



## LANE COUNTY

HUMAN RESOURCES DEPARTMENT / 125 East 8th Ave. / Eugene, OR 97401  
Phone: (541) 682-3665/ Fax: (541) 682-4290

W. 3. E. 1.

### AGENDA COVER MEMO

Memorandum Date: December 10, 2008  
Order Date: December 10, 2008

---

**TO:** Board of County Commissioners

**DEPARTMENT:** Human Resources

**PRESENTED BY:** Greta Utecht, Human Resources Director  
Jan Wilbur, Personnel Services Manager

**AGENDA ITEM TITLE:** ORDER/IN THE MATTER OF ESTABLISHING NEW CLASSIFICATIONS AND SALARY GRADES AND ALLOCATING LANE EVENTS CENTER EMPLOYEES TO THE NON-REPRESENTED CLASSIFICATION AND COMPENSATION PLAN

---

#### I. MOTION

MOVE APPROVAL OF ORDER 08 --\_\_\_\_\_ IN THE MATTER OF ESTABLISHING NEW CLASSIFICATIONS AND SALARY GRADES AND ALLOCATING LANE EVENTS CENTER EMPLOYEES TO THE NON-REPRESENTED CLASSIFICATION AND COMPENSATION PLAN

#### II. AGENDA ITEM SUMMARY

The Board is being asked to add non-represented classifications to the classification and compensation plans, and to approve a plan to allocate Lane Event Center employees to the plans.

#### III. BACKGROUND/IMPLICATIONS OF ACTION

##### A. Board Action and Other History

Effective June 30, 2008, the Board of Commissioners approved an order indicating that the administration and operation of the Events Center and the Fairgrounds other than the Lane County Fair would reside within the control of the Board acting through the County Administrator.

As a result, an evaluation needed to occur by Human Resources in order to appropriately evaluate and allocate Events Center employees to the Lane County non-rep class and comp plan.

**B. Policy Issues**

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.

In the past, 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.

**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.

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 bold on Attachment A meet the above policy goals.

**D. Financial and/or Resource Considerations**

The additional cost of assigning regular Event Center employees to new and existing Lane County non-represented classifications and to the Lane County non-represented compensation plan results in approximately \$7,000.00 in additional Events Center salary costs for FY08-09.

Human Resources recommends that the same strategy be used to implement these classification and compensation plan changes as was used with the changes originally adopted for non-represented employees 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 employees whose pay rates are not at the minimum of the proposed grade would receive an increase in their salary.

Human Resources and Finance plans an effective date of implementation to our payroll system will be December 16, 2008. This will allow for a smooth transition, and so that the first paycheck in 2009 for Events Center employees will come from Lane County.

**E. Analysis**

Human Resources reviewed the position description questionnaires completed by Lane Events Center employees, and used our current non-represented decision band methodology (DBM) for non-represented

classifications in this phase of developing classifications and compensation for Events Center employees. Attachments **B1-B8** will describe the proposed eight new classification specifications.

**F. Alternatives/Options**

Two options are available to the Board.

1. Adopt the proposed classifications as presented, and assign the new non-represented classifications to the non-represented plans.. 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 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 for Events Center employees.

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 Option 1 so that we can update our systems, allocate Event Center employees, and move forward with very minimal expense.

**V. TIMING/IMPLEMENTATION**

Staff recommends that the new classifications and compensation updates be effective upon Board Order approval.

**VI. FOLLOW-UP**

If the Board approves the motion and adopts the proposed plans and the classifications and compensation, Human Resource staff will update our current DBM non-represented plans, and allocate Lane Event Center employees as appropriate, effective December 16, 2008.

**VII. ATTACHMENTS**

Board Order

Attachment A: Non-Represented Comp Plan with proposed changes in bold

## Attachments B1-B8: Proposed Classification Specifications

**IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON**

**ORDER 08-** ) **IN THE MATTER OF ESTABLISHING**  
) **NEW CLASSIFICATIONS AND SALARY**  
) **GRADES AND ALLOCATING LANE**  
) **EVENTS CENTER EMPLOYEES TO**  
) **THE NON-REPRESENTED**  
) **CLASSIFICATION AND**  
) **COMPENSATION PLAN**

**WHEREAS**, Human Resources has completed an analysis of the required classifications for Lane Event Center employees

**WHEREAS**, it is the intent of Lane County to properly classify positions with regard to duties and compensation; 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 current classification and compensation plans for non-represented employees; and

