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AGENDA COVER MEMORANDUM

AGENDA DATE: November 23, 2004

PRESENTED TO: Board of County Commissioners

PRESENTED BY: Hector Rios, Human Resources Analyst

AGENDA TITLE: IN THE MATTER OF CREATING THE CLASSIFICATION AND
SALARY RANGE FOR HUMAN SERVICES SUPERVISOR

I. MOTION

**MOVE APPROVAL OF ORDER _____ /IN THE MATTER OF CREATING THE
CLASSIFICATION AND SALARY RANGE FOR HUMAN SERVICES
SUPERVISOR.**

II. ISSUE

There is a need to establish a new classification as a Human Services Supervisor.

III. DISCUSSION

A. Background

The programs managed by the Human Services Commission have grown significantly over the last few years. With the addition of a larger continuum of supportive housing programs, an expanded partnership with local utilities low-income energy assistance programs, and the Community Health Centers the staff has more than doubled increasing from 18 FTE in FY 03-04 to 43 FTE in FY 04-05. Additionally, the division manager's duties have required him to spend 50 percent of his time now directing the Community Health Centers while continuing to directly supervise 19 FTE. The proposed Human Services Supervisor will supervise some of the staff currently reporting directly to the Human Services Commission manager and will be responsible for the supportive housing and low-income energy programs. The division manager will then have the following ten staff reporting to him: five supervisors (including the Human Services Supervisor), two professional staff positions and three administrative support positions.

Much of the Human Services Commission's recent growth has been financed by grants a \$1.87 million federal health center grant, a 1.7 million supportive housing grant, and a \$1.6 million dollar contract with EWEB to provide energy assistance services.

B. Analysis

Human Resources evaluated existing classifications in the Lane County's classification plan for potential matches. Our current classification plan does not contain a match, so we created a new classification to assist the Health and Human Services department. Some of the main duties needed by this new classification include: *Plans and coordinates the activities of human service programs; allocates resources and develops schedules to accomplish program goals; evaluates operations and activities. Monitors and evaluates program effectiveness in meeting established objectives; develops and implements procedural improvements and recommends policy changes. Assigns, supervises, and reviews the work of staff involved in the relevant program areas; plans and prioritizes work and schedules. Provides direction to staff on technical and/or procedural issues; makes or reviews decisions on difficult case problems; reviews client case files. Coordinates the activities of the programs and projects with other human service programs and other community and government agencies. Assists in preparing and updating budgets and writing grant proposals; manages budget/grant funds.*

We conducted a survey of other Oregon counties to find potential matches, and were able to find comparable classifications among our peer jurisdictions. The closest comparator we found was a classification from Marion County (compensation included in table below).

A point factor analysis was done and placed the Human Services Supervisor classification at grade 034 (\$42,432 – \$58,718 / annually) in our compensation plan. In terms of internal equity, this is a range comparable with the WIC Coordinator and with the Clinical Fiscal Services Coordinator classifications. In addition, the survey we conducted with somewhat similar jurisdictions, places Lane County's compensation for this position, as specified in the table below. This will be a professional and non-represented classification.

Compensation Range Comparison	
Marion County	\$52,258 - \$73,541 (includes comp credits)
Clackamas County	\$44,124 - \$59,568 (includes 6% retirement contribution)
Lane County	\$42,856 – \$59,305 (includes 1 % - Deferred Comp) \$42,432 - \$58,718 (actual compensation range that will be listed on Lane County's comp plan)

Budget

The cost for this position for the balance of FY 04/05 is budgeted at \$41,484. The current annualized cost would be \$71,115. The cost of the position in FY 04/05 will be funded with savings realized in portions of various positions that are now charged to the Community Health Centers and carried forward from last fiscal year. These funds are requested for appropriation approval in the Supplemental Budget scheduled for December 1, 2004. In the future, the cost will be spread across various funding sources related to the work of this position.

C. Alternatives/Options

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

D. Recommendation

It is recommended that the Board of County Commissioners adopt the motion to establish the classification and salary range for the Human Services Supervisor classification.

