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Memorandum Date: July 11, 2007

Order Date: July 11, 2007

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**TO:** Board of County Commissioners

**DEPARTMENT:** HUMAN RESOURCES

**PRESENTED BY:** CINDY TOFFLEMOYER, HR ANALYST 2

**AGENDA ITEM TITLE:** ORDER/ IN THE MATTER OF ADJUSTING THE WASTE  
MANAGEMENT FEE COLLECTOR (WMFC)  
CLASSIFICATION SALARY

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**I. MOTION**

**MOVE APPROVAL OF ORDER 07-\_\_\_\_\_ IN THE MATTER OF ADJUSTING THE  
WASTE MANAGEMENT FEE COLLECTOR (WMFC)  
CLASSIFICATION SALARY.**

**II. AGENDA ITEM SUMMARY**

The Board is being asked to approve the recommended salary adjustment for the WMFC classification and approve the job classification specification modifications as attached.

**III. BACKGROUND/IMPLICATIONS OF ACTION**

**A. Board Action and Other History**

Since the classification was established by the Board in 1991 there have been numerous changes in federal, state and local regulations that have had an effect on several waste management programs. In addition, new recycling and diversion programs have also been established by the Division. The Waste Management Division has changed its operating and fee systems to reflect the changes.

**B. Policy Issues**

Human Resources is obligated per AFSCME contract Article XIX, Sec. (1) (C) (2) to conduct formal classification reviews on up to six (6) AFSCME identified classification per fiscal year. In May of this year AFSCME submitted a request for the review of the WMFC classification.

On June 20, 2007 Human Resources met with the AFSCME Joint Labor/ Management Classification Committee and reviewed the modified job classification specifications and proposed salary adjustment. AFSCME is in agreement with the modified job classification and proposed salary adjustment.

**C. Board Goals**

The Lane County Strategic Plan B1 indicates that Lane County will 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.

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

Waste Management Division will, as part of the classification review, move all incumbent Temporary and Regular status WMFC's from Grade 5 to Grade 9. The Waste Management Enterprise Fund has the funds available to cover the \$107,000 cost associated with this salary adjustment, and would be allocated through a supplemental budget adjustment in FY 07-08.

**E. Analysis**

With classification reviews HR analyzes whether or not any of the Point Factors used to designate classification compensation have significantly changed over time. The County's Point Factor system takes into consideration internal equity and allows for a sideways glance at comparable job classifications in other counties. Comparable Fee Collector classifications are utilized in Deschutes and Douglas Counties. The other regional counties either contract through METRO Regional Services or private companies for waste management services.

The review indicates that due to departmental and agency changes the WMFC job classification specifications and salary need to be adjusted so that they more accurately reflect the duties being performed by the Fee Collectors. The knowledge requirements for this classification have increased enough to warrant a point factor adjustment. HR proposes an

adjustment to the Fee Collector salary from a Grade 5 (\$9.97/hr-\$13.81/hr) to a Grade 9 (\$11.01/hr-\$15.25/hr) in the AFSCME compensation plan which places Lane County comparable to Douglas County (\$11.53/hr-\$14.65/hr) and Deschutes County (\$11.91/hr-\$15.20/hr) Solid Waste/Landfill Site Attendant classifications.

Market wages are a piece of classification reviews; however internal equity is the overriding factor when reviewing compensation within AFSCME positions. Currently there are no other Grade 9 classifications, however placing the Fee Collector's compensation at Grade 9 provides an opportunity for employees in that classification to compete for lateral transfers into Grade 10 classifications for which employees may meet the minimum requirements, for example Accounting Clerk 1 and Office Assistant 1 classifications.

**F. Alternatives/Options**

1. Adopt the proposed salary adjustment and modified job classification specifications as described above.
2. Reject the motion.

**IV. RECOMMENDATION**

Human Resources recommend that the BCC adopt the motion to adjust the salary range to Grade 9 and modify the job classification specifications for the WMFC classification.

