

# Portland State University: Total Cost of Employer Compensation

## Junction City Adjusted Compensation Comparison Study

Submitted by:

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- **Stephanie Moran – HR and Administrative Manager**

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<b>Jurisdiction</b>	<b>Main Information Contacts</b>
Brookings	Bridgette Eszlinger
Creswell	Roberta Tharp
Eugene	Kathryn Butler, Randi Bowers-Payne
Harrisburg	Michele Eldridge
Madras	Kristal Hughes
Philomath	Chris Workman
Seaside	Jon Rahl, Kim Jordan
Springfield	Candace Steffen
Veneta	Stacy Cornelius
Wood Village	Greg Dirks

The CPS Team included:

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- Bob Winthrop – Senior Fellow
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- Sara Spiers – Research Assistant
- Jennifer Everett – Budget Administrator

## Background

In September 2019, the City of Junction City engaged Portland State University’s Center for Public Service (CPS) to conduct a compensation study. CPS was to analyze 10 job titles in 11 Oregon cities including Junction City and determine the compensation costs to include:

- Salary at the Minimum, Median, and Maximum level
- Employer contribution for Public Employees Retirement System
- Minimum Employee Health Insurance contribution
- Paid time off (Vacation, holiday, and Executive Leave)

Additional data were collected to ensure comparability among job titles, including:

- Minimum experience required
- Minimum education required
- Number of people supervised
- Major job duties
- Cell phone allowance / personal use
- Take-home vehicle for specific positions

The jurisdictions included the following (population, miles from Eugene, County, and number of job titles that were able to match to one of the 10 job titles Junction City selected):

Table 1: Population and Location				
Jurisdiction	Population*	Miles from Eugene**	County*	Jobs Matched
Junction City	6,170	16.8	Lane	10
Brookings	6,645	235	Curry	9
Creswell	5,510	12.7	Lane	3
Eugene	171,210	n/a	Lane	9
Harrisburg	3,680	23.8	Linn	5
Madras	6,380	152	Jefferson	9
Philomath	4,900	52.8	Benton	8
Seaside	6,585	181	Clatsop	7
Springfield	61,355	3.6	Lane	9
Veneta	4,800	14.5	Lane	6
Wood Village	4,060	125	Multnomah	4

\*League of Oregon Cities website

\*\*Car traveling miles from downtown Eugene

## Methodology

In order to collect data (Salary Schedules and Job Descriptions), the CPS team worked with the City of Junction City to identify jurisdictions that were comparable in size, geographic location, and/or common workforce pool as comparators. We contacted each jurisdiction, offering to share results once we obtained them to help incentivize participation. All jurisdictions participated by providing an initial response to the data request. Contacts provided current job descriptions, salary scales, and labor contracts wherever possible. Initial contacts with representatives from Philomath were positive; however, attempts for follow-up, particularly related to job descriptions, were unanswered. As a result, data and job matches for Philomath are limited and not verified.

After summarizing responses by jurisdiction in validation spreadsheets, we sent the data back out to the contacts for verification. Contacts provided additional details to ensure the most accurate match for each job title. We captured job duties in our database, but conducted a more thorough analysis for those jobs that fell outside the expected range for adjusted compensation. In total, the CPS team engaged in 3 to 5 interactions per jurisdiction to gather and validate data. In some cases, we revised the initial matches as the jurisdictions used the Junction City job descriptions to make more accurate alignment of tasks, education, experience, and supervision levels. That analysis is in the section below titled "Limited Job Matching Discussion."

Once we settled on a match for the job, we entered data related to salary at the minimum, median, and maximum ranges. We then added information (based on the employee group) as to whether the employer paid the PERS employee pick up 6%, and the minimum cost for a health insurance premium paid by the employee. Additional data included paid time off for Holidays, Vacation, and Executive or Management Leave and the use of cell phones and take-home vehicles. For detailed information on these factors see the Appendix.

Results of the matching discussions are listed in Table 2 on the next page.

