



LANE COUNTY

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AGENDA COVER MEMO

Memorandum Date: August 9, 2011

Order Date: August 24, 2011

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 D84 IN THE MANAGER CLASSIFICATION COMPENSATION RANGE.*

I. MOTION

MOVE APPROVAL OF ORDER 11 --_____ IN THE MATTER OF ESTABLISHING PAY GRADE D84 IN THE MANAGER CLASSIFICATION COMPENSATION RANGE.

II. AGENDA ITEM SUMMARY

The Board is being asked to establish an additional compensation grade to the Manager classification (Working Title-Associate Health Officer-Mental Health) in order to provide equitable and competitive levels to recruit and retain qualified medical staff.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

In May 2008, Board Order 08-5-7-12 adjusted the salary ranges and adopted the compensation package for all physician-based classifications, the D85 (Working Title-Mental Health Officer) and D83 (Working Title-Community Health Center Medical Director) Manager classification being among them. Human Resources recommended that physician-based classification compensation be adjusted in an attempt to address both recruitment and retention concerns at that time. Our compensation model provides market based salaries and the opportunity to address market factors as necessary in the future.

B. 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.

C. Board Goals

The mission of Lane County is to provide high quality government services in a fair, open and economical manner to best meet the needs and expectations of our citizens and guests. 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.

In addition, Lane Manual Section 2.235, Rule IV-3(a) states 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. 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.”

The addition of compensation grade D84 (\$123,261-\$184,891) for the Manager classification (Working Title-Associate Health Officer-Mental Health) classification meets and is in the spirit of these policy goals.

Having a competitive compensation range that will attract and retain qualified Mental Health staff in County positions is within the scope of the Board's goal to ensure the provision of basic social support in the areas of health care, disease prevention, protection, poverty reduction and independent living.

D. Financial and/or Resource Considerations

Costs associated with filling Associate Health Officer-Mental Health positions in the proposed salary range will be covered by revenue generated through clinical care fees and grants.

Analysis

Health and Human Services has a business need to hire an Associate Health Officer for Mental Health.

The role of the County in health care planning and direct care, and the interconnectedness between H&HS public health services, primary care and dental through the federally-qualified health centers, and mental health services has grown.

Human Resources developed salary range D84 (\$123,261-\$184,891) to internally fit between the already established D85 (\$136,094-204,131) and D83 (\$111,051-\$166,566) salary ranges. The Associate Health Officer for Mental Health will require an MD degree and be a board certified Psychiatrist. Manager/Physician positions with a psychiatric focus are difficult to fill and this salary range recognizes the specialty discipline required.

H&HS also anticipates downgrading a vacant Manager D85 (Working Title- Mental Health Medical Officer) to the D84 salary range if the order is adopted.

E. Alternatives/Options

1. Adopt the proposed D84 (\$123,261-\$184,891) compensation grade.

Advantages: Creates a competitive wage to recruit and retain Manager/ Psychiatrist skills.

Disadvantages: Staff could not identify any disadvantages to creating the D84 salary range.

2. Reject the motion.

Advantages: Staff could not identify any disadvantages to creating the D84 salary range.

Disadvantages: Does not provide a competitive wage to recruit and retain specialized Manager/Psychiatrist skills.

IV. TIMING/IMPLEMENTATION

Human Resources recommend the creation of the D84 salary range be effective upon Board Order approval.

V. RECOMMENDATION

Human Resources recommend approval of the motion.

VI. FOLLOW-UP

If the Board approves the motion and adopts the proposed D84 pay grade Human Resources staff will update the non-represented compensation plan.

VII. ATTACHMENTS

Board Order

Attachment A: Non-Represented Classification Plan Summary with DBM Pay Grade Ratings

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER 11-) *IN THE MATTER OF ESTABLISHING*
) *PAY GRADE D84 IN THE MANAGER*
) *CLASSIFICATION COMPENSATION*
) *RANGE.*
)
)

WHEREAS, Human Resources has completed an analysis of the Lane County Manager compensation range

WHEREAS, it is the intent of Lane County to provide reasonably competitive ranges of pay for each classification of employment; and

WHEREAS, changes to the compensation plans require board approval; now, therefore,

IT IS HEREBY RESOLVED AND ORDERED, that, that the new pay grade D84 be established in the Manager classification compensation as follows:

Manager -

Grade D84 (\$123,261-\$184,891)

Dated this _____ day of _____, 2011.

