



LANE COUNTY

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AGENDA COVER MEMO

Memorandum Date: August 15, 2007
Order Date: August 29, 2007

TO: Board of County Commissioners

DEPARTMENT: Human Resources

PRESENTED BY: Greta Utecht, Human Resources Director

AGENDA ITEM TITLE: ORDER/IN THE MATTER OF CONTINUING THE
ASSIGNMENT OF REMAINING NON-REPRESENTED
CLASSIFICATIONS TO THE NEW NON-REPRESENTED
CLASSIFICATION AND COMPENSATION PLAN

I. MOTION

MOVE APPROVAL OF ORDER 07 --_____ IN THE MATTER OF
CONTINUING THE ASSIGNMENT OF REMAINING NON-REPRESENTED
CLASSIFICATIONS TO THE NEW NON-REPRESENTED CLASSIFICATION
AND COMPENSATION PLAN

II. AGENDA ITEM SUMMARY

The Board is being asked to add administrative and professional non-represented classifications to the classification and compensation plans adopted in December 2006.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

In December of 2006 the Board approved a new classification and compensation plan for the County's non-represented supervisory and management positions. In approving the new plans, the Board also

adopted a new methodology for reviewing and classifying positions, and gave direction to staff to identify any non-supervisory positions in the non-represented employee group that should be included on the new plans. This agenda item represents the continuation of that work. Those positions are listed on Attachment A, with their current classification titles and their proposed titles.

B. Policy Issues

Several policy issues were identified in December 2007 regarding how a new classification and compensation plan should be implemented, specifically regarding certain provisions of the Administrative Procedures Manual.

Under the Charter, the Lane Code (2.260-2.265) and Lane Manual (2.235), the Board sets the classification and compensation plans for the County. Chapter 3, Section 20 of the APM addresses the process of performing a review or audit of positions, generally on an individual basis. If the Board of County Commissioners approves the proposed plans, employees in the affected position will be reclassified to the new classification and placed on the new salary ranges.

This past July, the County Administrator signed a revised version of Section 16 of APM Chapter 3 in order to clarify that the normal definition of promotion is not used when the entire classification and compensation plan is being changed, and that the implementation strategy set by the Board overrides the normal definition of promotion. Prior procedures and practice were to place the employees on the same step of the grade or range of the new classification as the step they were placed on in the former classification, as long as it didn't result in a reduction in pay, when groups of employees have been placed in new classifications due to a group review. The new Section 16 allows for the Board to stipulate how placement on the new salary ranges occurs in order to address financial concerns.

Finally, given the financial constraints that may be facing the County in the absence of Federal Secure Rural Schools payments and/or other revenue sources, the layoff and recall procedures of non-represented employees outlined in Chapter 3, Section 54 have been reviewed and updated to reflect the new classification plan. Previous language stated that "Layoff of non-represented employees shall be according to merit, fitness and job skills of employees in like classifications within the specific department, not across department lines." When the Board approved the new classification plan that dramatically reduced the number of classifications by making them far more generic, it was necessary to reference specific

job descriptions/titles versus classifications as determining layoff and recall.

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 classification and compensation plans. Section A2 states in part that we will "strive for a flexible classification and compensation system;" we will "ensure that the system supports and does not inhibit excellent performance in the delivery of County services;" and that "County personnel policies will encourage job-related training and career development support." 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, and specify policies and practices to encourage training and development supports so employees have the knowledge, skills, and abilities to perform well.

Section 28 (4) of the Lane County Charter requires that "the Board of County Commissioners shall maintain a system of personnel administration, including appeal procedures, in which each person in that service shall receive equitable compensation fixed on the basis of

- (i) competence in the position with the county,
- (ii) record of service there and elsewhere,
- (iii) the range of compensation paid others by public and private employers for comparable service
- (iv) the county's financial condition and policies, and
- (v) other factors relevant to the determination of what is fair compensation for the individual."

In addition, Lane Manual Section 2.235, Rule IV-3(a) states that "the compensation plan for County personnel shall provide reasonably competitive ranges of pay for each classification of employment. 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 classifications and compensation grades for the positions referenced in Attachment A meet the above policy goals.

D. Financial and/or Resource Considerations

Assigning the classifications listed on Attachment A to the new plans has no direct costs associated with it. The proposed classifications, if adopted, will result in a net decrease of 95 classifications overall, resulting in a far less costly system to administer. To reduce the administrative burden, organizations in both the private and public sectors are shifting to more generic job titles.

Human Resources recommends that the same strategy be used to implement these classification and compensation plan changes as was used with the changes adopted in December 2006. Specifically, the salaries of affected employees would remain at the same amount as set under the current plan and movement to the closest step on the new plan would not occur until such time as the employees are eligible for merit review. Only the one employee whose pay rate is not at the minimum of the proposed grade would receive an increase in their salary. Human Resources recommends that the effective date of implementation be 10 p.m. July 13, 2007, in order to be consistent with what occurred with the other non-represented positions.

E. Analysis

Lane County's Classification Plan for Non-represented Employees

When the positions listed on Attachment A are included, the former classification plan for the non-represented employees had 125 separate classifications held by approximately 205 employees. Of those, 85 are single incumbent classifications; one has 29 incumbents (sergeant) and the remaining have between two and five incumbents. This is a description of a complex, administrative-intensive, non-flexible system that does not support the County's strategic plan of enhancing career paths, strengthening leadership abilities of managers and supervisors, and assuring successful succession transitions for positions when incumbents retire. Attachments B1-B8 describe the proposed eight *new* classification specifications. (For several positions, e.g., the assistant county counsels, the current classification specifications did not need to be changed, but

they are listed on Attachment A because the salary grades were adjusted.) The total number of classifications in the new plan with the proposed changes is 30.

