



LANE COUNTY

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W. 5. F. 1.

AGENDA COVER MEMO

Memorandum Date: January 12, 2010

Order Date: January 26, 2010

TO: Board of County Commissioners

DEPARTMENT: Human Resources

PRESENTED BY: Cindy Tofflemoyer, Sr. Management Analyst/HR

AGENDA ITEM TITLE: IN THE MATTER OF ESTABLISHING PAY GRADE B20 FOR THE TECHNICAL SPECIALIST CLASSIFICATION REPRESENTED BY THE ADMINISTRATIVE-PROFESSIONAL ASSOCIATION OF LANE COUNTY PUBLIC WORKS, INC.

I. MOTION

MOVE APPROVAL OF ORDER 10 -- _____ IN THE MATTER OF ESTABLISHING PAY GRADE B20 FOR THE TECHNICAL SPECIALIST CLASSIFICATION REPRESENTED BY THE ADMINISTRATIVE-PROFESSIONAL ASSOCIATION OF LANE COUNTY PUBLIC WORKS, INC.

II. AGENDA ITEM SUMMARY

The Board is being asked to establish an additional compensation grade to the Technical Specialist classification. B20 is an entry level pay grade and will replace the current classification of Engineering Assistant. Adding the pay grade to the compensation plan is a housekeeping item as it was inadvertently missed in the original conversion Board Order.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

On December 16, 2009, Board Order 09-12-15-17 adopted a new classification and compensation plan for the positions represented by the Administrative-Professional Association of Lane County Public Works, Inc. The classification of Engineering Assistant had no incumbents in it at the time of the December Board Order and in oversight it was not included in the conversion package.

Policy Issues

Lane Manual 2.220 (3)(a) states that “the compensation plan for County personnel shall provide reasonably competitive ranges of pay for each classification of employment” and that “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.”

Under the Charter, the Lane Code (2.265) and Lane Manual (2.235), the Board sets the compensation plans for the County.

B. Board Goals

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 compensation plans. 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.

The addition of compensation grade B20 (\$29,869-\$44,803) for the Technical Specialist classification meets the spirit of these policy goals.

Financial and/or Resource Considerations

Costs associated with filling Technical Specialist (B20) positions are manageable with Public Work’s current budget authority and through additional stimulus monies received as well as current year savings.

Analysis

Fox Lawson, the company that conducted the initial market survey for the Administrative-Professional Association of Lane County Public Works, Inc. conversion project, provided the market pay range for the B20 compensation level. The pay range is also in line with internal equity for the compensation plan.

Public Works has a business need to hire Technical Specialist (B20) positions and adoption of this compensation grade will enable them to continue to effectively meet their normal business needs as well as meeting the County's 2009-2012 agreement with Administrative-Professional Association of Lane County Public Works, Inc.

Human Resources recommend that the Board establish pay grade B20 (\$29,869-\$44,803) to the Technical Specialist compensation range.

C. Alternatives/Options

1. Adopt the proposed B20 (\$29,869-\$44,803) compensation grade.

Advantages: Creates an entry level compensation range for Technical Specialist work. Allows Public Works to meet normal business needs as well as correcting an oversight in the classification and compensation conversion for Administrative-Professional Association of Lane County Public Works, Inc.

Disadvantages: Staff is not able to identify any disadvantages to establishing this pay grade for the Technical Specialist classification.

2. Reject the motion.

Advantages: Staff is not able to identify any advantages to rejecting the establishment of this pay grade for the Technical Specialist classification.

Disadvantages: Public Works would not be able to meet normal business needs in a cost effective manner.

IV. TIMING/IMPLEMENTATION

If the Board approves the motion and adopts the proposed B20 compensation range to the Administrative-Professional Association of Lane County Public Works, Inc. Technical Specialist classification Human Resources staff will update the Administrative-Professional Association of Lane County Public Works, Inc. compensation plan effective on approval of the Board Order.

V. RECOMMENDATION

Human Resources recommend approval of the motion.

VI. ATTACHMENTS

Attachment A- Administrative-Professional Association of Lane County Public Works, Inc. compensation plan.

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER 10

) IN THE MATTER OF ESTABLISHING
) PAY GRADE B20 FOR THE
) TECHNICAL SPECIALIST
) CLASSIFICATION REPRESENTED
) BY THE ADMINISTRATIVE-
) PROFESSIONAL ASSOCIATION OF
LANE COUNTY PUBLIC WORKS, INC.

WHEREAS, the classification and compensation plans for the positions represented by Administrative-Professional Association of Lane County Public Works, Inc. were initially adopted December 16, 2009 ; and

WHEREAS, as a result of oversight, the addition of salary grade B20 is a housekeeping item to the 2009-2012 collective bargaining agreement for Administrative-Professional Association of Lane County Public Works, Inc.

WHEREAS, Human Resources has met the terms of the labor agreement, and Administrative-Professional Association of Lane County Public Works, Inc. recommend approval of the proposed salary grade; now, therefore,

IT IS HEREBY ORDERED, that, salary range B20 be added to the Administrative-Professional Association Inc. compensation plan, and it is further

ORDERED that the Compensation Plan be amended as described in Attachment A.

Dated this _____ day of _____, 2010.

Bill Fleenor, Chair, Board of County Commissioners

APPROVED AS TO FORM
Date 1/15/10 _____
Ric
OFFICE OF LEGAL COUNSEL

Attachment A-Proposed Administrative-Professional Association of Lane County Public Works, Inc. Compensation Plan December 12, 2009

| | Pay Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 |
|-----------------------------|-----------|------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Technical Specialist | B20 | Hrly \$14.36 | \$15.26 | \$16.15 | \$17.05 | \$17.95 | \$18.85 | \$19.74 | \$20.64 | \$21.54 |
| | | Yrly \$29,869 | \$31,741 | \$33,592 | \$35,464 | \$37,336 | \$39,208 | \$41,059 | \$42,931 | \$44,803 |
| Technical Specialist | B21 | Hrly \$15.78 | \$16.77 | \$17.75 | \$18.74 | \$19.73 | \$20.71 | \$21.70 | \$22.69 | \$23.67 |
| | | Yrly \$32,822 | \$34,882 | \$36,920 | \$38,979 | \$41,038 | \$43,077 | \$45,136 | \$47,195 | \$49,234 |
| Technical Specialist | B22 | Hrly \$17.20 | \$18.28 | \$19.35 | \$20.43 | \$21.51 | \$22.58 | \$23.66 | \$24.73 | \$25.81 |
| | | Yrly \$35,776 | \$38,022 | \$40,248 | \$42,494 | \$44,741 | \$46,966 | \$49,213 | \$51,438 | \$53,685 |
| Technical Specialist | B23 | Hrly \$18.63 | \$19.79 | \$20.96 | \$22.12 | \$23.28 | \$24.45 | \$25.61 | \$26.78 | \$27.94 |
| | | Yrly \$38,750 | \$41,163 | \$43,597 | \$46,010 | \$48,422 | \$50,856 | \$53,269 | \$55,702 | \$58,115 |
| Maintenance Specialist/Lead | B23 | Hrly \$18.63 | \$19.79 | \$20.96 | \$22.12 | \$23.28 | \$24.45 | \$25.61 | \$26.78 | \$27.94 |
| | | Yrly \$38,750 | \$41,163 | \$43,597 | \$46,010 | \$48,422 | \$50,856 | \$53,269 | \$55,702 | \$58,115 |