

PASSED

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER 09-12-15-17 ) IN THE MATTER OF ADOPTING A  
 ) NEW CLASSIFICATION AND  
 ) COMPENSATION PLAN FOR THE  
 ) POSITIONS REPRESENTED BY THE  
 ) ADMINISTRATIVE-PROFESSIONAL  
 ) ASSOCIATION OF LANE COUNTY  
 ) PUBLIC WORKS, INC.

WHEREAS, the classification and compensation plans for the positions represented by Administrative-Professional Association of Lane County Public Works, Inc. have become outdated and inflexible, and no longer able to meet objectives set forth in the County's Strategic Plan; and

WHEREAS as a result of bargaining the 2009-2012 collective bargaining agreement for Administrative-Professional Association of Lane County Public Works, Inc. the County agreed to design a new classification and compensation structure designed to meet the County's goals of attracting and retaining excellent employees; and

WHEREAS, Human Resources has met the terms of the labor agreement, and both the County bargaining team and Administrative-Professional Association of Lane County Public Works, Inc. recommend approval of the proposed plans; now, therefore,

IT IS HEREBY ORDERED, that, the Classification Plan for the Administrative-Professional Association positions shall be the classification specifications attached as Attachments A-1 through A-5 and incorporated by this reference, and it is further

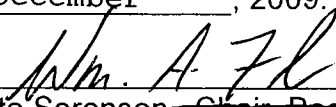
ORDERED that those employees in current classifications represented by Administrative-Professional Association of Lane County Public Works, Inc. shall be reclassified to their new classifications as referenced in the agenda cover memorandum to this order, as of the effective date described below, and assigned to the appropriate band, grade and sub grade, and it is further

ORDERED that implementation of the new compensation plan will result in employees being moved up to the step on the new plan that is closest to current salary effective December 12, 2009. Employees will retain their original merit eligibility dates, and it is further

ORDERED that the Compensation Plan for these classifications is set as described in Attachment B incorporated by this reference, and it is further

ORDERED that these Classification and Compensation Plans shall take effect as of December 12, 2009.

Dated this 15th day of December, 2009.

  
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 Pete Sorenson, Chair, Board of County Commissioners  
 William Fleener, Acting Chair

Attachment A-1  
**LANE COUNTY, OREGON**

**CLASS SPECIFICATION TITLE: TECHNICAL SPECIALIST**

<u><b>BAND</b></u>	<u><b>GRADE</b></u>	<u><b>SUBGRADE</b></u>	<u><b>FLSA STATUS</b></u>
B	2	1 - 3	Non-Exempt
<b>CLASS SUMMARY:</b>			
<p>The Technical Specialist is a broad classification that encompasses incumbents performing a variety of technical and specialized functions in the areas of GIS maintenance, surveying, traffic research, engineering support, computer aided drafting, environmental services, and nuisance abatement. Specific duties will vary in accordance with assigned area of responsibility:</p> <p><b>GIS - Responsibilities</b> for those with GIS assignments will generally include; preparing and responding to mapping and spatial data requests; providing technical support for GIS related systems and programs; maintaining the organization of GIS data; and assisting with map production.</p> <p><b>Traffic - Responsibilities</b> for those with traffic assignments will generally include; conducting yearly traffic counts to support investigations of public complaints and the determination of accident priorities; preparing and modifying CAD drawings as necessary to incorporate traffic signals.</p> <p><b>Engineering - Responsibilities</b> for those with engineering related assignments will generally include; assisting with the design, rendering and drawing of road projects; determining alternative traffic routes.</p> <p><b>Nuisance Abatement - Responsibilities</b> will generally include; patrolling transfer sites and investigating reports of illegal dumping; assessing and mapping dumping sites; and preparing technical reports of dumping sites and nuisance complaints.</p>			

<u><b>TYPICAL CLASS ESSENTIAL DUTIES:</b></u> (These duties are a representative sample; position assignments may vary.)		<u><b>FRE- QUENCY</b></u>	<u><b>BAND/ GRADE</b></u>
1.	Performs engineering support work which may include collecting and evaluating field data; assisting with drawing, calculating, and preparing engineering plans; maintaining technical files and records; and/or performing related tasks.	Daily 60%	B2
2.	Prepares and maintains a variety of records and reports related to day-to-day operations in assigned area of responsibility.	Daily 15%	B2
3.	Monitors and enforces applicable rules and regulations; writes citations for regulation violations.	Daily 15%	B2
4.	Responds to a variety of inquiries from the public and County departments.	Daily 10%	B2
5.	Performs other duties of a similar nature or level.	As Required	N/B

# LANE COUNTY, OREGON

## CLASS SPECIFICATION TITLE: TECHNICAL SPECIALIST

### COMPETENCY LEVELS INCLUDE:

Depending on the skills and experience of the incumbent, may be responsible for overseeing and managing the work of lower level support staff. Following are descriptions of the competency levels:

- **Entry/Contributing Level** - Applies basic skills and may develop advanced skills appropriate for the position or specialization; resolves routine questions and problems.
- **Journey Level** - Applies some advanced skills to solve a variety of situations; may adopt procedures and processes; resolves most questions and problems.
- **Advanced Level** - Applies advanced skills appropriate for the position or specialization; adapts procedures and processes as necessary; assignments are broad in nature and usually require originality and ingenuity. May be responsible for the supervision of lower level support staff.



