



Executive Committee Meeting Packet

May 21, 2020 at 1:15 pm

Zoom Video Conference:

<https://zoom.us/j/5813135120>

Meeting ID: 581 313 5120

Phone Number: 669-900-9128

**Next OCWCOG Executive
Committee Meeting:
June 25, 2020,
beginning at 9:00 am**

The meeting locations are wheelchair accessible. If you need special assistance, please contact Oregon Cascades West Council of Governments at 541-967-8720 or adminGA@ocwcog.org, forty-eight (48) hours prior to the meeting.

This page is intentionally left blank.



1400 Queen Ave SE • Suite 201 • Albany, OR 97322
(541) 967-8720 • FAX (541) 967-6123

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE AGENDA
May 21, 2020
1:15 – 2:00 pm**

Zoom Video Conference
<https://zoom.us/j/5813135120>
Meeting ID: 581-313-5120
Phone Number: (669) 900-9128

An Executive Session may be called as deemed necessary by the Chair, pursuant to ORS 192.660.

1. **Minutes of Previous Meetings** (Chair Biff Traber)
(1:15 – 1:20 pm)

Review of the April 23, 2020 Executive Committee meeting minutes (Page 5).

ACTION: Motion to approve the minutes of the April 23, 2020 Executive Committee meeting.

2. **Review Management Salary Study Findings** (Human Resources Manager Ryan Schulze)
(1:30 – 1:45 pm)

The Human Resources Manager will update the Committee on a recently completed Management Salary Study and answer any questions (Page 11).

ACTION: Motion to approve the Management Salary Study to use as guidance for any salary adjustments for management and set recommendation to move to the Board of Directors for consideration.

3. **Executive Director Position Recruitment Update** (Chair Biff Traber)
(1:20 – 1:30 pm)

The Chair will update the Executive Committee on the organizations' Executive Director position status and next steps.

ACTION: No action, information only.

4. Discussion to Replace Dann Cutter on the Executive Committee (Chair Biff Traber)
(1:45 – 1:55 pm)

Chair Traber will initiate a discussion on replacing Dann Cutter as Vice Chair on the Executive Committee. Mr. Cutter resigned in April, taking the job of City Manager in Waldport. The Vice Chair election is by the whole Board of Directors (Board). Further, the Board must maintain the requirement that each of the Officers be from a different County. Finally, if that election leaves open the Lincoln County At-Large Representative position, the Lincoln County delegation of the Board needs to elect another At-Large Representative to the OCWCOG Board (Page 23).

ACTION: Motion to approve candidate for Executive Committee.

5. Other Business
(1:55 – 2:00 pm)

6. Adjournment
(2:00 pm)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE MEETING MINUTES
Via Zoom Audio / Video Conference
April 23, 2020**

MEMBERS: Commissioner Claire Hall, Lincoln County; Commissioner Pat Malone, Benton County; Mayor Dann Cutter, City of Waldport; Mayor Sharon Konopa, City of Albany; Mayor Jim Lepin, City of Millersburg; and Mayor Biff Traber, City of Corvallis.

STAFF: Finance Director, Sue Forty; Human Resource Manager, Ryan Schulze; Community Services Program Director Jennifer Moore; Community and Economic Development Director Phil Warnock; Senior and Disabilities Services Director Randi Moore; and General Administration Executive Assistant Kathleen Codinha.

Public: John Haytas

Chair Traber called the April 23, 2020 meeting of the Oregon Cascades West Council of Governments' (OCWCOG) Executive Committee to order at 9:06 am via Zoom®.

1. Approval of Previous Meeting Minutes (Chair Traber)

After calling the meeting to order, Chair Traber welcomed John Haytas to the meeting. Mr. Haytas joined the meeting as a member of the public, while officially beginning employment with OCWCOG on Monday, April 27, 2020 as the Technology Services Operations Director.

A short break was taken to send Commissioner Pat Malone the link to join the meeting.

Once Commissioner Malone joined the meeting, Chair Traber made known the meeting will transition into an Executive Session, pursuant to ORS 192.660, once all the agenda items were discussed. The purpose was for status updates only; no decisions were being made.

Motion for approval of the February 27, 2020 and the March 19, 2020 meeting minutes was made by Mayor Sharon Konopa and seconded by Commissioner Claire Hall. Motion passed unanimously.

2. COVID-19 Updates (Human Resources Manager, Ryan Schulze)

To give an update on the impact COVID-19 has had, Human Resources Manager Ryan Schulze reported that OCWCOG instituted different types of Leaves of Absence (LOA) based upon the Family Medical Leave Act (FMLA) expansion. Staff receive an initial 80 hours of paid leave for COVID-19 related self-care. Once exhausted, an additional maximum leave of up to ten weeks at 2/3rd of regular pay tied to the FMLA expansion is available for staff that need to be home to care for children. OCWCOG's Payroll Administrator was in the process of loading new LOA codes into the payroll software system in order to run this month's payroll. A Letter of Agreement was created with the Union that provides a ten percent differential to staff that are required to work on-site to recognize their efforts during this difficult time. Most staff are currently working remotely with approximately 20 staff members that are required to be onsite, including *Meals on Wheels (MOW)* Meal Site Managers. Senior Leadership team meets several times weekly to address any concerns and to assure that everyone is on the same page.

Chair Traber asked for an approximate number of people working from home. Human Resources Manager Schulze answered that approximately 140 people are currently working from home, while the remainder physically come to the office, or on LOA.

Due to the overall success of moving staff off-site so quickly and smoothly, Human Resources Manager Schulze said senior management have been discussing the possibility of authorizing staff to continue working remotely after the *Stay Home, Stay Healthy* order comes to an end. Questions amongst the senior staff arising from this are: "How do we view our daily operations, and how do we utilize office space as we go forward?"

Community and Economic Development (CED) Director Phil Warnock reported his team have approximately five out of 26 people that must physically be in the office. Some drop in for site specific tasks, but the total working from home for CED is about 80%.

Community Services Program (CSP) Director Jennifer Moore stated ten *MOW* Meal Site Managers are site-required, with one staff member that relocated from the OCWCOG office in Corvallis to Albany headquarters. The rest are remote with the same proviso as CED; they drop by the office for printing, to pick up mail, process checks, and other functions that cannot be done remotely.

Finance Director Sue Forty reported the entire finance staff is working remotely. With the software product located on the cloud, it has enabled staff to make this adjustment effortlessly. Accounts Payable is processed by way of teleworking and the staff member only comes in on Thursdays to run checks and perform essential tasks that cannot be completed from home. The Payroll Administrator comes in two days at the end of the cycle to process payroll and run reports. She is thoroughly scrutinizing details to ensure everything is properly coded regarding any usage of the COVID-19 LOA. This is important not to underpay or overpay staff, so no future adjustments occur. The Contract Administrators' work from home and one has requested to continue working from home three days a week because she feels she is much more productive working remotely. Finance has one essential staff that is required to work in the Yachats and Waldport office to process payroll and accounts payable because she does not have the resources needed to work remotely at this time. Any struggles the Finance department have had were resolved quickly. Chair Traber added that the OCWCOG Directors have managed to move into COVID-19 mode quickly and successfully.

Relating to COVID-19, CED Director Warnock shared a concern beyond what is department specific: there is an enormous amount of confusing information in regard to the financial portion of the stimulus packages. The funds are being funneled through state agencies, existing mechanisms, and specifically within transportation and have oddities in the initial roll out. CED Director Warnock is concerned there could be equity issues, but has staff working on trying to evaluate what those processes are and how to get that information out in a timely manner. The major concern are some entities have more staff, which gives them an advantage of a deeper bench to respond to those programs more quickly and being better positioned to receive those resources more quickly. He noted that this could create a disparate impact on infrastructure projects, transit projects, and other things along that line. As Representatives of each of localities, I think it is important that you (the elected officials) are aware of some things coming down the line regarding the stimulus package roll-out because it has more planning, problematic, infrastructure, and transportation related elements beyond just the payroll.

Chair Traber asked if OCWCOG are communicating with all the members about things they need to be paying attention to and reinforcing the application process to get the funds that were not already allocated.

CED Director Warnock thought Corvallis could be receiving approximately \$7.3M and wondered how things like the *Linn-Benton Loop* and the regional connective services for the County transit system play into it. His main focus is to ensure the right information is getting disseminated to the right parties in a timely manner, and the information being pushed out is accurate. His concern is what has initially been released from Oregon Department of Transportation (ODOT) is not really clear. The instructions are not necessarily finalized and determined in a way that is going to be consumable to those that need to get in line or have their applications prepared. The CED Staff is assessing and communicating directly with providers at this point, but will likely be putting out a wider broadcast as it starts to shore up. Mayor Konopa shared that the city of Albany will be receiving \$2.7M funds.