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

**IT IS HEREBY RESOLVED AND ORDERED**, that, that the new classifications, adjusted salary ranges and fringe benefits package be as follows, and it is further

Cashier	Grade A10 (\$19,947.20 - \$29,889.60)
Facility Assistant	Grade A10 (\$19,947.20 - \$29,889.60)
Cashier, Sr.	Grade A11 (\$24,440.00 - \$36,670.40)
Facility Technician	Grade A11 (\$24,440.00 - \$36,670.40)
Operations/Events Worker	Grade A11 (\$24,440.00 - \$36,670.40)
Security Guard	Grade A11 (\$24,440.00 - \$36,670.40)
Operations/Events Worker, Sr.	Grade A12 (\$26,249.60 - \$39,374.40)
Facility Maintenance Worker	Grade B21 (\$31,969.60 - \$47,944.00)

**ORDERED** that Event Center employees be reclassified to proposed and existing Lane County classifications, where appropriate, and it is further

**ORDERED** that Event Center employees shall maintain their current merit eligibility dates, and it is further

**ORDERED** that affected employees shall be placed on the Lane County non-represented Compensation plan effective December 16, 2008 at their current salary, but shall move to the next step when their merit review justifies it.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

---

Faye Stewart, Chair  
Board of County Commissioners

# Non-Represented Classification Plan Summary

with

## DBM Pay Grade Ratings

Updated December 10, 2008 ~ changes in bold

<b>BAND F</b>	
<b>Band F:</b> 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.	
<b>Not applicable: None of the affected classifications fall in this band</b>	

<b>BAND E</b>	<b>Possible DBM Ratings</b>
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
<b>Classification Title:</b>	<b>Assigned DBM Rating:</b>
Department Director	E82-E85
Assistant Department Director	E81-E83

<b>BAND D</b>	<b>Possible DBM Ratings</b>
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.	<b>Possible:</b> D72/D65 D71/D64 D63 D62 D61
<b>Band D Classification Titles:</b>	<b>Assigned DBM Rating:</b>
Senior Manager	D71/D64; D62,D63,D65
Manager	D61,D62,D63, D64,D65, D84,D85
Program Manager	D61, D62,D83
Assistant County Counsel 4	D63



# Non-Represented Classification Plan Summary

with

## DBM Pay Grade Ratings

*Updated December 10, 2008~ changes in bold*

<b>Band C</b>	<b>Possible DBM Ratings:</b>
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).	C65 C63 C52/C45 C51/C44 C43 C42 C41
<b>Band C Classification Titles:</b>	<b>Assigned DBM Rating:</b>
Professional/Technical Supervisor	C41, C42, C43, C51/C44 C52/C45
Program Supervisor	C41 ,C42, C51/C44
Lieutenant	C52*
Sergeant	C43
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

*Updated December 10, 2008~ changes in bold*

<b>Band B</b>	<b>Possible DBM Ratings:</b>
<b>Band B:</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.	<b>Possible:</b> B32/B25 B31/B24 B23 B22 B21
<b>Band B Classification Titles:</b>	<b>DBM Rating:</b>
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
<b>Facility Maintenance Worker</b>	<b>B21</b>

<b>Band A</b>	<b>Possible DBM Ratings:</b>
<b>Band A:</b> 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.	<b>Possible:</b> A14 A13 A12 A11 <b>A10</b>
<b>Band A Classification Titles:</b>	<b>DBM Rating:</b>
Administrative Support Technician	A14
County Counsel Legal Secretary	A14
Office Support Assistant	A12
<b>Operations/Events Worker, Sr.</b>	<b>A12</b>
<b>Cashier, Sr.</b>	<b>A11</b>

**Non-Represented Classification Plan Summary**  
with  
**DBM Pay Grade Ratings**  
*Updated December 10, 2008~ changes in bold*

<b>Band A</b>	<b>Possible DBM Ratings:</b>
<b>Security Guard</b>	<b>A11</b>
<b>Operations/Events Worker</b>	<b>A11</b>
<b>Facility Technician</b>	<b>A11</b>
<b>Facility Assistant</b>	<b>A10</b>
<b>Cashier</b>	<b>A10</b>

## **ATTACHMENT B1**

### **CASHIER**

#### **DEFINITION**

To sell admission tickets and provide information to the public utilizing Lane County facilities; and to perform a variety of routine customer service duties as assigned.

