



LANE COUNTY

HUMAN RESOURCES DEPARTMENT / 125 East 8th Ave. / Eugene, OR 97401
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W. 12. C.

AGENDA COVER MEMO

Memorandum Date: September 3, 2008
Order Date: September 17, 2008

TO: Board of County Commissioners
DEPARTMENT: Human Resources
PRESENTED BY: Héctor Rios, Sr. Human Resources Analyst
AGENDA ITEM TITLE: **ORDER/ In the matter of adjusting the salary range for the Sr. Plans Examiner in the department of Public Works to grade 35 and discontinuing the 5% Fire and Life Safety Certificate Premium.**

I. MOTION

MOVE APPROVAL OF ORDER 08 --_____ In the matter of adjusting the salary range for the Sr. Plans Examiner in the department of Public Works to grade 35 and discontinuing the 5% Fire and Life Safety Certificate Premium..

II. AGENDA ITEM SUMMARY

The Board is being asked for approval to discontinue the 5% Fire and Life Safety Certification premium that is currently paid to staff in the Sr. Plans Examiner classification, and to increase the pay grade for this classification from grade 33 to grade 35.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

In September of 1989, Lane County and AFSCME Local 2831 signed a Memorandum of Understanding (MOU) which stated:

administration, including appeal procedures, in which each person in that service shall receive equitable compensation fixed on the basis of

- (i) competence in the position with the county,
- (ii) record of service there and elsewhere,
- (iii) the range of compensation paid others by public and private employers for comparable service
- (iv) the county's financial condition and policies, and
- (v) other factors relevant to the determination of what is fair compensation for the individual."

In addition, Lane Manual Section 2.235, Rule IV-3(a) states that "the compensation plan for County personnel shall provide reasonably competitive ranges of pay for each classification of employment. 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. Such salary range adjustments are to be distinguished from merit increases in that they are not intended to give recognition to length or quality of service but are to be based solely on prevailing rates of pay in private business and other public jurisdictions in our market area for positions comparable to the various classes of work in the County service."

The classification and compensation grade changes for the Sr. Plans Examiner classification meet these goals.

D. Financial and/or Resource Considerations

There would be no additional cost associated with this action. The increase in grade from 33 to 35 would be offset by discontinuing the 5% premium differential to the Sr. Plans Examiner classification.

E. Analysis

When the premium was initially established in 1989, it was anticipated that it would be paid only when staff performed work whose performance required a Fire and Life Safety certificate. Due to evolution in the industry and changes in this work, this certificate is now required for virtually all of the work done by staff in this classification. It is administratively inefficient to break down the exact amount of time that an employee may spend doing work that necessitates such certificate vs. the time when the certificate is not needed.

Every person who performs building official duties, building code inspections, or plan reviews must possess either an Oregon Code

V. TIMING/IMPLEMENTATION

Staff recommends that these changes be effective the first of the following pay period after the Board of County Commissioners has approved this action.

VI. FOLLOW-UP

Human resources will update the classification and compensation plans for the Sr. Plans Examiner classification.

VII. ATTACHMENTS

- Board Order
- Memorandum of Understanding signed by Lane County Management and AFSCME Local 2831
- Classification Specifications for Sr. Plans Examiner.

SENIOR PLANS EXAMINER
Grade35

DEFINITION

To examine building plans for compliance with applicable state and local codes to include multi-unit residential and commercial structures; and to perform related work as required.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Plans Examiner series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including reviewing multi-unit residential and commercial structures. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from designated manager or supervisor ~~the Building Official~~.

Exercises functional and technical supervision over other designated staff. ~~clerical and technical personnel~~.

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

Reviews construction plans of commercial, industrial, public, residential and related buildings of all complexities for compliance with state structural, mechanical and plumbing specialty codes and County codes and ordinances.

Identifies plan deficiencies and notifies applicants of required modifications; approves original or revised plans.

Ability to:

Read and interpret blueprints and building plan specifications and detect design faults.

Determine building occupancy status and the appropriate fire and safety construction requirements.