When one considers the breadth of changes in the workplace in the past few years, it's not surprising that systems and methods developed a half-century ago have lost credibility. New methods of classifying work broaden the definitions of classification that reflect the essential duties and responsibilities performed by incumbents in each class. This approach facilitates flexibility in the assignment of duties to individual employees within the job classification and allows a greater degree of career mobility between positions. This type of classification system (i.e., broad-banding) is also much simpler to administer, being based on one main job criteria versus the many factors that make up the County's current point factor system used for classifying all represented employees.

The criteria used in the proposed class plan is that of decision-making, hence its title—the Decision Band™ Method, or DBM. DBM is based on the premise that decision-making is common to all jobs and the importance of a job is directly related to its responsibility for decision-making. Attachment C provides a summary of how the bands are defined, and lists the County classifications falling in each band, along with the DBM salary grade options for each.

The plans adopted in December 2006 did not include any A-band positions, which are primarily administrative support positions. The proposed changes will incorporate our confidential administrative support staff, our human resource analysts, our assistant county counsels, our legal support positions and a few program supervisor positions not included in the initial project into our non-represented classification and compensation plans.

Lane County's Compensation Plan for Non-represented Employees

Human Resources used the methodology learned during the initial project in 2006 to restructure the pay grades for the classifications in this second phase by adjusting the spread between minimum and maximum to fifty percent instead of the former forty percent, and by making the difference between steps a constant dollar amount instead of a constant percentage. The result is a pay grade that is lower at the minimum and slightly higher at the maximum than the current grades allow for. The mid point remains the same.

F. Alternatives/Options

Two options are available to the Board.

1. Adopt the proposed classifications as presented, and assign the remaining non-represented classifications to the plans adopted in December 2006. Stipulate that affected employees be placed on the plan at current salary levels as of implementation, moving up to the next step on the proposed comp plan only when merit review justifies it.

Advantages: Places non-represented positions on the same classification and compensation plan structure with consistent methodology for administration.

Disadvantages: None.

2. Do not adopt the proposed classification and compensation plans.

Advantages: None.

Disadvantages: Retaining a two-fold non-represented classification and compensation plan is a complex, costly-to-administer system.

IV. RECOMMENDATION

Human Resources recommends that the Board approve the motion so that we can update our systems and move forward with very minimal expense.

V. TIMING/IMPLEMENTATION

Staff recommends that these changes be effective as of 10 p.m. July 13, 2007 in order to be consistent with what has occurred with our other non-represented positions. There is no cost associated with this retroactive implementation date.

VI. FOLLOW-UP

If the Board approves the motion and adopts the proposed plans and classifications, HR staff will implement an appeal process to take place in September for those employees who believe that they have been erroneously assigned to a classification. Employees have already been informed of their proposed classifications.

VII. ATTACHMENTS

Board Order

Attachment A: Phase Two Plan Changes

Attachments B1-B8: Proposed Classification Specifications

Attachment C: Class Plan Summary with Pay Grades

Attachment D: Non-Rep Comp Plan with Phase Two Positions

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER 07-

) **IN THE MATTER OF CONTINUING THE**
) **ASSIGNMENT OF REMAINING NON-**
) **REPRESENTED CLASSIFICATIONS TO**
) **THE NEW NON-REPRESENTED**
) **CLASSIFICATION AND COMPENSATION**
) **PLAN**

WHEREAS, the last time that a comprehensive review of classifications and compensation for non-represented professional and administrative positions was performed was in 1988; and

WHEREAS, the classification and compensation plans for those non-represented positions have become outdated and inflexible, and no longer able to meet objectives set forth in the County's Strategic Plan; and

WHEREAS, the Board of County Commissioners directed Human Resources to contract with Fox Lawson & Associates to design a classification and compensation structure intended to meet the County's goals of attracting and retaining excellent employees and to train County Human Resources staff in the methodology for performing classification analysis and compensation review; and

WHEREAS, Human Resources has evaluated the non-represented positions listed on Attachment A and has identified and/or drafted proposed classifications also listed on Attachment A and recommends that these positions be incorporated into the classification and compensation plans for non-represented employees adopted by the Board on December 13, 2006 according to Order 06-12-12-3; now, therefore,

IT IS HEREBY ORDERED, that, the Classification Plan for the non-represented employees shall include the classification specifications attached as Attachments B1 through B8 and incorporated by this reference, and it is further

ORDERED that description and methodology for the bands, grades and sub-grades that apply to these classifications shall be as described in Attachment C, incorporated by this reference, and it is further

ORDERED that those employees in current non-represented classifications listed on Attachment A shall be reclassified to their new classifications as shown on Attachment A, incorporated by this reference, as of the effective date described below, and assigned to the appropriate band, grade and subgrade, and it is further

ORDERED that affected employees shall be placed on the new Compensation plan at their current salary, but shall move to the next step on or after July 14, 2007 when their merit review justifies it, and it is further

ORDERED that the Compensation Plan for these classifications is set as described in Attachment D incorporated by this reference, and it is further

ORDERED that the current classification and compensation plans for the positions being incorporated into the new plans be deleted, and it is further

ORDERED that the provision in Board Order 01-01-24-5 that allowed for non-represented employees appointed at step 1 to move to step 2 after six months be repealed, and it is further

ORDERED that these Classification and Compensation Plans shall take effect 10 p.m. July 13, 2007, and it is further

ORDERED that employees in the affected classifications who are current, active employees on the date this order is signed be eligible for retroactive placement on the new plans effective at 10 p.m. July 13, 2007, and it is further ordered that the classification and compensation plans repealed by this order shall remain in force to authorize the payment of any compensation earned by current, active employees prior to July 13, 2007.

