AGENDA COVER MEMO

Memorandum Date: March 1, 2023

Order Date: March 14, 2023

TO:	Board of County Commissioners
DEPARTMENT:	Human Resources
PRESENTED BY:	Mirah Fodor, Senior HR Business Partner Janet Ready, Assist. Director/FQHC Chief Executive Officer Jim Steiner, AFSCME Representative
AGENDA ITEM TITLE:	IN THE MATTER OF ESTABLISHING THE MEDICAL ASSISTANT APPRENTICE CLASSIFICATION AND CORRESPONDING PAY GRADE

I. MOTION

Move to approve order 23-03-14-__ in the matter of establishing the Medical Assistant Apprentice classification and corresponding pay grade.

II. AGENDA ITEM SUMMARY

The Department of Health and Human Services has identified a need to recruit and train medical assistant by establishing an apprenticeship program. The establishment of the Medical Assistant Apprentice (MAA) classification will allow employees to receive practical experience under supervision while obtaining medical assistant certification.

As an incentive to attract internal applicants the County will offer successful applicants to a MAA position who are existing employees recruitment compensation of seven thousand dollars ($7,000) for the period of one (1) year. The funds will be distributed in two (2) three thousand five hundred dollars ($3,500) payments; at the time of hire into a MAA position and three thousand five hundred dollars ($3500) after obtaining the medical assistant certification and flexing into the Medical Assistant 1 classification.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The Board established the Medical Assistant (B060) classification in 2003 through Order 03-11-5-10. The Medical Assistant 1 (B065) classification was created and

the Medical Assistant classification became the Medical Assistant 2 (B060) classification in 2005 through Order 05-4-13-4.

B. Policy Issues

Lane Manual 2.220 (3)(a) states that "the compensation plan for County personnel shall provide reasonably competitive ranges of pay for each classification of employment" and that "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."

Under the Charter (Section 25), the Lane Code (2.265) and Lane Manual (2.235), the Board sets the compensation plans for the County.

C. Board Goals

The establishment of the Medical Assistant Apprentice classification and corresponding pay grade is in alignment with the strategic priority goal to "invest in our employees who are the backbone of our organization and invest in our system and organization health so that employees can thrive and residents can experience a more effective government."

D. Financial and/or Resource Considerations

There are no financial considerations for establishing the classification. The addition of positions in this classification and funding for recruitment compensation will be brought forward through normal budgeting processes.

E. Health Implications

There are no known health implications.

F. Analysis

The addition of this classification will provide Health and Human Services the ability to recruit and retain staff who may be looking for a career transition. The apprenticeship program will allow for said staff to earn wages while receiving their education toward certification by performing practical duties under the supervision of qualified and experienced staff.

Lane County has worked with AFSCME partners to establish a program to support these classifications that will provide participants with additional support through the United We Heal Training Trust. The Trust will provide tuition for program participants as well as cover some portion of other expenses incurred while going to school. This may include but is not limited to: parking, uniforms, equipment, and other provisions to decrease the financial barriers to employees participating in the program.

G. Alternatives/Options

1. Approve the addition of the Medical Assistant Apprentice classification and adopt the proposed salary grade.
2. Deny the addition of the classification and salary grade.

IV. RECOMMENDATION

Human Resources and Health and Human Services staff have worked with AFSCME leadership to draft the Medical Assistant Apprentice classification description and have tentatively agreed to pay grade 15. County staff recommend approving the motion to establish the classification.

V. TIMING/IMPLEMENTATION

Upon Board approval, Human Resources staff will assign a job code, establish and post the final classification descriptions and establish pay grade 15 on the AMA wage scale with one (1) step at the rate of $17.27/hour.

VI. FOLLOW-UP

County staff will continue to work with AFSCME leadership for ongoing support of the classification.

