



LANE COUNTY

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W.10.4.

AGENDA COVER MEMORANDUM

AGENDA DATE: February 8, 2006

PRESENTED TO: Board of County Commissioners

PRESENTED BY: Cindy Tofflemoyer, Human Resources Analyst 2
Jeff Bishop, Waste Management Superintendent

AGENDA TITLE: **IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR NUISANCE ABATEMENT SPECIALIST**

I. MOTION
IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR NUISANCE ABATEMENT SPECIALIST

· **MOVE APPROVAL OF ORDER 06 -- _____ .**

II. ISSUE
Public Works has requested that Human Resources create a Nuisance Abatement Specialist classification.

III. DISCUSSION

A. Background

This new classification is necessary to staff the recently approved Nuisance Abatement program in the Waste Management Division of Public Works.

B. Analysis

1. In order to properly classify positions with regard to duties and compensation Public Works requested that Human Resources create a Nuisance Abatement Specialist classification. As there are no current classifications that encompass the duties of patrol, illegal dumpsite clean up co-ordination, and assisting with nuisance property compliance issues which are required in the Nuisance Abatement program the creation of this new classification is appropriate.

2. HR completed a point factor analysis which places the Nuisance Abatement Specialist at grade 28 (\$37,357-\$51,813) in our compensation plan. This is comparable with Facility Security Specialist, Sr. Animal Welfare Officer and Building Inspector 2 classifications.
3. HR conducted a survey of our comparator counties. Multnomah County's Nuisance Enforcement Officer Classification (\$37,521-\$43,493) is comparable to the scope of duties and compensation of the proposed Nuisance Abatement Specialist classification.
4. HR discussed this proposed new classification with the Admin. Pro. bargaining unit and they agree with the assigned compensation range.

Budget: Public Works will fund the additional cost through the Waste Management Enterprise Fund. Once the Waste Management FinPlan results are available, the Department will return to the Board with the results. At that time, the Board may specifically direct the Department to fund the program through existing system benefit fee revenues or through a per-load or per-ton surcharge. If the Board decides that it would be best to add the cost of the program to a general fee increase (expected to be necessary within the next two years) then the program will be funded through existing Waste Management System Benefit Fee revenues until then.

C. Alternatives/Options

1. Adopt the proposed classification and salary range as described above.
2. Reject the motion.

D. Recommendation

Approve Option 1

IV. IMPLEMENTATION/FOLLOW-UP

Following Board action, Human Resources staff will update the classification and compensation plans by inserting the new classification.

V. ATTACHMENT

Board Order
Nuisance Abatement Specialist classification specifications

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

**RESOLUTION AND
ORDER 06-**) **IN THE MATTER OF CREATING**
) **THE CLASSIFICATION AND**
) **SALARY RANGE FOR NUISANCE**
) **ABATEMENT SPECIALIST**

WHEREAS, Human Resources has completed a review and point factor of the proposed Nuisance Abatement Specialist classification; and

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and compensation; and

WHEREAS, changes to the classification and compensation plans require board approval.

IT IS HEREBY RESOLVED AND ORDERED, that there be created the new classification of

Nuisance Abatement Specialist Grade 28 \$37,357-\$51,813

Dated this _____ day of _____, 2006.

Bill Dwyer, Chair
Board of County Commissioners

APPROVED AS TO FORM
Date 1/30/06 Lane County
Kressa Jahnke

OFFICE OF LEGAL COUNSEL

LANE COUNTY

LANE COUNTY
J036

NUISANCE ABATEMENT SPECIALIST

DEFINITION

To investigate reports of illegal dumping and nuisance violations on Public Works controlled properties; determine existence of violations on property and/or in the right of way, identify responsible parties and initiate corrective action as necessary to resolve complaints and/or clean up dump sites as allowed by Lane Code and state laws; and to perform related duties as assigned.

SUPERVISION RECEIVED

Receives direction from Division Manager or designee.

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

Regularly patrol Waste Management Division transfer sites and provide security services for closed transfer sites.

Investigates illegal dumping and nuisance complaints and/or violations in Lane County.

Performs field enforcement by issuing citations of County Code infractions.

Coordinates with appropriate County departments and outside agencies to clean up illegal dumping and nuisance sites when necessary.

Performs illegal dumpsite cleanup.

Consult with legal counsel regarding evaluation of complaints.

Establishes documentation and sufficient background information to proceed with legal action if necessary.

Answers inquiries regarding ordinances, policies, rules or regulations under applicable sections of the Lane Code and state law and provides community education regarding illegal dumping.

Coordinates with the Division Program Managers and County staff, making recommendations on proposed ordinances, program evaluations and compliance methods.

Appears in court and represents the County before the County Hearings Officer or as a witness; consults with legal counsel as necessary.

Maintains accurate records of type and number of actions being processed; provides written reports at regular intervals.

Participates in community and professional groups, task forces and committees as necessary.

LANE COUNTY

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of code enforcement.

Principles and practices of investigation.

Principles and practices of research and data collection.

Pertinent local, state and federal laws, ordinances and rules in connection with land use, nuisance and building sections as well as Public Works right-of-way and other road maintenance activities.

Ability to:

Conduct investigations including collecting data, analyzing facts and drawing conclusions.

Estimate project costs and project management.

Deal effectively with the public in potentially stressful situations.

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 with specialized training in environmental sciences, law enforcement or related field preferred.

Experience:

Three years of increasingly responsible experience in planning, building or community development, law enforcement or related field.

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

Special Requirements:

Ability to legally issue citations.

Possession of a valid Oregon Driver's license.

Complete department provided DPSST training.