



AGENDA COVER MEMO

Memorandum Date: 9/27/2023

Order Date: 10/10/2023

TO: Board of County Commissioners

DEPARTMENT: Human Resources

PRESENTED BY: Alana Holmes, Chief Human Resources Officer; Eliza Kashinsky, Sr. Classification and Compensation Analyst

AGENDA ITEM TITLE: ORDER/IN THE MATTER OF REVISING SALARY GRADE C44 IN THE NCC SALARY PLAN

I. MOTION

Move to approve revising salary grade C44 in the NCC salary plan.

II. AGENDA ITEM SUMMARY

The Board is being asked to approve a revision to salary grade C44 in the NCC salary plan. The only classification assigned to salary grade C44 in the NCC salary plan is the Assistant County Counsel 3.

There have been no active positions in the Assistant County Counsel 3 classification since 2012, and the salary grade has not been reviewed against market comparators or adjusted to maintain alignment with other assigned salary grades in the Assistant County Counsel classification series. Revising grade C44 would bring the pay ranges for any potential future Assistant County Counsel 3 positions into alignment with market comparators and other classifications in the Assistant County Counsel classification series.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

On January 6th, 2010, via Board Order 10-1-6-15, the Board implemented a new compensation plan for the Assistant County Counsel classification series, and restructured the classification series to eliminate the Assistant County Counsel 4 position and set the series to contain 3 levels (Assistant County Counsel 1, Assistant County Counsel 2, and Assistant County Counsel 3.)

In May of 2012, the only position assigned to the Assistant County Counsel 3 classification was eliminated. Since that time, all positions in the Assistant County Counsel classification series have been placed at the Assistant County Counsel 2 level.

On December 14th, 2021, via Board Order 21-12-14-09, the Board approved compensation adjustments for market competitiveness for non-represented classifications. As part of these adjustments, the salary grade for the Assistant County Counsel 2 classification (C43) received a 16.5% market adjustment in addition to a 3% cost of living adjustment. However, as there were no budgeted positions in the Assistant County Counsel 3 classification, the salary placement was not reviewed and grade C44 only received the 3% cost of living adjustment.

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 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.”

D. Financial and/or Resource Considerations

No additional positions or FTE are proposed to be added as part of this request. No positions are currently classified as Assistant County Counsel 3 or assigned to grade C43 in plan NCC. Financial impacts would be evaluated as part of any future creation of a position classified as Assistant County Counsel 3, or during the reclassification of an existing position to Assistant County Counsel 3.

E. Health Implications

There are no health implications to this action.

F. Analysis

Human Resources recommends revising grade C44 in the NCC salary plan to have a salary range of \$52.68 to \$77.44 per hour.

Grade C44 was reviewed in comparison to grade C43, where the classification of Assistant County Counsel 2 is currently placed, and grade D81, where the Sr. Assistant County Counsel classification is currently placed. Grade C44 was also reviewed for market competitiveness using Lane County's five county comparators for market analysis: Clackamas, Deschutes, Jackson, Marion, and Washington counties.

Compared to the average total compensation for positions at an equivalent level in the other counties, the Assistant County Counsel 3 compensation is significantly misaligned, at 16.53% below the comparator average. Grade C44 is also only 3% higher than Grade C43. Lane County endeavors to ensure that different levels within a classification series have at least a 5% difference. The comparator counties have differences between their Assistant County Counsel 2 equivalents and their Assistant County Counsel 3 equivalents that range from between 10% and 22%.

The recommended revised grade would place compensation for Assistant County Counsel 3 classification at 12% above that for the Assistant County Counsel 2 classification, and 5% below that of the Sr. Assistant County Counsel classification. It would ensure an appropriate differential between the Assistant County Counsel 2 and the Assistant County Counsel 3, while not compressing the Sr. Assistant County Counsel.

The amount and level of complexity of litigation work handled by the County Counsel's office has significantly increased over the years as Lane County's services expand and its population grows. Updating the salary grade for the Assistant County Counsel 3 creates the potential to reclassify a position to an Assistant County Counsel 3 and recruit for an advanced level litigator, who has the skills to address the most complex litigation matters and to provide mentorship to less experienced litigators in the Assistant County Counsel 2 classification.

G. Alternatives/Options

1. Approve the recommended revision to salary grade C44 in the NCC salary plan.
2. Instruct staff to make additional revisions to the salary grade recommendations and return at a later date.
3. Do not approve the recommended salary grade revision.

IV. RECOMMENDATION

Human Resources staff recommends approval of Option 1.

V. TIMING/IMPLEMENTATION

Upon approval of the salary grade recommendation, Human Resources staff will update the salary plan.

VI. FOLLOW-UP

The Assistant County Counsel 3 classification description will be reviewed and updates recommended as part of an ongoing project to revise all current non-represented classifications. The salary grade will be reviewed again as part of the next regular market review for non-represented classifications.

VII. ATTACHMENTS

- A. Salary Plan
- B. Board Order

Attachment A

Sal Plan	Grade	Freq	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
NCC	C44	HRLY	52.68	55.78	58.88	61.98	65.06	68.16	71.26	74.36	77.44
		BIWK	4,214.40	4,462.40	4,710.40	4,958.40	5,204.80	5,452.80	5,700.80	5,948.80	6,195.20
		MTHY	9,131.20	9,668.53	10,205.87	10,743.20	11,277.07	11,814.40	12,351.73	12,889.07	13,422.93
		YRLY	109,574.40	116,022.40	122,470.40	128,918.40	135,324.80	141,772.80	148,220.80	154,668.80	161,075.20

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 23-10-10-04

In the Matter of Revising Salary Grade C44
in the NCC Salary Plan

WHEREAS, the Assistant County Counsel 3 classification was assigned to salary plan NCC and salary grade C44 on January 6, 2010, by Lane County Board Order 10-1-6-15; and

WHEREAS, there have been no positions assigned to the Assistant County Counsel 3 classification since 2012 and no classifications other than the Assistant County Counsel 3 placed on NCC Grade C44; and

WHEREAS, NCC Grade C44 has not been adjusted to align with market or other classifications in the classification series since that time; 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 require board approval; and

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

Salary grade C44 in the NCC salary plan be set as described in in Attachment A incorporated by this reference.

ADOPTED this 10th day of October, 2023.

Pat Farr, Chair
Lane County Board of Commissioners