



LANE COUNTY

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

W. D. B. & C.

AGENDA COVER MEMO

Memorandum Date: December 10, 2007
Order Date: December 12, 2007

TO: Board of County Commissioners

DEPARTMENT: Human Resources

PRESENTED BY: Greta Utecht, Director of Human Resources Department

AGENDA ITEM TITLE: ORDER/IN THE MATTER OF REVIEWING AND
ADJUSTING THE SALARY OF THE INTERNAL AUDITOR;
AND
ORDER/IN THE MATTER OF REVIEWING AND
ADJUSTING THE SALARY OF THE COUNTY COUNSEL

I. MOTION

MOVE APPROVAL OF ORDER 07 --_____ IN THE MATTER OF...
REVIEWING AND ADJUSTING THE SALARY OF THE INTERNAL AUDITOR;
AND
MOVE APPROVAL OF ORDER 07 --_____ IN THE MATTER OF...
REVIEWING AND ADJUSTING THE SALARY OF THE COUNTY COUNSEL.

II. AGENDA ITEM SUMMARY

The Board recently completed the performance evaluations for the County's Internal (Performance) Auditor and the County Counsel and directed the Human Resources director to review the compensation of both positions and return to the Board with a recommendation for appropriate merit increases. Since both positions are unclassified positions and not part of the County's graded compensation plan, compensation increases based on merit worthy performance must be specifically reviewed and adjusted by the Board.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The County's Performance Auditor and the County Counsel were evaluated

recently by the Board of County Commissioners and received highly successful reviews. As a result, the Board requested that Human Resources return to the Board with a recommendation as to an appropriate merit increase for both positions.

Over the past year, the Board has reviewed nearly all of the County's non-represented positions and has adopted a new compensation plan that is market-based. For classified employees (those holding positions reflected on the County's classification plan), successful performance may result in progressive movement on the pay grade, or movement up the "steps" of the plan. For unclassified employees, the Board sets the salary and there is no graded step plan.

Unclassified County positions include the elected officials, the County Administrator, the County Counsel, the Internal (Performance) Auditor and the Assistant County Administrator. Recently (July 2007) the Board reviewed the salaries of the County Administrator and the Assistant County Administrator and set them at a market level. The County Counsel's salary has not been reviewed and compared with market for at least eight years, and probably far longer than that.

B. Policy Issues

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.”

C. Board Goals

The County’s Strategic Plan outlines specific objectives for our personnel programs, which include how we compensate (reward and encourage) our employees. 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 deliver of County services;” and that “County personnel polices 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.

The Board has committed itself and the organization to improving Lane County’s credibility with its citizens and the Auditor position is important in achieving that goal. In addition, when delivering the County Counsel’s performance evaluation, Board members reflected on the important role our current County Counsel plays and will continue to play in improving our credibility and maintaining consistency, especially with a new County Administrator and in the face of the serious financial issues facing the County.

D. Financial and/or Resource Considerations

Should the Board approve the staff recommendation, it will cost the County approximately \$25,000 in salary and benefit increases.

E. Analysis

County Counsel:

The attached document (*County Counsel Salary Comparison*) provides information as to how Lane County’s position compares with those in other counties, as well as with similar positions within Lane County itself. Human Resources staff relied upon the Oregon District Attorneys Association 2007 annual salary survey report for the information provided about other counties, but several of the counties were anticipating cost of living adjustments to be implemented after the survey was published. Those updates are not reflected here, so the averages may be higher than indicated.

The average base salary for the County Counsels in the counties most similar to Lane County is \$114,824. The average salary at the midpoint of Lane County's directors is \$113,838. Our County Counsel's salary is currently set at \$102,814. Human Resources staff recommends that the base salary for our County Counsel be adjusted by ten percent (10%), and set at \$113,095.

Performance Auditor:

This was a more difficult position to review for compensation, since the only counties having similar positions to our performance Auditor are considerably smaller in size and less complex in scope. The attached two spreadsheets (*Auditor Survey – December 4, 2007* and *Comparable Lane County Salaries*) indicate that our Auditor is currently paid at the maximum of the average range when compared externally. When this position was filled more than a year ago, there were more and larger jurisdictions having auditor positions, and the pay range that the position was posted at was \$60,000 - \$70,000. The current auditor elected to accept less than the top salary with the expectation that he would receive an increase at his annual review date, should his performance justify it.