Dated this _____ day of _____, 2007.

Faye Stewart, Chair
Board of County Commissioners

**PHASE TWO of NON-REPRESENTED EMPLOYEES
CLASSIFICATION & COMPENSATION PLAN CHANGES**

CURRENT NON-REP CLASSIFICATION	PROPOSED CLASSIFICATION	PAY GRADE
Administrative Support		
Office Assistant 2	Office Support Assistant	A12
Human Resources Technician Senior Office Assistant	Administrative Support Technician	A14
Administrative Assistant Administrative Secretary	Administrative Support Assistant	B21
Legal Secretary 2	County Counsel Legal Secretary	A14
Sr Legal Secretary	Sr. County Counsel Legal Secretary	B22
Paralegal	County Counsel Paralegal	B21
Programs		
Administrative Assistant Human Resources Assistant	Program Specialist	B22
Administrative Analyst Emergency Management Coord Human Resources Analyst 1	Senior Program Specialist	B23
Community & Economic Dev Coord Law Librarian Public Information Office Search & Rescue Coordinator	Program Supervisor	C41, C42
Management Analyst		
Administrative Analyst Accounting Analyst	Management Analyst	C41
Sr. Admin. Analyst Human Resources Analyst 2	Senior Management Analyst	C42
Professional/Technical		
Animal Regulation Supervisor Parks Superintendent	Professional/Technical Supervisor	C41, C43
Lead System Programmer	Lead System Programmer	C43
Legal		
Assistant County Counsel 1	Assistant County Counsel 1	C43
Assistant County Counsel 2	Assistant County Counsel 2	C44
Assistant County Counsel 3	Assistant County Counsel 3	C45
Assistant County Counsel 4	Assistant County Counsel 4	D63
Investigator	Investigator	B25
Deputy Medical Examiner	Deputy Medical Examiner	B23
Management		
Community Health Ctr Medical Officer Mental Health Medical Officer	Manager	D64,D65

CLASS SPECIFICATION

CLASS SPECIFICATION TITLE: ADMINISTRATIVE SUPPORT ASSISTANT

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS:</u>
B	2	1	Non-Exempt
<u>CLASS SUMMARY:</u> Incumbents in this classification assist with the basic administrative and technical phases of administrative functions in a County department; incumbents perform general office support duties and perform related duties as assigned. Receive general supervision from a senior manager, manager or supervisor. May serve as a lead to other employees, which includes prioritizing and assigning work and training staff on work methods.			
<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)			
1.	Provides complex, confidential, and specialized clerical and administrative activities in support of division or work unit. Provides direct administrative support typically to senior managers, managers, and supervisors.		
2.	Provides administrative support, which includes: preparing and proofing reports, notices, and correspondence; attending meetings and taking minutes; overseeing and maintaining office filing system; prescreening mail; monitoring phones; and/or, performing other related duties		
3.	Responds to sensitive requests for information and assistance; provides information regarding applicable rules, policies, and regulations; resolves citizen concerns and complaints; refers inquiries as appropriate.		
4.	Organizes and maintains supervisor's calendar, including meetings, travel, and project timelines; makes arrangements for meetings and/or events.		
5.	Maintains appropriate inventory levels within assigned area of responsibility; requisitions supplies.		
6.	Answers correspondence and inquiries from the public and County employees.		
7.	Confers with department officials and assist in resolving personnel/administrative problems.		
8.	Develops and recommends division or work unit clerical and fiscal procedures and policies.		
9.	Analyzes and develops office methods, reports, procedures, manuals, and forms.		
10	May perform financial support activities for a division or work unit including assisting with the Division or work unit budget preparation and administration; may track and monitor expenditures.		
11	Develops recommendations for improvement of procedures and coordination of Division or work unit functions.		
12	Participates in the preparation and administration of contracts and the preparation of grant applications.		
13	Conducts special projects related to Division or work unit administrative services.		

CLASS SPECIFICATION**CLASS SPECIFICATION TITLE: ADMINISTRATIVE SUPPORT ASSISTANT****Training and Experience** (positions in this class typically require):

High School Diploma, or G.E.D., supplemented by course work in business, personnel or public administration or a related field, and three years of responsible experience providing complex secretarial or administrative support to management.; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class may require):

- Oregon Driver's License.

Knowledge (position requirements at entry):**Knowledge of:**

- Modern office procedures, methods and computer equipment.
- Data collection techniques.
- Correct English usage, spelling, grammar and punctuation.
- Report writing methods and techniques.
- Basic financial and statistical record-keeping practices.