# LANE COUNTY, OREGON

## CLASS SPECIFICATION TITLE: TECHNICAL SPECIALIST

### POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to GIS may be responsible for:

- Gathering GIS data;
- Downloading and processing GIS information;
- Updating and replacing old parcel data with new data;
- Digitizing mappings and drawings.

Positions assigned to Traffic may be responsible for:

- Performing geoprocessing and analysis using GIS applications;
- Monitoring and maintaining maps and databases;
- Handling quality control checks on maps;
- Collecting traffic counts and travel data.

Positions assigned to Engineering may be responsible for:

- Performing land surveys and participating in related surveying projects;
- Reviewing construction plans and revising plans as necessary;
- Researching construction and engineering records.

Positions assigned to Nuisance Abatement may be responsible for:

- Monitoring surveillance cameras and alarms;
- Enforcing illegal dumping regulations and issuing citations as necessary;
- Patrolling open transfer sites.

### **TRAINING AND EXPERIENCE** (positions in this class typically require):

Associate's degree or two-year technical certificate; and sufficient experience as necessitated by the competency level of the position.

Entry/Contributing Level: 0-2 years of related experience; entry level for incumbents with Associate's degree

Journey Level: 2-5 years of progressively responsible experience related to area of assignment.

Advanced/Lead Level: 5 or more years of progressively responsible experience related to area of assignment.

Specialized knowledge specific to area of assignment may be required.

### **LICENSING REQUIREMENTS** (positions in this class typically require):

Some positions may require:

- Valid Oregon Driver's License



# LANE COUNTY, OREGON

## CLASS SPECIFICATION TITLE: TECHNICAL SPECIALIST

### **KNOWLEDGE** (position requirements at entry):

Knowledge of:

- Applicable principles, practices, methods, and techniques used in assigned area of responsibility;
- Mathematical concepts;
- Applicable Federal, State and local statutes, codes, and regulations;
- Recordkeeping principles and practices;
- Filing systems;
- Customer service principles;
- Computers and related software applications.

### **SKILLS** (position requirements at entry):

Skill in:

- Performing a variety of light-duty related duties;
- Interpreting paper work and documentation;
- Providing customer service;
- Maintaining records and files;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to fumes, dusts, gases, chemicals, extreme temperatures, intense noises and travel.

### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

### **CLASSIFICATION HISTORY:**

Draft prepared by Fox Lawson & Associates a Division of Gallagher Benefit Services, Inc. (CMC)  
Date: (11/09)



**LANE COUNTY, OREGON**

**CLASS SPECIFICATION TITLE: MAINTENANCE SPECIALIST/LEAD**

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>
B	2	3 - 4-5	Non-Exempt
<b>CLASS SUMMARY:</b>			
<p>The first level of the Maintenance Series is responsible for providing specialized program oversight and/or lead level duties in support of one or more operational programs, subdivisions, or work crews in the Public Works department. Employees at this level do not exercise formal supervisory authority, but may have consideration influence over the decisions related to employment status, work assignments, resource allocation, and quality assurance.</p> <p>Specific duties will vary in accordance with assigned area, but will generally include; leading and assigning work crews, and assisting in the performance of standard and non-standard maintenance work; inspecting repairs and ensuring the use of appropriate work methods and tools; identifying maintenance needs and recommending corrective action; maintaining records of personnel, equipment and materials; responding to public inquiries and investigating complaints; and enforcing policies.</p> <p>Additional duties specific to the following areas of assignment are expected to be performed with the incumbent's specific skills and experience:</p> <p>Road Maintenance - Leading work crews assigned to road maintenance and repair.</p> <p>Facilities - Leading work crews assigned to the maintenance of County facilities.</p> <p>Parks - Leading work crews that are responsible for the maintenance and policy enforcement of County parks.</p> <p>Solid Waste -Leading work crews assigned to the transfer and maintenance of solid waste operations.</p>			

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE-QUENCY</b>	<b>BAND/ GRADE</b>
1.	Prioritizes and assigns work to lower level staff; monitors the performance of lower level staff; trains staff on work methods and procedures; and participates on staff evaluations.	Daily 25%	B2
2.	Performs preventative maintenance and minor repair activities in area of assignment.	Daily 20%	B2
3.	Operates a variety of machinery, vehicles, and equipment, ranging from light to heavy, in order to complete a variety of activities and tasks.	Daily 15%	B2
4.	Performs a variety of complex maintenance duties including assisting in performing inspections of completed work in assigned area of responsibility; responding to customer complaints; and/or performing related duties.	Daily 15%	B2