#### **CLASS CHARACTERISTICS:**

This is the entry level class in the Cashier series. This class is distinguished from the Senior Cashier by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Senior level. Since this class is typically used as a training class, employees may have only limited work experience. Employees work under immediate supervision while learning job tasks.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned management personnel  
Receives technical and functional supervision from Senior Cashier.

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

Greets the public and provides program information about the facility; answers phones.

Sells and redeems admission tickets; completes cash, check and credit card transactions, resolves most ticketing problems.

Reconciles and balances end of shift reports; provides daily sales reports according to established policies and procedures.

Prepares and makes bank deposits as directed.

Works evenings and weekends as necessary.

Stocks inventory and prepares restocking orders.

Provides appropriate services for facility clients as needed.

May provide direction to temporary/extra help employees.

**MINIMUM QUALIFICATIONS**

Knowledge of (position requirements at entry):

Ticket sales practices and procedures, including sales and record keeping systems.

Basic business English; basic Math.

General office equipment and cash registers.

Skills in (position requirements at entry):

Customer service.

Effective communication and good judgment.

Working quickly and accurately with close attention to detail, especially during periodic large workloads.

Making change and balancing cash accurately.

Maintaining accurate and complete records as necessary.

Operating office equipment such as cash registers, calculators and computer terminals.

**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.

Experience and Training:

Training:

Equivalent to the completion of the twelfth grade with training in making cash transactions, counting change and operating cash registers.

Experience:

At least six months experience in cashiering, cash reporting and customer service including direct public contact.

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

## **ATTACHMENT B2**

### **FACILITY ASSISTANT**

#### **DEFINITION**

To perform a wide variety of duties relevant to the use of a specialized facility; to provide information and instruction pertaining to use of equipment and program activities relevant to the facility; and to perform related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from assigned management personnel.

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

Monitors facility activities to ensure adherence to rules and safety procedures. May arrange for the removal of unruly patrons.

Provides information and instruction.

Educates and assists customers in use of facility, including rules and regulations.

Circulates among customers to assure service is satisfactory.

Provides first aid assistance in the event of an accident.

Assists in cleaning activities within the facility such as cleaning lobbies, restrooms, hallways, windows, and other areas as assigned.

Keeps informed of shut-down and emergency evacuation procedures.

Monitors facility conditions.

Cleans, inspects, fits and dispenses appropriate equipment.

Works evenings and weekends as necessary.

May provide direction to temporary/extra help employees.

**MINIMUM OUALIFICATIONS**

Knowledge of (position requirements at entry):

Equipment and activities in area of work.

Basic reading and writing.

Relevant equipment, policies, and procedures to promote effective security for the protection of the public using the facility.

Cash registers.

Skills in (position requirements at entry):

Customer service.

Effective communication and good judgment.

Making change/operating cash registers.

Maintaining accurate and complete records as necessary.

<p><b><u>NOTE:</u></b> 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.</p>
--

Experience and Training

Training:

Equivalent to the completion of the twelfth grade.

Experience:

Experience that demonstrates the skill to perform the work of the position. Previous work in area of assignment preferred.

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

LANE COUNTY  
Facility Assistant (continued)

Special Requirements:

Current CPR/First Aid Certification at time of appointment.



## **ATTACHMENT B3**

### **SENIOR CASHIER**

#### **DEFINITION**

To sell admission tickets and provide information to the public utilizing Lane County facilities; to perform a variety of customer service and office duties; and to perform other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

This is the full journey level class within the Cashier series. This class is distinguished from the Cashier by the assignment of the full range of duties assigned. 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.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from assigned management personnel.

Provides technical and functional supervision to Cashiers.

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

Greets the public and provides program information about the facility; answers phones.

Sells and redeems admission tickets; completes cash, check and credit card transactions; resolves most ticketing problems.

Reconciles and balances end of shift reports; provides daily sales reports according to established policies and procedures.

Prepares and makes bank deposits as directed.

Works evenings and weekends as necessary.

Purchases inventory as requested.

Reconciles petty cash.

Assists in preparation of invoices.

Prepares mailings; maintains work logs.

Trains and orients new employees.

LANE COUNTY  
Senior Cashier (continued)

EXAMPLES OF DUTIES: (con't)

Sets up displays and community rooms.

