumbents serve as a liaison and resource for collaboration and coordination of services; evaluate programs for quality assurance; and develop improvements and enhanced methods for delivery of services. Incumbents typically have formal supervisory responsibility of staff; or may manage a program and its services without direct supervision of regular County staff.

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 10%	C5/D6
2.	Develops, plans, and implements goals, objectives, strategies, policies, and procedures for a complex or multiple program(s).	Daily 20%	D6
3.	Analyzes program data and assesses needs and opportunities.	Weekly 10%	C4
4.	Analyzes, reviews, and develops administrative and programmatic systems and procedures to ensure effectiveness of programs and compliance with internal and external requirements.	Weekly 10%	C4
5.	Leads and/or participates in a variety of community activities and/or organizations to develop partnerships/coalitions that address assigned program issues; confers with a variety of governmental agencies and other organizations regarding program issues.	Weekly 10%	D6
6.	Develops a variety of administrative documents, which may include: Requests for Proposals, Requests for Quotes, service provider contracts, procedural guidelines, proposal applications, grant plan sections, and/or other related documents.	Weekly 10%	C4
7.	Prepares and delivers presentations on program(s); facilitates meetings on program services and issues; attends professional conferences and training sessions.	Monthly 10%	C4
<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: PROGRAM MANAGER**

8.	Serves as a liaison with clients and external agencies; represents the County and program on a variety of committees, events, advocacy groups, and/or other related groups.	Monthly 10%	D6
9.	Designs and implements marketing and/outreach strategies to ensure public exposure to County program offerings.	Quarterly 5%	C4
10.	Develops and administers section budgets; approves expenditures; reviews financial statements; manages financial operations.	Monthly 5%	D6
11.	Performs other duties of a similar nature or level.	As Required	N/B

**Training and Experience** (positions in this class typically require):

Bachelor's Degree in related field and five years of progressively responsible experience related to area assigned, including supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class may require):

- Oregon Driver's License;
- Professional licensure or certification related to the area assigned.

**Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory principles;
- Public relations principles;
- Culturaly competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Budget administration principles;
- Program management principles;
- Marketing principles;
- Grant and/or contract administration principles;
- Research methods;
- Applicable Federal, State, and local laws, rules, ordinances, statutes, and regulations;
- Advanced principles of assigned area of responsibility;
- Analytical methods and techniques;
- Area resources;
- Needs assessment methods;
- Accounting principles;
- Strategic planning principles;
- Program/project management principles and techniques.

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: PROGRAM MANAGER**

**Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Preparing and reviewing reports;
- Preparing and administering budgets;
- Managing and promoting programs and related activities;
- Creating a culturally inclusive work environment;
- Mediating and resolving conflict;
- Working effectively with clients, co-workers, employee's and supervisors from diverse backgrounds;
- Gathering interpreting and behaviorally adapting to cultural contexts;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction;
- Managing and administering grants and/or contracts;
- Planning, implementing, and managing program components;
- Compiling and analyzing data;
- Using a computer and applicable computer applications;
- Conducting research and needs assessments;
- Speaking in public;
- Conducting outreach activities;
- Developing strategic plans;
- Conducting negotiations;
- Interpreting complex documents;
- Identifying emerging trends, needs, and services and recommending implementation;
- Assessing the consequences and outcomes of program initiatives.

**Physical Requirements:**

Positions in this class typically require: driving, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to travel.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates LLC (LM,KLR)

Date: (7/06)

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: MANAGER**

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS:</u>
D	6	1, 3	Exempt
<b><u>CLASS SUMMARY:</u></b>			
This is the first level of general management within the County. Incumbents have responsibility for developing and implementing programs and services; developing program policies and procedures; ensuring compliance with laws, rules, regulations, policies and procedures; and monitoring funds and participating in budget and resource development. Incumbents typically manage program activities through first-level supervisors and may have direct supervisory accountability of professional and support staff.			

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE-QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
1.	Supervises first-level supervisors to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 20%	D6
2.	Manages the activities of an assigned unit/section within a Division, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards.	Daily 25%	D6
3.	Serves as a liaison with employees and external organizations; represents the County at a variety of meetings, public events, training sessions, on committees, and/or other related events.	Daily 10%	D6
4.	Prepares, reviews, interprets, and analyzes a variety of information, data, and reports; makes recommendations based on findings.	Weekly 20%	C4
5.	Develops and administers section budgets; approves expenditures; reviews financial statements; manages financial operations.	Weekly 10%	D6
6.	Participates in coordinating the exchange of information within the organization and with the public.	Weekly 5%	C4
7.	Assists in developing and maintaining strategic planning processes aligned with goals, measures, and outcomes; coordinates division efforts related to assigned area of responsibility.	Monthly 5%	D6
<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE-QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
8.	Coordinates initiatives for the enhancement and improvement of service delivery.	Monthly 5%	C4

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: MANAGER**

9.	Performs other duties of a similar nature or level.	As Required	N/B
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**Training and Experience** (positions in this class typically require):  
 Bachelor's Degree and five years of progressively responsible experience related to area assigned, including supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class may require):

- Oregon Driver's License;
- Licensure or certification related to the area assigned.