Conduct plans examination/inspection, document findings, determine corrective actions for compliance with appropriate code.

Interpret and explain complex codes.

Perform mathematical computations.

Maintain accurate and complete records.

Make decisions independently and use initiative and judgment in carrying out tasks and responsibilities.

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

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in engineering, architecture or a related field is desirable.

Experience:

Three years of responsible plans examination experience.

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

Classification Specification Change History.

July 2008 – The following language, that documents the Fire and Life Safety Certificate 5% certification pay, was deleted from the AFSCME contract and integrated into the class specs as a requirement; the 5% pay differential was rolled into the base compensation:

Section 12 - Fire and Safety Certificate

Permanent employees in the classification of Senior Plans Examiner who are required to hold a Fire and Life Safety certification, will be paid five percent (5%) above their regular rate of pay when assigned to Fire and Life Safety enforcement review responsibilities. When this additional certification is required and the responsibilities assigned, the five percent (5%) shall apply for all hours worked.

The following language was added or modified in the Classification Specifications:

The statement “Possession of an A-level Plans Examiner certificate from the State of Oregon.” under Special Requirements, changed to “Possession of ICC Certified Building Plans Examiner (B3) **OR** Oregon Code Certification as an A-level Plans Examiner (PEA).”

The statement “Possession of a valid ICC Certified Fire Plans Examiner (F3) **OR** Oregon Code Certification as a Fire and Life Safety Plans Examiner” added.

**MEMORANDUM OF UNDERSTANDING
Senior Plans Examiner**

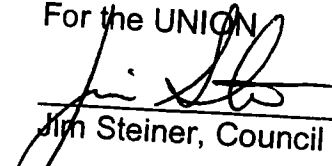
This Memorandum of Understanding is entered into by and between Lane County, hereinafter referred to as County, and the American Federation of State, County and Municipal Employees (AFSCME), LOCAL 2831-General Unit, hereinafter referred to as UNION. The parties enter into this Memorandum of Understanding as a means to clarify a change to the agreement pursuant to approval by the Board of County Commissioners.

The Sr. Plans Examiner classification is currently an established and approved classification with compensation at grade 33 in the County classification and compensation plans. Permanent employees in this classification required to hold a Fire and Life Safety certification are currently paid five percent (5%) above their regular rate of pay when assigned to Fire and Life Safety enforcement review responsibilities. The contract currently indicates that when this additional certification is required and the responsibilities assigned, the five percent (5%) applies for all hours worked.

The Union and the County agree:

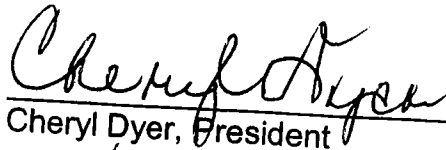
- To discontinue the five percent (5%) Fire and Life Safety certification premium and increase the grade from 33 to grade 35. Both changes effective the first of the following pay period after the Board of County Commissioners (BCC) has approved.
- To remove the five percent (5%) Fire and Life Safety certification premium language currently noted in the contract with the ratification of the new contract, if the BCC has so approved the changes.
- To integrate the requirement for fire and life safety credentials into the class specification language.
- To agree to accept as deminimus the changes presented to the Union in order to update the current credential requirements to better reflect the current industry.

For the UNION


Jim Steiner, Council Representative

Date

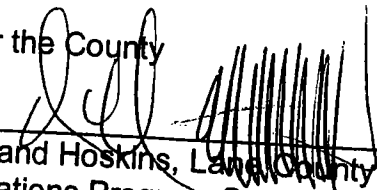
8/27/2008


Cheryl Dyer, President

Date

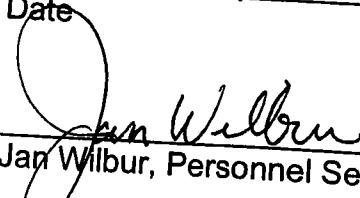
8/27/08

For the County


Roland Hoskins, Lane County Employee Relations Program Supervisor.

Date

8-28-08


Jan Wilbur, Personnel Services Mgr.

Date

8/27/08