Stocks inventory and prepares restocking orders.

Provides appropriate services for facility clients as needed.

May provide direction to temporary/extra help employees.

MINIMUM QUALIFICATIONS:

Knowledge of (position requirements at entry):

Ticket sales practices and procedures, including sales and record keeping systems.

Basic business English; basic Math.

General office equipment and cash registers.

Skills in (position requirements at entry):

Customer service.

Effective communication and good judgment.

Working quickly and accurately with close attention to detail, especially during periodic large workloads.

Making change and balancing cash accurately.

Maintaining accurate and complete records as necessary.

Operating office equipment such as cash registers, calculators and computer terminals.

<p><b>Note:</b> The above description is intended to represent only the key areas of responsibilities. Specific position assignments will vary depending on the business needs of the department</p>
--

Experience and Training:

Training:

Equivalent to the completion of the twelfth grade, with training in making cash transactions, counting change, and operating cash registers.

LANE COUNTY  
Senior Cashier (continued)

Experience:

One year cashiering, cash reporting and customer service, including direct public contact.

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

Special Requirements:

Possession of a valid Oregon driver's license at time of appointment.

## **ATTACHMENT B4**

### **FACILITY TECHNICIAN**

#### **DEFINITION**

To perform a variety of unskilled or semi-skilled work at a specialized facility; to operate and provide routine maintenance of specialized equipment utilized at a facility, and to perform related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from assigned supervisory and management personnel.

May provide technical and functional supervision to assigned staff.

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

Inspects and operates specialized equipment for the facility.

Performs basic facility and equipment maintenance and monitoring.

Coordinates with program staff to ensure adequate equipment is available for use at the facility.

Pre-checks and prepares equipment for customers.

Issues and maintains recreational equipment.

Performs cleaning activities within the facility, and minor maintenance.

Opens/closes facility, secures doors, lights, and lockable areas.

Operates forklift, minor power tools, and basic hand tools.

May perform duties of other positions at facility, as needed.

Assists customers with questions, concerns, and requests for assistance.

May provide direction to temporary/extra help employees.

**MINIMUM QUALIFICATIONS**

Knowledge of (position requirements at entry):

Cleaning supplies and techniques used in custodial care.

Equipment and apparatus operation and maintenance in area of work.

Minor equipment and facility monitoring and maintenance.

Basic safety practices and procedures.

Skills in (position requirements at entry):

Determining and responding to various situations.

Communicating effectively with the public and co-workers.

Communicating clearly and concisely, both orally and in writing.

Utilizing computer, cash register, and routine office equipment.

Operating, monitoring and maintaining equipment.

Understanding and following oral and written instructions.

<p><b><u>Note:</u></b> The above description is intended to represent only the key areas of responsibilities. Specific position assignments will vary depending on the business needs of the department</p>
---

Experience and Training

Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of experience in the operation of light equipment or in semi-skilled tasks relevant to area of work. Experience in a similar facility is desirable.

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

LANE COUNTY  
Facility Technician (continued)

Special Requirements:

Possession of a valid Oregon Driver's license at time of appointment.

Must have current CPR and first aid certification **or the ability to acquire.**

In some facilities special certification may be required, or the ability to acquire.

## **ATTACHMENT B5**

### **OPERATIONS/EVENTS WORKER**

#### **DEFINITION**

To perform a variety of custodial duties and light equipment operation at Lane County facilities; and to perform related duties as assigned.

#### **CLASS CHARACTERISTICS**

This is the entry level class within the Operations/Events Worker series. This classification is distinguished from the Senior Operations/Events Worker by the performance of more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Senior Operations/Events Worker.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory and management personnel.

Receives technical and functional supervision from Senior Operations/Events Worker.

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

Sets up and removes tables, staging and other structures as required for conventions, meetings and other events. Inspects set up/take down activities.

Operates light equipment, such as forklifts and tractors, as well as power cleaning custodial equipment, and other hand tools.

Performs custodial duties before, during, and after events.

Opens and locks gates and doors.

Cleans parking lot.

Inspects and makes minor repairs to equipment, furnishings and fixtures.

Works irregular hours; nights and weekends as necessary.

Works with, troubleshoots, and assists user groups and the public using and visiting the facility.

**MINIMUM QUALIFICATIONS**

Knowledge of (position requirements at entry):

Operation of cleaning equipment.