**Knowledge** (position requirements at entry):  
 Knowledge of:

- Supervisory principles;
- Managerial principles;
- Culturaly competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Public administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Policy and procedure development practices;
- Research methods;
- Budget administration principles;
- Project management principles;
- Principles and practices of grant and/or contract administration.

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: MANAGER**

**Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Assisting in the direction and management of department operations;
- Preparing and presenting reports and information;
- Developing, evaluating, recommending, and implementing processes and procedures;
- Interpreting and applying Federal, State, and local laws and regulations;
- Managing change and sensitive topics;
- Solving problems;
- Adapting to rapidly changing environments;
- Creating a culturally inclusive work environment;
- Mediating and resolving conflict;
- Working effectively with clients, co-workers, employee's and supervisors from diverse backgrounds;
- Gathering interpreting and behaviorally adapting to cultural contexts;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction;
- Coordinating and executing multiple tasks;
- Analyzing complex information;
- Conducting research;
- Analyzing processes and making recommendations for improvement;
- Using computers and related software applications;

**Physical Requirements:**

Positions in this class typically require: reaching, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to travel.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates LLC (LM,KLR)

Date: (7/06)

**LANE COUNTY, OREGON**  
**CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: SENIOR MANAGER**

<b><u>BAND</u></b>	<b><u>GRADE</u></b>	<b><u>SUBGRADE</u></b>	<b><u>FLSA STATUS:</u></b>
D	6/7	2,3,4,5/1	Exempt
<b><u>CLASS SUMMARY:</u></b>			
<p>This is the second-level in the general management series and is distinguished from the first level by the responsibility for a large division or programmatic area within a department, typically encompassing broad or multiple functions, programs and/or services, and participation in department wide planning and prioritizing of programs and goals. Incumbents are responsible and accountable for allocating division resources and funds and collaborating with other divisions, departments and outside agencies to ensure implementation of programs and services. The management of activities and operations is typically achieved through direct supervision of managers and supervisors or coordinators.</p>			

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
1.	Supervises staff within a large division or programmatic area within a department to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 20%	D7
2.	Provides oversight and directs the operations of an assigned division or large programmatic area within a Department, which includes planning, implementing, coordinating, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; interprets and oversees compliance with Federal, State, and local laws, regulations, codes, and/or standards.	Daily 20%	D7
3.	Directs and reviews the analysis of management information; formulates recommendations based on findings; manages priorities, work processes, and procedures; ensures adherence and compatibility with organizational goals, objectives, and strategic initiatives.	Daily 20%	D6
4.	Directs the research, interpretation, updating, and maintenance of a variety of records, databases, and logs.	Daily 5%	D6
5.	Manages and participates in the preparation, review, and submittal of a variety of reports, reconciliations, work papers, promotional efforts, communications, schedules, tables, and/or statements to and from internal departments, financial institutions, governmental entities, and external agencies.	Weekly 10%	D6



**LANE COUNTY, OREGON**  
**CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: SENIOR MANAGER**

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>	<b>BAND/ GRADE</b>
6.	Participates in/on a variety of task forces, meetings, committees, and/or training sessions; develops partnerships and interagency initiatives.	Weekly 5%	D6
7.	Responds to requests for information and provides subject-matter-expert guidance to other departments, consumers, the general public, and/or outside agencies.	Weekly 5%	D6
8.	Performs administrative oversight of agreements, contracts, grants, and/or regulatory compliance issues.	Monthly 5%	D6
9.	Researches and communicates the impact of potential legal or regulatory changes on the organization.	Monthly 5%	D6
10.	Develops and administers division budgets; approves expenditures; reviews financial statements; manages financial operations.	Monthly 5%	D6
11.	Performs other duties of a similar nature or level.	As Required	N/B

**Training and Experience** (positions in this class typically require):

Bachelor's Degree and six years of progressively responsible experience related to area assigned, including supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Some positions may require a Master's Degree, Juris Doctorate, or Medical Doctorate specific to area assigned

**Licensing Requirements** (positions in this class may require):

- Oregon Driver's License;
- Licensure or certification related to the area assigned.

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: SENIOR MANAGER**

**Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory principles;
- Managerial principles;
- Culturally competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Public administration principles and practices;
- Program development and administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Policy and procedure development practices;
- Project management principles;
- Budget development and administration principles;
- Principles and practices of grant and/or contracts administration.

**Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating subordinates;
- Delegating and prioritizing work;
- Preparing and presenting reports and information;
- Reading, comprehending, and reviewing financial information;
- Making program decisions based on financial considerations;
- Adapting to rapidly changing environments;
- Solving problems;
- Monitoring legal and regulatory changes;
- Creating a culturally inclusive work environment;
- Mediating and resolving conflict;
- Working effectively with clients, co-workers, employee's and supervisors from diverse backgrounds;
- Gathering interpreting and behaviorally adapting to cultural contexts;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction;
- Conducting negotiations;
- Developing and implementing strategic plans;
- Developing, implementing, and applying policies and procedures;
- Preparing and administering budgets;
- Conducting research;
- Analyzing processes and making recommendations for improvement;
- Using computers and related software applications.