Skills (position requirements at entry):**Skill in:**

- Understand, interpret and apply department and program rules, procedures and policies with good judgment, while carrying out a variety of technical and administrative support duties.
- Coordinate a variety of administrative and staff support functions.
- Prepare and maintain a variety of records.
- Operate a variety of office equipment, including calculators, copiers, typewriters and computer terminal.
- Assemble data and prepare summaries, analysis, recommendations and reports.
- Provide a variety of program and policy information to the public and County staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Lane County Human Resources (HR); Date: (08/07)

CLASS SPECIFICATION**CLASS SPECIFICATION TITLE: ADMINISTRATIVE SUPPORT TECHNICIAN**

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS:</u>
A	1	4	Non-Exempt

CLASS SUMMARY:
Incumbents in this classification are responsible for providing a wide variety of difficult and specialized technical and functional office assistance, support, and clerical duties. Incumbent responsibilities may include confidential recording keeping, correspondence, and data entry. Incumbents provide information and assistance to the public for a variety of services. While incumbents are expected to understand and correctly apply appropriate rules, procedures and guidelines, higher level assistance is normally available for advice and consultation. Incumbents may exercise technical and functional supervision over clerical personnel.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Performs a variety of complex technical office assistance, support and clerical duties.
2.	Types correspondence and other material requiring the application of subject matter knowledge and discrimination in the selection of data or interpretation of laws, rules or policies.
3.	Prepares correspondence independently.
4.	Maintains and revises filing systems.
5.	Provides information to County personnel and members of the general public by interpreting and explaining policies, procedures, rules and regulations.
6.	Checks, compiles and records information for the preparation of reports and maintenance of filing systems; coordinates the gathering of materials for and types a wide variety of reports.
7.	Schedules a variety of meetings and conferences.
8.	Maintains and updates records; maintains and reports daily receipts; prepares and distributes materials; determines and collects fees.
9.	May operate a computer to input, retrieve and manipulate information.
10.	Maintains payroll and personnel records.
11.	May train office personnel and exercise limited lead worker responsibilities.
12.	Assembles and compiles data and prepares statistical reports.
13.	May perform a variety of secretarial duties, making appointments, screening callers, screening correspondence, initiating replies to routine correspondence, assembling information from a variety of sources and relieving the administrator of routine office details.
14.	Performs other duties of a similar nature or level.

Training and Experience (positions in this class typically require):

High School Diploma, or G.E.D. and three years of progressively responsible clerical experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

CLASS SPECIFICATION**CLASS SPECIFICATION TITLE: ADMINISTRATIVE SUPPORT TECHNICIAN****Licensing Requirements** (positions in this class may require):

- Oregon Driver's License.

Knowledge (position requirements at entry):**Knowledge of:**

- English language, grammar, and punctuation;
- Basic elements of financial record keeping;
- Filing and inventory systems, letter and report writing;
- Modern office procedures and equipment;
- Basic operations, procedures, rules and regulations of the office or department to which assigned;
- Customer service principles;
- Culturally competent practices;
- Keyboarding techniques;
- Keyboarding techniques;
- Report preparation techniques.

Skills (position requirements at entry):**Skill in:**

- Performing a wide variety of difficult and responsible clerical and office support and assistance work.
- Learning and applying, quickly, the rules, regulations and policies applicable to the office, work area, or department to which assigned.
- Typing at a speed of not less than 45 words per minute from clear copy.
- Establishing and maintaining cooperative working relationships and meet the public with courtesy and tactfulness.
- Performing a wide variety of difficult and responsible clerical and office support and assistance work.
- Using computers and related software applications.
- Communicating clearly and concisely, both orally and in writing.
- Independently setting up and maintaining of records and complex files.
- Assembling data and prepare reports.
- Performing a variety of general office assistant and administrative support duties.
- Using proper English, grammar, punctuation, and spelling.
- Prioritizing work and performing multiple tasks.
- Providing customer service.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Lane County Human Resources (HR) Date: (08/07)

CLASS SPECIFICATION**CLASS SPECIFICATION TITLE: OFFICE SUPPORT ASSISTANT**

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS:</u>
A	1	2	Non-Exempt

CLASS SUMMARY:
 This classification is used by County departments to perform a variety of moderately difficult office support duties with increasing independence. Incumbents are expected to understand and apply appropriate rules, procedures, and guidelines, higher level assistance is normally available for advice and consultation. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Receives general supervision from a departmental supervisor or manager, and may receive technical and functional supervision from designated staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Performs a wide variety of office assistance, support and general clerical work including typing, filing, proofreading, checking, recording information, answering the telephone and assisting the public in person.
2.	Types agenda, forms, lists, memoranda, public notices, court documents, property descriptions, staff reports, correspondence, minutes and purchase orders from draft, copy notes or transcribing machine recordings.
3.	Sets up and maintains a variety of files.
4.	Collects, sorts, dates and distributes mail.
5.	Serves as receptionist; greets the public and provides information on routine questions and direct complex technical questions or unusual requests to appropriate staff members; takes and relays messages
6.	Prepares, reviews and proofs documents for accuracy; makes necessary corrections; sorts and files documents and records according to predetermined classifications; assists in ordering and maintaining adequate office supplies; prepares billing invoices
7.	Operates a variety of office equipment
8.	Indexes and cross files ordinances, resolutions and agreements; distributes and pick up a variety of materials; records and deposits funds; processes repair order forms.
9.	Maintains personnel forms, records and files; posts to and maintains time cards.
10.	Performs a variety of specialized clerical duties related to the functions of the office or department to which assigned
11.	Arranges and coordinates the reproduction of department materials; lists, abstracts or summarizes data; performs arithmetical calculations; prepares basic statistical reports

Training and Experience (positions in this class typically require):

High School Diploma, or G.E.D. and two years of responsible clerical and office assistance experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

CLASS SPECIFICATION**CLASS SPECIFICATION TITLE: OFFICE SUPPORT ASSISTANT****Licensing Requirements** (positions in this class may require):

- Oregon Driver's License.

