

PERSONNEL AND COMPENSATION COMMITTEE

AGENDA

FRIDAY, JANUARY 21, 2022

3:30 P.M.

COMMITTEE MEETING TO BE HELD REMOTELY VIA TELECONFERENCE. THE PUBLIC MAY VIEW VIA LIVESTREAMING – PLEASE SEE COUNTY WEBSITE: WWW.ORANGECOUNTYGOV.COM THEN PROCEED TO THE LEGISLATIVE CALENDAR FOR THE LINK

PERSONNEL AND COMPENSATION COMMITTEE MEMBERS: Robert C. Sassi, Chair
Leigh J. Benton, L. Stephen Brescia, Thomas J. Faggione, James D. O'Donnell, Joseph J. Minuta, Michael D. Paduch,
Kevindaryán Luján

I. STEVEN M. GROSS, COMMISSIONER, HUMAN RESOURCES

Request reallocation of certain grades within the Management Plan (LR#005)



Jean

County of Orange

LEGISLATIVE REQUEST FORM

Legislative Request #: (rev. 1/22)

2022 + 005

(County Executive Dept.'s Use Only)

DATE: 1/2/2022	DATE LEGISLATIVE ACTION REQUIRED: * 1/2/2022	DEPARTMENT/DIVISION: Human Resources
-------------------	---	---

SYNOPSIS:*

Request reallocation of certain grades within the Management Plan. Please see attached memorandum.

I.

INITIAL SMA	DATE 1/3/22
----------------	----------------

COUNTY EXECUTIVE'S CONCEPTUAL APPROVAL

COMMENTS

INITIAL LCC	DATE 1/3/2022
----------------	------------------

COUNTY ATTORNEY APPROVAL

COMMENTS

INITIAL LCC	DATE 1/3/2022
----------------	------------------

PERSONNEL - DEPARTMENT REQUEST

TITLE:*	GRADE: *	STEP:*
---------	----------	--------

DEPARTMENT COMMENTS:*

PERSONNEL DEPARTMENT COMMENT:

INITIAL SMA	DATE 1/2/22
----------------	----------------

BUDGET

BUDGETED:*	AMOUNT *	FUNDING - STATE: *	FUNDING - FEDERAL:*	OTHER FUNDING: *	FUNDING - COUNTY:*
<input type="checkbox"/> YES <input type="checkbox"/> NO					\$ 0.00

BUDGET COMMENTS:

INITIAL OW	DATE 1/11/22
---------------	-----------------

COUNTY EXECUTIVE'S FINAL APPROVAL

COMMENTS

INITIAL SW	DATE 1/3/22
---------------	----------------

LEGISLATIVE ACTION: (SYNOPSIS VOTING AND COMMENTS)

STATUTORY: * NAME:	PERSONNEL & Compensation	DATE: 1/21/22	TIME: 3:30 P.M.
* NAME:		DATE:	TIME:
* NAME:		DATE:	TIME:
* NAME:		DATE:	TIME:
SPECIAL:** NAME:	Need 1/11/2022	DATE:	TIME:

SW



**INTEROFFICE MEMO
DEPARTMENT OF HUMAN RESOURCES**

TO: COUNTY EXECUTIVE & ALL LEGISLATORS

FROM: STEVEN M. GROSS, COMMISSIONER OF HUMAN RESOURCES

DATE: JANUARY 2, 2022

RE: MANAGEMENT PLAN REVIEW 2022

Management Plan Grade Allocation Review 2022

Brief History:

The Condrey and Associates Job Classification and Compensation Plan was adopted by Act 21 of 2004 effective July 2, 2004. The Condrey Plan established the current classification system (consisting of management grades 1-29) for County Government management employees.

Over the 17 years since the Condrey Plan was put into effect, new classifications have been added and some existing positions were reallocated to a new grade placement based on shifting responsibilities and changing County operational needs.

The county workforce is currently made up of 2,097 employees, of which 176 employees are in the management plan.

Methodology:

The Condrey Plan identified an evaluation system to review positions and determine appropriate grade classifications. A factor evaluation system, modeled after the Federal Office of Personnel Management's factor evaluation system, was established using nine points to evaluate management jobs.

County Human Resources has modified the original nine factor system and created an updated 10 factor system which more accurately represents the current needs of the County. The ten factors reviewed consist of: required licensures and or experience, public safety impact, educational requirement, impact to County if errors are made, size and scope of department, specialized knowledge requirement, communications skills and abilities, confirmation of position and budget and finance.

The County Attorney and the Commissioner of Human Resources independently evaluated management positions utilizing the factor evaluation system (neither the County Attorney nor the Commissioner of Human Resources reviewed their respective positions). It should

be noted that positions that were reallocated by the Legislature within the past four years were not included in this review. Furthermore, the proposed changes identified below will bring the management plan current and will be the only changes to existing positions brought before the County Legislature for the next four years. The actions listed below will increase the grades of said positions, but it should be clear no additional funds are being requested through this action.

The following management grade changes are recommended:

<u>Departments</u>	<u>From Grade to Grade</u>	
<u>Board of Elections</u>		
Deputy Commissioner of Elections	22	24
Bilingual Elections Program Coordinator	17	19
<u>Budget</u>		
Deputy Budget Director	24	25
<u>Consumer Affairs</u>		
Commissioner of Consumer Affairs	25	27
<u>County Attorney</u>		
Senior Assistant County Attorney	25	26
<u>County Clerk</u>		
Deputy County Clerk	22	24
<u>County Executive</u>		
Deputy County Executive	28	29
Director of Operations and Cost Control	26	27
<u>Emergency Services</u>		
Commissioner of Emergency Services	28	29
Deputy Commissioner – Fire	24	25
Deputy Commissioner – EMS	24	25
<u>Finance</u>		
Commissioner of Finance	28	29
Deputy Commissioner of Finance	25	26
<u>General Services</u>		
Deputy Commissioner of General Services	25	26
Dep. Comm. for Procurement and Compliance	25	26
Director of Compliance	21	23

Human Resources

Commissioner of Human Resources	28	29
Deputy Commissioner	25	26
Deputy Commissioner for Employee Relations	25	26

Historian

Historian	18	20
-----------	----	----

Legislature

Clerk of Legislature	25	26
----------------------	----	----

Public Works

Commissioner of Public Works	28	29
Deputy Commissioner DPW - Engineering	25	26
Deputy Commissioner DPW - Environmental	25	26
Deputy Commissioner DPW- Infrastructure	25	26
Director of Professional Services	24	25
Director of Project Management	24	25
Director of Aviation	23	24

Residential Health Care Services/Valley View

Deputy Commissioner RHCS	25	26
Assistant Director of Nursing	23	24
Director of Admissions & Human Services	23	24

Social Services

Deputy Commissioner of Social Services	25	26
--	----	----

Veterans

Director of Veterans Services	23	24
Assistant Director of Veterans Services	21	22
Cemetery Superintendent	20	21

Youth Bureau

Director of Youth Bureau	23	24
--------------------------	----	----