When the Auditor position is compared with other similar (i.e., in responsibility, scope, required education and experience) positions within the County, it is currently paid very close to midpoint, which is \$64,594. Human resources staff recommends that the Auditor's salary be adjusted by at least five percent (5%) and more appropriately, by seven percent (7%), to \$69,550, which more adequately reflects his experience and education. At that salary level, he will still be well below the maximum average when compared internally.

F. Alternatives/Options

1. Approve the attached Board Orders increasing the salary of the County Counsel by ten percent and that of the Auditor by seven percent.
2. Amend the Board Orders by decreasing the recommended percentage.
3. Reject the recommendation; do not approve the Board Orders, and direct staff to return with additional options.

IV. TIMING/IMPLEMENTATION

If approved, the salary increase will take effect the first full pay period following the annual review date for each employee.

V. RECOMMENDATION

Human resources recommends that the Board approve option one above.

VI. FOLLOW-UP

The approved Board Order will be forwarded to County payroll for implementation. No other follow-up is required.

VII. ATTACHMENTS

1. Board Order: In the Matter of Reviewing and Adjusting the Salary of the Internal Auditor
2. Board Order: In the Matter of Reviewing and Adjusting the Salary of the County Counsel
3. *County Counsel Salary Comparison*
4. *Auditor Survey – December 4, 2007*
5. *Comparable Lane County Salaries*

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

RESOLUTION AND)	IN THE MATTER OF REVIEWING AND
ORDER 06-)	ADJUSTING THE SALARY OF THE
)	INTERNAL AUDITOR
)	
)	
)	

WHEREAS, the County's Internal Performance Auditor, Stewart Bolinger, has received a successful performance evaluation by the Board of County Commissioners, and

WHEREAS, the Board has directed Human Resources staff to analyze comparable salary data and make a recommendation for an appropriate salary increase in alignment with the Lane County Charter's guidelines; and

WHEREAS, Human Resources staff has conducted an external and internal comparative salary review; and now, therefore,

IT IS HEREBY RESOLVED AND ORDERED, that the salary of the Internal Auditor, Stewart Bolinger, be adjusted by seven percent (7%) for an annual amount of \$69,550, effective the first full pay period following September 15, 2007.

Dated this _____ day of _____, 2007.

Faye Stewart, Chair
Board of County Commissioners

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

RESOLUTION AND)	IN THE MATTER OF REVIEWING AND
ORDER 06-)	ADJUSTING THE SALARY OF THE
)	COUNTY COUNSEL
)	
)	
)	

WHEREAS, the County Counsel, Teresa Wilson, has received a successful performance evaluation by the Board of County Commissioners, and

WHEREAS, the Board has directed Human Resources staff to analyze comparable salary data and make a recommendation for an appropriate salary increase in alignment with the Lane County Charter's guidelines; and

WHEREAS, Human Resources staff has conducted an external and internal comparative salary review; and now, therefore,

IT IS HEREBY RESOLVED AND ORDERED, that the salary of the County Counsel, Teresa Wilson, be adjusted by ten percent (10%) for an annual amount of \$113,095, effective the first full pay period following December 5, 2007.

Dated this _____ day of _____, 2007.

Faye Stewart, Chair
Board of County Commissioners

COUNTY COUNSEL SALARY COMPARISON

OTHER COUNTIES: Based on 2007 Oregon District Attorneys Association Survey

COUNTY	Salary	# ACC Staff	Paid PERS?	Def Cmp	TOTAL
Clackamas	\$ 116,892	4+	yes	6.27%	\$ 131,235
Deschutes	\$ 111,384	3	yes	no	\$ 118,067
Jackson	\$ 91,083	3	yes	?	\$ 96,548
Marion	\$ 100,989	4	401K	yes/?%	\$ 107,048
Multnomah	\$ 132,026	14	yes	no	\$ 139,948
Washington	\$ 136,572	7	no	no	\$ 136,572
Average	\$ 114,824				\$ 121,570
 Lane (Current)	 \$ 102,814	 5	 yes	 1%	 \$ 110,011
<i>Plus 7%</i>	<i>\$ 110,011</i>				<i>\$ 117,712</i>
<i>Plus 8%</i>	<i>\$ 111,039</i>				<i>\$ 118,812</i>
<i>Plus 9%</i>	<i>\$ 112,067</i>				<i>\$ 119,912</i>
<i>Plus 10%</i>	<i>\$ 113,095</i>				<i>\$ 121,012</i>