Mayor Konopa asked CED Director Warnock if he had contributed information to the meeting packet. CED Director Warnock's response was that he did not have any new or significant updates, so these concerns are due to the information ODOT released yesterday about programs relating to COVID-19.

Chair Traber welcomed Commissioner Pat Malone to the call at 9:20 am.

Commissioner Malone verified the amount of funds discussed earlier: a little over \$7M to Corvallis and just shy of \$3M to Albany. Linn and Benton Counties have roughly \$200,000 each, resulting from grants each County applied for.

CED Director Warnock explained he is trying to get a fuller understanding of the whole process and all the parameters because the grant process appears to stay open through December. He wants to find out if the monies are specifically earmarked for Benton County.

Commissioner Malone reiterated the money he was referring to is from the CARES Act from March. One of the deadlines to apply was Friday, April 17, 2020 with relatively small amounts being divided into parcels.

When Chair Traber asked if there were any other updates, Seniors and Disabilities Services (SDS) Program Director Randi Moore conveyed that only 15% of staff are working onsite, due to the COVID-19 pandemic. All others are teleworking. SDS Staff had to overcome some technical issues, but now almost 100 employees are working in the communities and teleworking at home.

OCWCOG's SDS program received \$213,000 in the first round of funding for the Older Americans Act (OAA) and people with disabilities to make a bump in funding to the *Meals on Wheels (MOW)* program, as well as the Aging and Disability Act (ADA) Call Center agents who are working hard to make sure people have information about resources and support in their communities.

With Staff working offsite, SDS has taken the opportunity to try to reconfigure programs and consider how they might best serve those who are potentially confined at home that are not able to get groceries, pharmaceuticals, and other life essential items. They have also been working with community partners to talk about food delivery and how to get their needs met. The focus has been on cross referencing cases to assure OCWCOG is not being duplicative

with their resources: some people already receive *MOW* and some people already have Medicaid-paid *MOW*. The goal is to share with people that might not have those resources and have reached out to the *Aging and Disability Resource Connection (ADRC)* to try to find some safety net in this time of crisis. The funding formula for the OAA is based on population as a base amount, allocated throughout the state.

CSP Director Moore said they have received additional funds for *MOW* in addition to the aforementioned funding from OAA, and have also been a recipient of funds through the Oregon Food Bank. The *MOW* group out of Portland have been raising funds on behalf of all the nutrition programs throughout the State, which have translated into approximately \$17,000 to apply towards any expenses in the program that provides service. Toward the end of March, an online campaign was implemented with virtually no promotion and raised almost \$20,000 to date. Donors have been extremely generous and the number of volunteers to support as-needed continued to grow. *MOW* volunteers are matched to the nearest available worksite location in terms of supporting those kitchens. The Senior Corps teams are staying in contact with clients and volunteers.

Finance Directory Forty asked if the \$20,000 was a large donation from Starker Forest and asked CSP Director Moore to elaborate on that. Ms. Moore stated they received a \$10,000 check from Starker Forest and the memo on the check was to use where needed within the *MOW* program due to COVID-19. This was a huge boost and was not solicited, and they have been discussing how to appropriately recognize that gift.

3. OCWCOG Program Updates (All Program Directors)

Finance Director Forty gave details about work being done in the Albany parking lot. An arborist evaluated the health of the sycamore trees in the facility parking lot because a lot of damage has already occurred. The arborist determined the trees are at the end of their life span and starting to decay. They advised removal to prevent further damage or possibly any new damage to the properties bordering OCWCOG's (the apartments next door that could damage their balconies or the duplex on one side of the parking lot). After all tree removal is complete, native grasses will be planted in the center section and various other items that are drought resistant that cause less safety concern for staff leaving the building after dark.

Mayor Konopa inquired whether a city permit was obtained for removing the trees because a permit is required, if more than five trees are removed. Finance Director Forty confirmed a permit was obtained. The City of Albany were the first to review the job; Corvallis Tree and Lawn did the actual removal. The first eight trees removed cost about \$4,800 and went to the *Helping Hands Program* with a \$4,000 credit. For the next set of tree removal, one of the trees was quite a bit larger so the total cost was higher at about \$5,400. Corvallis Tree and Lawn passed the \$4,000 credit to OCWCOG because all of the wood is being donated to the *Helping Hands Program*, with the end cost being minimal.

Finance Directory Forty discussed the decision to postpone remodeling the Albany building. Due to a majority of employees working remotely, OCWCOG can benefit by taking the time to determine where the financial and space resources can be best utilized, and potentially lease the space in the future. Until COVID-19, OCWCOG was looking at the Mega Foods Building for additional space. Finance Director Forty received a phone call from Allen Wells, the realtor for the Mega Foods space. He said they have an individual interested in leasing that space, so he was checking in before turning the leasing option over to a different party. Chair Traber reminded everyone that a decision was made to put that on hold until a new Executive Director was hired because of the huge financial obligation. With teleworking now

in place, it removes some of the demand for more office space, but will be discussed at a later time.

Finance Director Forty discussed the security of the Albany building, by stated that the doors inside the building are being propped open to minimize physical contact with door handles to prevent the spread of the virus, thus remaining unlocked. Some individuals hid in the bathroom and when found, were escorted out of the building. She is not sure how they were able to hide there. Due to the small number of staff that are required to be onsite, security measures need to be taken to assure the safety of those employees. Last week, some of the Senior Staff discussed putting a wall up at the west side of the lobby to close off the stairway to secure the upstairs better. As discussions continue, timing for construction is being considered. With a minimal number of staff in the building, there would be fewer people disturbed by loud construction. Two additional cameras have been installed; one in Toledo downstairs by the conference room, because someone vandalized the bathroom; the other camera is located in the alcove by the bike rack in Albany because that is where people tend to hang out and it is hard to get a good visual with the current camera system.

4. May Board of Directors' Meeting Agenda Items

Chair Traber suggested adding these items to the agenda:

- 1) One of the main tasks for May is reviewing and approving the Budget for next year.
- 2) Given the resignation from Mayor Dann Cutter on the Executive Committee, that position needs to be filled. The whole process needs to be laid out to the Board of Directors according to the Bylaws, which from a simple summary point of view is the nomination process which the full Board votes on it. A requirement written in the Bylaws is that all three Officers must be represented from all three Counties. Chair Traber spoke to Commissioner Claire Hall about filling that vacancy prior to this meeting, and if Commissioner Hall fills the vacancy left by Mayor Cutter, they will have to work their way through to replace her At-Large position on the Executive Committee.
- 3) Timing of recruitment for the Executive Director position. It will briefly be discussed in the Executive Session immediately following this, but it should be added to the agenda to determine timing, thoughts, or updates. Chair Traber added that there needs to be a discussion, and possibly a Board of Directors' Executive Session to further discuss thoughts, and if, any other decisions need to be made.
- 4) Human Resource Manager Schulze would like to present findings and recommendation for the *Management Salary Study* that has been conducted.

5. Other Business (Chair Traber)

None.

6. Resignation of Vice Chair (Chair Traber)

Mayor Cutter tendered his resignation as Vice Chair of the OCWCOG Executive Committee. Mayor Traber expressed gratitude to Mayor Cutter for all his help during this time without an Executive Director, and more so during these unusual times with COVID-19 and associated issues. Since this meeting was held by video conference due to the *Stay Home, Stay Healthy* orders, Mayor Cutter will be honored in person at a future date.

Mayor Cutter expressed how bittersweet this event is for him; he is looking forward to his new position as City Manager for the City of Waldport, but has had a lot of fun being on the Executive Committee. Mayor Cutter is looking forward to working with OCWCOG as a customer of Financial Services, and believes it is a model more cities will be turning to.

Commissioner Malone expressed how much he enjoyed working with Mayor Cutter and stated that he needed to leave the meeting. (9:40 am)

7. **Adjournment**

Chair Traber motioned to move into Executive Session at 9:40 am. There were no actions after the Executive Session.

Public meeting adjourned at 9:40 am.

Meeting minutes taken by Kathleen Codinha.



1400 Queen Ave SE • Suite 201 • Albany, OR 97322
(541) 967-8720 • FAX (541) 967-6123

MEMORANDUM

DATE: April 17, 2020
TO: Oregon Cascades West Council of Governments Board of Directors
FROM: Ryan Schulze, Human Resources Manager
RE: **Management Salary Study**

BACKGROUND:

The following are the result of a salary study conducted by the Human Resources dept. beginning in October 2019. The purpose of the salary study was to evaluate the total compensation of each non-represented classification against comparable classifications in similar organizations. Agencies who provided data for comparison include:

- Central Oregon Intergovernmental Council
- Lane COG
- Mid-Willamette COG
- Rogue Valley COG
- NWSDS
- City of Albany
- City of Corvallis
- City of Eugene
- City of Lebanon
- City of Salem
- Benton County
- Lane County
- Linn County
- Marion County
- Mid-Columbia Economic Dev Dist
- State of Oregon

The methodology for analysis of the data consisted of taking the high, median, and low salary of each organizations classification. Then adding benefit contributions to each of those to identify total compensation for each classification at the high, median, and low steps of the salary schedules (Appendix A). This same methodology was then applied to each comparator and an average taken of each comparator total compensation. Our salary schedule was then compared to the average to determine at what percentage of the market our total compensation is equal to.

