



LANE COUNTY

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W. H. a.

AGENDA COVER MEMO

Memorandum Date: December 18, 2008
Order Date: January 7, 2009

TO: Board of County Commissioners
DEPARTMENT: Human Resources
PRESENTED BY: Héctor Rios, Sr. Human Resources Analyst
AGENDA ITEM TITLE: **ORDER/ In the matter of creating the new classification of Electrical Inspector and establishing its corresponding salary range.**

I. MOTION

MOVE APPROVAL OF ORDER 09 -- _____ In the matter of creating the new classification of Electrical Inspector and establishing its corresponding salary range.

II. AGENDA ITEM SUMMARY

The Board is being asked for approval to create the new classification of Electrical Inspector and approval to establish a salary range.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

In May of 2004, Lane County amended Chapter 11 of the Lane Code to expressly incorporate the Oregon Electrical Specialty Code and Administrative Rules as part of the County Building Code (LC 11.005 through 11.015). This change necessitated an intergovernmental agreement (IGA) with the State of Oregon to transfer electrical inspection responsibilities to Lane County. As part of this IGA, the State of Oregon transferred two of their employees to Lane County. When these employees

were transferred to Lane County and became our employees, they were placed in the Senior Building Inspector classification, which was the closest match we had at the time.

B. Policy Issues

The language in the Senior Building Inspector classification does not accurately describe the work that is expected to be performed by staff nor do the minimum qualifications set forth therein reflect the qualifications required by the State of Oregon. Specifically, changes in certification requirements as set by the State of Oregon in 2005 (and updated in 2008), have further rendered those requirements obsolete. In order to work as an Electrical Inspector in Oregon one must possess:

- 1) an Electrical Inspector Certification obtained prior to 10/1/05, or
- 2) an Oregon Inspector Certification and certification as an Oregon Electrical Inspector issued after 10/1/05.

In addition, as of July 1, 2005, the State of Oregon Building Codes Division no longer issues several of the certifications included in the minimum qualifications for the Sr. Building Inspector ("A" level and a "C" level certification in two or more areas of inspection). Individuals who hold Oregon Code Certifications issued prior to July 1, 2005 may continue to perform duties associated with the discontinued certifications, and must comply with the continuing education requirements (see below) for Oregon Code Certifications (OCC). However, several new requirements for certifications issued by an independent organization, the International Code Council, have taken the place of these previously issued State certifications, a change not reflected in the current building inspector classification series.

C. Board Goals

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;...".

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.”

This new classification and compensation grade for the Electrical Inspector classification help achieve these goals.

D. Financial and/or Resource Considerations

The additional cost associated with this action, with establishing this new classification is negligible. We anticipate an additional cost of \$5,500 on an annual basis. If the Board approves this action, those staff members who are already performing work at this level will be moved into this classification.

The cost however will be offset by several tangible revenue generating abilities and tasks not required by the current classification. These include incumbents in the new classification being able to perform electrical plan reviews. This capability enables the County to charge an additional 25% of the overall permit fee when an electrical plan review is required by OAR 918-311-0040. In addition, staff will be able to inspect, and be reimbursed for electrical “minor label” installations as requested by the State of Oregon.

E. Analysis

This classification will inspect electrical installations of varying complexity at various stages of construction, alteration and repair; to ensure compliance with approved plans, specifications, codes, ordinances, and laws, and would also perform related code compliance work.

In addition to the tangible revenue generated by having staff with the appropriate certifications, there are also other intangibles Human Resources staff has considered to recommend the creation of a new classification.

From the recruitment standpoint, it is more efficient to recruit for a job that accurately describes the work that the successful candidate actually performs on a regular basis. Using the Sr. Building Inspector classification places a burden on staff trying to describe work that, by definition, cannot be performed in the existing classification. Furthermore, the accurate description of the minimum qualifications increases the quality of the applicant pool, by limiting the applicant pool to those potential applicants who actually do meet the minimum qualifications for the Electrical Inspector classification.

Although the classification would be a stand-alone classification (i.e. would not be part of a classification series), it may provide promotional opportunities to staff in the building inspector series, should they attain the required certifications.

When creating a new classification, Human Resources point factors the job duties expected from the position, reviews internal equity and reviews classifications and compensation in comparable counties. Survey information from other counties did not find an exact match. The closest match we found was in Marion County, which pays staff in this classification \$45,074 to \$61,402. While market is reviewed in creating classifications; internal equity is the overriding factor when creating new AFSCME classifications. For internal comparison, the only other comparable classification at grade 32 is the Sales Data Analyst.

This proposed classification will be represented by AFSCME with a Grade 32 (\$40,414.40 - \$ 55,993.60) salary range. In accordance to Article X (Wages); Section 3 (New or Revised classifications) of the current AFSCME contract, Human Resources staff sent AFSCME notice of this new classification, and we heard of no objections from the Union.

F. Alternatives/Options

1. Approve the establishment of the Electrical Inspector classification and the salary range at Grade 32 (\$40,414.40 - \$ 55,993.60).
2. Do not adopt the recommendation.

IV. RECOMMENDATION

Human resources staff recommends that the Board approve OPTION ONE.

V. TIMING/IMPLEMENTATION

Staff recommends that these changes be effective the first of the following pay period after the Board of County Commissioners has approved this action.

VI. FOLLOW-UP

Human Resources staff will update its classification and compensation plans to include the Electrical Inspector classification, and reclassify staff as appropriate.