VII. ATTACHMENTS

1. Board Order
2. Medical Assistant Apprentice Classification Description
3. Memorandum of Understanding AFN-23-01 Medical Assistant Apprentice Program

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 23-03-14-04	In the Matter of Establishing the Medical Assistant Apprentice Classification and Corresponding Pay Grade

WHEREAS, Human Resources has completed an analysis of the Medical Assistant Apprentice classification; and

WHEREAS, it is the intent of Lane County to establish the Medical Assistant Apprentice classification; and

WHEREAS, it is the intent of Lane County to establish an associate competitive pay grade for the classification within the American Federation of State, County and Municipal Employees salary range.

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** the establishment of the Medical Assistant Apprentice classification with associated pay grade 15 (single step of $17.27/hour) on the medical assistant (AMA) salary table.

ADOPTED this 14th day of March, 2023.

_____

Pat Farr, Chair
Lane County Board of Commissioners

MEMORANDUM OF UNDERSTANDING

Medical Assistant Apprentice Program
MOU AFN-23-01

This Memorandum of Understanding is entered into, by and between Lane County hereinafter referred to as COUNTY, and the American Federation of State, County, and Municipal Employees (AFSCME), Local 2831-Nurses Unit, hereinafter referred to as UNION, for the purposes of establishing the Medical Assistant Apprentice classification and apprenticeship program.

It is hereby agreed that:

1. The COUNTY will establish the Medical Assistant Apprentice (MAA) classification. Positions in this classification will be paid on the AMA scale, grade 15, $17.27/hr. Grade 15 will only have one (1) step; step advancement will not apply to this classification.

2. The MAA classification is part of the Medical Assistant classification series and will be flexibly staffed. Persons in MAA positions will be flexed into Medical Assistant 1 B060 (MA1) after the successful completion of MAA certification.

3. Probationary period:
    a. Current non-probationary employees who are successful applicants for a MAA position will serve a probationary period for the duration of the apprenticeship, with additional three (3) months upon flexing into the MA1 classification.
    b. Current probationary employees and external applicants will serve a probationary period of twelve (12) months. The probationary period will be calculated based on the date of entry into the MAA classification and will continue through flexing into the MA1 position. Example: An employee begins as an MAA on April 1, 2023, flexes to the MA1 on October 20, 2023 and the probationary period will end on March 30, 2024.

4. Current non-probationary employees who fail, as determined by the COUNTY, to satisfactorily meet the requirement of the apprenticeship program or MAA classification, at any time during the probationary period, shall be returned to the previously held position or classification in the former department, provided the employee completed the initial probationary period prior to entering the apprenticeship.

5. For the period of April 1, 2023 to March 30, 2024, the COUNTY will offer recruitment compensation in the amount of seven thousand dollars ($7,000) to each current employee who is a successful applicant and accepts a MAA position. Successful current employee applicants will receive a distribution of three thousand five hundred dollars ($3,500) in the first full pay period following the date they begin in the MAA classification and an additional three thousand five hundred dollars ($3,500) in the first full pay period

following flexing into the MA1 classification.

6. Current employees eligible for the recruitment compensation will be required to sign a retention agreement with the COUNTY to be eligible for the recruitment compensation as described in paragraph 5 above. The retention agreement will require employees who voluntarily separate from the MAA or MA1 classification within two (2) years from the first distribution date to reimburse the COUNTY for the retention compensation; prorated for the length of service from the distribution date on the total amount received.

7. The parties agree to memorialize this agreement during successor negotiations in 2024.

8. All other conditions, including cost of living adjustments, in the Collective Bargaining Agreement remain in effect.

9. This agreement in no way sets a precedent for future agreements or obligations for the COUNTY or UNION to continue the arrangement.

10. This agreement shall be effective the first full pay period following signatures of both parties and approval by the Lane County Board of County Commissioners.

For the UNION:

Jim Steiner, Council Representative
AFSCME

2/28/2023
Date

LaRece Rivera, President
AFSCME

2/28/23
Date

For the COUNTY:

Inga Wood
Lane County Labor Relations Manager

2/28/2023
Date

Digitally signed by GRAY Eve R
Date: 2023.02.28 11:23:37 -08'00'

Eve Gray, Director
Lane County Health and Human Services

Date