The OCWCOG Board of Directors has stated through the OCWCOG Compensation Philosophy that compensation for OCWCOG employees should be +/- 5% of market compensation (Appendix B). The results of this salary study concluded that several management

classifications are currently below 5% and should be adjusted. The summary of this study are as follows:

FINDINGS:

| Classification | Low (Step 1) % of Market Average | Med (Median Step) % of Market Average | High (Top Step) % of Market Average |
|---------------------------|----------------------------------|---------------------------------------|-------------------------------------|
| Veterans Services Officer | 96% | 95% | 95% |
| Clerical Supervisor | 88% | 90% | 91% |
| Business Officer | 93% | 93% | 93% |
| Program Supervisor | 97% | 95% | 92% |
| HR Manager | 86% | 84% | 82% |
| Program Manager | 93% | 91% | 89% |
| Program Director | 108% | 104% | 101% |
| Finance Director | 93% | 90% | 88% |

These findings show a large discrepancy between OCWCOG compensation and current market compensation for most non-represented positions. A secondary finding is that our current classification structure lacks the necessary diversity to represent the varying responsibilities of non-represented positions. The Program Supervisor classification for example, is used in each OCWCOG program, though the duties of Program Supervisors vary drastically from one program to the next.

Given that half of OCWCOG non-represented positions are below market on the first step and all but two are at or below market at the top step, aligning wages would have a significant financial impact to the agency. Aligning classification wages will additionally, not address the differences in duties across programs. This issue will become a larger concern if/when OCWCOG and CSC begin merging as one organization.

RECOMMENDATIONS:

In order to address the findings of this salary study in a way that is fiscally responsible, a phased approach is recommended as follows:

1. Add/drop steps- For those classifications below 95% of market at the bottom steps, remove the steps from the low end of the scale until the bottom step is within 5% of the market for that classification. At the top of the salary scales, add steps to the classification as appropriate. In some cases it may be necessary to add a higher percentage to the salary range at the top than at the bottom which would require redistributing steps across the scale in order to maintain 8 steps and be in line with OCWCOG policy. (See table below)
The result of this strategy will lead to spreading the financial impact over time as staff reach their anniversary date they will continue to receive steps until topped out at the new top of the range.

| Classification | Low (Step 1) % of Market Average | Med (Median Step) % of Market Average | High (Top Step) % of Market Average |
|---|----------------------------------|---------------------------------------|-------------------------------------|
| Veterans Services Officer w/ 1 step add/drop | 100% | 100% | 99% |
| Clerical Supervisor w/ 2 step add/drop | 99% | 100% | 99% |
| Business Officer, drop 1 step, add 5.5% to top and realign step | 98% | 100% | 98% |
| Program Supervisor w/ 9% increase to top step, realign steps | 97% | 100% | 99% |
| HR Manager w/ 3 step drop, add 20% to top, realign steps | 97% | 101% | 100% |
| Program Manager, drop 2 steps, add 12% to top and realign steps | 98% | 100% | 98% |
| Program Director, no change | 108% | 104% | 101% |
| Finance Director, drop 2 steps, add 12% to top, realign steps | 100% | 101% | 100% |

2. Long term restructure- In order to address the issue of recognizing the diversity of duties performed by OCWCOG non-represented staff a classification study and restructure should be undertaken. This approach would require several steps
 - a. Review and update of all non-represented position descriptions
 - b. Organize position descriptions by the type of work, level of skill, effort, and responsibility, resulting in job families
 - c. Develop classifications that have distinct levels within each job family that each position description may be assigned to
 - d. Apply the OCWCOG Compensation Philosophy to each classification to evaluate the adequacy of the existing salary to market norms.
 - e. Assign salary scales as appropriate to each new classification.

CONCLUSION/CONSIDERATIONS:

In past years OCWCOG non-represented staff have made sacrifices in terms of not accepting Cost of Living (COLA) increases to salary during periods of financial hardship for the organization. Over time the effect of this has put salaries below market norms and has created compression internally. In order to attract and retain quality leadership in this organization it is imperative that steps be taken to make OCWCOG compensation competitive with similar organizations in the region.

Given the possibility of merging with CSC, timing of the long term restructure should be evaluated as that process continues to develop. The strategy utilized should either account for CSC positions, or provide the structure to do so depending on the pace and timing of a merger.

Finance Director

Plans, directs, and oversees the overall operations of the Finance Department, including financial reporting and budget development, with accountability for results in terms of costs, personnel, and methods. Supervises department personnel in the performance of their duties. Communicates with the public on financial matters and concerns. REQ: Bachelor's degree in accounting or business administration and three years of progressively responsible governmental accounting, and three years of progressively responsible managerial experience; OR, any satisfactory combination of education, training and experience that demonstrates the knowledge, skills and abilities required to perform the duties of the job.

| Organization | Comparable Positions | | | Salary Structure | | |
|---------------------------|----------------------|--------------|--------------|------------------|-------------|-------------|
| | Low | Mid | High | Low | Mid | High |
| OCWCOG | \$ 7,200.00 | \$ 8,205.00 | \$ 9,210.00 | \$ 7,200.00 | \$ 8,205.00 | \$ 9,210.00 |
| City of Albany | \$ 9,542.42 | \$ 10,734.74 | \$ 11,927.06 | | | |
| Mid-Willamette Valley COG | \$ 5,879.00 | \$ 6,916.50 | \$ 7,954.00 | | | |
| City of Salem | \$ 9,399.75 | \$ 12,160.88 | \$ 14,922.00 | | | |
| City of Lebanon | \$ 7,387.00 | \$ 8,267.50 | \$ 9,148.00 | | | |

Surveyed Average \$ 8,052 \$ 9,520 \$ 10,988

Total Number of Surveyed Comparables: 5

Ratio of CWCOG Salaries to the Surveyed Average.: 89%

Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 93%

| Benefits Paid by Employer | | | | | | | | | | |
|---------------------------|------------|-------------|---------------|----------------------|---------------|-------------------------|--|--|--|--|
| Pension | Def. Comp. | Health Ins. | Life/LTD/AD&D | Cell Phone Allowance | Car Allowance | *Other ER Paid Benefits | | | | |
| 6.00% | \$ - | \$ 2,327.00 | \$ 21.91 | \$ 120.00 | \$ - | \$ - | | | | |
| 6.00% | \$ 477.00 | \$ 2,233.92 | \$ - | \$ - | \$ - | \$ - | | | | |
| 6.00% | \$ - | \$ 2,327.00 | \$ 76 | \$ - | \$ - | \$ 59 | | | | |
| 6.00% | \$ - | \$ 2,210.65 | \$ - | \$ - | \$ - | \$ - | | | | |
| 6.00% | \$ - | \$ 1,861.60 | \$ - | \$ 35 | \$ - | \$ - | | | | |

\$ 10,855 \$ 12,411 \$ 13,829

14

Drop 2 steps, add 12% to top step, realign steps

equals \$400 per step

| Organization | Comparable Positions | | | Salary Structure | | |
|---------------------------|----------------------|--------------|--------------|------------------|-------------|--------------|
| | Low | Mid | High | Low | Mid | High |
| OCWCOG | \$ 7,902.00 | \$ 9,502.00 | \$ 10,701.00 | \$ 7,902.00 | \$ 9,502.00 | \$ 10,701.00 |
| City of Albany | \$ 9,542.42 | \$ 10,734.74 | \$ 11,927.06 | | | |
| Mid-Willamette Valley COG | \$ 5,879.00 | \$ 6,916.50 | \$ 7,954.00 | | | |
| City of Salem | \$ 9,399.75 | \$ 12,160.88 | \$ 14,922.00 | | | |
| City of Lebanon | \$ 7,387.00 | \$ 8,267.50 | \$ 9,148.00 | | | |

Surveyed Average \$ 8,052 \$ 9,520 \$ 10,988

Total Number of Surveyed Comparables: 5

Ratio of CWCOG Salaries to the Surveyed Average.: 98%

Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 100%

| Salary & Benefits | | | |
|-------------------|--------|---------|-------|
| TC Low | TC Mid | TC High | |
| 10101 | 11166 | 12232 | 10101 |
| 12826 | 14090 | 14877 | 12826 |
| 8694 | 9793 | 10818 | 8694 |
| 12174 | 15101 | 18028 | 12174 |
| 9727 | 10660 | 11593 | 9727 |

