

Priority: Accountability
Program Offer Type: Internal Service
Related Programs: 71005, 71006A, 71007, 71009
Frameworks:

Lead Agency: County Business
Program Contact: Dave Boyer

Executive Summary

Properly classified and compensated employees deliver cost-effective high-quality services deserving of public trust. Class/Comp delivers competitive pay structures by comparing well-maintained classifications with the job market; classifies positions according to job duties, determines Fair Labor Standards Act and union status, and maintains required supporting documents.

Program Description

Class/Comp implements the County's compensation philosophy and conducts studies to provide classification and pay structures that attract and retain competent employees. Studies review job family groups for issues in compensation or classification which have been identified by managers or unions. The studies produce accurate class specifications that allow market based wage comparisons, maintenance of internal relationships, and valid recruitment criteria. All work is done using accepted classification practices benchmarked against industry standards.

Program Justification

This program supports Accountability through direct support of a merit-based system of recruitment following affirmative action guidelines; non-discriminatory pay and promotion practices, which includes paying overtime as legally or contractually mandated; properly placing employees in represented or non-represented status; and, maintaining a job classification system. The Local 88 contract requires the County to perform classification/compensation studies and process individual reclassification requests. Departments and employees also request studies and individual reclassification actions.

Performance Measures

1) Percent of reclassification requests reviewed with a classification decision rendered within 2 weeks of receipt. 2) Percent of customers who agreed or strongly agreed that they were fully informed by Class/Comp as to the analysis, findings, methods and process used to render a determination.

Summary of last year's program results and this year's expected results

Review, analyze and allocate approximately 110 individual position classification requests annually. The program will conduct at least five Local 88 studies; and at least, 3 major class/comp studies for management or Non-Local 88 employees. The program represents the County with the Local 88 Class/Comp Committee and in local/regional professional compensation organizations.

Program Mandate: 2 Mandated Program with Funding/Service Level Choice

The services provided by Class/Comp are mandated by Federal and State law. Civil Rights act of 1964, the Rehabilitation Act, The Americans with Disabilities Act, and Oregon Revised Statutes

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
	2005	2005	2006	2006
Program Expenses				
Personnel	\$0	\$162,875	\$0	\$161,034
Contracts	\$0	\$75,000	\$0	\$76,800
Materials & Supplies	\$0	\$6,200	\$0	\$6,373
Internal Services	\$0	\$1,350	\$0	\$36,832
Subtotal: Direct Exps:	\$0	\$245,425	\$0	\$281,039
Administration	\$0	\$0	\$0	\$20,600
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$20,600
Total GF/non-GF:	\$0	\$245,425	\$0	\$301,639
Program Total:	\$245,425		\$301,639	
Program FTE	0.00	0.00	0.00	2.00
Program Revenues				
Fees, Permits & Charges	\$0	\$0	\$0	\$290,815
Program Revenue for Admin	\$0	\$0	\$0	\$26,250
Total Revenue:	\$0	\$0	\$0	\$317,065

Explanation of Revenues

This unit receives its revenues through an allocation methodology based on the number of FTE per department. The FTE data comes from FY04. The cost per department is then allocated back to each department. First year implementation of studies is funded through contingency funds allocated each year; future funding is from within the Department's budget process.

Significant Program Changes

Due to budget reductions the Class/Comp Program uses 1.5 FTE classification analysts for 4484 positions. This number of positions is well above the average number for a full-time analyst in our region (1880). In 2001 Hayhurst found that minimum analyst staffing should be 2.0 FTE. Present staffing levels require reliance on department-based HR for information to support analysis. As noted by Hayhurst, department HR staff do not have the expertise or training to conduct studies. The program proposes a budget increase to the recommended two analyst level; or, as an alternative, rotate department HR class/comp point person positions for a ½ time six month O.J.T. assignment in class comp. This would improve service to customers; increase the quality of data available to class/comp, the quality of the analysis done by class/comp, address the training deficit noted by Hayhurst; and, would not impact department HR operating budgets greatly since they all have a point class/comp person assigned, anyway. The program's web page will allow customers to track the progress of service requests and studies; access required forms and informational materials; and reduce workload in class/comp by reducing the volume of process-related calls. The only cost associated with this is a software license.

The new website is intended to facilitate communication about studies and provide individuals information about their own classification requests. Forms and instructions will also be included. This will ultimately serve to enhance customer self-service and free analysts to concentrate on their duties.