# LANE COUNTY, OREGON

## CLASS SPECIFICATION TITLE: MAINTENANCE SPECIALIST/LEAD

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE-QUENCY</b>	<b>BAND/ GRADE</b>
5.	Prepares and maintains a variety of records and reports related to day-to-day operations in assigned area of responsibility.	Daily 15%	B2
6.	Monitors available inventory and notifies appropriate individual(s) when stock levels reach specified levels. May purchase supplies as necessary.	Weekly 10%	B2
7.	Performs other duties of a similar nature or level.	As Required	N/B

# LANE COUNTY, OREGON

## CLASS SPECIFICATION TITLE: MAINTENANCE SPECIALIST/LEAD

### POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Road Maintenance Lead Worker may be responsible for:

- Tracking and reporting materials used;
- Reviewing plans and blueprints;
- Assisting in coordinating jobs with other government agencies;
- Leading field projects including vegetation, road-sealing, and related construction projects.

Positions assigned to Facilities Lead Worker may be responsible for:

- Planning and scheduling custodial and janitorial work;
- Maintaining and repairing equipment including mowing and irrigating;
- Inventorying janitorial supplies including chemicals and related cleaning supplies.

Positions assigned to Parks Lead Worker may be responsible for:

- Arranging work for seasonal and permanent staff;
- Review, code, and verify vendor billings and services;
- Gathering and recording information pertaining to illegal activities in the park.

Positions assigned to Solid Waste Lead Worker may be responsible for:

- Inspecting landfill sites to ensure safety compliance;
- Responding to Waste Management complaints and concerns;
- Ordering parts, supplies, materials, and services;
- Schedule shipments of waste and recyclables.

### **TRAINING AND EXPERIENCE** (positions in this class typically require):

Up to one year of technical or specialized training beyond high school; and 3 or more years of progressively responsible maintenance experience related to area of assignment.

### **LICENSING REQUIREMENTS** (positions in this class typically require):

Some positions may require:

- Valid Oregon Commercial Driver's License
- CPR Certification

# LANE COUNTY, OREGON

## CLASS SPECIFICATION TITLE: MAINTENANCE SPECIALIST/LEAD

### **KNOWLEDGE** (position requirements at entry):

#### Knowledge of:

- Maintenance principles, procedures, and methods related to area of assignment;
- Tools and equipment related to applicable maintenance;
- Applicable rules, regulations, policies, and procedures;
- Recordkeeping principles;
- Computers and related software applications;
- Inventory procurement principles.

### **SKILLS** (position requirements at entry):

#### Skill in:

- Prioritizing and assigning work;
- Maintaining files, records, and/or related documents;
- Preparing reports, correspondence, and other documents;
- Maintaining and repairing equipment;
- Using computers and related software applications;
- **Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.**

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: climbing, balancing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

**Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, oils, and extreme temperatures.

### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

### **CLASSIFICATION HISTORY:**

Draft prepared by Fox Lawson & Associates a Division of Gallagher Benefits Services, Inc. (CMC)  
Date: (11/09)



Attachment A-3  
**LANE COUNTY, OREGON**

**CLASS SPECIFICATION TITLE: MAINTENANCE SUPERVISOR**

<u><b>BAND</b></u>	<u><b>GRADE</b></u>	<u><b>SUBGRADE</b></u>	<u><b>FLSA STATUS</b></u>
B	3	1 - 2	Exempt
<b>CLASS SUMMARY:</b>			
<p>The second level of the Maintenance Series is responsible for providing first line supervision and operational management of skilled, semi-skilled, and unskilled staff assigned to one or more operational divisions in the Public Works department. Supervisors direct the work of at least two or more other full-time employees or their equivalent; and have the authority to hire or fire other employees, or their suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees are given particular weight; and the primary duty is supervising maintenance activities.</p> <p>Specific duties will vary in accordance with assigned area, but will generally include; assigning, reviewing, and evaluating the work and performance of subordinate staff; inspecting work sites to ensure proper and efficient operations and procedures, and developing and implementing training programs; setting and evaluating standards and procedures; supervising and coordinating the work of staff; and managing the work of projects and the budgeting and prioritizing projects.</p> <p>Additional duties specific to the following areas of assignment are expected in accordance with the incumbent's specific skills and experience:</p> <p><b>Solid Waste -</b> Overseeing solid waste transfer and/or landfill site operations.</p> <p><b>Road Maintenance -</b> Overseeing road maintenance and repair operations.</p> <p><b>Bridge -</b> Overseeing the administration and field maintenance of County bridges.</p> <p><b>Shop/Motor/Vehicle -</b> Overseeing the maintenance of the County fleet.</p> <p><b>Sign -</b> Overseeing the maintenance and fabrication of signs, signals and pavement markings.</p>			

