



LANE COUNTY

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W. S. D. I.

AGENDA COVER MEMO

Memorandum Date: May 5, 2010
Order Date:

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 Quality Assurance & Safety Specialist Classification and Salary Range

I. MOTION

MOVE APPROVAL OF ORDER 10 -- _____ In the matter of establishing the Quality Assurance & Safety Specialist classification and salary range.

II. AGENDA ITEM SUMMARY

The Board is being asked to create the Quality Assurance & Safety Specialist classification and salary range. This classification will be utilized in the Public Works/Fleet Services Division.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

In evaluating Fleet Services Division, Public Works has determined that it is in the best interest of the division to create a classification dedicated to conducting quality assurance and shop safety work. This classification will enhance Fleet Services by providing continual systematic monitoring and evaluation of mechanical performance standards and goals.

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 classification plans by creating classifications.

This is a Lane County Public Works Association Local 626 (626) represented classification. 626 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.

This proposed classification accurately describes the work and the salary range is competitive and internally equitable. The duties for this Fleet Services classification meet the spirit of the Lane County Strategic Plan to promote continuous quality improvement in services.

D. Financial and/or Resource Considerations

Funding for the salary range for this new classification is within the Public Works current and FY 10/11 budget.

E. Analysis

A point factor analysis was completed by Human Resources and places the Quality Assurance & Safety Specialist classification at grade 29 (\$39,436-\$54,683) of the 626 compensation plan. Human Resources conducted a survey of similar work with comparable Oregon counties. Clackamas and Douglas counties are our closest comparators for Quality Assurance & Safety Specialist work.

In establishing the grade 29 salary range (\$39,436-\$54,683) for the new classification we are comparable with Clackamas County (\$45,524-\$57,449) and Douglas County (\$34,112-\$49,691) compensation ranges.

Internal equity is a factor in compensation analysis; currently there are no other grade 29 classifications in the 626 compensation plan. In comparison, the Sr. Mechanic and Sr. Fleet Services Purchasing Specialist classifications are compensated at grade 27 (\$37,544-\$52,083.)

The adoption of this classification provides future opportunities in career growth for employees and will assist the Fleet Division in continuing to meet their goals of providing quality performance to the organization.

F. Alternatives/Options

1. Adopt the proposed Quality Assurance & Safety Specialist classification and pay grade.

Advantages: Updates Fleet Services practices to industry standards of continuous systematic mechanical repair monitoring. Reduce long term mechanical repair costs as trends and preventative measures are continually identified and applied. 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: As vehicle and equipment mechanical needs continue to change Fleet Services will have difficulty keeping abreast of industry practices as well as meeting a Fleet Services goal of reducing down time and shop return rates for machinery and equipment.

IV. TIMING/IMPLEMENTATION

Human Resources recommend establishing the Quality Assurance & Safety Specialist classification at grade 29 of the 626 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 proposed classification and salary grade Human Resources staff will add the new classification and place it into the 626 compensation plan at grade 29.

VII. ATTACHMENTS

Board Order.

Quality Assurance & Safety Specialist Job Classification Specification.

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER 10-) IN THE MATTER OF ESTABLISHING
) THE QUALITY ASSURANCE &
) SAFETY SPECIALIST
) CLASSIFICATION AND SALARY
) RANGE.
)

WHEREAS, Human Resources has completed a review and point factor analysis of the proposed Quality Assurance & Safety Specialist 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

Quality Assurance & Safety Specialist Grade 29 (\$39,436.80-\$54,683.20)

Effective date: 5th day of May, 2010.

Commissioner Fleenor, Chair Board of County Commissioners

APPROVED AS TO FORM
Date 4/28/10 lane county
[Signature]
OFFICE OF LEGAL COUNSEL

QUALITY ASSURANCE & SAFETY SPECIALIST

DEFINITION

Performs quality control activities for Fleet Services division, specifically in the areas of vehicle and heavy equipment maintenance and repair. Conducts initial assessment of mechanical problems and provides technical assistance to Fleet Services technical staff. Communicates with staff and customers throughout repair/maintenance process; monitors repair status and helps to resolve issues that may arise. Assists in identifying maintenance deficiencies and recommends training and/or process modifications. Helps to ensure safety of Fleet Services shop and field environments.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Supervisory and/ or Management staff.

May exercise technical and functional supervision over Fleet Services technical staff.

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

Performs quality control inspections and tests of mechanical repairs to fleet vehicles and equipment in compliance with industry standards.

Identifies trends or systematic maintenance deficiencies and/or failures and recommends appropriate corrections and modifications.

Documents quality control activities and prepares reports as necessary.

As appropriate, identifies quality control problems and recommends corrections.

Provides technical assistance to Fleet Services technical staff.

May occasionally perform mechanical repairs.

Researches requested information.

Prepares initial work orders and makes preliminary diagnoses of the mechanical problem(s).

Assists in scheduling maintenance and repairs as needed.

Effectively responds to concerns from internal and external customers, and Fleet Services technical staff.

Monitors repairs being made in Fleet shops, and communicates repair and maintenance-related information to Fleet Services technical staff .

EXAMPLES OF DUTIES Continued:

Communicates with internal customers regarding repair / maintenance status.

Conducts research of disputed vendor billings.

Participates in problem solving meetings with vendors regarding disputed billings.

Inspects shop area for safety problems or hazards.

Monitors shop housekeeping.

Recommends changes to Fleet Services work safety environment and safety practices as necessary.

Attends monthly Public Works Safety Committee meetings on behalf of the Fleet Services Division.

Identifies skills and knowledge needs of Fleet Services technical staff , and recommends appropriate training.

Participates in or leads accident investigations.

Picks up and delivers vehicles or equipment being repaired at local dealers.

Assists Fleet Services Purchasing with parts acquisition.

Other duties, as assigned by Supervisory and /or Management staff.

MINIMUM QUALIFICATIONS

Knowledge of:

Standard methods, tools and materials used in maintaining, repairing and overhauling automobiles and trucks or heavy equipment.

Principles of internal combustion.

Diesel engines and their components.

Use of testing and diagnostic equipment such as engine and emission analyzer.

Use of hydraulic testing equipment.

Standard methods, tools and materials used in machine work.

Use of welding equipment and lathes.

Knowledge of continued:

Safety practices related to mechanical work both in the shop and in the field.

Computers and personal computer systems.

Recordkeeping.

Ability to:

Apply technical knowledge and abilities in problem solving.

Communicate effectively verbally, and in e-mail, phone and radio formats.

Prepare clear documentation and reports.

Prioritize work to meet established deadlines.

Interpret and explain division policies and procedures as necessary.

Conduct research.

Operate computerized and electronic diagnostic equipment.

Evaluate, make decisions and take appropriate action.

Ability to diagnose complex vehicle and equipment problems.

Ability to perform mechanical repairs as needed.

Operate vehicles or heavy equipment for diagnostic or testing purposes.

Interpret technical information, including schematics, both electrical and hydraulic.

Observe and assess operational and technical policy and procedures.

Perform basic mathematical computations for fabrication and work layout.

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

Understand and follow oral and written instructions.

Operate a computer to input and retrieve data.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade supplemented by completion of a two-year training program / apprenticeship in automotive or heavy equipment mechanics.

Experience:

Five years of responsible experience as an automotive or heavy equipment mechanic.

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.

Possession of a valid Class A CDL within 30 days of appointment.

Ability to obtain appropriate CDL endorsements as necessary.