



KLAMATH COUNTY
Human Resources

To: Board of County Commissioners
From: Amanda Van Riper
Human Resources Director
Date: January 24, 2023
Re: Department Request – HR Reclassification

Date Scheduled for Administrative Meeting: January 24, 2023

We are seeking your approval to reclassify the HR Specialist Sr. position to an HR Manager effective July 1, 2023.

The HR Manager would be responsible for overseeing and tracking all leave programs including FMLA, OFLA, Military Leave, and the recently created Paid Leave Oregon Plan. In addition, this position would take on additional duties to assist the HR Director including conducting salary surveys, assisting with union negotiation preparation, interpreting and applying union contracts, county policies, and Federal and State laws.

In addition, the HR Manager will oversee all employee benefit programs and ensure proper administration of benefits including health insurance, PERS, 457(b) and 401(a) plans, FSA, HSA, and HRA accounts. The position will also act as the primary contact for third party vendors for benefit programs.

In the absence of the HR Director, this position will serve as the acting director.

The position would be reclassified from a UH26 to a UF30. Upon approval, we will include this reclassification in our budget for the 23-24 Fiscal Year. The employee in this position would move from a UH26 Step 4 (as of July 1 this will be \$32.35/hour or \$5,607/month) to a UF30 Step 1 (as of July 1 this will be \$5,968.27/month).

Suggested Motion: Hereby motion to approve the request to reclassify the HR Specialist Sr to an HR Manager as outlined above:

Chair

Approved
Disapproved

Date

Commissioner

Approved
Disapproved

Date

Commissioner

Approved
Disapproved

Date