<u><b>TYPICAL CLASS ESSENTIAL DUTIES:</b></u> (These duties are a representative sample; position assignments may vary.)		<u><b>FRE-QUENCY</b></u>	<u><b>BAND/ GRADE</b></u>
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 30%	B3
2.	Supervises maintenance activities, including: coordinating and monitoring work repairs; providing complex technical support; ensuring compliance with applicable safety practices; responding to routine and complex customer complaints; and/or performing other related activities.	Daily 20%	B3
3.	Maintaining and monitoring preventative maintenance schedules which includes regular safety inspections and assigning work.	Daily 20%	B3

# LANE COUNTY, OREGON

## CLASS SPECIFICATION TITLE: MAINTENANCE SUPERVISOR

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>	<b>BAND/ GRADE</b>
4.	Develops training and safety programs; facilitates training sessions; maintains related records.	Monthly 5%	B2
5.	Responds to emergency calls during and/or after normal work hours.	Occasion- ally 5%	B2
6.	Monitors and maintains inventory; procures and monitors inventory of supplies, materials, and equipment; develops applicable specifications. May monitor a budget.	Weekly 10%	B2
7.	Prepares, reviews, and maintains a variety of records and reports related to day-to-day operations in assigned area of responsibility.	Daily 10%	B2
8.	Performs other duties of a similar nature or level.	As Required	N/B



# LANE COUNTY, OREGON

## CLASS SPECIFICATION TITLE: MAINTENANCE SUPERVISOR

### POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Solid Waste Supervisor may be responsible for:

- Establishing schedules and methods for solid waste and landfill activities and operations;
- Responding to requests about solid waste activities from the public;
- Training employees on landfill regulations;
- Planning and implementing landfill projects.

Positions assigned to Road Maintenance Supervisor may be responsible for:

- Prioritizing and assigning maintenance and repairs to road crews;
- Supervising road programs in area of assignment including vegetation programs and
- Patroling county roads and inspecting for repair needs.

Positions assigned to Bridge Supervisor may be responsible for:

- Supervising bridge maintenance projects including maintaining steel, concrete, and wooden structures;
- Monitoring road side guard rail maintenance upgrades and repair projects;
- Supervising all special bridge projects including archways, culverts, slides, realignments, and crack seal operations;
- Reviewing state bridge inspection reports.

Positions assigned to Shop/Motor/Vehicle (Fleet) Supervisor may be responsible for:

- Supervising the operations of the fleet services shop;
- Monitoring and establishing a preventative maintenance schedule;
- Responding to customer complaints and concerns;
- Checking and approving time cards and work schedules.

Positions assigned to Sign Shop Supervisor may be responsible for:

- Receiving and responding to customer complaints and concerns;
- Utilizing computer mapping systems;
- Coordinating signing and striping projects;
- Performing inventory spot-checks and ordering new materials as necessary.

### **TRAINING AND EXPERIENCE** (positions in this class typically require):

Up to one year of technical or specialized training beyond high school; and 5 or more years of progressively responsible maintenance experience related to area of assignment; and at least 1 year of lead level experience.



# LANE COUNTY, OREGON

## CLASS SPECIFICATION TITLE: MAINTENANCE SUPERVISOR

### **LICENSING REQUIREMENTS** (positions in this class typically require):

Some positions may require:

- Valid Oregon Commercial Driver's License
- CPR Certification

### **KNOWLEDGE** (position requirements at entry):

Knowledge of:

- Supervisory principles;
- Scheduling principles;
- Maintenance principles, procedures, and methods related to area of assignment;
- Tools and equipment related to applicable maintenance;
- Applicable Federal, State, and Local laws, codes, and regulations;
- Recordkeeping principles;
- Budget principles.

### **SKILLS** (position requirements at entry):

Skill in:

- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Supervising maintenance activities;
- Maintaining files, records, and/or related documents;
- Applying applicable laws, codes, rules, regulations, policies, and procedures;
- Preparing, reviewing, and maintaining records, files, and reports;
- Monitoring and maintaining inventory;
- Using computers and related software applications;
- Monitoring a budget;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: climbing, balancing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, oils, and extreme temperatures.



# LANE COUNTY, OREGON

## CLASS SPECIFICATION TITLE: MAINTENANCE SUPERVISOR

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**CLASSIFICATION HISTORY:**

Draft prepared by Fox Lawson & Associates a Division of Gallagher Benefit Services, Inc. (CMC)  
Date: (11/09)



