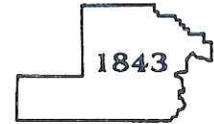


# Yamhill County



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## OFFICE OF COUNTY ADMINISTRATOR

### MEMORANDUM

**KENNETH HUFFER**  
COUNTY ADMINISTRATOR

**JUSTIN HOGUE**  
BUSINESS SERVICES DIRECTOR

DATE: June 25, 2019  
TO: Yamhill County Board of Commissioners  
FROM: Kenneth Huffer, County Administrator  
SUBJECT: Appointments to Yamhill County Classification Committee

ATTACHMENTS (2): 1. Current Yamhill County Classification Committee Roster; 2. Copy of Article 20 of Yamhill County and AFSCME Local 1422 Collective Bargaining Agreement 2017-2020;

Article 20 of the Yamhill County and AFSCME Local 1422 (Union) Collective Bargaining Agreement 2017-2020 (CBA) provides that if an employee believes the duties of the employee's job are substantially different from the classification description and such duties are permanent, the employee may request reclassification. The complete process for reclassification requests is further outlined in CBA Article 20. As part of this process, Article 20 provides that should a request be denied, the employee and Union have the right to appeal the decision to the Classification Committee. The Committee is made up of three (3) Union-appointed representatives and three (3) management representatives. The County Administrator acts as chairperson for the Classification Committee and only votes when there is a tie. The Union shall have the responsibility for providing justification for the employees' request. All Committee recommendations are advisory to the Board of Commissioners.

Earlier this month, the Union notified my office and requested to appeal a recent reclassification request denial to the Classification Committee. The District Attorney's Office denied a reclassification request for the clerical staff in the Support Enforcement Division.

The Classification Committee has not been convened in more than five years and as a result, the Committee roster needs to be updated. This memorandum is requesting that the following representatives be appointed to the Classification Committee, so a meeting can be held to hear the appeal/request:

AFSCME Local 1422 has submitted the following names for appointment to the committee:

James Craver, Public Works  
Elsa Pantoja, HHS  
Emilia Barragan, DA/Support Enforcement

The following management representatives are submitted for consideration:

Jessica Beach, DCJ  
Ken Friday, Planning  
Silas Halloran-Steiner, HHS

Should there be any questions, please contact me.

B.O.19-239

Thank you very much for your consideration.

Sincerely,



Kenneth Huffer  
Administrator

Accepted by Yamhill County  
Board of Commissioners on  
7/2/19 by Board Order  
# 19-239

## YAMHILL COUNTY CLASSIFICATION COMMITTEE

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|                                   |   |
|-----------------------------------|---|
| <i>Creation &amp; Amendments:</i> | Resolution dated 04-02-75;B.O. 85-13 dated 01-09-85;B.O. 85-777 dated 12-04-85;and B.O. 11-122 dated February 28, 2011. |
| <i>Members:</i>                   | 3 members appointed by YCEA, 3 members appointed by the county ('07-'10 YCEA agreement).                                |
| <i>Term:</i>                      | 3 years (B.O. 11-122)   |
| <i>Meetings:</i>                  | As determined by the Chair who shall be the County Administrator (B.O. 11-122).   |

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| <u>Name</u>            | <u>Address</u>                          | <u>Appointed</u> | <u>Expiration</u> |
|------------------------|---|------------------|-------------------|
| Jill Olson<br>x3231    | YCEA President<br>IT                    |                  |                   |
| Jessica Beach<br>x4466 | Non-bargaining<br>Community Corrections |                  |                   |

**Staff:** Ken Huffer, County Administrator, Chair, x4521  
Desiree Lundeen, Human Resources/Risk Manager, x3208  
Carolina Rook, Board Secretary, x3205

### **AFSCME Local 1422 CBA, Article 15.7 REVIEW BOARD:**

The standing committee on reclassification shall serve as the "Seniority Review Board." Should an employee believe that he/she meets the qualifications of a job, which the department head has advised to be contrary, he/she may appeal such dispute to the Seniority Review Board. The Board shall take testimony and evidence from the department head and the employee in the same manner as the Grievance Adjustment Panel. The Board shall determine, by majority vote, whether the employee has the ability to meet the qualifications of the job in question. The decision of the Seniority Review Board shall be binding on the parties. The Classification Committee has not met for some time due to re-classifications taking place during the budget process. If the need were to arise for a reclassification during the fiscal year the committee would reconvene and appoint applicable members as deemed necessary.