Knowledge (position requirements at entry):**Knowledge of:**

- English language, grammar, and punctuation.
- Arithmetic, filing and record keeping procedures.
- Receptionist and telephone techniques.
- Modern office procedures, methods and computer equipment.
- Customer service principles.
- Culturally competent practices.
- Keyboarding techniques.
- Basic programs and services of the office or department to which assigned.

Skills (position requirements at entry):**Skill in:**

- Performing routine office support, assistance and clerical work.
- Learning to operate a variety of office equipment.
- Learning office methods, rules and policies.
- Understanding and carrying out oral and written directions.
- Making arithmetical calculations.
- Typing at a speed of not less than 45 words per minute from clear copy.
- Working cooperatively with others and meeting the public with courtesy and tact.
- Performing office support, assistance and clerical work of above average difficulty, including compiling data for reports and laying out and organizing informational materials.
- Correctly applying newly assigned procedures and practices with minimal supervision.
- Operating a computer and related software applications.
- Using proper English, grammar, punctuation, and spelling.
- Prioritizing work and performing multiple tasks.
- Providing customer service.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Prepared by Lane County Human Resources (HR)

Date: (08/07)

CLASS SPECIFICATION**CLASS SPECIFICATION TITLE: COUNTY COUNSEL PARALEGAL**

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS:</u>
B	2	1	Non-Exempt

CLASS SUMMARY:
Incumbents in this classification provide legal assistance to County Counsel staff in preparing for trial, hearings or other forms of litigation; perform legal case development, coordination and closure activities; to provide legal research, analysis and assistance to County Counsel staff, and to perform related work as assigned. Incumbents receive direction from County Counsel staff.

<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)	
1.	Investigates 3 rd party claims against County by receiving reports of claims from County personnel and/or claimants, examines the facts of case, sets reserves amounts, takes or reviews statements or photographs, determines when to seek outside consultation, makes recommendation as to disposition of matter to County Counsel, prepares quarterly claims reports for County Counsel to present to BCC.
2.	Assists attorneys in preparation of legal documents, and correspondence.
3.	Prepares time-keeping spreadsheets and billing reports. Reviews budget and payroll reports
4.	Identify appropriate case processing procedures to be followed.
5.	Constructs, organizes and maintains case files; locates, reviews and obtains documents to be included in discovery such as police reports, warrants and affidavits; provides for production and delivery of documents; assure that reciprocal discovery is received.
6.	Monitors case progress and deadlines; prepares routine and non-routine correspondence; prepares status reports; coordinates and monitors litigation process deadlines.
7.	Coordinates with attorney, client representative and claimants regarding claims and litigation status; coordinates and attends or conducts interviews and meetings; maintains records of matters discussed; provides information to claimants and witnesses regarding court processes and procedures, status and trial or hearing dates.
8.	Assists in preparing cases for trial and hearings; reviews, organizes and indexes documents; manages document flow; locates, interviews, subpoenas and assists in preparing for hearings or trials; identifies key legal issues of the claim or case; coordinates investigators and experts; prepares and organizes exhibits; reviews file for sufficiency of documentation.
9.	Prepares and drafts subpoenas, claim responses and claim determinations, and legal drafts orders from attorney notes; proofreads legal documents; orders for correctness; prepares documents for attorney use in responding to claims.
10.	Indexes or summarizes cases, documents and transcripts; reviews legal periodicals and other materials relevant to particular areas of law; conducts legal research, including procedural, administrative and case law research.
11.	Under authority of attorney, may assist in negotiation of claims.
12.	Under authority and direction of County Counsel, reviews and approves County contracts; reviews contract amendments.

CLASS SPECIFICATION

CLASS SPECIFICATION TITLE: COUNTY COUNSEL PARALEGAL

Training and Experience (positions in this class typically require):

High School Diploma, or G.E.D., supplemented by specialized training in an accredited para-legal program, office management, secretarial sciences or a related field is desirable, and three years of responsible legal secretarial and/or paralegal experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class may require):

- Oregon Driver's License.

Knowledge (position requirements at entry):

Knowledge of:

- Basic principles, practices and procedures of judicial system.
- Departmental programs, policies and procedures.
- Methods and techniques of court proceedings.
- Legal terminology, legal ethics and court rules.
- Basic letter composition and basic report preparation techniques.
- English usage, spelling, grammar and punctuation.
- Basic principles and techniques of legal research.
- Modern office procedures, methods and equipment to include computer systems.
- Pertinent Federal, State and local laws, codes and regulations.
- Rules of evidence.
- Statutory requirements of other states and jurisdictions.

Skills (position requirements at entry):

Skill in:

- Effectively performing a variety of legal clerical activities.
- Interpreting and applying policies and procedures in preparing and filing legal documents.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Communicating clearly and concisely, both orally and in writing.
- Effectively organizing and prioritizing work to meet established timeliness.
- Developing and maintaining both electronic and manual filing systems.
- Conducting legal research, compiling data and producing reports.
- Interviewing witnesses.
- Analyzing facts and applying criteria to make determinations, under appropriate supervision.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Lane County Human Resources (HR) Date: (08/07)