Attachment A-4  
**LANE COUNTY, OREGON**

**CLASS SPECIFICATION TITLE: PUBLIC WORKS ANALYST**

<u><b>BAND</b></u>	<u><b>GRADE</b></u>	<u><b>SUBGRADE</b></u>	<u><b>FLSA STATUS</b></u>
C	4	1 - 3	Exempt
<b>CLASS SUMMARY:</b>			
<p>The Public Works Analyst is a broad professional classification that encompasses incumbents engaged in a wide range of analytical, organizational research, budget management, cost analysis, contract support, marketing, property management, and program compliance activities. Individual assignments may be general in nature, providing professional support to a variety of programs, department, or people, or for the oversight of a single program. Specific duties will vary in accordance with assigned area of responsibility:</p> <p><b>Management Support</b> - Responsibilities will generally include; researching and analyzing organizational, system, and procedural issues and trends and developing analytical models; making policy recommendations related to budget and financial matters; preparing and recommending budget plans and related worksheets; maintaining related systems and reporting; and coordinating with appropriate personnel to ensure compliance with applicable laws and regulations.</p> <p><b>Property</b> - Responsibilities will generally include; preparing appraisal reports by assessing properties and determining appropriate comparables and market value; appraising and marketing County-owned properties for sale; managing rental properties and ensuring administrative compliance; conducting field inspections and preparing right-of-way acquisition cost estimates; and coordinating cross functional projects.</p> <p><b>Safety</b> - Responsibilities will generally include; developing, maintaining, and reporting County activities related to worker and public safety; and ensuring compliance with Federal and State safety laws and guidelines.</p>			

<u><b>TYPICAL CLASS ESSENTIAL DUTIES:</b></u> (These duties are a representative sample; position assignments may vary.)		<u><b>FRE-QUENCY</b></u>	<u><b>BAND/ GRADE</b></u>
1.	Analyzes, collects, organizes, monitors, and interprets a variety of program information and data; coordinates programs and projects; ensures process compliance with rules and regulations.	Daily 25%	C4
2.	Conducts field surveys and researches available records related to the development of projects or programs.	Daily 10%	C4
3.	Responds to public, developer, contractor and other agencies' concerns, questions, complaints and requests for information related to projects and programs.	Daily 15%	C4
4.	Prepares and maintains a variety of contracts, records, and reports related to operations in assigned area of responsibility.	Daily 15%	C4
5.	Assists in preparing the annual budget which requires reviewing budget requests, collecting budget information, and assisting in coordinating budget resources.	Monthly 10%	C4

# LANE COUNTY, OREGON

## CLASS SPECIFICATION TITLE: PUBLIC WORKS ANALYST

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>	<b>BAND/ GRADE</b>
6.	May coordinate and facilitate training sessions regarding safety and processes.	Monthly 10%	C4
7.	May prioritize and assign work to lower level staff; monitor the performance of lower level staff; train staff on work methods and procedures; and participate on staff evaluations.	Daily 15%	B3/C4
8.	Performs other duties of a similar nature or level.	As Required	N/B

**COMPETENCY LEVELS INCLUDE:**

Depending on the skill, experience and responsibility level of the incumbent, may be responsible for overseeing and managing the work of lower level support staff. Following are descriptions of the competency levels:

- **Entry/Contributing Level -** Knows fundamental concepts, practices and procedures of assigned field; work is routine and instructions are usually detailed; little evaluation, originality or ingenuity is required.
- **Journey Level -** Knows and applies fundamental concepts, practices and procedures of a particular field of specialization; performs work that is varied and may be somewhat difficult in nature; moderate levels of evaluation, originality or ingenuity is required.
- **Advanced/Lead Level -** Possesses and applies a broad knowledge of principles, practices and procedures of a particular field to the completion of difficult assignments, and may provide supervision to lower level staff; assignments are broad in nature, generally requiring a high level of ingenuity and originality; has appreciable latitude for unreviewed actions and/or decisions.



# LANE COUNTY, OREGON

## CLASS SPECIFICATION TITLE: PUBLIC WORKS ANALYST

### POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Management Support may be responsible for:

- Preparing budget reports;
- Conducting surveys of practices and procedures;
- Designing or upgrading accounting systems;
- Monitoring project timelines, budgets, contracts, and/or related resources.

Positions assigned to Property may be responsible for:

- Appraising, acquiring, and negotiating properties;
- Coordinating construction and improvement projects;
- Maintaining records of property and equipment;
- Reviewing and evaluating OSHA regulations and updates.

Positions assigned to Safety may be responsible for:

- Facilitating safety training and education sessions;
- Coordinating Wellness Clinics and hearing tests;
- Conducting field observations of work methods and ensuring compliance with safety standards;
- Reviewing and evaluating OSHA regulations and updates.

### **TRAINING AND EXPERIENCE** (positions in this class typically require):

Bachelor's degree in a field related to area of assignment; and sufficient experience as necessitated by the competency level of the position.

Entry/Contributing Level: 0-2 years of professional experience; entry level for incumbents with Bachelor's degree

Journey Level: 2-5 years of progressively responsible professional experience

Advanced/Lead Level: 5-8 years of progressively responsible professional experience; fully competent professional

Specialized knowledge specific to area of assignment may be required.

