



LANE COUNTY

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W. G. B.

AGENDA COVER MEMO

Memorandum Date: July 11, 2007
Order Date: July 11, 2007

TO: Board of County Commissioners

DEPARTMENT: Human Resources

PRESENTED BY: Hector Rios, Human Resources Analyst

AGENDA ITEM TITLE: ORDER/IN THE MATTER OF CREATING THE
CLASSIFICATION AND SALARY RANGE FOR SHOP
UTILITY WORKER

I. MOTION

**MOVE APPROVAL OF ORDER 07--_____ IN THE MATTER OF CREATING
THE CLASSIFICATION AND SALARY RANGE FOR SHOP UTILITY WORKER.**

II. AGENDA ITEM SUMMARY

The Board is being asked to approve a new classification that will more clearly and accurately describe the duties performed by staff in the Public Works – Fleet Services Division.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

Our classification and compensation system used to include a similar classification up until the implementation of a new classification and compensation system in December of 1988. The Public Works Department / Fleet Services Division has utilized a classification of General Laborer to perform some duties that would be performed by the new classification.

B. Policy Issues

APM, Chapter 3, Section 20, C (1a) states; If the Office of Personnel Services determines that a new classification is appropriate, it shall prepare a proposed classification, complete a point factor analysis of the proposed classification specification, and prepare a Board Agenda item requesting that the Board amend the classification and compensation plans to add the new classification. Lane Manual 2.230(2) also refers to this process.

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. This new classification would support Lane County's commitment to developing career ladders and strengthening career paths for Lane County employees.

D. Financial and/or Resource Considerations

Having this classification will enable the Fleet Services Division to distribute their staff in a more efficient and cost-effective manner, while providing the employee and Lane County with a fair and equitable compensation package. The Public Works department is able to absorb the cost of this new classification. The cost in wages is negligible as compared to what staff in this classification has been paid, including the out-of class pay, over the last 12-month period.

E. Analysis

One of the goals for the Fleet Services Division is to provide fast, efficient, and flexible service. There is a need for the Fleet Services Division to have staff perform duties which may not be Mechanic-level (i.e. less skilled) duties in order to have the most skilled employees (Mechanics) work the highest level duties for which they are paid.

This practice is the best current way to reallocate Lane County's staff in order to provide the department the flexibility needed to maximize their human resources when performing these functions. Therefore, the new Shop Utility Worker classification is being proposed.

Having this new classification in place will also enable the department to have staff in this classification work with greater independence than it is currently expected from staff in the current classification being used

(General Laborer).

Once we were able to establish the actual need for the new classification, Human Resources staff proceeded with drafting the classification specifications (attached).

A point factor analysis was completed, and Grade 10 (\$11.52 - \$15.97) is proposed for the new classification. This is the same grade as the Accounting Clerk 1. While our review of similar classifications with other jurisdictions (Linn and Multnomah counties) did not yield an exact match, we did find somewhat similar classifications being used with public employers. Jurisdictions that use those classifications included:

Multnomah County: \$14.34 - \$17.65

Linn County: \$11.81 - \$15.08

Lane County: \$11.52 - \$15.97

Local 626 would represent staff in this new classification. The union was notified as per the Union contract, supported the need for this new classification in our comp and class system, and agreed with the classification specifications and the hourly rate range.

F. Alternatives/Options

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

IV. TIMING/IMPLEMENTATION

If the Board approves the motion and adopts the new classification and proposed salary, Human Resources staff will amend the classification and compensation plans to add the new classification.

V. RECOMMENDATION

It is recommended that the Board of County Commissioners adopt the motion to establish the proposed classification and salary range for the Shop Utility Worker.

VI. FOLLOW-UP

Current staff (one person) performing these duties will be moved into the new classification.

VII. ATTACHMENTS

Attachments include a copy of the proposed classification specification (Attachment A) and Board Order.

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

RESOLUTION AND
ORDER 07-) IN THE MATTER OF CREATING THE
) CLASSIFICATION AND SALARY
) RANGE FOR SHOP UTILITY WORKER
)
)
)

WHEREAS, Human Resources has completed a review and point factor of the proposed Shop Utility Worker; 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 Shop Utility Worker, Grade 10, \$11.52 - \$15.97.

Dated this _____ day of _____, 2007.

Faye Stewart, Chair
Board of County Commissioners

APPROVED AS TO FORM
Date 7/2/07 lane county
Teresa Stith
OFFICE OF LEGAL COUNSEL

LANE COUNTY
Job Code: XXXX
Established: DATE

SHOP UTILITY WORKER

DEFINITION

Performs at a trainee level to assist higher level mechanics and performs a variety of manual and semi-skilled maintenance and support duties in the County shop.

CLASS CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by a lower level of responsibility assumed and a lower level of knowledge and experience expected.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from an assigned supervisor or lead worker. May receive technical and functional supervision from designated staff.

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

Performs manual labor and general clean-up.

Operates service shop equipment, such as the car wash facility.

Operates power and non-power tools.

Assists in dismantling and assembling equipment such as impact wrench, jack equipment.

Operates fork lift.

Provides assistance to designated mechanics, as assigned.

Maintains steel and vehicle inventory.

Changes oil in engines.

Performs routine maintenance duties such as Greasing equipment and vehicles and changing filters (oil, fuel, air, hydraulic, transmission).

Performs battery charges and jump starts for light duty vehicles.

Changes tires on vehicles.

Performs complete professional vehicle detailing.

LANE COUNTY
Shop Utility Worker (continued)

EXAMPLES OF DUTIES (con't)

May fuel vehicles.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic safety practices and procedures.

Basic practices, methods, tools and equipment used in the repair and preventative maintenance of vehicles and equipment.

Proper use of various tools, both power and non-power.

Basic knowledge of cleaning methods and products for clean-up of vehicles.

Ability to:

Perform a variety of semi-skilled tasks with general instructions.

Use a variety of power and non-power tools.

Perform physical labor such as lifting, changing tires, moving of a variety of power equipment.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

Understand and apply safety standards and procedures.

Experience and Training

Training:

LANE COUNTY
Shop Utility Worker (continued)

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Experience:

One year of experience as a vehicle service worker or mechanic's assistant.

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 at time of appointment.