IV. IMPLEMENTATION/FOLLOW-UP

Upon board approval, Human Resources staff will update the classification and compensation plans and will initiate the recruitment steps to fill this position.

V. ATTACHMENT

Board Order
Human Services Supervisor Classification Specifications

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

*)IN THE MATTER OF CREATING A
)CLASSIFICATION AND SALARY
)RANGE FOR HUMAN SERVICES
)SUPERVISOR*

WHEREAS, Human Resources has completed a review and point factor of the proposed Human Services Supervisor classification.

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and compensation.

WHEREAS, changes to the classification and compensation plans require board approval.

IT IS NOW HEREBY ORDERED that there be created the new classification of Human Services Supervisor.

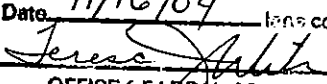
Human Services Supervisor

Grade 034: \$42,432 – \$58,718 / annually

DATED: November 24, 2004.

Bobby Green, Chair
Lane County Board of Commissioners

IN THE MATTER OF CREATING A CLASSIFICATION AND SALARY
RANGE FOR HUMAN SERVICES SUPERVISOR

APPROVED AS TO FORM
Date 11/16/04 Lane County

OFFICE OF LEGAL COUNSEL

LANE COUNTY

Established: November 23, 2004

HUMAN SERVICES SUPERVISOR

DEFINITION

To plan, organize, and supervise programs and personnel; to assist in program planning, resource development and evaluation; to perform other duties as assigned.

CLASS CHARACTERISTICS

The Human Services Supervisor is responsible for the coordination and supervision of staff and resources for community service programs that provide services to individuals with social, economic, mental, and/or physical disadvantages.

SUPERVISION RECEIVED AND EXERCISED

Receives direction and supervision from appropriate management staff.

Exercises direct supervision over support staff and other assigned personnel.

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

Plans and coordinates the activities of human service programs; allocates resources and develops schedules to accomplish program goals; evaluates operations and activities.

Monitors and evaluates program effectiveness in meeting established objectives; develops and implements procedural improvements and recommends policy changes.

Participates in the selection of staff; prepares performance evaluations; works with staff to correct deficiencies and implements discipline procedures; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.

Assigns, supervises, and reviews the work of staff involved in the relevant program areas; plans and prioritizes work and schedules.

Provides direction to staff on technical and/or procedural issues; makes or reviews decisions on difficult case problems; reviews client case files.

LANE COUNTY
Human Services Supervisor

Coordinates the activities of the programs and projects with other human service programs and other community and government agencies.

Assists in preparing and updating budgets and writing grant proposals; manages budget/grant funds.

Conducts public relations and outreach activities; recruits volunteers and donations; establishes and maintains liaisons such as citizen boards, commissions, committees, and public and private agencies.

Develops resources within community and private organizations; provides program information to the public, community groups and agencies; prepares or reviews press releases and correspondence.

Prepares required reports and other correspondence relating to program and services in area of assignment.

REQUIRED KNOWLEDGE AND SKILLS

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, methods and techniques in specific area/field relevant to assigned program; principles and practices of public administration;

Budget analysis and preparation; grant or contract administration functions.

Principles and techniques of supervision; community resources.

Pertinent state, local and federal laws, rules and regulations.

Report writing methods and techniques.

Needs of individuals with limited economic and social resources.

Principles of work planning, teamwork and organization.

Ability to:

LANE COUNTY
Human Services Supervisor

Effectively plan, assign, evaluate and supervise staff; develop and utilize available staff, program and community resources.

Independently analyze problems, identify alternative solutions and project consequences of proposed actions; implement recommendations in support of goals.

Work within established policies and guidelines to develop daily operating procedures, work plans and schedules.

Establish and maintain effective and cooperative working relationships with community private and government agencies, employees, and the public.

Communicate effectively, both orally and in writing; prepare and deliver presentations.

Interpret and apply pertinent policies procedures, rules and regulations; develop corresponding procedures.

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, community services, or a related field.

Experience:

Four years of increasingly responsible experience in program management, development and evaluation, with emphasis on human services assistance programs. One year previous supervisory or lead experience is required.

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

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