(d) Overtime pay shall not be provided for classroom attendance for voluntary training.

**19.3 MANDATED TRAINING.**

Training which is required by the County will be provided by the County. The exception is for continuing education units which are required to maintain a current license for FLSA professional classifications, certification training, or continuing education.

**ARTICLE 20 – RECLASSIFICATION**

**20.1 PROCESS.**

If an employee has reason to believe that the duties of the employee's job are substantially different from the classification description, and such duties are permanent in nature, the employee may request reclassification through the procedure described in this Article. If the request is denied, the employee may request, and the union shall have the right to appeal such request directly to the Classification Committee. The union shall have the responsibility for providing justification for the employee's request. All Committee recommendations are advisory to the Board of Commissioners. If the Classification Committee's recommendations are rejected, notification will be provided to the Union President. The union shall have the right to grieve actions of the Commissioners taken on Classification Committee recommendations when the recommendations are rejected, up through Step 3 of the grievance procedure.

**20.2 INCUMBENTS.**

When a current position is reclassified to reflect changes, over time, in the position's duties or as the result of a salary range adjustment, the incumbent employee shall fill the position which has been reclassified.

**20.3 NEW POSITIONS.**

When a new position is created, replacing a former position in a different classification, due to the changing needs of the department, the position will be subject to the normal posting process.

**20.4 CLASSIFICATION COMMITTEE.**

The preferred method of accomplishing reclassifications is through the annual budget process. Employees who feel reclassification is appropriate should bring the matter to the attention of their department head early in the budget process. Employees whose requests are denied at the department level may appeal to the Classification Committee. The Committee will also consider situations which arise outside of the budget cycle.

- (a) New Classification. A request for a new classification must include a written statement demonstrating that no existing classification is appropriate. The request must include a copy of the proposed classification description; a list of existing classifications which perform work of similar complexity; a proposed salary range and justification for it; and a salary survey (as noted below).
- (b) Reclassification. The employee or department head must submit a written statement which includes the rationale for changing the classification; the manner in which the duties and responsibilities of the position have changed over time; a copy of the existing classification and job descriptions as well as the proposed classification description. A salary survey is not required for this type of request.

- (c) New Salary Range. During the term of this Agreement, the employees who are upgraded to a higher classification as a result of actions of the Classification Committee shall be paid in accordance with the salary schedule established for the higher classification.
- (d) Comparators. When a salary survey is required, the survey should contain information on compensation paid to similar positions in comparable counties.
- (e) Other Materials. Other written material should include a statement of reasons for the requested change; a list of existing County positions on the same or similar range; and a statement addressing the impact on internal comparability of other County positions.
- (f) Process to Request Meeting. To bring an issue before the Committee, contact the County Administrator to request a meeting. A meeting will be scheduled and you will be notified. Submit all written material at least one (1) week before the meeting in order for Committee members to have an opportunity to review the material.
- (g) Committee Composition. The Committee shall consist of three (3) County employee members appointed by the union and three (3) County employee members appointed by County. The County Administrator shall act as chairperson and vote only when there is a tie.

## ARTICLE 21 – CONTRACTING OUT

### 21.1 CONTRACTING OUT.

- (a) If the County contemplates contracting out bargaining work that would displace a regular employee, a request for proposals based on a clear set of specifications shall be issued. The association shall be given an opportunity to offer counter proposals to avoid contracting out. In the event the contract is put out for public bid, the department and/or the association shall be given the opportunity to submit a bid. Bidding shall be awarded on the basis of lowest cost or best proposal as appropriate according to the County purchasing ordinance or state law, whichever governs.
- (b) Contracting out is defined as entering into an agreement/contract with a private sector or public agency to provide a service currently or previously performed by bargaining unit employees, and which would displace bargaining unit employees performing their normal job duties. The term “contracting out” does not include the refusal of the Board of Commissioners to provide a service or the refusal of the Board of Commissioners to accept local, state, or federal funds to provide the service currently or previously provided by bargaining unit employees. ‘Previously’ is defined as service performed one year prior to the issuance of an RFP for contracting out services. Contracting out so that employees may receive training or other beneficial opportunities shall not be a part of this definition.