



LANE COUNTY

HUMAN RESOURCES DIVISION / 125 East 8th Ave. / Eugene, OR 97401
Phone: (541) 682-3665/ Fax: (541) 682-4290

W. J. O. A.

AGENDA COVER MEMORANDUM

AGENDA DATE: May 17, 2006

PRESENTED TO: Board of County Commissioners

PRESENTED BY: Cindy Tofflemoyer, Human Resources Analyst 2
Jeff Towery, Land Management Manager

AGENDA TITLE: **IN THE MATTER OF CREATING THE CLASSIFICATION
AND SALARY RANGE FOR COMPLIANCE SPECIALIST**

I. MOTION
**IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY
RANGE FOR COMPLIANCE SPECIALIST**

MOVE APPROVAL OF ORDER 06 -- _____ .

II. ISSUE

Public Works has requested that Human Resources create a Compliance Specialist classification.

III. DISCUSSION

A. Background

This new classification will provide a career ladder into the Compliance Officer (CO) classification.

B. Analysis

1. Currently there is only one CO in Lane County and at this time Land Management (LM) does not have the business need for an additional CO.
2. Land Management Technicians (LMT) work as technical support in a variety of LM programs. There are nine salary grades between the LMT classification and the CO classification.

3. This new classification will provide an intermediary step between the LMT and CO classifications; provide staffing flexibility as well as career development opportunities.
4. HR completed a point factor analysis which places the Compliance Specialist at grade 25 (\$34,008-\$47,091) in the AFSCME compensation plan. This is comparable with Environmental Health Specialist 1, Real Property Officer 1 and Property Management Officer 1 classifications.
5. HR conducted a survey of our comparator counties. Deschutes County's Code Enforcement Technician (\$29,702-\$40,685) is the closest match in terms of scope of duties and compensation of the proposed Compliance Specialist classification.
4. HR discussed this proposed new classification with the AFSCME bargaining unit and they agree with the assigned compensation range.

Budget: This new classification will not require an additional FTE in Public Works. At top step, the Compliance Specialist classification will cost about \$5,000 more than the Land Management Technician. The continued growth in permit revenues and the active enforcement of expired building permits will allow the division to fund the cost of the new classification at such time as it is utilized.

C. Alternatives/Options

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

D. Recommendation

Approve Option 1

IV. IMPLEMENTATION/FOLLOW-UP

Following Board action, Human Resources staff will update the classification and compensation plans by inserting the new classification.

V. ATTACHMENT

Board Order
Compliance Specialist classification specifications

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

RESOLUTION AND ORDER 06-) IN THE MATTER OF CREATING
) THE CLASSIFICATION AND
) SALARY RANGE FOR COMPLIANCE
) SPECIALIST

WHEREAS, Human Resources has completed a review and point factor of the proposed Compliance Specialist classification; and

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

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

IT IS HEREBY RESOLVED AND ORDERED, that there be created the new classification of

Compliance Specialist	Grade 25	\$34,008-\$47,091
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Dated this _____ day of _____, 2006.

Bill Dwyer, Chair
Board of County Commissioners

APPROVED AS TO FORM
Date 5/3/06 Lane county
Teresa J. J. J.
OFFICE OF LEGAL COUNSEL

LANE COUNTY

LANE COUNTY

COMPLIANCE SPECIALIST

DEFINITION

To provide journey level administrative and field work to Public Works Compliance program(s). Participate in and support investigations regarding alleged violations of land use, nuisance and building sections of the Lane Code and state law, up to and including bringing cases into compliance; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel.

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

Evaluates the validity, and conducts investigations of alleged violations of County ordinances, regulations and/or State codes in regards to private property within Lane County's jurisdiction.

Meets with alleged violators of ordinances and attempts to achieve compliance.

Researches records and history of properties when a complaint has been filed and establishes documentation and sufficient background information to proceed with legal action if necessary.

Answers inquiries regarding ordinances, policies, rules or regulations under applicable sections of the Lane Code and state law.

Presents case recommendations to program staff.

Issues notices/citations of County Code infractions.

Prepares agenda packets.

Maintains accurate records of type and number of actions being processed; provides written reports at regular intervals.

Assists in coordinating the hearings process.

LANE COUNTY

May act as liaison between Board of Commissioners, Public Works and constituents on land use, building and nuisance violations.

Participates in community and professional groups, task forces and committees as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of code enforcement.

Principles and practices of investigation.

Principles and practices of research and data collection.

Pertinent local, state and federal laws, ordinances and rules in connection with land use, nuisance and building sections as well as Public Works right-of-way and other road maintenance activities.

Principles and practices of statistical analysis and report writing.

Ability to:

Conduct investigations including collecting data, analyzing facts and drawing conclusions.

Deal effectively with the public in potentially stressful situations.

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

Communicate clearly and concisely, both orally and in writing.

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Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Specialized training in land use planning, engineering, architecture and certification as a Plans Examiner or Building Inspector desired.

Experience:

Two years of increasingly responsible experience in planning, building or community development.

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

Special Requirements:

Possession of a valid Oregon Driver's license.