



# LANE COUNTY

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

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## AGENDA COVER MEMO

Memorandum Date: October 21, 2009

Order Date:

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**TO:** Board of County Commissioners

**DEPARTMENT:** Human Resources

**PRESENTED BY:** Cindy Tofflemoyer, Sr. Management Analyst/HR

**AGENDA ITEM TITLE:** In the Matter of Establishing the Developmental Disabilities Abuse Investigator Classification and Salary Range

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### **I. MOTION**

**MOVE APPROVAL OF ORDER 09 -- \_\_\_\_\_ In the matter of establishing the Developmental Disabilities Abuse Investigator classification and salary range.**

### **II. AGENDA ITEM SUMMARY**

The Board is being asked to create the Developmental Disabilities Abuse Investigator classification and salary range. This classification will be utilized in the Health and Human Services/Developmental Disabilities program. This new classification specification will meet the Qualified Staff requirements updated in Oregon Revised Statutes (OAR) 411-32-0030 (amended July 13, 2009).

### **III. BACKGROUND/IMPLICATIONS OF ACTION**

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

Currently the duties of Investigation are being performed within the Developmental Disabilities Specialist (DDS) classification. The minimum job requirements for the DDS classification specifications, as noted below, no longer fit the scope or minimum requirements required by the updated OAR's for Developmental Disabilities program investigation work.

Lane County's current Developmental Disabilities Specialist classification calls for these minimum requirements: Bachelor's degree from an accredited college or university with major course work in social work,

special education, counseling or a related field and one year of experience of working with persons with developmental disabilities. (These minimum requirements meet the updated OAR staffing requirements for positions that provide case management for clients.)

(OAR) 411-320-0030 Protective Services Investigator minimum requirements call for: A bachelor's degree in human, social, behavioral, or criminal science and two years human services, law enforcement, or investigative experience.

**B. Policy Issues**

APM, Chapter 3, Section 20, C (1a) states; If Human Resources determines that a new classification is appropriate, it shall prepare a proposed classification specification with proposed salary and prepare a Board Agenda item requesting that the Board amend the classification and compensation plans to add the new classification.

Lane Code provides the Board with the ability to modify the classification plan by creating classifications.

This is an AFSCME represented classification. AFSCME is in agreement with the new job classification and proposed salary range.

**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.

Creating this job classification which reflects the current work being done, along with a competitive compensation level, meets the County's missions and goals. The new classification and salary range will assist in recruitment and employee retention as well as allowing the continuation of timely services to developmentally disabled adults in the program. Creating this classification is within the spirit of the Board's goal to provide safety services with a strategic eye towards prevention.

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

Costs associated with the new classification and salary range will be covered through Health and Human Services' contract with Oregon Department of Human Services, which is the entity that adopted the required changes for DDS investigative work.

**E. Analysis**

The OAR's prescribe general administrative standards for operation of Lane County's Developmental Disability Program. The program is required to meet basic programmatic regulations set forth in the Qualified Staff section of OAR 411-320. A review of the updated OAR's establishes that there is a need to create this new classification for the Developmental Disabilities program.

The Developmental Disabilities Protective Services Investigator position will be responsible for conducting abuse investigations and providing protective services for Developmental Disabilities Service (DDS) clients. A point factor analysis was done and places the Developmental Disabilities Protective Services Investigator at grade 30 (\$40,768-\$56,493) in our compensation plan. Human Resources conducted a survey of comparable Oregon counties and it was difficult to find an exact match for the specific scope of duties, however Clackamas appears to have the most similar job classification specifications for a Protective Services Investigator with a salary range of \$46,072-\$58,386. Internal equity is a factor in compensation analysis, other grade 30 job classifications include Compliance Officer, Mental Health Specialist 2-Bilingual, and Program Services Coordinator 1-Bilingual.

**F. Alternatives/Options**

1. Adopt the proposed Developmental Disabilities Protective Service Investigator classification and pay grade.

Advantages: Places the Developmental Disabilities Services program in compliance with recently updated OAR's. Creates a competitive wage to recruit and retain these skills.

Disadvantages: Staff was not able to identify any disadvantages at this time.

2. Reject the motion.

Advantages: Staff was not able to identify any advantages to not establishing the new classification and pay grade at this time.

Disadvantages: The Developmental Disabilities Services program will not be in compliance with updated OAR's, and contracts with the State Department of Human Services/ Senior and People with Disabilities could be terminated.

**IV. TIMING/IMPLEMENTATION**

Human Resources recommend establishing the Developmental Disabilities Protective Service Investigator classification at grade 30 of the AFSCME compensation plan effective upon Board Order approval.

**V. RECOMMENDATION**

Human Resources recommend approval of the motion.

**VI. FOLLOW-UP**

If the Board approves the motion and adopts creating the propose classification and salary grade Human Resources staff will immediately add the new classification and place it into the AFSCME compensation plan at grade 30 and reclassify the incumbent into the new classification.

**VII. ATTACHMENTS**

Board Order.  
Developmental Disabilities Protective Services Investigator Job Classification Specification.

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER 09-                    ) IN THE MATTER OF ESTABLISHING  
                                  ) THE DEVELOPMENTAL  
                                  ) DISABILITIES ABUSE  
                                  ) INVESTIGATOR CLASSIFICATION  
                                  ) AND SALARY RANGE  
                                  )

**WHEREAS**, Human Resources has completed a review and point factor analysis of the proposed Developmental Disabilities Abuse Investigator classification.

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

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

**IT IS HEREBY RESOLVED AND ORDERED**, that there be established a new classification of

Developmental Disabilities Abuse Investigator                    Grade 30 (\$40,768-\$56,493)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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Peter Sorenson, Chair  
Board of County Commissioners