CLASS SPECIFICATION

CLASS SPECIFICATION TITLE: SENIOR COUNTY COUNSEL LEGAL SECRETARY

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS:</u>
B	2	2	Non-Exempt
<u>CLASS SUMMARY:</u> <p>This is the advanced journey level class in the County Counsel Secretary series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including performing advanced and highly responsible legal secretarial and administrative support work for County Counsel, preparing complex legal orders and documents, and assisting in coordinating office functions. Duties require a thorough knowledge of department and court procedures and policies, legal terminology, ethics and the criminal justice system. Positions may also serve as secretary to County Counsel. To perform advanced and highly responsible legal secretarial and administrative support work for the Office of Legal Counsel; to assume lead responsibility over other secretarial, or clerical staff; and to perform related duties as assigned..</p>			

<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)	
1.	Performs advanced and highly responsible legal secretarial and administrative support work.
2.	May serve as secretary to County Counsel.
3.	May assume responsibility for providing lead supervision over secretarial and office support staff.
4.	Receives and transcribes dictation.
5.	Composes and types memoranda, reports, correspondence and legal papers; prepares and types a variety of legal documents.
6.	Finalizes legal documents in accordance with court procedures and administrative rules.
7.	Composes and types memoranda, reports, correspondence and legal papers; prepares and types a variety of legal documents.
8.	Finalizes legal documents in accordance with court procedures and administrative rules.
9.	Establishes and maintains filing systems.
10.	Prepares and types contracts, processes billings for attorneys' services; prepares Board ordinances and orders including amendments to Lane Code and Lane Manual.
11.	Researches and compiles statistics and facts into reports for litigation documents and internal issues.
12.	Responds to public inquiries and complaints.
13.	Assists in budget preparation and administers budget expenditure system.
14.	Develops and defines work routines and standards, including appropriate file and tickler systems.
15.	Provides information to attorneys, police, the courts, the press and the general public.
16.	Prepares circuit court docket; assigns potential cases to team of attorneys for grand jury; establishes case files on computer; schedules and coordinates grand jury activities.

CLASS SPECIFICATION

CLASS SPECIFICATION TITLE: SENIOR COUNTY COUNSEL LEGAL SECRETARY

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

- | | |
|----|---|
| 17 | Screens telephone calls and visitors and schedules appointments; makes travel arrangements. |
| 18 | Maintains office systems including a library and contract and bid logs. |
| 19 | Performs technical personnel, payroll, budget and accounting duties. |
| 20 | Prepares annual tax foreclosure. |

Training and Experience (positions in this class typically require):

Equivalent to the completion of the twelfth grade. Additional specialized training in secretarial sciences, legal terminology and practices, office management or a related field is desirable; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge (position requirements at entry):

Knowledge of:

- Departmental and County organization, programs, policies and procedures.
- Business English, spelling, punctuation.
- Legal terminology, legal ethics and court rules.
- Methods of preparation of legal instruments.
- Modern office procedures, methods and computer equipment.
- Court procedures and processes.

Skills (position requirements at entry):

Skill in:

- Perform advanced and highly responsible legal secretarial and administrative support work.
- Coordinate the work of secretarial and office support staff.
- Exercise good judgment, tact and courtesy in contacts with public, press, attorneys and other agencies.
- Make decisions independently in accordance with established policies and procedures.
- Plan and prioritize own work and assign and coordinate the work of others.
- Maintain complex records and prepare reports.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Type at a speed of 60 words per minute from clear copy.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Lane County Human Resources (CT)

Date: (08/14)

CLASS SPECIFICATION**CLASS SPECIFICATION TITLE: COUNTY COUNSEL LEGAL SECRETARY**

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS:</u>
A	1	4	Non-Exempt

CLASS SUMMARY:
 This is the journey level class within the County Counsel Legal Secretary series. Under general supervision incumbents perform a variety of difficult and complex secretarial work and technical specialized office and team support duties for County Counsel, requiring a thorough and specialized knowledge of legal terms and formats, and department and court procedures. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures; and to perform related duties as assigned..

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Performs legal secretarial, office and team support duties.
2.	Prepares and types legal documents including motions, orders, affidavits, complaints, pleadings, subpoenas, indictments, and disposition forms.
3.	Processes documents in accordance with court procedures.
4.	Initiates, distributes, maintains, and closes case files and corresponding computer systems; maintains card on all active files.
5.	Composes or types from dictation, letters and correspondence.
6.	Schedules hearings and court appearances and notifies the courts and appropriate parties.
7.	Gathers appropriate documents and coordinates witness appearances in preparation for hearings or trials.
8.	Maintains logs; maintains statistics and prepares reports.
9.	Provides information to attorneys, police agencies, other government agencies, and the general public.
10.	Retrieves information from computer including record checks.
11.	Prepares and types legal documents including jury instructions, motions for summary judgement, appellate briefs, contracts, and board ordinances and orders.
12.	Enters and maintains data in the claims management system.
13.	Prepares records of land use hearings.
14.	Assists claims investigator with clerical support.

CLASS SPECIFICATION**CLASS SPECIFICATION TITLE: COUNTY COUNSEL LEGAL SECRETARY****Training and Experience** (positions in this class typically require):

Equivalent to the completion of the twelfth grade. Additional specialized training in secretarial science, legal terminology and practices, office management or a related field is desirable. Two years of responsible legal secretary experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge (position requirements at entry):**Knowledge of:**

- Legal terminology and formats.
- Court processes and procedures.
- Elements of correct English usage, spelling, grammar, punctuation, and vocabulary.
- Modern office procedures, methods, and computer equipment.
- Receptionist and telephone techniques.
- Modern filing systems and practices.
- Basic practices of statistical record keeping.
-