\$ 10,855 \$ 12,411 \$ 13,829

Salary & Benefits

| Salary & Benefits | | | |
|-------------------|--------|---------|-------|
| TC Low | TC Mid | TC High | |
| 10845 | 12541 | 13812 | 10845 |
| 12826 | 14090 | 14877 | 12826 |
| 8694 | 9793 | 10818 | 8694 |
| 12174 | 15101 | 18028 | 12174 |
| 9727 | 10660 | 11593 | 9727 |

\$ 10,855 \$ 12,411 \$ 13,829

Community Development Director

Plans, directs, and oversees the operations of the Community Development Department. Directs the work activity of a professional staff engaged in community, county and regional development and planning, grants management, and grantmanship, transportation planning and services programs, and economic development planning and activities, including provision of commercial loan products. **RFQ:** Bachelor's degree in planning, or business administration, economic or related field; and seven years experience, including three years supervisory experience. Or equivalent experience and education required. Experience at the management level to include a broad knowledge or all or most of the following: state and federal community, transportation & economic development grant programs, land use and transportation planning laws and practices, budgeting, financial analysis and business load programs. Master's degree preferred.

| Organization | Comparable Positions | Salary Structure | | |
|---------------------------|---|------------------|-------------|--------------|
| | | Low | Mid | High |
| OCWCOG | Community & Economic Development Director | \$ 7,200.00 | \$ 8,205.00 | \$ 9,210.00 |
| Lane COG | Business Loans Program Mgr | \$ 6,125.00 | \$ 8,193.50 | \$ 10,262.00 |
| City of Albany | Economic Development Manager | \$ 7,471.89 | \$ 8,330.41 | \$ 9,188.92 |
| City of Salem | Manager III | \$ 6,794.67 | \$ 7,962.92 | \$ 9,131.17 |
| Marion County | Building & Planning Manager | \$ 7,098.00 | \$ 8,920.59 | \$ 10,743.17 |
| Mid-Willamette Valley COG | Community Development Director | \$ 6,409.00 | \$ 7,540.50 | \$ 8,672.00 |
| City of Lebanon | Community Development | \$ 7,037.00 | \$ 8,092.50 | \$ 9,148.00 |

Surveyed Average \$ 6,823 \$ 8,173 \$ 9,524

| Pension | Def. Comp. | Benefits Paid by Employer | | | | | | *Other ER Paid Benefits |
|---------|------------|---------------------------|---------------|----------------------|---------------|------|-------|-------------------------|
| | | Health Ins. | Life/LTD/AD&D | Cell Phone Allowance | Car Allowance | | | |
| 6.00% | \$ - | \$ 2,327 | \$ 21.91 | \$ 120.00 | \$ - | \$ - | \$ - | |
| 6.00% | \$ 125 | \$ 2,210.65 | \$ 21.91 | \$ - | \$ - | \$ - | \$ - | |
| 6.00% | \$ 477.00 | \$ 2,233.92 | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 6.00% | \$ - | \$ 2,210.65 | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 6.00% | \$ - | \$ 1,364.00 | \$ 77 | \$ - | \$ - | \$ - | \$ 59 | |
| 6.00% | \$ - | \$ 1,789.60 | \$ - | \$ 35 | \$ - | \$ - | \$ - | |

8
106% 100% 97%
108% 104% 101%

Total Number of Surveyed Comparables:
Ratio of CWCOG Salaries to the Surveyed Average:
Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.:

| TC Low | TC Mid | TC High | Salary & Benefits | | |
|--------|--------|---------|-------------------|--------|---------|
| | | | TC Low | TC Mid | TC High |
| 10101 | 11166 | 12232 | | | |
| 8850 | 11043 | 13235 | | | |
| 10631 | 11064 | 11974 | | | |
| 9413 | 10651 | 11890 | | | |
| 9851 | 11783 | 13716 | | | |
| 8294 | 9493 | 10616 | | | |
| 9284 | 10403 | 11523 | | | |

\$ 9,387 \$ 10,739 \$ 12,159

Senior and Disabled Services Director

Provide overall management and direction to the Senior and Disability Service program; develops, recommends and implements policies and procedures for a comprehensive service delivery system for disabled persons. REQ: Bachelor's Degree with major course work in public administration or social services preferred. Six years of progressively responsible managerial experience, including four years as a director or assistant director of a related agency; or a satisfactory combination of equivalent education, training and experience which demonstrates the knowledge, skills and abilities to perform the duties of the job. Masters degree preferred.

| Organization | Comparable Positions | Salary Structure | | |
|-----------------|---------------------------------------|------------------|-------------|--------------|
| | | Low | Mid | High |
| OCWCOG | Senior & Disability Services Director | \$ 7,200.00 | \$ 8,205.00 | \$ 9,210.00 |
| Lane COG | Senior & Disability Services Director | \$ 7,704.00 | \$ 9,101.50 | \$ 10,499.00 |
| Multnomah | Division Director 2 | \$ 7,753.00 | | \$ 11,630.00 |
| State of Oregon | Prin/exec mangr. E | \$ 6,346.00 | | \$ 99,343.00 |
| City of Lebanon | Senior Services Director | \$ 6,079.00 | \$ 6,991.00 | \$ 7,903.00 |
| NWSDS | Executive Director | \$ 8,053.00 | | \$ 12,118.00 |
| NWSDS | Area Program Manager | \$ 5,302.00 | \$ 6,640.50 | \$ 7,979.00 |

Surveyed Average \$ 6,873 \$ 7,578 \$ 24,912

Total Number of Surveyed Comparables: 4

Ratio of CWCOG Salaries to the Surveyed Average.: 105% 108% 37%

Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 113% 109% 106%

| Pension | Benefits Paid by Employer | | | | | | |
|---------|---------------------------|-------------|---------------|----------------------|---------------|-------------------------|--|
| | Def. Comp. | Health Ins. | Life/LTD/AD&D | Cell Phone Allowance | Car Allowance | *Other ER Paid Benefits | |
| 6.00% | \$ - | \$ 2,327 | \$ 21.91 | \$ 120.00 | \$ - | \$ - | |
| 6.00% | \$ 125 | \$ 2,210.65 | \$ 21.91 | \$ - | \$ - | \$ - | |
| 6.00% | \$ - | \$ 1,861.42 | \$ - | \$ 35.00 | \$ - | \$ - | |
| 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | \$ - | |

| TC Low | Salary & Benefits | | |
|--------|-------------------|---------|--|
| | TC Mid | TC High | |
| 10101 | 11166 | 12232 | |
| 10524 | 12005 | 13487 | |
| 8340 | 9307 | 10274 | |
| 7947 | 9366 | 10785 | |

\$ 8,937 \$ 10,226 \$ 11,515

Program Manager

Plans, organizes, and manages various community programs and services of the organization. Develops and implements policies, procedures, contracts and budget. Secures and monitors resources through fundraising activities, grants and contracts. Represents the organization at various community and other agency meetings. Generates community support through public relations activities, volunteerism and non-governmental funding for the program. REQ: Bachelor's degree in business or public administration, human services, or related field. Four years of progressively responsible experience in public relations, marketing, grant writing, and/or fund raising, plus four years of progressively responsible managerial experience; OR any satisfactory combination of education, training, and experience that demonstrates the knowledge, skills and abilities to perform the job.

| Organization | Comparable Positions | Salary Structure | | |
|---------------------------|----------------------|------------------|-------------|-------------|
| | | Low | Mid | High |
| OCWCOG | Program Manager | \$ 5,100.00 | \$ 6,005.00 | \$ 6,792.00 |
| Lane COG | Program Manager | \$ 6,267.00 | \$ 7,404.00 | \$ 8,541.00 |
| State of Oregon | Branch Manager | \$ 5,752.00 | \$ 7,118.00 | \$ 8,484.00 |
| Multnomah | Manager I | \$ 6,212.00 | \$ 7,765.00 | \$ 9,319.00 |
| Lane County | Program Manager | \$ 5,912.00 | \$ 7,301.50 | \$ 8,691.00 |
| City of Salem | Program Manager | \$ 5,482.53 | \$ 6,426.33 | \$ 7,370.13 |
| Mid-Willamette Valley COG | Program Manager | \$ 6,609.00 | \$ 7,522.00 | \$ 8,435.00 |
| NWSDS | Program Manager | \$ 5,302.00 | \$ 6,640.50 | \$ 7,979.00 |

Surveyed Average \$ 5,934 \$ 7,168 \$ 8,403

Total Number of Surveyed Comparables: 6
 Ratio of CWCOG Salaries to the Surveyed Average: 86% 84% 81%
 Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 93% 91% 89%