### **LICENSING REQUIREMENTS** (positions in this class typically require):

Some positions may require:

- None



# LANE COUNTY, OREGON

## CLASS SPECIFICATION TITLE: PUBLIC WORKS ANALYST

### **KNOWLEDGE** (position requirements at entry):

#### Knowledge of:

- Applicable codes, rules, and regulations;
- Basic budgeting principles;
- Field survey methods and practices;
- Research methods;
- Contract management principles and practices;
- Recordkeeping principles and practices;
- Computers and related software applications;
- Customer service principles and practices.

### **SKILLS** (position requirements at entry):

#### Skill in:

- Analyzing a job description and determining the essential functions of the job;
- Reviewing project program plans and budgets; identifying, evaluating, and recommending project alternatives;
- Conducting field surveys;
- Monitoring and reviewing a budget;
- Conducting research;
- Preparing and maintaining records and reports;
- Conducting field surveys;
- Using a computer and related software applications;
- Prioritizing and assigning work;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

### **CLASSIFICATION HISTORY:**

Draft prepared by Fox Lawson & Associates a Division of Gallagher Benefit Services, Inc. (CMC)  
Date: (11/09)



Attachment A-5  
**LANE COUNTY, OREGON**

**CLASS SPECIFICATION TITLE: ENGINEERING ANALYST**

<u><b>BAND</b></u>	<u><b>GRADE</b></u>	<u><b>SUBGRADE</b></u>	<u><b>FLSA STATUS</b></u>
C	4/5	1 - 5	Exempt
<b>CLASS SUMMARY:</b>			
<p>The Engineering Analyst is a broad professional classification that encompasses incumbents engaged in a wide range of professional and technical engineering, environmental, surveying, waste management, and vegetation program management duties. Incumbents are generally responsible for consulting, investigating, evaluating, planning, and designing a wide range of work processes and products; providing project management oversight, which may include the supervision of lower level staff; and leading, overseeing, or reviewing environmental, infrastructure and geomatic projects. Specific duties will vary in accordance with assigned area of responsibility:</p> <p><b>Engineering - Responsibilities will generally include; conducting special studies, analyses and evaluation of transportation issues; reviewing plans and permit issues for development; designing and preparing final plans, enhancements and designs; preparing and reviewing final plans, specifications and other related projects; reviewing specifications and designs; and providing engineering services with design, construction and budget control for transportation engineering projects.</b></p> <p><b>Environmental - Responsibilities will generally include; researching and investigating County environmental issues to prepare scientific reports outlining recommended actions, programs, budgets and timelines; coordinating and managing required and voluntary environmental remediation and preservation programs.</b></p> <p><b>Surveying - Responsibilities will generally include; examining public land system corners; researching survey records; performing field surveying and staking and performing complex calculations; updating and providing plat data for GPS mapping; and researching land records to determine right-of-ways.</b></p>			

<u><b>TYPICAL CLASS ESSENTIAL DUTIES:</b></u> (These duties are a representative sample; position assignments may vary.)		<u><b>FRE-QUENCY</b></u>	<u><b>BAND/ GRADE</b></u>
1.	Analyzes and evaluates a variety of engineering information including work processes and products, plans, resources, and/or related information.	Daily 20%	C4
2.	Develops, reviews, modifies, researches, and evaluates plans and specifications. Ensures compliance with applicable City, State and Federal requirements and sound engineering practice.	Daily 30%	C4
3.	Develops, reviews, and updates scope of work and cost estimates for assigned projects; negotiates and coordinates work with contractors; continually evaluates assigned work and assists in allocation of resources.	Daily 20%	C4
4.	Prepares and maintains a variety of records and reports related to operations in assigned area of responsibility.	Daily 10%	C4

# LANE COUNTY, OREGON

## CLASS SPECIFICATION TITLE: ENGINEERING ANALYST

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>	<b>BAND/ GRADE</b>
5.	May perform on-site inspections and evaluations of work to ensure compliance with regulations and ensure specifications are being met.	Weekly 10%	B2/C4
6.	May supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 10%	B3/C4
7.	Performs other duties of a similar nature or level.	As	N/A

### COMPETENCY LEVELS INCLUDE:

Depending on the skill, experience, and responsibility level of the incumbent, may be responsible for overseeing and managing the work of lower level support staff. Following are descriptions of the competency levels:

- **Entry/Contributing** - Knows fundamental concepts, practices and procedures of assigned field; work is routine and instructions are usually detailed; little evaluation, originality or ingenuity is required.
- **Journey Level** - Knows and applies fundamental concepts, practices and procedures of a particular field of specialization; performs work that is varied and may be somewhat difficult in nature; moderate levels of evaluation, originality or ingenuity is required; may assist with evaluating progress and recommending major changes in procedures.
- **Advanced/Lead Level** - Possesses and applies a broad knowledge of principles, practices and procedures of a particular field to the completion of difficult assignments, and may provide supervision to lower level staff; assignments are broad in nature, generally requiring a high level of ingenuity and originality; has appreciable latitude for unreviewed actions and/or decision; evaluates progress and results and recommends major changes in procedures.



