

## **CLASSIFICATION/COMPENSATION REVIEW PANEL**

The Personnel Ordinance establishes a review process for employees who feel a classification allocation determination or salary range recommendation by Personnel is inappropriate. All requests for review of these issues shall first be reviewed by Personnel staff. Personnel will share with the employee how the initial determination was made. The Director of Employee Services is responsible for an initial review of the employee's request and the delivery of a written response to the employee. If the employee remains dissatisfied with the Director of Employee Services' initial findings, the employee may request to have the matter heard by the Classification/Compensation Review Panel (CCRP).

### **REVIEWABLE ISSUES BY THE CLASSIFICATION/COMPENSATION REVIEW PANEL**

1. Position allocation determination to a classification within the County's classification system.
2. Salary range recommendations for nonrepresented employees and represented employees if authorized in the employee's collective bargaining agreement.

### **ISSUES NOT REVIEWABLE BY THE CLASSIFICATION/COMPENSATION REVIEW PANEL**

1. Assignment of duties to an employee or to a classification.
2. The creation, deletion or change to a classification. (CCRP may not: create a new classification to accommodate an employee's position; delete a classification in existence in the classification plan; or change any typical tasks, knowledge or skills or any other portion of a classification specification.)
3. Salary range recommendations for represented employees, unless this issue is expressly authorized in the applicable collective bargaining agreement.

### **FORWARDING A REQUEST TO THE CLASSIFICATION/COMPENSATION REVIEW PANEL**

An employee who is dissatisfied with a classification allocation determination or salary range recommendation has fourteen (14) calendar days from the date notification was mailed to the employee to request an initial meeting with Personnel Division staff. At the conclusion of this meeting, the Director of Employee Services will issue an initial response. If the employee remains dissatisfied with the classification allocation or salary range recommendation, the employee has ten (10) calendar days from the date the Director of Employee Services mailed the initial response to the employee, to request the matter be heard by the CCRP. A request to have the CCRP review the issue must be in writing and be submitted on the form provided to the Director of Employee Services by 5 p.m. of the 10th calendar day following the Director of Employee Services' initial response. The Director of Employee Services' written findings to the initial request for review will be implemented if no request for review is submitted by this deadline.

## **CLASSIFICATION/COMPENSATION REVIEW PROCEDURES**

- A. Notification - Reviews conducted by the CCRP shall be open to any interested party and shall be conducted informally. Written notification of the time and place of the review shall be mailed to all members of the CCRP, the employee requesting the review, and the employee's appointing authority, at least fourteen (14) calendar days in advance of the meeting date.
- B. Written Materials - All written materials in support of the matter to be brought to the CCRP must be submitted (with 10 copies) to the Director of Employee Services no later than ten (10) calendar days prior to the scheduled meeting of the CCRP. Notebooks including all written materials shall be distributed to members of the CCRP, the employee, appointing authority and any active participant in the review process, as identified by the employee or appointing authority, at least five (5) calendar days prior to the scheduled meeting of the CCRP.
- C. Presentation to the CCRP - The Director of Employee Services shall begin the meeting by providing a summary of the issue being brought forth, a review of the employee's initial request for review and the written findings generated in response to the request for review.

The employee and the employee's representative, the employee's appointing authority and or representatives of the employee's department and Personnel staff shall be afforded the opportunity to present information in support of their respective positions. The employee submitting the review shall be responsible for demonstrating why the classification or salary range recommendation is inappropriate and identify which current classification(s) or salary range(s) is more appropriate. It is the employee's responsibility to provide adequate information and detail to support the claim.

- D. Panel Members - Any individual who will be presenting information or providing representation for the employee making a request to the CCRP shall not be allowed to sit on the Classification/Compensation Review Panel for that employee's review. The panel shall be chosen by the Director of Employee Services and shall include three management employees and three bargaining unit members. At least one bargaining unit member shall be from the same union as the employee bringing forth the review.

Each of the County's bargaining groups shall nominate one employee from their membership. The Director of Employee Services will choose the three bargaining unit members from these nominations. Each County department shall choose one management employee from their department to potentially be chosen for service on the CCRP. In the event a conflict of interest exists between the employee bringing forth the review and a bargaining unit member serving on the CCRP, the bargaining unit shall choose a substitute member. If a conflict of interest exists with a management member of the CCRP, the Director of Employee Services shall appoint an alternate from the remainder of the management employees.

