



AGENDA COVER MEMO

Memorandum Date: July 5, 2023

Order Date: July 18, 2023

TO: Board of County Commissioners

DEPARTMENT: Human Resources

PRESENTED BY: Alana Holmes, Chief Human Resources Officer

AGENDA ITEM TITLE: IN THE MATTER OF ASSIGNING A PAY GRADE FOR THE ASSISTANT COUNTY ADMINISTRATOR CLASSIFICATION

I. MOTION

Move the Board to approve order 23-07-18-XX in the matter of assigning a pay grade for the Assistant County Administrator classification.

II. AGENDA ITEM SUMMARY

The Board is being asked to approve a salary grade placement for the Assistant County Administrator Classification (V012).

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The Board established the Assistant County Administrator Classification July 24, 2007 through Board Order 07-07-24-4. On August 14, 2007, the Board amended Chapter 3 of the Lane Manual and Charter 2 of the Lane Code to describe the functions of the Assistant County Administrator (BO 07-8-14-1 and Ordinance PA 8-07.) The Assistant County Administrator position was not assigned a salary grade and instead was compensated via contract.

The Board appointed an Assistant County Administrator on October 17, 2007 (BO 07-10-17-14.) The position was vacated in mid-December of 2007, and the Board did not initiate a recruitment process to refill the position. There have been no positions or FTE assigned to the Assistant County Administrator classification since that time.

On June 6, 2017, the Board adopted Order No. 17-06-06-06, which amended Lane

Manual Chapter 3. As part of these amendments, it was specified that the Assistant County Administrator will be appointed by the County Administrator (LM 3.138(1))

B. Policy Issues

Lane Code 2.020.025 states that “The Board shall cause to be prepared and shall adopt a position classification plan.... The Board may modify the classification plan by creating or eliminating classifications. The General Administrator shall be charged with the responsibilities for determining initial classifications and approving or disapproving reclassifications of existing positions.”

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

C. Board Goals

Lane County Strategic Plan Priority #4: Our People and Organizational Health sets the goal to “Invest in our employees who are the backbone of our organization and invest in our systems and organizational health so that employees can thrive and residents can experience a more effective government.” Objective D.1 for Priority #4 states: “Create and implement policies and practices that evaluate internal capacity (department and countywide capacity) and resource needs in order to build, maintain or adjust systems of support as we evolve over time.”

As part of the County Administrator’s most recent performance evaluation, the Board and 360 evaluations indicated a concern regarding the number of direct reports to the County Administrator. Establishing a pay grade for the Assistant County Administrator will allow for Lane County to fill the position, and reorganize the reporting structure, which will build capacity for the County Administrator role by reducing the number of direct reports.

D. Financial and/or Resource Considerations

No additional positions or FTE are proposed to be added as part of this request.

E. Health Implications

There are no health implications to this action.

F. Analysis

The reactivation and assignment of a corresponding salary grade of the Assistant County Administrator classification is part of a reorganization in the County Administration Office in response to feedback provided by the Board during the County Administrator's most recent performance evaluation. The Assistant County Administrator position would be reclassified from an existing Department Director position, with the incumbent taking on the additional Assistant County Administrator responsibilities. These additional responsibilities would include representing the County Administrator in the administrator's absence, directly supervising three department directors, assisting departments with matters involving interdepartmental functions and coordination, and serving as agency liaison for state and local agency partners as assigned. This reclassification, using a pre-existing job classification, allows for the County Administrator to reduce the number of their direct reports without adding additional FTE.

HR recommends that the classification be placed on Grade F12 in the Non-Represented Salary Plan. The salary range for Grade F12 is \$135,387.20-\$199,014.40 per year.

Four of the five Lane County Comparators (Deschutes, Jackson, Marion, and Washington) have comparable positions to the Assistant County Administrator. Grade F12 places the total compensation for this position within 2.69% of the average total compensation for the comparator positions. Lane County has historically considered grade placements that are +/- 5% from the comparator average to be highly competitive. The midpoint of the recommended grade is 10% to 2.5% above the midpoints of the grades for Department Directors, therefore this grade assignment will not create salary compression.

G. Alternatives/Options

1. Approve the salary grade recommendation for the Assistant County Administrator Classification.
2. Instruct staff to make additional revisions to the salary grade recommendation and return at a later date.
3. Do not approve the salary grade recommendation.

IV. RECOMMENDATION

The Human Resources staff recommends approval of Option 1.

V. TIMING/IMPLEMENTATION

Upon approval of the salary grade recommendation, Human Resources staff will assign the grade to the classification.