**LANE COUNTY, OREGON**  
**CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: SENIOR MANAGER**

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**Physical Requirements:**

Positions in this class typically require: reaching, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to travel.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates LLC (LM,KLR)

Date: (7/06)

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: ASSISTANT DEPARTMENT DIRECTOR**

<b><u>BAND</u></b>	<b><u>GRADE</u></b>	<b><u>SUBGRADE</u></b>	<b><u>FLSA STATUS:</u></b>
E	8	1, 2	Exempt
<b><u>CLASS SUMMARY:</u></b>			
<p>This level is typically found in large County departments or Elected Official offices. Incumbents may direct the operations of multiple divisions and have broad administrative oversight, assisting the Director or Elected Official in department-wide planning of programs and activities; defining goals and objectives; coordinating, planning and allocating resources; and participating in the formulation of policies and legislative guidelines. There is typically only one Assistant Director in a department, which may serve as second in command and have line authority in decision-making. Oversight and direction of internal operations is typically achieved through direct supervision of lower-level managers.</p>			

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
1.	Supervises staff in a large department to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 20%	D7/E8
2.	Provides oversight and directs the implementation of internal operations in a large department or multiple divisions, which includes assisting in planning, implementing, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; interprets and oversees compliance with Federal, State, and local laws, regulations, codes, and/or standards; coordinates activities between multiple service areas; works to integrate and coordinate service areas.	Daily 30%	D7
3.	Ensures departmental adherence and compatibility with organizational goals, objectives, and strategic initiatives; sets the climate on issues related to State politics and policies.	Daily 20%	D6
4.	Directs and reviews a variety of reports, reconciliations, work papers, promotional efforts, communications, schedules, tables, and/or statements to and from internal departments, financial institutions, governmental entities, and external agencies.	Weekly 20%	D6
5.	Represents the Department countywide and to Boards and Commissions; serves as a liaison to external agencies.	Weekly 5%	E8
<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: ASSISTANT DEPARTMENT DIRECTOR**

6.	Assists in the development and administration of departmental budgets; approves expenditures; reviews financial statements; manages financial operations.	Monthly 5%	D6
7.	Performs other duties of a similar nature or level.	As Required	N/B

**Training and Experience** (positions in this class typically require):

Bachelor's Degree and progressively responsible technical experience in a related field, and four years of management experience, including administrative and supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Some positions may require a Master's Degree, Juris Doctorate, or Medical Doctorate specific to area assigned.

**Licensing Requirements** (positions in this class may require):

- Oregon Driver's License;
- Licensure or certification related to the area assigned.

**Knowledge** (position requirements at entry):

Knowledge of:

- Leadership principles;
- Management principles;
- Cultural competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Public administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Program development and administration principles and practices;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Policy and procedure development practices;
- Project management principles;
- Budget development and administration principles;
- Principles and practices of grant and/or contracts administration.

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: ASSISTANT DEPARTMENT DIRECTOR**

**Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating subordinates;
- Delegating and prioritizing work;
- Reviewing and approving reports;
- Preparing and presenting reports and information;
- Reading, comprehending, and reviewing financial information;
- Making program decisions based on financial considerations;
- Solving problems;
- Managing legal and regulatory changes;
- Creating a culturally inclusive work environment;
- Mediating and resolving conflict;
- Working effectively with clients, co-workers, employee's and supervisors from diverse backgrounds;
- Gathering interpreting and behaviorally adapting to cultural contexts;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction;
- Conducting negotiations;
- Developing and implementing strategic plans;
- Developing, implementing, and applying policies and procedures;
- Preparing and administering budgets;
- Using computers and related software applications.

**Physical Requirements:**

Positions in this class typically require: reaching, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to travel.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates LLC (LM,KLR)

Date: (7/06)

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: DEPARTMENT DIRECTOR**

<b><u>BAND</u></b>	<b><u>GRADE</u></b>	<b><u>SUBGRADE</u></b>	<b><u>FLSA STATUS:</u></b>
E	8	2-5	Exempt
<b><u>CLASS SUMMARY:</u></b>			
<p>The top level in the management series, incumbents are responsible and accountable for proactively directing a County department including its assets, personnel and resources to achieve the broad strategic goals and objectives established by the County Administrator and/or governing body. In addition to developing and directing department programs and initiatives; Department Directors set the tone, climate and vision for the department and provide for a multi-jurisdictional approach. Incumbents serve as members of the executive management team providing leadership, and as such, participate in the accountability and efficiency of operations and success of the overall organizational goals and objectives.</p>			