Drop 2 steps, add 12% to top step and realign steps

equals \$3.12 per step increase

| Organization | Comparable Positions | Salary Structure | | |
|---------------------------|----------------------|------------------|-------------|-------------|
| | | Low | Mid | High |
| OCWCOG | Program Manager | \$ 5,532.00 | \$ 6,780.00 | \$ 7,715.00 |
| Lane COG | Program Manager | \$ 6,267.00 | \$ 7,404.00 | \$ 8,541.00 |
| State of Oregon | Branch Manager | \$ 5,752.00 | \$ 7,118.00 | \$ 8,484.00 |
| Multnomah | Manager 1 | \$ 6,212.00 | \$ 7,765.00 | \$ 9,319.00 |
| Lane County | Program Manager | \$ 5,912.00 | \$ 7,301.50 | \$ 8,691.00 |
| City of Salem | Program Manager | \$ 5,482.53 | \$ 6,426.33 | \$ 7,370.13 |
| Mid-Willamette Valley COG | Program Manager | \$ 6,609.00 | \$ 7,522.00 | \$ 8,435.00 |
| NWSDS | Program Manager | \$ 5,302.00 | \$ 6,640.50 | \$ 7,979.00 |

Surveyed Average \$ 5,934 \$ 7,168 \$ 8,403

Total Number of Surveyed Comparables: 6
 Ratio of CWCOG Salaries to the Surveyed Average: 93% 95% 92%
 Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 98% 100% 98%

| Benefits Paid by Employer | | | | | | | | | |
|---------------------------|------------|-------------|---------------|----------------------|---------------|-------------------------|--------|--------|---------|
| Pension | Def. Comp. | Health Ins. | Life/LTD/AD&D | Cell Phone Allowance | Car Allowance | *Other ER Paid Benefits | | | |
| 6.00% | \$ - | \$ 2,327 | \$ 21.91 | \$ 75.00 | \$ - | \$ - | TC Low | TC Mid | TC High |
| 6.00% | \$ 125.00 | \$ 2,210.65 | \$ 21.91 | \$ - | \$ - | \$ - | 7830 | 8789 | 9623 |
| | | | | | | | 9001 | 10206 | 11411 |
| 6.00% | \$ - | \$ 2,233.92 | \$ 21.91 | \$ - | \$ - | \$ - | 8523 | 9995 | 11468 |
| 6.00% | \$ - | \$ 2,210.65 | \$ - | \$ - | \$ - | \$ - | 8022 | 9023 | 10023 |
| 6.00% | \$ - | \$ 1,457.00 | \$ 79.00 | \$ - | \$ - | \$ 59 | 8601 | 9568 | 10458 |
| 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | \$ - | 7947 | 9366 | 10785 |

\$ 8,419 \$ 9,632 \$ 10,829

| Benefits Paid by Employer | | | | | | | | | |
|---------------------------|------------|-------------|-------------------------------|---------------|-------------------------|-------|-------|-------|-------|
| Pension | Def. Comp. | Health Ins. | Life/LTD/Cell Phone Allowance | Car Allowance | *Other ER Paid Benefits | | | | |
| 6.00% | \$ - | \$ 2,327 | \$ 21.91 | \$ 75.00 | \$ - | Lo TC | TC | TC | High |
| 6.00% | \$ 125.00 | \$ 2,210.65 | \$ 21.91 | \$ - | \$ - | 8288 | 9611 | 10602 | 11411 |
| | | | | | | 9001 | 10206 | | |
| 6.00% | \$ - | \$ 2,233.92 | \$ 21.91 | \$ - | \$ - | 8523 | 9995 | 11468 | |
| 6.00% | \$ - | \$ 2,210.65 | \$ - | \$ - | \$ - | 8022 | 9023 | 10023 | |
| 6.00% | \$ - | \$ 1,457.00 | \$ 79.00 | \$ - | \$ 59 | 8601 | 9568 | 10458 | |
| 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | 7947 | 9366 | 10785 | |

\$ 8,419 \$ 9,632 \$ 10,829

Human Resources Manager

Responsible for the administration of all aspects of Human Resources including labor negotiations, development of personnel systems and policies, benefits administration, class and compensation, recruiting, training, staff and management consultation. Req: Bachelor's degree with major course work in human resources or business administration, along with five years of progressively responsible HR experience and at least four years of progressively responsible managerial experience; OR, any satisfactory combination of education, training, and experience that demonstrates the knowledge, skills and abilities to perform the job. Current SPHR or PHR Certification preferred. Experience in Interest-Based Bargaining a plus.

| Organization | Comparable Positions | Salary Structure | | |
|-------------------|--------------------------|------------------|--------------|--------------|
| | | Low | Mid | High |
| OCWCOG | Human Resources Manager | \$ 5,765.00 | \$ 6,685.00 | \$ 7,605.00 |
| Lane COG | Human Resources Manager | \$ 6,125.00 | \$ 8,193.50 | \$ 10,262.00 |
| City of Albany | Human Resources Director | \$ 8,591.25 | \$ 9,666.05 | \$ 10,740.84 |
| Marion County | Human Resources Manager | \$ 6,550.27 | \$ 7,661.34 | \$ 8,772.40 |
| City of Corvallis | Human Resources Director | \$ 9,084.64 | \$ 10,339.59 | \$ 11,594.53 |
| NWSDS | Human Resources Manager | \$ 6,017.00 | \$ 7,536.50 | \$ 9,056.00 |
| City of Lebanon | Human Resources Director | \$ 6,382.00 | \$ 7,339.50 | \$ 8,297.00 |

Surveyed Average \$ 7,125 \$ 8,456 \$ 9,787

Total Number of Surveyed Comparables: 6
 Ratio of CWCOG Salaries to the Surveyed Average.: 81% 79% 78%
 Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 86% 84% 82%

Three Step Drop, Add 20% to top step, realignment of steps

| Organization | Comparable Positions | Salary Structure | | | High |
|-------------------|--------------------------|------------------|--------------|--------------|--------------|
| | | Low | Mid | High | |
| OCWCOG | Human Resources Manager | \$ 6,794.00 | \$ 8,466.00 | \$ 9,720.00 | \$ 9,720.00 |
| Lane COG | Human Resources Manager | \$ 6,125.00 | \$ 8,193.50 | \$ 10,262.00 | \$ 10,262.00 |
| City of Albany | Human Resources Director | \$ 8,591.25 | \$ 9,666.05 | \$ 10,740.84 | \$ 10,740.84 |
| Marion County | Human Resources Manager | \$ 6,550.27 | \$ 7,661.34 | \$ 8,772.40 | \$ 8,772.40 |
| City of Corvallis | Human Resources Director | \$ 9,084.64 | \$ 10,339.59 | \$ 11,594.53 | \$ 11,594.53 |
| NWSDS | Human Resources Manager | \$ 6,017.00 | \$ 7,536.50 | \$ 9,056.00 | \$ 9,056.00 |
| City of Lebanon | Human Resources Director | \$ 6,382.00 | \$ 7,339.50 | \$ 8,297.00 | \$ 8,297.00 |
| Surveyed Average | | \$ 7,125 | \$ 8,456 | \$ 9,787 | \$ 9,787 |

Total Number of Surveyed Comparables: 6
 Ratio of CWCOG Salaries to the Surveyed Average.: 95% 100% 99%
 Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 97% 101% 100%

| Pension | Def. Comp. | Health Ins. | Life/LTD/AD&D | Benefits Paid by Employer | | | *Other ER Paid Benefits |
|---------|------------|-------------|---------------|---------------------------|---------------|------------------|-------------------------|
| | | | | Cell Phone Allowance | Car Allowance | ER Paid Benefits | |
| 6.00% | \$ - | \$ 2,327 | \$ 21.91 | \$ 75.00 | \$ - | \$ - | \$ - |
| 6.00% | \$ 125.00 | \$ 2,210.65 | \$ 21.91 | \$ - | \$ - | \$ - | \$ - |
| 6.00% | \$ 429.63 | \$ 2,233.92 | \$ - | \$ - | \$ - | \$ - | \$ - |
| 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| 6.00% | \$ - | \$ 2,257.19 | \$ - | \$ - | \$ - | \$ 250 | \$ - |
| 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| 6.00% | \$ - | \$ 1,861.60 | \$ - | \$ 35.00 | \$ - | \$ - | \$ - |

