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AGENDA COVER MEMORANDUM

Date: October 27, 2004
TO: Board of County Commissioners
DEPARTMENT: Management Services
PRESENTED BY: Jan Wilbur
Lead Personnel Analyst
TITLE: IN THE MATTER OF ADJUSTING THE SALARY RANGE FOR THE SUPERVISION AND TREATMENT SERVICES MANAGER IN THE DEPARTMENT OF HEALTH AND HUMAN SERVICES

I. PROPOSED MOTION

MOVE TO APPROVE ORDER NO. _____ / IN THE MATTER OF ADJUSTING THE SALARY RANGE FOR THE SUPERVISION AND TREATMENT SERVICES MANAGER IN THE DEPARTMENT OF HEALTH AND HUMAN SERVICES.

II. ISSUE

The department of Health and Human Services brought forward to HR a request to review the classification and salary range for the Supervision and Treatment Services Manager, Health and Human Services. The referenced Department and the incumbent currently in the position raised the issue of classification equity, citing their belief that the breadth, staffing levels, scope and complexity of the position has changed significantly over time, and that the current salary range does not adequately represent the work currently performed by the classification.

III. DISCUSSION

A. Background

In July 2003 the Alcohol and Drug/Offender Manager classification was retitled Supervision and Treatment Manager, and a few de minimus changes made to the existing classification specifications. The incumbent in the position, Linda Eaton, became the manager of both the ADO and the Parole and Probation programs through reorganization. Previously, there were two separate managers. Recently, a position description questionnaire was received from Linda Eaton, current Supervision and Treatment Services Manager. Human Resources undertook a review of the written

data provided as well as solicited additional information from the employee and the H&HS Director regarding the current scope of her duties and responsibilities.

B. Analysis

This position manages, directs and coordinates the activities of Supervision and Treatment Services. It currently coordinates substance abuse, parole and probation and other various offenders program services.

The scope and complexity of this position has changed over time, and the position has been charged with greater responsibility and increased corrections focus as the incumbent is now manager of both ADO and Parole and Probation. The position has responsibility for services to individuals and families affected by alcohol or other drug abuses, and those mandated by the criminal justice system to receive evaluation or treatment related to their offenses. It provides community supervision to adult offenders sentenced to probation or released on parole, and conducts investigations for supervision transfers at the request of other counties and states. The position has responsibility to prepare pre-sentence investigations, to complete release plans for offenders returning to Lane County, or soon to be released from prison. The position now has responsibility for CCA programs; supervision, sex offender, domestic violence supervision, support services, pre-sentence investigations, sanctioning. Involvement in planning and contracting for relevant programs is an important role of this position.

Since the incumbent moved into this new role she is participating with system leaders in a variety of committee settings in assessing, planning and implementing criminal justice system operations. Often the position is dealing with entities and jurisdictions with differing goals and/or philosophies. This position serves as a member of the Supervisory Authority Team, which makes recommendations to the Public Safety Coordinating Council regarding criminal justice system needs, acceptable alternatives, and funding. An important duty of this position is to represent Lane County community corrections at the state level, and to forecast, and report on major trends in state community corrections funding. Also, the duties of this position include advocating on key issues with state and other officials, to weigh the potential impact of funding changes, to identify trends and address gaps in services and weigh the consequences to the community.

Another key example of system operations the incumbent has been highly involved in would be with the Defendant Offender Management Center (DOMC), and examining matrix release issues, developing new protocols, looking at system changes within statutory timelines, and addressing public safety issues.

This position has primary budget responsibility for a \$6.3 million dollars for the current fiscal year. When the incumbent was the manager of the ADO only, by way of comparison, actual expenses in fiscal year 95/96 were \$1,289,186.

This position in supervision and treatment services has supervisory responsibilities for non-represented employees and those who are represented by the AFSCME General unit. The Case Work Supervisors that report to this position are Grade 38.

Given all of these significant changes, it was apparent to Human Resources that there is a need for a revision to the class specs and adjustment to the salary range for the Supervision and Treatment Services Manager. Point factoring to reflect the increased knowledge, skills, abilities and duties that are now required of the position increased the salary from Grade 41 (\$50,440-\$69,784) to Grade 43 (\$52,998-\$73,382). This is comparable to the grade for Sr. Management Analyst and Waste Management Manager. A survey of various counties was done. It was difficult to find a direct match. We looked at Douglas and Multnomah as comparators. Multnomah with a salary range of \$50,442-\$77,866 and Douglas of \$53,352-\$63,731.

Budget Impact:

This fiscal year's budget impact (salary & benefits) to Health and Human Services for adjusting the salary range for the Supervision and Treatment Services Manager is \$3,132. Funds within existing M&S budget can be shifted to cover the additional cost.

C. Alternatives

1. Approve the adjusted salary range for Supervision and Treatment Manager
2. Reject the adjusted salary range for Supervision and Treatment Manager

D. Recommendation

It is recommended that the compensation of Supervision and Treatment Manager be adjusted from Grade 41 to Grade 43. Modifications to the classification specs are also recommended, and have been made on the attachment.