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
1.	Provides administrative direction and supervision to employees to include: assigning projects and objectives; conducting performance evaluations; developing, motivating, and training; and making hiring, termination and disciplinary recommendations.	Daily 10%	E8/E9
2.	Provides broad oversight and directs the implementation of internal operations, which includes planning, implementing, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; sets the tone, climate, and vision for the department and ensures a multi-jurisdictional approach in the integration and coordination of activities; interprets and oversees compliance with Federal, State, and local laws, regulations, codes, and/or standards.	Daily 20%	E8
3.	Serves on a variety of internal and external committees, task forces, and other agency committees to secure advocacy and influence support for programs and ideals.	Daily 20%	D6
4.	Presents recommendations to the County Administrator and/or applicable governing body; initiates collaboration with internal departments and other organizations to promote organizational effectiveness, awareness and public relations.	Weekly 20%	E8
5.	Provides administrative assistance to the County Administrator; develops complex reports and correspondence.	Weekly 10%	D6

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: DEPARTMENT DIRECTOR**

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>	<b>BAND/ GRADE</b>
6.	Responds to requests for information and provides subject-matter-expert guidance to other departments, consumers, the general public, and/or outside agencies.	Weekly 10%	D6
7.	Ensures compliance with statutory responsibilities and directives; evaluates and communicates the impact of potential legal or regulatory changes on the organization.	Monthly 5%	D6
8.	Develops and administers departmental budgets; directs the forecasting of additional funds for staffing, equipment and supplies; approves expenditures; reviews financial statements; manages financial operations; implements adjustments.	Monthly 5%	E8
9.	Performs other duties of a similar nature or level.	As Required	N/B

**Training and Experience** (positions in this class typically require):

Bachelor's Degree and progressively responsible technical experience in a related field, and six years management experience, including administrative and supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Some positions may require a Master's Degree, Juris Doctorate, or Medical Doctorate specific to area assigned.

**Licensing Requirements** (positions in this class may require):

- Oregon Driver's License;
- Licensure or certification related to the area assigned.



**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: DEPARTMENT DIRECTOR**

**Knowledge** (position requirements at entry):

Knowledge of:

- Leadership principles;
- Management principles;
- Culturaly competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Public administration principles and practices;
- Advanced principles and practices in assigned area of responsibility;
- Program development and administration principles and practices;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Policy and procedure development practices;
- Financial accounting principles;
- Budgeting principles;
- Principles and practices of grant and/or contracts administration.

**Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating subordinates;
- Delegating and prioritizing work;
- Reviewing and approving reports;
- Preparing and presenting reports and information;
- Reading, comprehending, and reviewing financial information;
- Making program decisions based on financial considerations;
- Solving problems;
- Managing legal and regulatory changes;
- Implementing broad strategic goals and objectives;
- Creating a culturally inclusive work environment;
- Mediating and resolving conflict;
- Working effectively with clients, co-workers, employee's and supervisors from diverse backgrounds;
- Gathering interpreting and behaviorally adapting to cultural contexts;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction;
- Conducting negotiations;
- Developing and directing department programs and initiatives;
- Developing, implementing, and applying policies and procedures;
- Preparing and administering budgets;
- Using computers and related software applications.

**LANE COUNTY, OREGON**  
**CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: DEPARTMENT DIRECTOR**

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**Physical Requirements:**

Positions in this class typically require: reaching, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to travel.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates LLC (LM,KLR)

Date: (7/06)

**LANE COUNTY, OREGON**  
**CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: PUBLIC SAFETY SUPPORT SUPERVISOR**

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS:</u>
C	4	1	Exempt
<b><u>CLASS SUMMARY:</u></b>			
<p>This is the first-line supervisor of non-sworn, administrative and/or technical support classifications in a public safety assignment. This class is distinguished from lower-level jobs by the responsibilities for supervision of daily or shift activities and staff and from management-level classifications by the emphasis on the performance of technical work and delivery of services. Incumbents are responsible for performing advanced and/or complex technical work in area assigned; providing technical direction and problem resolution related to program services and activities; interpreting policy, rules &amp; regulations and ensuring staff and program compliance with applicable laws, regulations, policy and procedure; and reviewing and preparing statistical and related reports. This classification is distinguished from the general Administrative Support series by the relationship and nature of support to law enforcement activities and functions.</p>			

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
1.	Supervises administrative and technical support staff on an assigned shift or function to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 20%	B3
2.	Supervises the day-to-day activities of an assigned administrative and/or technical support area within public safety, which includes planning, coordinating, administering, and evaluating administrative support programs, projects, processes, and procedures; ensures effective delivery of services; monitors and ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards.	Daily 20%	B3
3.	Performs advanced and/or complex technical work in assigned area of responsibility.	Daily 20%	B2
4.	Prepares, reviews, interprets, and analyzes policy, rules, regulations and a variety of information, data, and reports; makes recommendations based on findings.	Daily 10%	C4
5.	Assists with the department's budget preparation and administration; assists in the preparation of cost estimates for budget recommendations. Submits justifications for budget items for the administrative support unit and monitors and controls unit expenditures.	Weekly 15%	B2

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: PUBLIC SAFETY SUPPORT SUPERVISOR**

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>	<b>BAND/ GRADE</b>
6.	Represents the department and/or County at a variety of meetings, public events, training sessions, on committees, and/or other related events.	Weekly 10%	B2
7.	Receives, responds to, investigates, and/or resolves complaints, requests for information, and/or other related items.	Weekly 5%	B2
8.	Performs other duties of a similar nature or level.	As Required	N/B

**Training and Experience** (positions in this class typically require):

High School Diploma, or G.E.D., supplemented by specialized training and four years related experience, including lead or supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class may require):

- Oregon Driver's License;
- Certification related to the area assigned.

**Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory principles;
- Basic budgeting principles;
- Principles and practices in assigned technical or support area of public safety;
- Office management principles and practices;
- Customer service principles;
- Culturaly competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Filing and recordkeeping principles;
- Modern office procedures, methods, and equipment;
- Mathematical concepts;
- Departmental operations, services, and/or offerings;
- Research and reporting methods;
- English language, grammar, and punctuation.

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: PUBLIC SAFETY SUPPORT SUPERVISOR**

**Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff;
- Prioritizing and assigning work;
- Monitoring day-to-day activities in assigned area of responsibilities;
- Analyzing problems, identifying alternative solutions, and recommending improvements;
- Scheduling and coordinating multiple projects simultaneously;
- Using a computer and related software applications;
- Performing mathematical calculations;
- Providing customer service;
- Working effectively with clients, co-workers, employee's and supervisors from diverse backgrounds;
- Gathering interpreting and behaviorally adapting to cultural contexts;
- Using modern office equipment;
- Maintaining confidential files and records;
- Remaining calm in emergency and non-emergency situations;
- Preparing and analyzing a variety of reports and/or information;
- Adapting to changing priorities;
- Ensuring compliance with applicable policies, procedures, codes, laws and regulations;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates LLC (LM,KLR)

Date: (7/06)

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: SERGEANT**

<b><u>BAND</u></b>	<b><u>GRADE</u></b>	<b><u>SUBGRADE</u></b>	<b><u>FLSA STATUS:</u></b>
C	4	2	Non-Exempt
<b><u>CLASS SUMMARY:</u></b>			
<p>This is the first line supervisor of sworn officer classifications in the public safety series. This class is distinguished from lower-level jobs by the responsibilities for supervision of shift activities and staff and from management-level classifications by the emphasis on the performance of technical work and delivery of services. Incumbents are responsible for performing advanced and/or complex technical work in area assigned; providing technical direction and problem resolution related to program services and activities; ensuring staff and unit compliance with applicable laws, regulations, policy and procedure; and reviewing and preparing statistical and related reports.</p>			

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
1.	Supervises sworn deputies on an assigned shift to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 25%	B3
2.	Monitors assigned areas and enforces local, state, and federal laws as necessary to ensure safety and security; responds to incidents and/or crime scenes and oversees investigations and reporting.	Daily 25%	B3
3.	Receives, responds to, investigates, and/or resolves citizen complaints, requests for information, and/or other related items.	Daily 10%	B2
4.	Establishes and maintains communications between subordinates and management. Provides input to management on status of on-going investigations and provides suggestions to management concerning unit operations.	Daily 10%	C4
5.	Reviews subordinate investigative reports; prepares, reviews, interprets, and analyzes a variety of information, data, and reports; makes recommendations based on findings.	Daily 10%	C4
6.	Performs firearm inspections; ensures department issued firearms are safe and equipment properly maintained.	Weekly 5%	B2

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: SERGEANT**

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
7.	Assists with the department's budget preparation and administration; assists in the preparation of cost estimates for budget recommendations. Submits justifications for budget items for the administrative support unit and monitors and controls unit expenditures.	Weekly 5%	B2
8.	Represents the department and/or County at a variety of meetings, public events, training sessions, on committees, and/or other related events.	Weekly 5%	B2
9.	Attends and testifies in court on behalf of the County.	Monthly 5%	B2
10.	Performs other duties of a similar nature or level.	As Required	N/B

**Training and Experience** (positions in this class typically require):

Associate's Degree or equivalent in criminal justice, police science, or a related field and four years experience in a certified, sworn position; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):

- Oregon Driver's License;
- Oregon Department of Public Safety Standards & Training Certification (DPSST);
- Firearms Certification.

**LANE COUNTY, OREGON**  
**CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: SERGEANT**

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**Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory principles;
- Culturally competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Criminal justice administration principals and practices;
- Law enforcement techniques and concepts, including laws of arrest, search and seizure and evidence procedures;
- Weapon procedures;
- Traffic laws and procedures;
- Report preparation procedures;
- Customer service principles;
- Department policies and procedures;
- Crime scene processing.

**Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff;
- Prioritizing and assigning work;
- Using computers and applicable software;
- Interpreting and applying statutes and ordinances;
- Ensuring compliance with applicable policies, procedures, codes, laws and regulations;
- Adapting to rapidly changing environments;
- Working effectively with clients, co-workers, employee's and supervisors from diverse backgrounds;
- Gathering interpreting and behaviorally adapting to cultural contexts;
- Using and maintaining firearms and related equipment;
- Operating police vehicles;
- Preparing reports;
- Analyzing problems, identifying alternative solutions, and recommending improvements;
- Compiling and analyzing information;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction.