Faye Stewart, Chair
Board of County Commissioners

APPROVED AS TO FORM
Date 8-16-2011 Lane County
Stephen J. White
OFFICE OF LEGAL COUNSEL

Non-Represented Classification Plan Summary

with
DBM Pay Grade Ratings
(Addition in Bold Italics)

BAND F	
Band F: These are decisions that determine the scope, the direction, and the overall goals of the whole organization. They are subject to few constraints other than those imposed by law and/or economic conditions, and they take into consideration all the major divisions or departments, the limits of funds available to each, and the scope of their programs. Band F decisions are the kind typically made by a Board or the County Administrator.	
Not applicable: None of the affected classifications fall in this band	

BAND E	Possible DBM Ratings
Band E decisions deal with the means of achieving the goals established at Band F. These decisions are concerned with formulating or adjusting programs for the major functions/divisions/departments, and allocating resources (facilities, people, money, materials) among these groups. Positions at this level tend to be executives that head up major functions, such as the Department Heads.	PE92/E85 E91/E84 E83 E82 E81
Classification Title:	Assigned DBM Rating:
Department Director	E82; E84; E85
Assistant Department Director	E81-E83

BAND D	Possible DBM Ratings
Decisions in Band D require the incumbents to interpret and carry out the programs or objectives developed at Band E. These decisions specify what is to be done in lower Bands, and how the resources allocated by Band E are to be deployed. Band D decisions are typically made by either department heads heading up minor functions or upper managers in various functions.	Possible: D85 <i>D84</i> D83 D82 D72/D65 D71/D64 D63 D62 D61
Band D Classification Titles:	Assigned DBM Rating:
Senior Manager	D72; D71/D64; D62,D63,D65
Manager	D61,D63, D64,D65, D83, <i>D84</i> ,D85
Program Manager	D61, D62,D82
Assistant County Counsel 4	D63

Non-Represented Classification Plan Summary
with
DBM Pay Grade Ratings
(Additions/Changes in Bold Italics)

Band C	Possible DBM Ratings:
Decisions in Band C involve determining the means or process of achieving the objectives, standards, or guidelines established by Band D decisions. They are subject to the limits imposed by the available technology and resources and to the constraints set by Band D. Selecting the process is a decision that must precede carrying out the operations that make up the process. A process decision specifies what is to be done at Band B. These are typically decisions made by managers, supervisors, professionals and/or senior technical specialist positions. These jobs are typically Exempt from the Fair Labor Standards Act (FLSA).	C66 C65 C63 C52/C45 C51/C44 C43 C42 C41
Band C Classification Titles:	Assigned DBM Rating:
Psychiatrist	C65, C66
Physician	C63
Professional/Technical Supervisor	C41, C42, C43, C51/C44 C52/C45
Program Supervisor	C41, C42, C51/C44
Lieutenant	C52*
Sergeant	C42
Public Safety Administrative Supervisor	C41
Assistant County Counsel 1	C43
Assistant County Counsel 2	C44
Assistant County Counsel 3	C45
Lead System Programmer	C43
Senior Management Analyst	C42, C43
Management Analyst	C41
Maintenance/Trades Supervisor	B31/C41

Non-Represented Classification Plan Summary
 with
DBM Pay Grade Ratings
(Additions/Changes in Bold Italics)

Band B	Possible DBM Ratings:
Band B: These decisions focus on how to carry out the operations of the process specified by a Band C decision. There is, within the limits set by the specific process, a choice as to how and when the operations are carried out, but not as to what operations constitute the process. Band B decisions are typically made by skilled personnel and paraprofessional positions. These jobs are typically Non-Exempt from the Fair Labor Standards Act (FLSA). Supervisory jobs in Band B may qualify as Exempt under the FLSA Executive Exemption Test.	Possible: B32/B25 B31/B24 B23 B22 B21
Band B Classification Titles:	DBM Rating:
Administrative Support Supervisor	B31
Administrative Support Specialist	B22
Administrative Support Assistant	B21
County Counsel Paralegal	B21
Senior County Counsel Legal Secretary	B22
Senior Program Specialist	B23
Program Specialist	B22
Investigator	B25
Deputy Medical Examiner	B23

Band A	Possible DBM Ratings:
Band A: Band A decisions are confined to the manner and speed of performing the elements of an operation. There is, within the limits set by the prescribed operation, a choice as to how the elements are performed, but not as to what elements constitute the operation. This group consists of entry level and semi-skilled positions.	Possible: A14 A13 A12 A11 A10
Band A Classification Titles:	DBM Rating:
Administrative Support Technician	A14
County Counsel Legal Secretary	A14
Office Support Assistant	A12