# LANE COUNTY, OREGON

## CLASS SPECIFICATION TITLE: ENGINEERING ANALYST

### POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Engineering may be responsible for:

- Reviewing permit applications;
- Performing engineering inspections and surveys;
- Performing on-site reviews to find constructability issues;
- Coordinating engineering projects and processes.

Positions assigned to Environment may be responsible for:

- Preparing natural resource technical reports;
- Conducting environmental assessments;
- Monitoring Federal and State environmental laws, rules and regulations, water changes and

Positions assigned to Surveying may be responsible for:

- Staking location and elevation features for measuring and alignments;
- Measuring surface areas and stockpile volumes;
- Establishing control points with GPS equipment;
- Processing and downloading GPS data.

### **TRAINING AND EXPERIENCE** (positions in this class typically require):

Bachelor's degree in a field related to area of assignment; and sufficient experience as necessitated by the competency level of the position.

Entry/Contributing Level: 0-2 years of professional experience; entry level for incumbents with Bachelor's degree

Journey Level: 2-5 years of progressively responsible professional experience

Advanced/Lead Level: 5-8 years of progressively responsible professional experience; fully competent professional

Specialized knowledge specific to area of assignment may be required.

### **LICENSING REQUIREMENTS** (positions in this class typically require):

Some positions may require:

- Valid Oregon Driver's License
- Professional Engineer (PE) Designation
- Professional Land Surveyor



# LANE COUNTY, OREGON

## CLASS SPECIFICATION TITLE: ENGINEERING ANALYST

### **KNOWLEDGE** (position requirements at entry):

Knowledge of:

- Engineering principles, practices and techniques applicable to area of assignment;
- Cost estimates and cost analysis;
- Applicable Federal, State, and local laws, rules, and regulations.
- Inspection principles;
- Recordkeeping principles and practices;
- Computers and related software applications;
- Supervisory principles and practices.

### **SKILLS** (position requirements at entry):

Skill in:

- Applying engineering principles and practices;
- Preparing and maintaining records and reports;
- Organizing, and coordinating activities in assigned area;
- Performing on-site inspections;
- Using a computer and related software applications;
- Prioritizing, assigning, and evaluating work;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to fumes, dusts, gases, chemicals, extreme temperatures, intense noises and travel.

### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

### **CLASSIFICATION HISTORY:**

Draft prepared by Fox Lawson & Associates a Division of Gallagher Benefit Services, Inc. (CMC)

Date: (11/09)



Proposed Administrative-Professional Association of Lane County Public Workers, Inc. Compensation Plan December 12, 2009

	Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
Technical Specialist	B21	Hrly	\$15.78	\$16.77	\$17.75	\$18.73	\$19.73	\$20.71	\$21.70	\$22.69	\$23.67
		Yrly	\$32,822	\$34,882	\$36,920	\$38,979	\$41,038	\$43,077	\$45,136	\$47,195	\$49,234
Technical Specialist	B22	Hrly	\$17.20	\$18.28	\$19.35	\$20.43	\$21.51	\$22.58	\$23.66	\$24.73	\$25.81
		Yrly	\$35,776	\$38,022	\$40,248	\$42,474	\$44,741	\$46,966	\$49,213	\$51,438	\$53,685
Technical Specialist	B23	Hrly	\$18.63	\$19.79	\$20.96	\$22.12	\$23.28	\$24.45	\$25.61	\$26.78	\$27.94
		Yrly	\$38,750	\$41,163	\$43,597	\$46,030	\$48,422	\$50,856	\$53,269	\$55,702	\$58,115
Maintenance Specialist/Lead	B23	Hrly	\$18.63	\$19.79	\$20.96	\$22.12	\$23.28	\$24.45	\$25.61	\$26.78	\$27.94
		Yrly	\$38,750	\$41,163	\$43,597	\$46,030	\$48,422	\$50,856	\$53,269	\$55,702	\$58,115

Proposed Administrative-Professional Association of Lane County Public Works, Inc. Salary Schedule - Salary Plan December 12, 2009