Members of the CCRP may ask any questions of the parties presenting information that will assist them in forming an opinion as to the appropriate classification or salary range for a classification.

## **CLASSIFICATION/COMPENSATION REVIEW PANEL OPINIONS**

Following conclusion of the meeting, members of the CCRP will meet and discuss the issue and materials presented to them and formulate an opinion(s) as to the appropriate classification allocation or salary range recommendation for a classification. The CCRP will discuss their opinions with the Director of Employee Services and shall submit one written "Opinion Response" sheet to the Director of Employee Services documenting the opinions of the CCRP regardless of whether or not a consensus opinion was formed. The CCRP may only recommend an allocation to a current classification or a salary range recommendation for the classification to which the position is allocated. The CCRP may not recommend a salary range change for a single position that would result in a position being compensated at a different salary range than the classification to which it is allocated.

## **FINAL DETERMINATION**

The Director of Employee Services shall consider the opinions of the CCRP when determining the final classification allocation of a position and/or arriving at a final salary range recommendation to go to the Board of County Commissioners. The Director of Employee Services shall prepare a written report of his/her final recommendation and include a brief summary of the issues raised during the request for review and the opinions of the CCRP.

The Director of Employee Services shall send a copy of the written report to the employee and the employee's appointing authority. The written report shall be included with any Board Order recommending a change to a classification's salary range presented to the Board of County Commissioners. The Board of County Commissioners shall render all final determinations on salary ranges.

## **INTERNET LINKS**

County Ordinance (<http://www.clackamas.us/code/documents/title2.pdf>)

Attachments

# PERSONNEL ORDINANCE Request for Review

1. Request for Review of:

\_\_\_\_\_ Classification recommendation (complete Section 3)

\_\_\_\_\_ Salary range recommendation (complete Section 4)

2. Name: \_\_\_\_\_

Department: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Designated Representative (if any): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Why do you think the recommended classification is not appropriate for your position?

What do you think is the correct classification for your position? (Must be an existing classification.) Why is it a better classification for your position?

4. Why do you think the recommended salary range is not appropriate for your classification/position?

What do you think is the correct salary range for your classification/position? (Attach relevant market data or other information to support your argument.)

Attach additional sheets if necessary.

My signature affirms that all information on this form is true to the best of my knowledge.

\_\_\_\_\_  
Petitioner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioner's Representative (if applicable)

\_\_\_\_\_  
Date

\*\*\*\*\*PERSONNEL USE ONLY\*\*\*\*\*

**Date Sent:** \_\_\_\_\_

**Deadline to File Appeal:** \_\_\_\_\_

**PERSONNEL ORDINANCE**  
**Request for Review – Written Findings**

1. Employee: \_\_\_\_\_ Dept: \_\_\_\_\_

Former Class: \_\_\_\_\_ Former Salary Range: \_\_\_\_\_

Current Class Recommendation: \_\_\_\_\_ Current Salary Recommendation: \_\_\_\_\_

2. \_\_\_\_\_ Classification Allocation

\_\_\_\_\_ Compensation for Classification

3. Describe the issues presented in the request for review (include request for review form and any additional issues brought forth in interviews with the employee or salary surveys).

4. Findings and opinion.

- a. For classification matters include explanation of appropriate assignment to a classification based on the position's typical tasks, duties and responsibilities.
- b. For compensation matters explain market data information and the internal relationship with other classifications.

5. Classification allocation/salary range recommendation.

6. The above findings represent the final staff recommendation for classification allocation/salary range recommendation. If you wish to contest these issues further, you may request the matter be reviewed by the Classification/Compensation Review Panel (CCRP). A request to go to the CCRP must be made in writing, addressed to the Director of Employee Services, and received by the Personnel Division by \_\_\_\_\_ (10 days from the date these findings were issued). If no request to forward the matter to the CCRP is received within these timelines the recommendations referenced in the above recommendation (5) will be implemented.

Findings issued by: \_\_\_\_\_ Dated: \_\_\_\_\_