Skills (position requirements at entry):**Skill in:**

- Performing a wide variety of responsible legal secretarial, clerical, typing, and office support functions.
- Learning and applying specific rules, policies and procedures of the department.
- Operating a variety of standard office equipment and computer terminal.
- Preparing correspondence and reports from general instructions or marginal notes.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Communicating clearly and concisely, both orally and in writing.
- Typing at a net speed of 50 words per minute from clear copy.
- Effectively planning and prioritizing work.
- Performing difficult and complex legal secretarial, office, and team support duties.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Prepared by Lane County Human Resources (CT)

Date: (08/14)

CLASS SPECIFICATION**CLASS SPECIFICATION TITLE: SENIOR PROGRAM SPECIALIST**

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS:</u>
B	2	3	Non-Exempt
<u>CLASS SUMMARY:</u> This is the advanced journey level in the Program Specialist series. Under general supervision, employees performs difficult and complex duties requiring extensive specialized knowledge and experience in a program or operational area; to collect organize, analyze and interpret data; to prepare detailed information, research, studies, reports; and perform related duties as assigned.			

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Assists in the administration of the assigned program area(s)
2.	Monitors compliance of applicable internal and external requirements associated with program operations.
3.	Provides internal and external customers with technical assistance and responsible information pertaining to program area(s).
4.	Under review provides management /supervisory staff with complex technical administrative reports and presents recommendations pertaining to assigned program area.
5.	Updates policy and procedure manuals for assigned program.
6.	Surveys complex program practices in other jurisdictions.
7.	Assists in preparing proposals for new and adjusted services to include finance, staffing and organization requirements; may review budget requests in conference with management / supervisory staff.
8.	Designs and controls the utilization of forms.
9.	Performs a variety of duties related to special assignments and projects.

Training and Experience (positions in this class typically require):

Associate Degree in related field and two years of progressively responsible experience related to area assigned, or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Bachelor's preferred.

Licensing Requirements (positions in this class may require):

- Oregon Driver's License

CLASS SPECIFICATION**CLASS SPECIFICATION TITLE: SENIOR PROGRAM SPECIALIST****Knowledge** (position requirements at entry):**Knowledge of:**

- Principles and practices of assigned program area(s)
- Functions, operations and objectives of program area.
- Computers and computer applications.
- Report writing methods and techniques.
- Effective public information and relations techniques.
- Basic record keeping principles.
- Applicable Federal, State and Local Laws and regulations
- Cultural Competent practices
- Public Relations principles
- Area resources

Skills (position requirements at entry):**Skill in:**

- Researching studies and complex reports.
- Preparing written analysis and recommendations.
- Recommending basic improvements in program operations, systems, procedures, policies and methods.
- Analyzing situations and adopting an effective course of action.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Communicating clearly and concisely, both orally and in writing.
- Multitasking; setting priorities and timelines; meeting deadlines.
- Working independently and as a team player.
- Operating a computer and applicable program applications.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by: County Human Resources (CT)
Date: (8/09/07)

CLASS SPECIFICATION**CLASS SPECIFICATION TITLE: PROGRAM SPECIALIST**

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS:</u>
B	2	2	Non-Exempt

CLASS SUMMARY: Under supervision employees perform specialized complex program assistance and a variety of program support duties for assigned program area(s). Requires specialized knowledge and experience in program or operational area; assists in collecting, organizing and preparing detailed program information, research, studies, reports ; and performs related duties as assigned.

<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)	
1.	Monitors compliance of applicable internal and external requirements associated with program operations.
2.	Provides complex and specialized clerical and administrative activities in support of program operations.
3.	Provides internal and external customers with technical assistance and information pertaining to program area(s).
4.	Gathers and assembles data involving limited variables; performs structured mathematical and statistical calculations; performs comparative analyses of technical data.
5.	Assists in providing management /supervisory staff with complex technical administrative reports and presents routine level recommendations pertaining to assigned program area.
6.	Assists in conducting research studies or performs independent research.
7.	Assists in updating policy and procedure manuals for assigned program.
8.	Participates in the technical phases of special studies, surveys, investigations and research projects; prepares graphic charts.
9.	Surveys applicable program practices in other jurisdictions
10.	Assists in preparing proposals for new and adjusted services to include finance, staffing and organization requirements.
11.	Updates and maintains program forms.
12.	Performs a variety of duties related to special assignments and projects.

Training and Experience (positions in this class typically require):

High School Diploma or GED supplemented by coursework in Public Administration or Program area and three years progressively responsible support experience related to program(s), or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. AA preferred.

CLASS SPECIFICATION**CLASS SPECIFICATION TITLE: PROGRAM SPECIALIST**

Licensing Requirements (positions in this class may require):
Oregon Driver's License

Knowledge (position requirements at entry):

Knowledge of:

- Assigned program area(s)
- Functions of program area.
- Computers and computer applications.
- Report writing methods and techniques.
- Effective public information and relations techniques.
- Basic record keeping principles.
- Applicable Federal, State and Local Laws and regulations
- Cultural Compentent practices
- Public Relations principles
- Area resources

Skills (position requirements at entry):

Skill in:

- Supporting program administration.
- Assisting in research studies and preparing reports.
- Running, monitoring and updating reports.
- Exercising judgment and discretion
- Analyzing situations and adopting an effective course of action.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Communicating clearly and concisely, both orally and in writing.
- Multitasking; setting priorities and timelines; meeing deadlines.
- Working independently and as a team player.
- Operating a computer and applicable program applications.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Prepared by: Lane County Human Resources (CT)
Date: 8/09/07