**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: SERGEANT**

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**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to fumes, odors, dusts, gases, extreme temperatures, inadequate lighting, travel, disruptive people, imminent danger, and a threatening environment.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates LLC (LM,KLR)

Date: (7/06)

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: LIEUTENANT**

<b><u>BAND</u></b>	<b><u>GRADE</u></b>	<b><u>SUBGRADE</u></b>	<b><u>FLSA STATUS:</u></b>
C	5	2	Exempt
<b><u>CLASS SUMMARY:</u></b> This is the first command level of sworn classifications in the public safety series, in which incumbents have responsibility for supervisory and administrative oversight of a division or specialized unit. Incumbents at this level are responsible for developing program/service policies and procedures; ensuring compliance with applicable laws, rules, regulations, policies and procedures; and, monitoring funds and participating in budget and resource development. Incumbents typically manage division/unit activities through first-level supervisors and/or coordinators, which may include sworn and non-sworn public safety staff.			

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE-QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
1.	Supervises sworn and non-sworn public safety staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 10%	C5
2.	Manages the activities of an assigned division or specialized unit, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and services; and, ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards.	Daily 30%	C5
3.	Prepares, reviews, interprets, and analyzes a variety of information, data, and reports; makes recommendations based on findings.	Daily 15%	C4
4.	Serves as a liaison with employees and external organizations, resolving complex and/or emergency situations; represents the County at a variety of meetings, public events, training sessions, on committees, and/or other related events.	Daily 15%	C4
5.	Coordinates department-wide initiatives for the enhancement and improvement of service delivery; participates in communicating services, policies, and/or program information.	Daily 10%	C4
6.	Prepares and administers section/division budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.	Daily 5%	C4
<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE-QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: LIEUTENANT**

7.	Performs other duties of a similar nature or level.	As Required	N/B
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**Training and Experience** (positions in this class typically require):

Associate's Degree or equivalent in criminal justice, police science, or a related field and six years experience in a certified, sworn position, including two years experience equal to the rank of Sergeant; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):

- Oregon Driver's License;
- Oregon Department of Public Safety Standards & Training Certification (DPSST);
- Firearms Certification.

**Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory principles;
- Culturally competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Criminal justice administration principals and practices;
- Law enforcement techniques and concepts, including laws of arrest, search and seizure and evidence procedures;
- Policy and procedure development practices;
- Budgeting principles;
- Departmental operations and programs.

**LANE COUNTY, OREGON  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: LIEUTENANT**

**Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff;
- Prioritizing and assigning work;
- Preparing reports;
- Adapting to rapidly changing environments;
- Creating a culturally inclusive work environment;
- Mediating and resolving conflict;
- Working effectively with clients, co-workers, employee's and supervisors from diverse backgrounds;
- Gathering interpreting and behaviorally adapting to cultural contexts;
- Analyzing situations, identifying alternative solutions, and recommending improvements;
- Monitoring legal and regulatory changes;
- Developing, implementing, and applying policies and procedures;
- Preparing and administering budgets;
- Analyzing processes and making recommendations for improvement;
- Gathering and analyzing complex information;
- Interpreting and applying statues and ordinances;
- Ensuring compliance with applicable policies, procedures, codes, laws and regulations;
- Using and maintaining firearms and related equipment;
- Evaluating work safety issues;
- Using computers and related software applications;
- Communication, both verbal and written, sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to fumes, odors, dusts, gases, extreme temperatures, inadequate lighting, travel, disruptive people, imminent danger, and a threatening environment.

**NOTE:**

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**Classification History:**

Draft prepared by Fox Lawson & Associates LLC (LM,KLR)

Date: (7/06)