Cleaning supplies and techniques used in custodial care.

Minor equipment and facility monitoring and maintenance.

Relevant policies and procedures.

Skills in (position requirements at entry):

Maintaining cleaning equipment.

Following written and oral instruction.

Customer service.

Using cleaning solvents and chemicals.

Communicating effectively with the public and co-workers.

Communicating clearly and concisely, both orally and in writing.

Understanding and following oral and written instructions.

Operating light equipment such as forklifts and tractors.

Utilizing computer and other routine office equipment.

<p><b>Note:</b> The above description is intended to represent only the key areas of responsibilities. Specific position assignments will vary depending on the business needs of the department</p>
--

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional training in equipment operation is desired.



LANE COUNTY

Operations/Events Worker (continued)

Experience:

One year of experience in custodial, light equipment and semi-skilled tasks.

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

Special Requirements:

Possession of a valid Oregon Driver's license at time of appointment.

Forklift certification **or the ability to acquire.**

Must have current CPR and first aid certification **or the ability to acquire.**

## **ATTACHMENT B6**

### **SECURITY GUARD**

#### **DEFINITION**

To provide a visual security presence; to patrol and monitor the buildings and grounds of Lane County facilities to ensure the personal safety and security of staff, visitors, and property; to secure grounds and buildings; and to perform related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and/or management personnel.

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

Monitors and authorizes entrance and departure of employees, visitors, and other persons to guard against theft and to maintain safety and security of premises.

Checks for suspicious occurrences, and enforces rules and regulations.

Responds to and investigates situations reported.

Calls authorities to investigate suspicious activities, security violations, or emergencies that require their intervention.

Provides information and directions, and explains rules and regulations.

Maintains contact with events representative during events to address any security concerns during their event.

Opens and closes facility, ensuring that users have left the premises.

Maintains logs and records of occurrences, completes necessary paperwork.

May use computer terminal to input and retrieve data.

Responds to all incidents and emergencies in accordance with procedures.

Warns persons of rule infractions or violations. Escorts persons from the facilities and property, when necessary.

May train, schedule and supervise extra help staff.

### **MINIMUM QUALIFICATIONS**

Knowledge of (position requirements at entry):

Methods and procedures of security work.

Safety and legal requirements affecting security operations.

Enforcing procedural rules and regulations.

Skills in (position requirements at entry):

Effectively writing and maintaining reports and logs.

Recognizing problems and exercising independent judgment or initiative.

Responding quickly in an emergency.

Communicating effectively with the public and co-workers, both orally and in writing.

Establishing and maintaining effective relationships with the public and other County employees.

**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.

### **Experience and Training**

Training:

High school diploma or equivalent required.

Experience:

Six months' previous experience in law enforcement or security required.

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

Special Requirements:

Department of Public Safety Standards and Training (DPSST) certification as a private security provider.

## **ATTACHMENT B7**

### **SENIOR OPERATIONS/EVENTS WORKER**

#### **DEFINITION**

To perform a variety of custodial duties and light equipment operation at Lane County facilities; and to perform related duties as assigned.

#### **CLASS CHARACTERISTICS**

This is the journey level class within the Operations/Events Worker series. This classification is distinguished from the Operations/Events Worker by the assignment of the full range of duties assigned. Employees at this level work more independently in selecting methods or order of performing tasks within general guidelines, and receive only occasional instructions or assistance as new or unusual situations arise. They are fully aware of the operating procedures and policies within the work unit.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and management personnel.

Provides technical and functional supervision over assigned personnel.

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

Assigns and directs staff to prepare buildings for events. Provides technical staff assistance on project assignment.

Sets up and removes tables, staging and other structures as required for conventions, meetings and other events. Inspects set up/take down activities.

Monitors equipment and makes minor adjustments; reports irregularities to management.

Reports major structural or equipment damage.

Operates light equipment such as forklifts and tractors, as well as power cleaning custodial equipment and other hand tools.

Performs custodial duties before, during, and after events.

Monitors HVAC systems within Lane County facilities.

Inspects and makes minor repairs to equipment, furnishings and fixtures.

Works with, troubleshoots, and assists user groups and the public using and visiting the facility.

**MINIMUM QUALIFICATIONS**

Knowledge of (position requirements at entry):

Event operations.

Basic knowledge of automated building systems providing heating, air conditioning and ventilation.