Non-Represented Classification Plan Summary

with

DBM Pay Grade Ratings

(Phase Two Additions/Changes 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-E85
Assistant Department Director	E81- <i>E83</i>

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: D72/D65 D71/D64 D63 D62 D61
Band D Classification Titles:	Assigned DBM Rating:
Senior Manager	D71/D64; D62,D63,D65
Manager	D61,D63, <i>D64,D65</i>
Program Manager	D61, D62
<i>Assistant County Counsel 4</i>	<i>D63</i>

Non-Represented Classification Plan Summary
with
DBM Pay Grade Ratings
(Phase Two 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).	C52/C45 C51/C44 C43 C42 C41
Band C Classification Titles:	Assigned DBM Rating:
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
<i>Assistant County Counsel 1</i>	C43
<i>Assistant County Counsel 2</i>	C44
<i>Assistant County Counsel 3</i>	C45
<i>Lead System Programmer</i>	C43
Senior Management Analyst	C42 , C43
Management Analyst	C41
Maintenance/Trades Supervisor	B31/C41

Non-Represented Classification Plan Summary

with

DBM Pay Grade Ratings

(Phase Two 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
<i>Administrative Support Assistant</i>	<i>B21</i>
<i>County Counsel Paralegal</i>	<i>B21</i>
<i>Senior County Counsel Legal Secretary</i>	<i>B22</i>
<i>Senior Program Specialist</i>	<i>B23</i>
<i>Program Specialist</i>	<i>B22</i>
<i>Investigator</i>	<i>B25</i>
<i>Deputy Medical Examiner</i>	<i>B23</i>

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
Band A Classification Titles:	DBM Rating:
<i>Administrative Support Technician</i>	<i>A14</i>
<i>County Counsel Legal Secretary</i>	<i>A14</i>
<i>Office Support Assistant</i>	<i>A12</i>

COMPENSATION PLAN FOR NON-REPRESENTED EMPLOYEES

Grade (DBM)	Annual Salaries								
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
A10	\$19,552	\$20,758	\$21,986	\$23,213	\$24,419	\$25,646	\$26,874	\$28,101	\$29,307
A11	\$23,962	\$25,459	\$26,957	\$28,454	\$29,952	\$31,450	\$32,947	\$34,445	\$35,942
A12	\$25,730	\$27,352	\$28,954	\$30,555	\$32,178	\$33,779	\$35,381	\$37,003	\$38,605
A13	\$27,498	\$29,224	\$30,950	\$32,656	\$34,382	\$36,088	\$37,814	\$39,541	\$41,246
A14	\$29,266	\$31,096	\$32,926	\$34,757	\$36,587	\$38,418	\$40,248	\$42,078	\$43,909
B21	\$31,346	\$33,301	\$35,256	\$37,211	\$39,166	\$41,122	\$43,098	\$45,053	\$47,008
B22	\$33,696	\$35,797	\$37,898	\$40,019	\$42,120	\$44,221	\$46,322	\$48,443	\$50,544
B23	\$36,046	\$38,314	\$40,560	\$42,806	\$45,053	\$47,320	\$49,566	\$51,813	\$54,080
B24/B31	\$39,000	\$41,434	\$43,867	\$46,322	\$48,755	\$51,189	\$53,622	\$56,056	\$58,510
B25/B32	\$42,536	\$45,198	\$47,861	\$50,523	\$53,165	\$55,827	\$58,490	\$61,152	\$63,814
C41	\$45,490	\$48,339	\$51,168	\$54,018	\$56,867	\$59,696	\$62,546	\$65,395	\$68,224
C42	\$47,840	\$50,835	\$53,830	\$56,826	\$59,800	\$62,795	\$65,790	\$68,786	\$71,760
C43	\$50,211	\$53,331	\$56,472	\$59,613	\$62,754	\$65,894	\$69,035	\$72,155	\$75,296
C44/C51	\$53,144	\$56,472	\$59,800	\$63,128	\$66,435	\$69,763	\$73,091	\$76,398	\$79,726
C45/C52	\$56,680	\$60,237	\$63,773	\$67,330	\$70,866	\$74,402	\$77,958	\$81,494	\$85,030
D61	\$59,634	\$63,378	\$67,101	\$70,824	\$74,547	\$78,270	\$82,014	\$85,738	\$89,461
D62	\$62,005	\$65,874	\$69,742	\$73,632	\$77,501	\$81,370	\$85,238	\$89,128	\$92,997
D63	\$64,355	\$68,370	\$72,405	\$76,419	\$80,434	\$84,469	\$88,483	\$92,518	\$96,533
D64/D71	\$67,309	\$71,510	\$75,712	\$79,914	\$84,136	\$88,338	\$92,539	\$96,741	\$100,963
D65/D72	\$70,845	\$75,275	\$79,706	\$84,115	\$88,546	\$92,976	\$97,406	\$101,837	\$106,267
E81	\$73,320	\$77,896	\$82,493	\$87,069	\$91,645	\$96,221	\$100,818	\$105,394	\$109,970
E82	\$74,734	\$79,414	\$84,074	\$88,754	\$93,413	\$98,093	\$102,752	\$107,432	\$112,091
E83	\$76,149	\$80,912	\$85,675	\$90,418	\$95,181	\$99,944	\$104,707	\$109,470	\$114,213
E84	\$77,563	\$82,410	\$87,256	\$92,102	\$96,949	\$101,795	\$106,642	\$111,488	\$116,355
E85	\$78,978	\$83,907	\$88,858	\$93,787	\$98,717	\$103,667	\$108,597	\$113,526	\$118,477