**V. TIMING/IMPLEMENTATION**

If the Board approves the motion and adopts the adjusted salary and modified job classification specifications, HR will amend the classification and compensation plans to reflect the adjustments.

**VI. FOLLOW-UP**

All of the incumbent Temporary and Regular status WMFC's at Public Works Waste Management Division will be moved into the Grade 9 effective the first day of the pay period beginning July 14, 2007.

**VII. ATTACHMENTS**

Waste Management Fee Collector classification specification; Board Order

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

RESOLUTION AND  
ORDER 07-

) IN THE MATTER OF ADJUSTING THE  
) WASTE MANAGEMENT FEE  
) COLLECTOR (WMFC)  
) CLASSIFICATION FROM GRADE 5 TO  
) GRADE 9 OF THE AFSCME  
) COMPENSATION PLAN

**WHEREAS**, Human Resources has completed a classification review and point factor of the proposed Waste Management Fee Collector; 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 the salary range of Waste Management Fee Collector be approved as follows:

Waste Management Fee Collector      Range 09: \$11.01/hr-\$15.25/hr

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Faye Stewart, Chair  
Board of County Commissioners

APPROVED AS TO FORM  
Date 7/2/07 \_\_\_\_\_  
Teresa Smith  
OFFICE OF LEGAL COUNSEL

## **WASTE MANAGEMENT FEE COLLECTOR**

### **DEFINITION**

Performs a variety of duties involving collecting fees for solid waste disposal including handling cash, issuing receipts, calculating and reporting daily transactions, making bank deposits, picking up and delivering supplies and providing job process orientations to extra help employees and Temporary Fee Collectors.

### **CLASS CHARACTERISTICS**

This is the entry journey level in the Fee Collector series. Incumbents initially perform the more routine duties assigned to the positions in this classification series and work under close supervision.

However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence. This class is distinguished from the Senior Fee Collector in that the latter performs difficult duties assigned to classes within the series including coordinating work schedules and training of other staff, and assisting in evaluating staff.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from a Clerical Supervisor and technical and functional supervision from the Senior Fee Collector.

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

Opens and closes gates to the site in accordance with operational hours.

Estimates load volume and calculates fees in accordance with established policies and procedures.

Collects fees and issues receipts.

Operates cash register, computer terminal, adding machine or other office equipment used in the calculation and collection of fees.

Accounts for fees collected or charged according to established policies and procedures.

Prepares and makes bank deposits as required.

Provides extra help employees and Temporary Fee Collectors with job orientation to the job processes and cash handling for fee collection at the various collection sites.

Provides Waste Management program information and assistance to the public.

Collects reconciliation and bank deposits on a regularly scheduled basis.

## EXAMPLES OF DUTIES (Continued)

Makes deliveries to central accounting.

Maintains inventory, orders and delivers supplies necessary for the collection of fees.

Maintains the work area by keeping fee booth clean and emptying trash.

## MINIMUM QUALIFICATIONS

### Knowledge of:

The various Waste Management programs impacting fee collection.

Basic math necessary to calculate/estimate quickly.

Basic methods and practices of financial record keeping.

General office machines and computer equipment used in fee collection.

### Ability to:

Make arithmetical computations with speed and accuracy.

Make change and reconcile cash accurately.

Complete required forms legibly, accurately and in a timely manner.

Maintain accurate financial and statistical records.

Operate office equipment such as calculators, cash registers, computer terminals and laptop computers.

Understand and follow instructions, policies and procedures.

Establish and maintain effective working relationships with other employees and the general public.

Orally communicate instructions and Waste Management program information to the public.

### Experience and Training

#### Training:

Equivalent to the completion of the twelfth grade. Training in making cash transactions, counting change and operating cash registers is desirable.

LANE COUNTY

Waste Management Fee Collector (Continued)

Experience:

One year of experience in public contact work or clerical work. Experience in high volume cash handling and reporting is desired.

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

NECESSARY SPECIAL QUALIFICATIONS

Required to possess a valid Oregon Driver's License.