COMPARABLE LANE COUNTY SALARIES: SIMILAR POSITIONS

	Minimum	Mid	Maximum
District Attorney	\$ 133,343	\$ 133,343	\$ 133,343
Chief Dep DA	\$ 119,829	\$ 119,829	\$ 119,829
County Administrator	\$ 135,000	\$ 142,000	\$ 149,000
HR Director	\$ 76,148	\$ 95,180	\$ 114,212
C&F Director	\$ 74,733	\$ 93,417	\$ 112,100
Sheriff	\$ 113,568	\$ 113,568	\$ 113,568
Assessor	\$ 99,528	\$ 99,528	\$ 99,528
Average	\$ 107,450	\$ 113,838	\$ 120,226
 Lane (Current)	 \$ 102,814		
<i>Plus 7%</i>	<i>\$ 110,011</i>		
<i>Plus 8%</i>	<i>\$ 111,039</i>		
<i>Plus 9%</i>	<i>\$ 112,067</i>		
<i>Plus 10%</i>	<i>\$ 113,095</i>		

Auditor Survey - December 4, 2007

County	Title & Salary Range	Incumbent Salary	Who pays PERS	Other Benefits	Comments
Deschutes	Internal Auditor \$54,150 - 72,741	\$72,741	County	All ee's receive longevity after 5 years' service, which equals \$52.50/month for each 5 yr increment for Auditor, who has been there a little over 5 years.	No Bachelor's specified, but require high level of demonstrated ability & certs in CPA, CIA, or CGAP. Equivalent OK.
Douglas	Auditor \$48,464 - 63,898	\$48,464	County	None	Bachelors degree, plus 4 years exp including 2 with government. Equivalent OK. CPA, CIA and/or undergrad in accounting w/Masters of Business or Public Administration desired.
Jackson	Senior Auditor \$49,109 - 56,846	Currently have 2 Sr. Auditors. One was just reclassified from Staff Auditor & is at \$51,563. The other is at \$56,846.	County	None	Highly complex internal audits & financial analyses; responsible for majority of an audit. Bachelors degree (Masters desirable), plus 3 years auditing, accounting, or financial mgmt experience. Equivalent OK. CIA, CPA, CGAP, CFE, or CISA desirable.
Average	\$50,574 - \$64,495				CPA=Certified Public Accountant CFE=Certified Fraud Examiner CGAP=Certified Govt Auditing Prof CIA=Certified Internal Auditor CISA=Certified Info Systems Auditor

Lane	Internal Auditor (no range; salary set by Board)	\$65,000	County	1% County paid contribution to deferred comp plan.	Bachelors degree, plus 2 years government or business programs auditing or analysis experience; or equivalent.
-------------	---	-----------------	--------	--	--

COMPARABLE LANE COUNTY SALARIES

SIMILAR POSITIONS:

Sr Mgmt Analyst (Strategic Planning or Budget Analyst)	Minimum	Midpoint	Maximum
Program Supervisor (Labor Relations Program Supervisor)	\$ 50,202	\$ 62,752	\$ 75,303
Average	\$ 53,144	\$ 66,435	\$ 79,726
	\$ 51,673	\$ 64,594	\$ 77,515

Performance Auditor (Current)

Plus 5%

\$70,000

~~Recommendation: Plus 7%~~

\$ 68,250

\$ 69,550

OTHER POSITIONS:

Senior Manager (Budget Manager)	\$ 67,304	\$ 84,130	\$ 100,956
Senior manager (IGR Manager)	\$ 67,304	\$ 84,130	\$ 100,956
Manager (Financial Services Manager)	\$ 64,353	\$ 80,442	\$ 96,530
Program Manager (Risk & Benefits Manager)	\$ 61,997	\$ 77,496	\$ 92,996
Average	\$ 65,239	\$ 81,549	\$ 97,859