\$ 9,899 \$ 11,310 \$ 12,721

| TC Low | TC Mid | TC High | Salary & Benefits | | |
|--------|--------|---------|-------------------|-------|-------|
| | | | Lo TC | TC | Hi TC |
| 8535 | 9510 | 10485 | 9626 | 11398 | 12727 |
| 8850 | 11043 | 13235 | 8850 | 11043 | 13235 |
| 11770 | 12910 | 14049 | 11770 | 12910 | 14049 |
| 9270 | 10448 | 11626 | 9270 | 10448 | 11626 |
| 12137 | 13467 | 14798 | 12137 | 13467 | 14798 |
| 8705 | 10316 | 11926 | 8705 | 10316 | 11926 |
| 8662 | 9676 | 10692 | 8662 | 9676 | 10692 |

| Pension | Def. Comp | Health Ins. | Life/LTD/AD&D | Cell Phone Allowance | Car Allowance | *Other ER Paid Benefits | Salary & Benefits | | |
|---------|-----------|-------------|---------------|----------------------|---------------|-------------------------|-------------------|-----------|-----------|
| | | | | | | | Lo TC | TC | Hi TC |
| 6.00% | \$ - | \$ 2,327 | \$ 21.91 | \$ 75.00 | \$ - | \$ - | 9626 | 11398 | 12727 |
| 6.00% | \$ 125.00 | \$ 2,210.65 | \$ 21.91 | \$ - | \$ - | \$ - | 8850 | 11043 | 13235 |
| 6.00% | \$ 429.63 | \$ 2,233.92 | \$ - | \$ - | \$ - | \$ - | 11770 | 12910 | 14049 |
| 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | \$ - | 9270 | 10448 | 11626 |
| 6.00% | \$ - | \$ 2,257.19 | \$ - | \$ - | \$ 250 | \$ - | 12137 | 13467 | 14798 |
| 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | \$ - | 8705 | 10316 | 11926 |
| 6.00% | \$ - | \$ 1,861.60 | \$ - | \$ 35.00 | \$ - | \$ - | 8662 | 9676 | 10692 |
| 6.00% | \$ - | \$ 1,861.60 | \$ - | \$ 35.00 | \$ - | \$ - | \$ 9,899 | \$ 11,310 | \$ 12,721 |

Program Supervisor

Responsible for the day-to-day operations of certain programs. Interprets policy, implements procedures, directs staff, develops systems and monitors work activities. Actively seeks funding resources to support the program. REQ: Bachelor's degree with emphasis in social services. Course work in social work, or experience providing considerable knowledge of persons with disabilities and seniors. At least two (2) years of supervisory experience desirable. OR any satisfactory experience combination of education, experience and training which demonstrates the knowledge, skills and abilities required to perform the duties of the job.

| Organization | Comparable Positions | Salary Structure | | |
|-----------------|----------------------|------------------|-------------|-------------|
| | | Low | Mid | High |
| OCWCOG | Program Supervisor | \$ 4,653.00 | \$ 5,476.00 | \$ 6,189.00 |
| Lane COG | Program Supervisor | \$ 5,652.00 | \$ 6,678.00 | \$ 7,704.00 |
| State of Oregon | Principal Executive | \$ 4,666.00 | \$ 5,775.50 | \$ 6,885.00 |
| Multnomah | Program Supervisor | \$ 4,981.00 | \$ 6,334.00 | \$ 7,687.00 |
| Lane County | Program Supervisor | \$ 4,746.00 | \$ 5,862.00 | \$ 6,978.00 |
| City of Salem | Supervisor I | \$ 4,901.87 | \$ 5,743.40 | \$ 6,584.93 |
| Marion County | Program Supervisor | \$ 5,141.07 | \$ 6,012.07 | \$ 6,883.07 |
| NWSDS | Program Supervisor | \$ 4,809.00 | \$ 6,023.00 | \$ 7,237.00 |

Surveyed Average \$ 4,985 \$ 6,061 \$ 7,137

Total Number of Surveyed Comparables:
 Ratio of CWCOG Salaries to the Surveyed Average.:
 Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.:

7% to top step, realignment of steps

equals \$306 increase per step

| Organization | Comparable Positions | Salary Structure | | |
|-----------------|-------------------------------|------------------|-------------|-------------|
| | | Low | Mid | High |
| OCWCOG | Program Supervisor | \$ 4,653.00 | \$ 5,877.00 | \$ 6,800.00 |
| Lane COG | Program Supervisor | \$ 5,652.00 | \$ 6,678.00 | \$ 7,704.00 |
| State of Oregon | Principal Executive Manager B | \$ 4,666.00 | \$ 5,775.50 | \$ 6,885.00 |
| Multnomah | Program Supervisor | \$ 4,981.00 | \$ 6,334.00 | \$ 7,687.00 |
| Lane County | Program Supervisor | \$ 4,746.00 | \$ 5,862.00 | \$ 6,978.00 |
| City of Salem | Supervisor I | \$ 4,901.87 | \$ 5,743.40 | \$ 6,584.93 |
| Marion County | Program Supervisor | \$ 5,141.07 | \$ 6,012.07 | \$ 6,883.07 |
| NWSDS | Program Supervisor | \$ 4,809.00 | \$ 6,023.00 | \$ 7,237.00 |

Surveyed Average

\$ 4,985 \$ 6,061 \$ 7,137

Total Number of Surveyed Comparables:

Ratio of CWCOG Salaries to the Surveyed Average.:

Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.:

7
93% 97% 95%

93% 97% 95%
97% 100% 99%

| Benefits Paid by Employer | | | | | | | | | |
|---------------------------|------------|-------------|---------------|----------------------|---------------|-------------------------|--------|--------|---------|
| Pension | Def. Comp. | Health Ins. | Life/LTD/AD&D | Cell Phone Allowance | Car Allowance | *Other ER Paid Benefits | | | |
| 6.00% | \$ - | \$ 2,327 | \$ 21.91 | \$ 50.00 | \$ - | \$ - | TC Low | TC Mid | TC High |
| 6.00% | \$ 125.00 | \$ 2,210.65 | \$ 21.91 | \$ - | \$ - | \$ - | 7331 | 8203 | 8959 |
| 6.00% | \$ - | \$ 2,210.65 | \$ - | \$ - | \$ - | \$ - | 8349 | 9436 | 10524 |
| 6.00% | \$ - | \$ 2,233.92 | \$ 21.91 | \$ - | \$ - | \$ - | 7157 | 8333 | 9509 |
| 6.00% | \$ - | \$ 2,210.65 | \$ - | \$ - | \$ - | \$ - | 7287 | 8448 | 9631 |
| 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | \$ - | 7407 | 8299 | 9191 |
| 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | \$ - | 7777 | 8700 | 9624 |
| 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | \$ - | 7425 | 8711 | 9998 |

\$ 7,567 \$ 8,654 \$ 9,746

7
93% 90% 87%
97% 95% 92%

Benefits Paid by Employer

| Pension | Def. Comp. | Health Ins. | Life/LTD/AD&D | Cell Phone Allowance | Car Allowance | *Other ER Paid Benefits | Lo TC | Lo TC | TC | High |
|---------|------------|-------------|---------------|----------------------|---------------|-------------------------|-------|-------|-------|-------|
| 6.00% | \$ - | \$ 2,327 | \$ 21.91 | \$ 50.00 | \$ - | \$ - | 7331 | 8629 | 9607 | 9607 |
| 6.00% | \$ 125.00 | \$ 2,210.65 | \$ 21.91 | \$ - | \$ - | \$ - | 8349 | 9436 | 10524 | 10524 |
| 6.00% | \$ - | \$ 2,210.65 | \$ - | \$ - | \$ - | \$ - | 7157 | 8333 | 9509 | 9509 |
| 6.00% | \$ - | \$ 2,233.92 | \$ 21.91 | \$ - | \$ - | \$ - | 7287 | 8448 | 9631 | 9631 |
| 6.00% | \$ - | \$ 2,210.65 | \$ - | \$ - | \$ - | \$ - | 7407 | 8299 | 9191 | 9191 |
| 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | \$ - | 7777 | 8700 | 9624 | 9624 |
| 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | \$ - | 7425 | 8711 | 9998 | 9998 |

\$ 7,567 \$ 8,654 \$ 9,746

7
93% 97% 95%

93% 97% 95%
97% 100% 99%

Business Officer (HR Generalist 2)

Serves as a technical resource for multiple Human Resources functions, such as benefits administration; recruitment; FMLA and OFLA; safety; policy development and records administration. Routinely handles confidential information. REQ: Bachelor's degree in Human Resource Management, Organizational Behavior or Development, Business or Public Administration, the Applied Behavioral Sciences, Industrial Relations or a job-related course of study determined by the appointing authority; and two years of Human Resource professional-level experience related to the position. OR Valid Certification as a Professional in Human Resource awarded by the Human Resource Certification Institute, and three years Human Resource professional-level experience related to the position. OR Five years Human Resource experience related to the position. Three of the five years must have been at the professional-level. Masters degree in any of the above listed courses of study may substitute for one year of professional-level experience.

| Organization | Comparable Positions | Salary Structure | | |
|-------------------|-----------------------------|------------------|-------------|-------------|
| | | Low | Mid | High |
| OCWCOG | HR Generalist | \$ 4,432.00 | \$ 5,297.50 | \$ 6,163.00 |
| Lane COG | Sr HR Associate | \$ 4,983.00 | \$ 6,665.50 | \$ 8,348.00 |
| Marion County | Human Resources Analyst | \$ 4,888.00 | \$ 5,720.00 | \$ 6,552.00 |
| City of Albany | HR Programs Coordinator | \$ 5,083.23 | \$ 5,669.26 | \$ 6,255.28 |
| City of Salem | Human Resources Coordinator | \$ 4,901.87 | \$ 5,743.40 | \$ 6,584.93 |
| City of Corvallis | Senior HR Analyst | \$ 5,577.19 | \$ 6,347.62 | \$ 7,118.04 |
| NWSDS | HR Generalist | \$ 4,362.00 | \$ 5,463.50 | \$ 6,565.00 |
| State of Oregon | HR Analyst 2 | \$ 4,766.00 | \$ 5,724.50 | \$ 6,683.00 |