Custodial equipment operation. Cleaning supplies and techniques used in custodial care.

Minor equipment and facility monitoring and maintenance.

Relevant policies and procedures.

Skills in (position requirements at entry):

Organizing, adjusting and implementing plans for set up, tear down, and cleaning of events or buildings.

Prioritization and ensuring quality standards are met.

Monitoring basic building systems.

Communicating effectively with the public and co-workers.

Communicating clearly and concisely, both orally and in writing.

Understanding and following oral and written instructions.

Operating light equipment such as forklifts and tractors.

Utilizing computer and other routine office equipment.

<p><b><u>Note:</u></b> The above description is intended to represent only the key areas of responsibilities. Specific position assignments will vary depending on the business needs of the department</p>
---

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional training in equipment operation is desired.

LANE COUNTY  
Senior Operations/Events Worker (continued)

Experience:

Two years of experience in custodial, light equipment and in semi-skilled tasks.

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

Special Requirements:

Possession of a valid Oregon Driver's license at time of appointment.

Forklift certification **or the ability to acquire.**

Must have current CPR and first aid certification **or the ability to acquire.**

## **ATTACHMENT B8**

### **FACILITY MAINTENANCE WORKER**

#### **DEFINITION**

To plan, coordinate, and perform building and physical plant maintenance work in Lane County facilities; to perform difficult and responsible types of maintenance duties including electrical work, repair of complex systems and equipment and facilities preventative maintenance; and to perform related duties as assigned.

#### **CLASS CHARACTERISTICS**

Employees receive 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.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and management personnel.

May exercise direct supervision over temporary workers.

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

Maintains/monitors compressor rooms, ice slab, dehumification unit, ice resurfacer and all related equipment and chemicals.

Monitors the mechanical systems providing heating, ventilation and air conditioning to Lane County buildings.

Monitors, adjusts and makes repairs to plumbing, heating and electrical systems.

Monitors and makes repairs to equipment, furnishings and fixtures.

Provides routine preventive maintenance for building structures, equipment and systems.

Reports major structural or equipment damage to management.

Monitors and adjusts HVAC systems to insure efficient operation.

Installs and changes locks and door entry systems.

LANE COUNTY  
Facility Maintenance Worker (continued)

EXAMPLES OF DUTIES (con't)

Services, maintains and repairs motors, filters, belts, coils, valves and other portions of air conditioning systems.

Services, repairs and maintains restrooms, toilets, urinals, sinks, drains, exhaust fans and other related plumbing fixtures.

Verifies proper operation of mechanical systems such as chillers, boilers, cooling towers, fans, pumps, air compressors and well tank systems.

Services, maintains and repairs structures, roofs, windows, doors, floor tile, walls, ceiling tile, lighting systems and other related building structural components.

May operate light equipment such as forklifts and tractors.

Coordinates with user groups for safe and effective use of facilities.

MINIMUM QUALIFICATIONS

Knowledge of (position requirements at entry):

Ice resurfacing and maintenance.

Terminology and symbols used in blue prints and building plans as applied to mechanical systems and maintenance of buildings.

Preventive maintenance processes and policies.

Tools and equipment used in the maintenance and repair of buildings and mechanical systems.

Equipment operation.

Operating systems of motors, pumps, fans and other machinery associated with HVAC, and familiarity with basic refrigeration principles.

Computerized automated systems providing heating, air conditioning and ventilation to buildings.

Chemicals, solutions and compounds used to clean and repair equipment and fixtures.

Buildings, systems and layout of mechanical systems related to area of assignment.



LANE COUNTY  
Facility Maintenance Worker (continued)

Skills in (position requirements at entry):

Monitoring, maintaining and repairing items using a variety of disciplines such as carpentry, plumbing, HVAC and electrical work.

Using a variety of power and hand tools to repair and maintain fixtures and equipment.

Operating equipment such as forklifts, tractors and ice resurfacers.

Following routine preventive maintenance schedules.

Following oral and written orders and requests.

Learning the identification and proper handling of hazardous materials that are typically found in a public building

Monitoring and adjusting systems using computerized automated equipment

<p><b>NOTE:</b> 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.</p>
---

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional training in plumbing, carpentry, electrical or HVAC is desirable.

Experience:

Two years of responsible building maintenance experience, preferably with large building systems.

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

Special Requirements:

Possession of a valid Oregon driver's license at time of appointment.