## Lane County, Oregon

### Proposed Job Evaluation Ratings

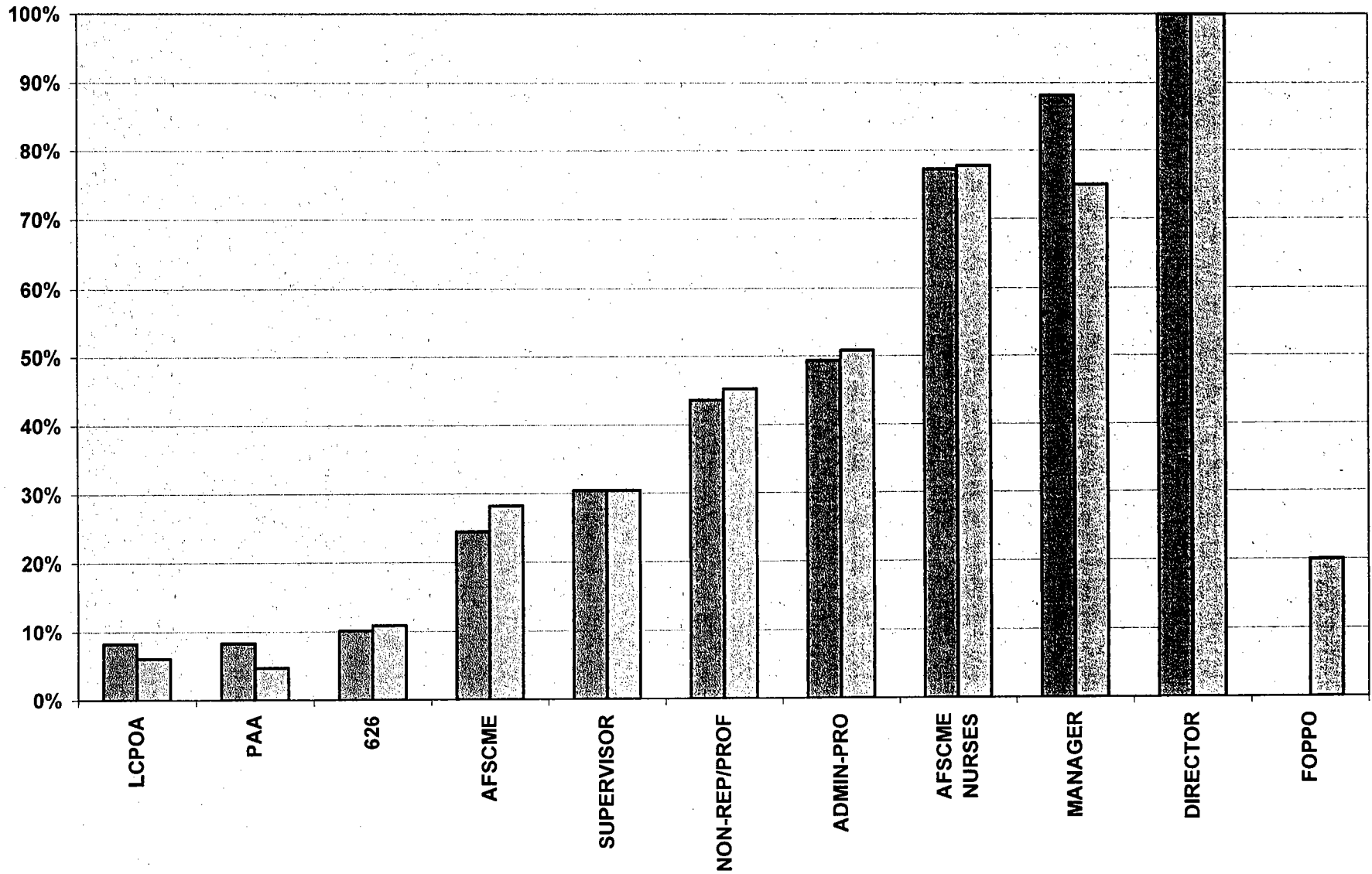
<b>Classification Title:</b>	<b>DBM Rating:</b>
<p><b>Band F:</b> These are decisions that determine the scope, the direction, and the overall goals of the whole organization. They are subject to few constraints other than those imposed by law and/or economic conditions, and they take into consideration all the major divisions or departments, the limits of funds available to each, and the scope of their programs. Band F decisions are the kind typically made by a Board or the County Administrator.</p>	
Not applicable for the positions being evaluated	
<p><b>Band E:</b> Band E decisions deal with the means of achieving the goals established at Band F. These decisions are concerned with formulating or adjusting programs for the major functions/divisions/departments, and allocating resources (facilities, people, money, materials) among these groups. Positions at this level tend to be executives that head up major functions, such as the Department Heads.</p>	<p><b>Possible:</b> E92 E91 E83 E82 E81</p>
Department Director	E82-E85*
Assistant Department Director	E81/E82*
<b>Classification Title:</b>	<b>DBM Rating:</b>
<p><b>Band D:</b> Decisions in Band D require the incumbents to interpret and carry out the programs or objectives developed at Band E. These decisions specify what is to be done in lower Bands, and how the resources allocated by Band E are to be deployed. Band D decisions are typically made by either department heads heading up minor functions or upper managers in various functions.</p>	<p><b>Possible:</b> D72/D65 D71/D64 D63 D62 D61</p>
Senior Manager	D71/D64,* D62,D63,D65
Manager	D61,D63*
Program Manager	D61,D62*

\* Indicates actual DBM ratings applied to designated classification.