Surveyed Average \$ 4,937 \$ 5,905 \$ 6,872

Total Number of Surveyed Comparables:

Ratio of CWCOG Salaries to the Surveyed Average: 7 90%

Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 93% 93%

Drop 1 step, add 5.5% to top and realign steps

\$274 increase/step

| Organization | Comparable Position: | Salary Structure | | |
|-------------------|-----------------------------|------------------|-------------|-------------|
| | | Low | Mid | High |
| OCWCOG | HR Generalist | \$ 4,748.00 | \$ 5,844.00 | \$ 6,668.00 |
| Lane COG | Sr HR Associate | \$ 4,983.00 | \$ 6,665.50 | \$ 8,348.00 |
| Marion County | Human Resources Analyst | \$ 4,888.00 | \$ 5,720.00 | \$ 6,552.00 |
| City of Albany | HR Programs Coordinator | \$ 5,083.23 | \$ 5,669.26 | \$ 6,255.28 |
| City of Salem | Human Resources Coordinator | \$ 4,901.87 | \$ 5,743.40 | \$ 6,584.93 |
| City of Corvallis | Senior HR Analyst | \$ 5,577.19 | \$ 6,347.62 | \$ 7,118.04 |
| NWSDS | HR Generalist | \$ 4,362.00 | \$ 5,463.50 | \$ 6,565.00 |
| State of Oregon | HR Analyst 2 | \$ 4,766.00 | \$ 5,724.50 | \$ 6,683.00 |
| Surveyed Average | | \$ 4,937 | \$ 5,905 | \$ 6,872 |

Total Number of Surveyed Comparables: 7

Ratio of CWCOG Salaries to the Surveyed Average: 96%

Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 98%

| Organization | Comparable Positions | Benefits Paid by Employer | | | | | | | | | | Salary & Benefits | | |
|-------------------|-----------------------------|---------------------------|------------|-------------|---------------|----------------------|---------------|-------------------------|--------|--------|---------|-------------------|-------|--|
| | | Pension | Def. Comp. | Health Ins. | Life/LTD/AD&D | Cell Phone Allowance | Car Allowance | *Other ER Paid Benefits | TC Low | TC Mid | TC High | | | |
| OCWCOG | HR Generalist | 6.00% | \$ - | \$ 2,327 | \$ 21.91 | \$ - | \$ - | \$ - | 7047 | 7964 | 8882 | 7964 | 8882 | |
| Lane COG | Sr HR Associate | 6.00% | \$ 125.00 | \$ 2,210.65 | \$ 21.91 | \$ - | \$ - | \$ - | 7640 | 9423 | 11206 | 9423 | 11206 | |
| Marion County | Human Resources Analyst | 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | \$ - | 7508 | 8390 | 9272 | 8390 | 9272 | |
| City of Albany | HR Programs Coordinator | 6.00% | \$ - | \$ 2,233.92 | \$ - | \$ - | \$ - | \$ - | 7622 | 8243 | 8865 | 8243 | 8865 | |
| City of Salem | Human Resources Coordinator | 6.00% | \$ - | \$ 2,210.65 | \$ - | \$ - | \$ - | \$ - | 7407 | 8299 | 9191 | 8299 | 9191 | |
| City of Corvallis | Senior HR Analyst | 6.00% | \$ - | \$ 2,257.19 | \$ - | \$ - | \$ - | \$ - | 8419 | 9236 | 10053 | 9236 | 10053 | |
| NWSDS | HR Generalist | 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | \$ - | 6951 | 8118 | 9286 | 8118 | 9286 | |
| State of Oregon | HR Analyst 2 | 6.00% | \$ - | \$ 2,210.65 | \$ - | \$ - | \$ - | \$ - | 7263 | 8279 | 9296 | 8279 | 9296 | |

\$ 7,544 \$ 8,570 \$ 9,595

| Organization | Comparable Position: | Benefits Paid by Employer | | | | | | | | | | Salary & Benefits | | |
|-------------------|-----------------------------|---------------------------|------------|-------------|---------------|----------------------|---------------|-------------------------|----------|----------|----------|-------------------|-------|--|
| | | Pension | Def. Comp. | Health Ins. | Life/LTD/AD&D | Cell Phone Allowance | Car Allowance | *Other ER Paid Benefits | TC Low | TC Mid | TC High | | | |
| OCWCOG | HR Generalist | 6.00% | \$ - | \$ 2,327 | \$ 21.91 | \$ - | \$ - | \$ - | 7382 | 8544 | 9417 | 8544 | 9417 | |
| Lane COG | Sr HR Associate | 6.00% | \$ 125.00 | \$ 2,210.65 | \$ 21.91 | \$ - | \$ - | \$ - | 7640 | 9423 | 11206 | 9423 | 11206 | |
| Marion County | Human Resources Analyst | 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | \$ - | 7508 | 8390 | 9272 | 8390 | 9272 | |
| City of Albany | HR Programs Coordinator | 6.00% | \$ - | \$ 2,233.92 | \$ - | \$ - | \$ - | \$ - | 7622 | 8243 | 8865 | 8243 | 8865 | |
| City of Salem | Human Resources Coordinator | 6.00% | \$ - | \$ 2,210.65 | \$ - | \$ - | \$ - | \$ - | 7407 | 8299 | 9191 | 8299 | 9191 | |
| City of Corvallis | Senior HR Analyst | 6.00% | \$ - | \$ 2,257.19 | \$ - | \$ - | \$ - | \$ - | 8419 | 9236 | 10053 | 9236 | 10053 | |
| NWSDS | HR Generalist | 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | \$ - | 6951 | 8118 | 9286 | 8118 | 9286 | |
| State of Oregon | HR Analyst 2 | 6.00% | \$ - | \$ 2,210.65 | \$ - | \$ - | \$ - | \$ - | 7263 | 8279 | 9296 | 8279 | 9296 | |
| Surveyed Average | | | | | | | | | \$ 7,544 | \$ 8,570 | \$ 9,595 | | | |

Clerical Supervisor

Fulfills a variety of advanced and clerical duties in support of the Program Director. In coordination with the Program Managers and the Program Director, develops and implements systems and policies, and determination of procedures for support staff. Supervises Albany Senior & Disability Services program support staff and coordinates with other support staff in the agency. REQ: Completion of at least two years of college with five years of progressively responsible experience in secretarial and general administrative activities supplemented by secretarial or business training; and at least one year of supervisory experience. Additional qualifying experience may be substituted for the educational requirement on a year-for-year basis.

| Organization | Comparable Positions | Salary Structure | | |
|-----------------|--|------------------|-------------|-------------|
| | | Low | Mid | High |
| OCW/COG | Clerical Supervisor | \$ 3,361.00 | \$ 4,222.00 | \$ 5,083.00 |
| Lane COG | Program Supervisor Principal Executive Manager A | \$ 3,652.00 | \$ 6,678.00 | \$ 7,704.00 |
| State of Oregon | Office Supervisor | \$ 3,845.00 | \$ 4,757.50 | \$ 5,670.00 |
| City of Eugene | Office Manager | \$ 3,655.60 | \$ 4,106.27 | \$ 4,556.93 |
| Marion County | Program Supervisor | \$ 4,026.53 | \$ 4,712.07 | \$ 5,397.60 |
| NWSDS | Program Supervisor | \$ 4,154.00 | \$ 5,203.00 | \$ 6,252.00 |

Surveyed Average \$ 4,267 \$ 5,091 \$ 5,916

Total Number of Surveyed Comparables:

Ratio of CWCOG Salaries to the Surveyed Average.: 6

Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 79%

Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 88%

Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 83%

Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 90%

Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 86%

Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 91%

With Two Step Add/Drop

| Organization | Comparable Positions | Salary Structure | | |
|------------------|-----------------------|------------------|-------------|-------------|
| | | Low | Mid | High |
| OCW/COG | Clerical Supervisor | \$ 4,110.00 | \$ 4,958.00 | \$ 5,711.00 |
| Lane COG | Program Supervisor | \$ 5,652.00 | \$ 6,678.00 | \$ 7,704.00 |
| State of Oregon | Principal Executive M | \$ 3,845.00 | \$ 4,757.50 | \$ 5,670.00 |
| City of Eugene | Office Supervisor | \$ 3,655.60 | \$ 4,106.27 | \$ 4,556.93 |
| Marion County | Office Manager | \$ 4,026.53 | \$ 4,712.07 | \$ 5,397.60 |
| NWSDS | Program Supervisor | \$ 4,154.00 | \$ 5,203.00 | \$ 6,252.00 |
| Surveyed Average | | \$ 4,267 | \$ 5,091 | \$ 5,916 |