VI. FOLLOW-UP

HR will return to the Board in the fall of 2023 with a minor adjustment to the Lane Code to align the Lane Code with the Lane Manual. During the course of this review, it was discovered that a change to the Lane Code is necessary to clarify that the Assistant County Administrator reports to the County Administrator and not directly to the Board. This change will bring alignment and clarity between the two documents and capture the Board's intent to have this position report directly to the County Administrator, as reflected in the Lane Manual.

VII. ATTACHMENTS

- A. Assistant County Administrator Classification Description
- B. Board Order 23-07-18-__



LANE COUNTY
V012
Established 07/24/07
Revised 06/30/23

ASSISTANT COUNTY ADMINISTRATOR

CLASS SUMMARY: To assist the County Administrator in the management and administration of County department operations and activities; to facilitate and coordinate operations between independent departments; to provide highly responsible and complex analytical support to the County Administrator; to supervise assigned County programs; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED: Receives administrative direction from the County Administrator, and policy direction from the Board of County Commissioners. Exercises direct supervision over assigned County Administration functions and Department Directors as well as assigned clerical, technical, professional and management personnel, as directed by the County Administrator.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Confers with and advises County department heads and administrative staff on administrative issues; proposes improved administrative policies and procedures.
2.	Confers with the County Administrator to coordinate the overall management of County government in accordance with the policies and goals set by the Board of County Commissioners; reports to the County Administrator and the Board at frequent intervals on a variety of matters.
3.	Develops, plans, and implements strategic county-wide organizational goals and objectives; recommends and administers policies and procedures.
4.	Works with the County Administrator to provide leadership for the management team and formulates directives while actively soliciting management team input.
5.	Directs, oversees and supervises complex special projects and initiatives in support of Lane County's goals and strategic objectives.
6.	Supervises County departments as assigned; selects, trains, motivates, and evaluates management and other assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7.	Confers with various department heads and others regarding personnel, procedural, policy and system concerns, and related administrative issues.
8.	Makes recommendations and provides consultation regarding bills before U.S. Congress and the State Legislature affecting the operations of County departments; prepares reports and may participate in legislative analysis as it pertains to certain

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Assistant County Administrator (Continued)

	areas of county administration.
9.	Meets and confers with representatives of County departments and other community and government agencies and groups; may represent the County at various public meetings, advisory committee meetings, legislative sessions, boards and commissions.
10.	Supervises and participates in the development and administration of budgets for areas as assigned; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments.
11.	Conducts research and provides assistance to the County Administrator on labor relations issues.
12.	Acts in the capacity of County Administrator in their absence, as assigned.

Knowledge of (position requirements at entry):

- Organizational and management practices as applied to the analysis and evaluation of County programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Federal, state, and local statutes, rules and administrative procedures pertaining to the administration of county government.
- Public policy development and decision making.

Skills in (position requirements at entry):

- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Planning, organizing, coordinating and managing a variety of complex projects.
- Interpreting and applying County policies, procedures, statutes, rules, regulations and Board directives.
- Compiling, analyzing and reporting data and information in a concise format.
- Using computers and related software applications.
- Gaining cooperation through discussion and persuasion.
- Directing, preparing and administering a budget.
- Establishing and maintaining effective working relationships with elected officials, department heads, County staff, intergovernmental partners, and others from diverse groups and backgrounds contacted in the course of work.
- Communicating clearly and concisely, both orally and in writing.
- Preparing and presenting concise and definitive oral and written presentations on various aspects of county government operations.
- Supervising, training and evaluating assigned staff.

Training and Experience (positions in this class typically require): Equivalent to a Bachelor's degree from an accredited college or university in business administration, public administration, political science, or a closely related field. A Master's degree is strongly preferred. Six years of increasingly responsible experience in public administration or management in local government as a city or county manager, large public agency administrator, department head, or equivalent.

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

Classification History: Established per Board Order 07-7-24-4
De minimis update to align with Lane Manual approved by HR Director 06-30-23
FLSA Status: Non-Exempt

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 23-07-18-08

In the Matter of assigning a pay grade for
Assistant County Administrator classification.

WHEREAS, the Board of Commissioners established the Assistant County Administrator classification on July 24th, 2007; and

WHEREAS, no salary grade has previously been assigned to the Assistant County Administrator classification; and

WHEREAS, it is the intent of Lane County to establish competitive pay ranges for classifications within the County and changes to the compensation plans required board approval.

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

The Assistant County Administrator classification is placed on salary plan NRP grade F12 (\$135,387.20-\$199,014.40 per year.)

ADOPTED this 18th day of July, 2023.

Pat Farr, Chair
Lane County Board of Commissioners