<b>Classification Title:</b>	<b>DBM Rating:</b>
<b>Band C:</b> Decisions in Band C involve determining the means or process of achieving the objectives, standards, or guidelines established by Band D decisions. They are subject to the limits imposed by the available technology and resources and to the constraints set by Band D. Selecting the process is a decision that must precede carrying out the operations that make up the process. A process decision specifies what is to be done at Band B. These are typically decisions made by managers, supervisors, professionals and/or senior technical specialist positions. These jobs are typically Exempt from the Fair Labor Standards Act (FLSA).	<b>Possible:</b> C52/C45 C51/C44 C43 C42 C41
Professional/Technical Supervisor	C41, C42* C51/C44* C52/C45*
Lieutenant	C52*
Program Supervisor	C41*, C51/C44*
Senior Management Analyst	C43*
Maintenance/Trades Supervisor	B31/C41*
Management Analyst	C41*
Sergeant	C42*
Public Safety Administrative Supervisor	C41*
<b>Classification Title:</b>	<b>DBM Rating:</b>
<b>Band B:</b> These decisions focus on how to carry out the operations of the process specified by a Band C decision. There is, within the limits set by the specific process, a choice as to how and when the operations are carried out, but not as to what operations constitute the process. Band B decisions are typically made by skilled personnel and paraprofessional positions. These jobs are typically Non-Exempt from the Fair Labor Standards Act (FLSA). Supervisory jobs in Band B may qualify as Exempt under the FLSA Executive Exemption Test.	<b>Possible:</b> B32/B25 B31/B24 B23 B22 B21
Administrative Support Supervisor	B31*
Administrative Support Specialist	B22*
<b>Classification Title:</b>	<b>DBM Rating:</b>
<b>Band A:</b> Band A decisions are confined to the manner and speed of performing the elements of an operation. There is, within the limits set by the prescribed operation, a choice as to how the elements are performed, but not as to what elements constitute the operation. This group consists of entry level and semi-skilled positions.	<b>Possible:</b> A13 A12 A11
Not applicable for the positions being evaluated	

\* Indicates actual DBM ratings applied to designated classification.

■ NOVEMBER 05 % HIRED @ OR ABOVE EXCEPTIONAL □ NOVEMBER 06 % HIRED @ OR ABOVE EXCEPTIONAL



**LANE COUNTY**  
**Salary Structure Model**  
**(Effective 7/1/07)**

<b>DBM Rating</b>	<b>Step 1 Minimum</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5 Midpoint</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9 Maximum</b>	<b>Range Spread</b>
B21	\$31,338	\$33,297	\$35,255	\$37,214	\$39,173	\$41,131	\$43,090	\$45,048	\$47,007	50%
B22	\$33,694	\$35,800	\$37,906	\$40,012	\$42,118	\$44,224	\$46,330	\$48,436	\$50,541	50%
B23	\$36,050	\$38,304	\$40,557	\$42,810	\$45,063	\$47,316	\$49,569	\$51,823	\$54,076	50%
B24/B31	\$39,001	\$41,439	\$43,876	\$46,314	\$48,751	\$51,189	\$53,626	\$56,064	\$58,502	50%
B25/B32	\$42,539	\$45,198	\$47,856	\$50,515	\$53,174	\$55,832	\$58,491	\$61,150	\$63,808	50%
C41	\$45,489	\$48,333	\$51,176	\$54,019	\$56,862	\$59,705	\$62,548	\$65,391	\$68,234	50%
C42	\$47,846	\$50,836	\$53,826	\$56,817	\$59,807	\$62,798	\$65,788	\$68,778	\$71,769	50%
C43	\$50,202	\$53,340	\$56,477	\$59,615	\$62,752	\$65,890	\$69,028	\$72,165	\$75,303	50%
C44/C51	\$53,153	\$56,475	\$59,797	\$63,119	\$66,441	\$69,763	\$73,085	\$76,407	\$79,729	50%
C45/C52	\$56,690	\$60,234	\$63,777	\$67,320	\$70,863	\$74,406	\$77,949	\$81,492	\$85,036	50%
D61	\$59,641	\$63,369	\$67,096	\$70,824	\$74,551	\$78,279	\$82,006	\$85,734	\$89,461	50%
D62	\$61,997	\$65,872	\$69,747	\$73,622	\$77,496	\$81,371	\$85,246	\$89,121	\$92,996	50%
D63	\$64,353	\$68,375	\$72,398	\$76,420	\$80,442	\$84,464	\$88,486	\$92,508	\$96,530	50%
D64/D71	\$67,304	\$71,510	\$75,717	\$79,923	\$84,130	\$88,336	\$92,543	\$96,749	\$100,956	50%
D65/D72	\$70,842	\$75,269	\$79,697	\$84,125	\$88,552	\$92,980	\$97,408	\$101,835	\$106,263	50%
E81	\$73,318	\$77,901	\$82,483	\$87,066	\$91,648	\$96,230	\$100,813	\$105,395	\$109,977	50%
E82	\$74,733	\$79,404	\$84,075	\$88,746	\$93,417	\$98,088	\$102,759	\$107,429	\$112,100	50%
E83	\$76,149	\$80,908	\$85,667	\$90,426	\$95,186	\$99,945	\$104,704	\$109,464	\$114,223	50%
E84	\$77,564	\$82,412	\$87,259	\$92,107	\$96,955	\$101,802	\$106,650	\$111,498	\$116,346	50%
E85	\$78,979	\$83,915	\$88,851	\$93,787	\$98,724	\$103,660	\$108,596	\$113,532	\$118,468	50%

Midpoint reflects market median  
 Equal dollar amounts exist between steps