LANE COUNTY
*B019
Revised 5/25/94
Revised 7/22/03
*(previous title was:
Alcohol, Drug & Offender Mgr)*

SUPERVISION AND TREATMENT SERVICES MANAGER

DEFINITION

To manage, direct and coordinate the activities of the Supervision and Treatment Services division of the Department of Health and Human Services; to coordinate substance abuse, parole and probation and other offender program services with other divisions, departments and subcontract agencies within the County, and with related state offices; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Health and Human Services Director.

Exercises direct supervision over assigned clerical, technical and professional personnel.

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

Recommends goals and objectives of County supervision and treatment programs; assists in the development and implementation of policies and procedures.

Manages, directs and organizes various supervision and treatment services program activities including: mental health services and treatment to offenders referred by the courts or Parole and Probation; psychological evaluations/testing as part of pre-sentence investigations; release plans, supervision transfers, sanctions, methadone treatment, and treatment of community corrections clients with substance abuse problems.

Directs, oversees and participates in the development of the supervision and treatment services work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Prepares the program budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers the approved budget; and directs compliance with grant funded projects.

Participates in recommending the appointment of personnel; provides and coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations.

LANE COUNTY
Supervision and Treatment Services Manager (Continued)

EXAMPLES OF DUTIES (con't)

Coordinates the supervision and treatment services program role in intra-agency relationships, and coordination and evaluation of services.

Prepares and presents proposals to funding organizations and assists in negotiating contracts with agencies for provision of treatment, housing, and other services.

Directs, oversees and evaluates programs and services to manage adult offender behavior consistent with public safety needs, and assigns agency resources as appropriate.

Coordinates activities with County departments including the Sheriff's Office, and outside agencies. Represents the department in conference with other departments, agencies and levels of government in assessing, planning, and implementing criminal justice system operations for adult offenders.

Reviews and analyzes current and pending legislation and funding trends in order to better assess determination of impact, and interprets County policies as they apply to legislation. Manages a wide variety of funding sources relevant to program areas.

Directs the collection and compilation of statistics for program evaluations; writes and submits program reports as required.

Oversees the maintenance of client and operational records for compliance with state and federal regulations.

Establishes and maintains contact and interaction with judiciary law enforcement, and other social services agencies and associations. Serves on various committees, and makes recommendations to the Public Safety Coordinating Council.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and theories of community mental health, community health services, human service delivery systems, and adult community corrections services.

Principles and theory of evaluation and treatment of chemical dependency and mental or emotional disorders such as sex offender treatment and batter intervention.

Judicial system rules, laws, regulations, procedures and ethics governing the provisions of parole and probation services and the treatment of mental health patients and clients.

LANE COUNTY
Supervision and Treatment Services Manager (Continued)

Principles and theories of various psycho-therapeutic modalities, organic defects and diagnostic principles.

Budgeting procedures and techniques, fiscal planning and management.

Procedures of the criminal justice system including police, court and corrections.

Principles and practices of contract services.

Principles and practices of supervision, training and personnel management, and organizational development.

Ability to:

Organize, direct, implement and evaluate a comprehensive and specialized mental health and community corrections program.

Develop and implement policies and procedures.

Analyze and solve complex problems.

Work with adult and juvenile courts, corrections personnel, and court mandated clients.

Analyze and solve complex problems, identify alternative solutions, and implement recommendations.

Prepare and administer a budget.

Monitor subcontracted activities and funding sources.

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

Communicate clearly and concisely, both orally and in writing.

Function as a member of a team.

Supervise, train and evaluate assigned staff.

LANE COUNTY
Supervision and Treatment Services Manager (Continued)

Experience and Training

Training:

Master's degree from an accredited college or university in counseling, corrections, public or business administration, public health or a related field.

Experience:

Four years of increasingly responsible experience with a focus on addictions, health, mental health, and parole and probation issues, and at least two years of program management and supervision experience.

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

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

) IN THE MATTER OF ADJUSTING THE
) SALARY RANGE FOR THE SUPERVISION
) AND TREATMENT SERVICES MANAGER IN
) THE DEPARTMENT OF HEALTH AND
) HUMAN SERVICES

WHEREAS, Human Resources has completed a review and point factor of the proposed salary adjustment for the Supervision and Treatment Manager

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; and

IT IS NOW HEREBY ORDERED that the adjusted salary range of Supervision and Treatment Services Manager be approved as follows:

Supervision and Treatment Services Manager

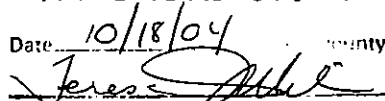
Range 43: \$52,998-\$73,382

DATED this ___ day of October, 2004.

Bobby Green, Chair
Lane County Board of Commissioners

IN THE MATTER OF ADJUSTING THE SALARY RANGE FOR THE SUPERVISION
AND TREATMENT MANAGER

APPROVED AS TO FORM

Date 10/18/04 County

OFFICE OF LEGAL COUNSEL