

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Sitting/Acting as (if applicable)

Policy Session Worksheet

Presentation Date: 1/8/19 **Approx. Start Time:** 3:00PM **Approx. Length:** 30 minutes

Presentation Title: Executive Level Employee Review Process

Department: Human Resources

Presenters: Laurie Grenya, HR Answers, Inc. and Jeri Oswalt, Human Resources

Other Invitees: Evelyn Minor-Lawrence, Director of Human Resources

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Direction on the review process for positions that report directly to the Board (County Administrator and County Counsel).

EXECUTIVE SUMMARY:

We need to determine if our existing process is of value to the Board and to the incumbents. Laurie Grenya, of HR Answers NW, will review past practice including history, advantages and challenges. She will share her analysis and make recommendations. We are seeking direction on which process the Board will follow.

FINANCIAL IMPLICATIONS (current year and ongoing):

The most significant financial impact is in staff time. Commissioners and their staff, HR staff, elected officials and directors all spend time on this process. We need to determine if the value is equivalent to the time spent.

Is this item in your current budget? N/A

What is the cost? \$ N/A

What is the funding source? N/A

STRATEGIC PLAN ALIGNMENT:

- How does this item align with your Department's Strategic Business Plan goals?

The adoption of a new employee performance management program, Clarify, Converse, Capture, will result in 80% of employees, at every level, having a documented performance conversation in 2018-19 and 100% by 2020.

- How does this item align with the County's Performance Clackamas goals?

N/A

LEGAL/POLICY REQUIREMENTS:

The County's Personnel Ordinance requires an annual review. This must include a look back and forward, a conversation between supervisor and direct report and some level of documentation.

ORS 192.660 (2)(a) states that pay decisions must be made in a public meeting. Performance may be discussed in an executive session unless the incumbent requests it be held in a public meeting.

PUBLIC/GOVERNMENTAL PARTICIPATION:

N/A

OPTIONS:

Regardless of the option chosen salary review is tied to the anniversary date and must be decided upon in a policy session. The review should be conducted in a timeframe most appropriate to the position.

RECOMMENDATION:

The consultant will provide recommendations in the policy session.

ATTACHMENTS:

None

SUBMITTED BY:

Division Director/Head Approval _____
Department Director/Head Approval _____
County Administrator Approval _____

For information on this issue or copies of attachments, please contact _____ @ 503- _____