Total Number of Surveyed Comparables:

Ratio of CWCOG Salaries to the Surveyed Average.: 96%

Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 99%

Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 100%

Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 97%

Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 99%

| Benefits Paid by Employer | | | | | | | | | |
|---------------------------|-------|-------------|---------------|----------------------|---------------|-------------------------|------|------|------|
| Def. | Comp. | Health Ins. | Life/LTD/AD&D | Cell Phone Allowance | Car Allowance | *Other ER Paid Benefits | | | |
| Pension | 6.00% | \$ - | \$ 2,327 | \$ 21.91 | \$ 50.00 | \$ - | \$ - | \$ - | \$ - |
| | 6.00% | \$ 125.00 | \$ 2,210.65 | \$ 1.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| | 6.00% | \$ - | \$ 2,210.65 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | 6.00% | \$ - | \$ 2,210.65 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

\$ 6,805 \$ 7,679 \$ 8,554

| Salary & Benefits | | | |
|-------------------|--------|---------|--|
| TC Low | TC Mid | TC High | |
| 5962 | 6874 | 7787 | |
| 8328 | 9415 | 10503 | |
| 6286 | 7254 | 8221 | |
| 6086 | 6563 | 7041 | |
| 6595 | 7322 | 8049 | |
| 6730 | 7842 | 8954 | |

| Benefits Paid by Employer | | | | | | | | | |
|---------------------------|-------|-------------|---------------|----------------------|---------------|-------------------------|------|------|-------|
| Def. | Comp. | Health Ins. | Life/LTD/AD&D | Cell Phone Allowance | Car Allowance | *Other ER Paid Benefits | Lc | TC | High |
| Pension | 6.00% | \$ - | \$ 2,327 | \$ 21.91 | \$ 50.00 | \$ - | 6756 | 7654 | 8453 |
| | 6.00% | \$ 125.00 | \$ 2,210.65 | \$ 1.00 | \$ - | \$ - | 8328 | 9415 | 10503 |
| | 6.00% | \$ - | \$ 2,210.65 | \$ - | \$ - | \$ - | 6286 | 7254 | 8221 |
| | 6.00% | \$ - | \$ 2,210.65 | \$ - | \$ - | \$ - | 6086 | 6563 | 7041 |
| | 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | 6595 | 7322 | 8049 |
| | 6.00% | \$ - | \$ 2,327.00 | \$ - | \$ - | \$ - | 6730 | 7842 | 8954 |

\$ 6,805 \$ 7,679 \$ 8,554

Veterans Services Officer

Provides assistance, advice, and counseling to veterans in Benton County, their dependents and survivors, related to veterans's benefits provided by local, state, and federal government programs. REQ: Completion of at least two years of college level training with major course work in social services, business management, or related areas; and two years experience directly related to the duties and responsibilities of the classification including at least one supervisory experience. Further education may be substituted on a year-for-year basis for a maximum of two years experience), OR, accreditation as a VSO for one year, OR any satisfactory equivalent combination of experience and training which demonstrates the knowledge, skills and abilities in order to perform the duties of the job.

| Organization | Comparable Positions | Salary Structure | | |
|-----------------|---------------------------|------------------|-------------|-------------|
| | | Low | Mid | High |
| OCWCOG | Veterans Services Officer | \$ 3,661.00 | \$ 4,554.00 | \$ 5,083.00 |
| State of Oregon | Veterans Services Officer | \$ 3,569.00 | \$ 4,564.00 | \$ 5,559.00 |
| Linn County | Veterans Services Officer | \$ 4,420.00 | \$ 4,994.00 | \$ 5,568.00 |

Surveyed Average \$ 3,995 \$ 4,779 \$ 5,564

Total Number of Surveyed Comparables: 2
 Ratio of CWCOG Salaries to the Surveyed Average.: 92% 95% 91%
 Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 96% 98% 95%

| Pension | Def. Comp. | Health Ins. | Life/LTD/AD&D | Cell Phone Allowance | Car Allowance | *Other ER Paid Benefits |
|---------|------------|-------------|---------------|----------------------|---------------|-------------------------|
| | | | | | | |
| 6.00% | \$ - | \$ 2,327 | \$ 21.91 | \$ 50.00 | \$ - | \$ - |
| 6.00% | \$ - | \$ 2,327 | \$ - | \$ - | \$ - | \$ - |
| 6.00% | \$ - | \$ 2,327 | \$ - | \$ - | \$ - | \$ - |

| TC Low | TC Mid | TC High |
|--------|--------|---------|
| | | |
| 6280 | 7226 | 7787 |
| 6110 | 7165 | 8220 |
| 7012 | 7621 | 8230 |

\$ 6,561 \$ 7,393 \$ 8,225

With One Step Add/Drop

| Organization | Comparable Positions | Salary Structure | | |
|------------------|---------------------------|------------------|-------------|-------------|
| | | Low | Mid | High |
| OCWCOG | Veterans Services Officer | \$ 3,926.00 | \$ 4,732.00 | \$ 5,448.00 |
| State of Oregon | Veterans Services Officer | \$ 3,569.00 | \$ 4,564.00 | \$ 5,559.00 |
| Linn County | Veterans Services Officer | \$ 4,420.00 | \$ 4,994.00 | \$ 5,568.00 |
| Surveyed Average | | \$ 3,995 | \$ 4,779 | \$ 5,564 |

Total Number of Surveyed Comparables: 2
 Ratio of CWCOG Salaries to the Surveyed Average.: 98% 99% 98%
 Ratio of CWCOG Total Comp. to the Surveyed Average Total Comp.: 100% 100% 99%

| Pension | Def. Comp. | Health Ins. | Life/LTD/AD&D | Cell Phone Allowance | Car Allowance | *Other ER Paid Benefits |
|---------|------------|-------------|---------------|----------------------|---------------|-------------------------|
| | | | | | | |
| 6.00% | \$ - | \$ 2,327 | \$ 21.91 | \$ 50.00 | \$ - | \$ - |
| 6.00% | \$ - | \$ 2,327 | \$ - | \$ - | \$ - | \$ - |
| 6.00% | \$ - | \$ 2,327 | \$ - | \$ - | \$ - | \$ - |

| Lo TC | TC | High |
|-------|------|------|
| | | |
| 6560 | 7415 | 8174 |
| 6110 | 7165 | 8220 |
| 7012 | 7621 | 8230 |

\$ 6,561 \$ 7,393 \$ 8,225



1400 Queen Ave SE • Suite 201 • Albany, OR 97322
(541) 967-8720 • FAX (541) 967-6123

MEMORANDUM

DATE: May 21, 2020
TO: OCWCOG Board of Directors
FROM: Mayor Biff Traber, Interim Executive Director
RE: **Discussion to Replace Dann Cutter on the Executive Committee**

Mr. Dann Cutter resigned in April, taking the job of City Manager in Waldport. The Vice Chair position on the Executive Committee is now vacant and an election by the whole Board of Directors (Board) will be held. Further, the Board must maintain the requirement that each of the Officers be from a different County. Finally, if that election leaves open the Lincoln County At-Large Representative position, the Lincoln County delegation of the Board needs to elect another At-Large Representative to the OCWCOG Board.

OCWCOG Bylaws pertaining to Executive Committee Officers and their Elections:

Section 3, Officers, 3.3

The Chair, Vice-Chair, and Treasurer shall be residents of different Counties.

Section 4, Election of Officers, 4.3

Nominations for Chair, Vice-Chair, or Treasurer may be made from the floor. Candidates receiving a simple majority vote of those Members present at the meeting shall be declared elected. Persons elected as Chair, Vice-Chair, or Treasurer may hold these offices for two consecutive two-year terms. At-large Representatives may succeed themselves for any number of terms.

Section 4, Election of Officers, 4.4

Persons nominated for office may not represent a member government located in the same County as the current holder of that office, with the exception of a current office holder who is eligible for re-election to that office. For example: if the current Chair is from Linn County, those nominated to replace the current Chair must not represent a Linn County member government.

Section 4, Election of Officers, 4.5

The Vice-Chair shall complete the unexpired term of the Chair when a vacancy in the office of Chair occurs. A vacancy in either the office of Vice-Chair or Treasurer shall be filled by election at the next regular meeting of the Board.

Section 5, Executive Committee, 5.1

Pursuant to the Articles of Agreement, the Executive Committee shall be composed of the Chair, Vice-Chair, Treasurer, and three (3) at-large Representatives of Board Members, one from each County.

A copy of the OCWCOG Bylaws can be found here: <http://www.ocwcog.org/wp-content/uploads/2015/12/ocwcogbylaws032201.pdf>

Motion: **Motion to approve candidate for Executive Committee.**



Cascades West Center
1400 Queen Avenue, SE Suite 201
Albany, OR 97322
541.967.8720