VII. ATTACHMENTS

- Board Order
- Classification specifications for Electrical Inspector.

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER 09-) In the matter of creating the new
) classification of Electrical Inspector
) and establishing its corresponding
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)
)

WHEREAS, Human Resources has completed a review of the appropriate classification and pay grade for the Electrical Inspector classification; and

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

WHEREAS, the Human Resources Department has created the Electrical Inspector classification to outline current duties and minimum qualifications in compliance with classification and compensation policy; and

WHEREAS, the State of Oregon Building Codes Division has updated the certification requirements for staff to perform this type of work; and

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

IT IS HEREBY RESOLVED AND ORDERED, that the new classification and salary range for the Electrical Inspector in the department of Public Works be established.

AND IT IS FURTHER ORDERED, that this change be effective the first of the following pay period after approval is granted.

Dated this _____ day of _____, 2009.

Peter Sorenson, Chair
Board of County Commissioners

APPROVED AS TO FORM
Date 12/31/09

OFFICE OF LEGAL COUNSEL

ELECTRICAL INSPECTOR

DEFINITION:

To inspect electrical installations of varying complexity at various stages of construction, alteration and repair; to ensure compliance with approved plans, specifications, codes, ordinances, and laws; to perform related code compliance work as necessary; and to perform related duties as assigned.

CLASS CHARACTERISTICS:

This is an advanced journey level class of Electrical Inspector. Positions at this level are distinguished by the level of responsibility assumed and the electrical inspection duties assigned, including the possession and maintenance of various professional credentials as outlined below in the *Special Requirements* section. Employees perform the most difficult and responsible types of duties assigned to Electrical Inspectors, including inspection of all types of electrical installations. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED & EXERCISED:

Receives direction from the designated manager or supervisor. May exercise technical and functional supervision over designated staff.

EXAMPLES OF DUTIES:

Conducts field inspections of commercial, industrial, and residential electrical installations, systems, and equipment for use of proper materials, quality of work, and compliance with approved plans and applicable codes, laws, rules and regulations.

Issues certificates of inspection; issues notices of approval or correction.

Investigates violations, complaints, and accidents involving the electrical code; performs follow-up investigations.

Under the electrical Master Permit Program, makes periodic inspections of electrical installations and of electrical maintenance completed by contractors and limited electricians in facilities such as government buildings, schools, industrial plants, hospitals, etc.

Checks for required electrical licenses and permits; issues citations when appropriate.

May inspect mobile home installations.

May appear as court witness.

Interprets electrical codes and works with builders, property owners, contractors and other relevant parties in making changes necessary to conform to codes.

Enforces codes as necessary, including issuing verbal and/or written notices of code violation.

Assists in resolving disputes between inspection staff and developers, contractors, architects, engineers and the general public.

Explains and interprets code requirements and restrictions; responds to questions and concerns of the public and other employees regarding inspection procedures and electrical codes, laws, rules and regulations.

Prepares appropriate paperwork, records and reports, including maintaining inspection records; and using an automated permitting and tracking system to enter and retrieve data.

Provides technical guidance and support to other staff.

Reviews electrical plans for conformance to Electrical Specialty Code.

Assists in zoning, general land use and code enforcement inspection work as assigned.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of the Oregon Electrical Specialty Code and pertinent State and County laws and ordinances, as applied to commercial, industrial, and residential construction.

Proper construction and inspection methods and procedures, including manufactured home siting and inspection.

Principles of electrical design, engineering, and mathematics.

Electrical wiring methods and materials for commercial, industrial, and residential buildings.

Standard county permit processes and zoning regulations.

Methods and instruments used to test electrical installations.

Required and appropriate safety procedures and equipment

Ability to:

Inspect electrical installations, and detect electrical, fire & life safety, and other violations.

Read and interpret electrical wiring diagrams and electrical construction plans; evaluate electric materials, electric products and methods of installation; calculate electrical loads.

Read and interpret electrical codes, regulations and policies, and apply this knowledge to specific situations.

Determine corrective actions and advise contractors in achieving compliance according to appropriate specialty codes.

Communicate clearly and concisely, both orally and in writing, including explaining technical electrical information.

Prepare reports and document findings.

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

Train other professional and technical personnel.

Work outdoors in all weather conditions and in a variety of settings, including office environments and construction sites.

Make decisions independently in accordance with established rules and regulations.

Use initiative in judgment in carrying out tasks and responsibilities.

Input and retrieve information using computer software

Respond to emergency call outs when necessary.

EXPERIENCE & TRAINING

Training:

Equivalent to the completion of the 12th grade, and additional specialized training in the electrical trades.

Experience:

Four years experience as a licensed general journeyman electrician and a current valid Oregon general supervising electrician license; **OR**

A four-year Bachelor of Science degree in electrical engineering, plus three years approved experience in design, inspection or supervision of installations covered by the National Electrical Code or Electrical Specialty Code

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

SPECIAL REQUIREMENTS:

Possession at time of hire:

- A valid Oregon driver's license.
- Current, valid Oregon general supervising electrician license or equivalent.
- Oregon Code Certification as an Electrical Inspector (EI) and, if certified after October 1, 2005, an Oregon Inspector Certification (OIC).

Possession of or ability to obtain within 6 months of hire:

- Oregon Manufactured Dwelling Inspector Certification