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Technical Specialist B21	Hrly \$15.78	\$16.77	\$17.75	\$18.74	\$19.72	\$20.71	\$21.70	\$22.69	\$23.67
	Yrly \$32,822	\$34,982	\$36,920	\$38,979	\$41,058	\$43,157	\$45,136	\$47,195	\$49,234
Technical Specialist B22	Hrly \$17.20	\$18.28	\$19.35	\$20.43	\$21.51	\$22.58	\$23.66	\$24.73	\$25.81
	Yrly \$35,776	\$38,022	\$40,248	\$42,494	\$44,761	\$46,966	\$49,213	\$51,438	\$53,685
Technical Specialist B23	Hrly \$18.63	\$19.79	\$20.96	\$22.12	\$23.29	\$24.45	\$25.61	\$26.78	\$27.94
	Yrly \$38,750	\$41,163	\$43,597	\$46,010	\$48,461	\$50,856	\$53,269	\$55,702	\$58,115
Maintenance Specialist/Lead B23	Hrly \$18.63	\$19.79	\$20.96	\$22.12	\$23.29	\$24.45	\$25.61	\$26.78	\$27.94
	Yrly \$38,750	\$41,163	\$43,597	\$46,010	\$48,461	\$50,856	\$53,269	\$55,702	\$58,115
Maintenance Specialist/Lead B24	Hrly \$20.05	\$21.30	\$22.56	\$23.81	\$25.06	\$26.32	\$27.57	\$28.82	\$30.08
	Yrly \$41,704	\$44,304	\$46,925	\$49,525	\$52,154	\$54,746	\$57,346	\$59,946	\$62,566
Maintenance Specialist/Lead B25	Hrly \$21.47	\$22.82	\$24.16	\$25.50	\$26.84	\$28.18	\$29.53	\$30.87	\$32.21
	Yrly \$44,658	\$47,466	\$50,253	\$53,040	\$55,854	\$58,614	\$61,422	\$64,210	\$66,997
Maintenance Supervisor B31	Hrly \$22.90	\$24.33	\$25.76	\$27.19	\$28.62	\$30.05	\$31.48	\$32.91	\$34.35
	Yrly \$47,632	\$50,606	\$53,581	\$56,555	\$59,529	\$62,504	\$65,478	\$68,453	\$71,448
Maintenance Supervisor B32	Hrly \$24.32	\$25.84	\$27.36	\$28.88	\$30.40	\$31.92	\$33.44	\$34.96	\$36.48
	Yrly \$50,586	\$53,747	\$56,909	\$60,070	\$63,231	\$66,394	\$69,555	\$72,717	\$75,878
Public Works Analyst C41	Hrly \$17.79	\$18.90	\$20.01	\$21.12	\$22.23	\$23.34	\$24.45	\$25.57	\$26.68
	Yrly \$37,003	\$39,312	\$41,621	\$43,930	\$46,239	\$48,547	\$50,856	\$53,186	\$55,494
Public Works Analyst C42	Hrly \$20.73	\$22.03	\$23.32	\$24.62	\$25.91	\$27.21	\$28.51	\$29.80	\$31.10
	Yrly \$43,118	\$45,822	\$48,506	\$51,210	\$53,934	\$56,597	\$59,301	\$61,984	\$64,688
Public Works Analyst C43	Hrly \$23.68	\$25.16	\$26.64	\$28.12	\$29.59	\$31.08	\$32.56	\$34.04	\$35.52
	Yrly \$49,254	\$52,333	\$55,411	\$58,490	\$61,569	\$64,646	\$67,725	\$70,803	\$73,882
Engineering Analyst C41	Hrly \$17.79	\$18.90	\$20.01	\$21.12	\$22.23	\$23.34	\$24.45	\$25.57	\$26.68
	Yrly \$37,003	\$39,312	\$41,621	\$43,930	\$46,239	\$48,547	\$50,856	\$53,186	\$55,494
Engineering Analyst C42	Hrly \$20.73	\$22.03	\$23.32	\$24.62	\$25.91	\$27.21	\$28.51	\$29.80	\$31.10
	Yrly \$43,118	\$45,822	\$48,506	\$51,210	\$53,934	\$56,597	\$59,301	\$61,984	\$64,688
Engineering Analyst C43	Hrly \$23.68	\$25.16	\$26.64	\$28.12	\$29.59	\$31.08	\$32.56	\$34.04	\$35.52
	Yrly \$49,254	\$52,333	\$55,411	\$58,490	\$61,569	\$64,646	\$67,725	\$70,803	\$73,882
Engineering Analyst C44	Hrly \$26.62	\$28.29	\$29.95	\$31.62	\$33.29	\$34.94	\$36.61	\$38.27	\$39.94
	Yrly \$55,370	\$58,843	\$62,296	\$65,770	\$69,223	\$72,675	\$76,149	\$79,602	\$83,075
Engineering Analyst C45	Hrly \$29.57	\$31.42	\$33.27	\$35.11	\$36.96	\$38.81	\$40.66	\$42.51	\$44.35
	Yrly \$61,506	\$65,354	\$69,202	\$73,029	\$76,856	\$80,725	\$84,573	\$88,421	\$92,248
Engineering Analyst C51	Hrly \$26.62	\$28.29	\$29.95	\$31.62	\$33.29	\$34.94	\$36.61	\$38.27	\$39.94
	Yrly \$55,370	\$58,843	\$62,296	\$65,770	\$69,223	\$72,675	\$76,149	\$79,602	\$83,075
Engineering Analyst C52	Hrly \$29.57	\$31.42	\$33.27	\$35.11	\$36.96	\$38.81	\$40.66	\$42.51	\$44.35
	Yrly \$61,506	\$65,354	\$69,202	\$73,029	\$76,856	\$80,725	\$84,573	\$88,421	\$92,248