Table 2: Jobs Matched											
Standard Job Title	Brookings	Creswell	Eugene	Harrisburg	Madras	Philomath	Seaside	Springfield	Veneta	Wood Village	Job Titles Matched
Police Sergeant	1	0	1	0	1	1	1	1	0	0	6
City Recorder	1	1	1	1	1	1	1	1	1	1	10
Finance Director	1	1	1	1	1	1	0	1	1	1	9
Public Works Director	1	1	1	1	1	1	1	1	1	1	10
Public Works Superintendent	1	0	0	1	1	1	0	0	1	0	5
Building Official	1	0	1	0	0	0	1	1	0	0	4
City Administrator	1	1	1	1	1	1	1	1	1	1	10
Police Chief	1	0	1	0	1	1	1	1	0	0	6
HR & Administrative Manager	1	0	1	0	1	0	1	1	1	0	6
Administrative Assistant (Police)	0	0	1	0	1	1	0	1	0	0	4
Job Matched	9	4	9	5	9	8	7	9	6	4	70

**Summary Results:** *Adjusted compensation*

Adjusted compensation includes two parts. The first is the addition of the following: base salary, the employer contribution for the employee share of pension, and the value of paid time off. The second part subtracts the value of the employee contribution for health insurance.

Within the 10 job titles evaluated, Junction City was significantly lower (-42% to -11%) for overall adjusted compensation at the Median tenure level for eight jobs, and 7% to 11% higher for Public Works Superintendent and Building Official.

The PSU Study team included a discussion of matching factors for all 10 job titles, included later in this report. Table 3 on the following page summarizes the job titles ranked by the difference between the Junction City Job Title value of the median adjusted compensation and the average of the comparables.

Table 3: Summary Results	
Job Title	% Difference from Avg of Median of Comp.
1. Administrative Assistant (Police)	-42%
2. Finance Director	-26%
3. City Administrator	-25%
4. City Recorder	-19%
5. Public Works Director	-19%
6. Police Chief	-18%
7. Human Resources & Administrative Manager	-15%
8. Police Sergeant	-11%
9. Public Works Superintendent	+7%
10. Building Official	+11%

**Summary Results:** *Paid Time Off*

With regard to Paid Time Off, Junction City values were within the same parameters as nine jurisdictions for Holiday Hours. However, their Vacation / Longevity Pay levels were lower than every jurisdiction except Veneta.

In terms of compensation, this variance becomes significant over time. For example, a Finance Director in Harrisburg earning a minimum base salary of \$60,000 (\$5,000 per month) would receive an 11.8% increase in pay after 5 years (\$7,080) and a 15.816% increase (\$9,480) at that same base pay by 20 years. In Junction City, that same position and salary level would only receive an 8.5% increase (\$5,100) at the 5-year mark and 11.5% (\$6,900) after 20 years.

Executive Leave, which Junction City and three other jurisdictions do not provide to any exempt position, varied both between and within Department Head and Non-Department Head categories. The annual 40 hours of Executive Leave for a Harrisburg Finance Director, for example, adds another \$1,150 to the employee's salary over a comparable position in Junction City.

Table 4 on the next page provides detail by jurisdiction.

	Holiday hours	Vacation: 5 years	Vacation: 10 years	Vacation: 15 years	Vacation: 20 years	Executive Leave: Dept Head	Executive Leave: Non-Dept Head
Junction City	80	96	120	160	160	0	0
Veneta	96	96	120	160	196	0 - 60	0
Creswell	80	120	128	160	160	80	n/a
Madras	80	120	160	200	200	40 - 60	0 - 40
Seaside	80	120	144	176	200	0	0
Wood Village	88	120	144	160	200	40	40
Harrisburg	80	128	168	168	208	40	0
Eugene	80	136	160	176	192	56 - 80	25
Brookings	80	136	160	184	216	0	0
Brookings - Sergeant	80	216	240	264	296	n/a	0
Springfield	80	224	248	272	296	0	0
Philomath	88	n/a	n/a	n/a	n/a	48 - 96	0

**Summary Results: Health Insurance**

Junction City employees do not pay anything for healthcare, regardless of plan. Three other jurisdictions (Creswell, Philomath, and Harrisburg) also have no employee premiums. Wood Village, at \$401 per month for a Family Plan, was the highest total cost, followed by \$274 in Madras. Eugene and Springfield employees pay \$194 and \$196 respectively for the same type of plan.

Jurisdiction	Maximum Family Insurance Cost (mth)	Minimum Family Insurance Cost (mth)
Junction City	0	0
Brookings	\$220	\$220
Creswell	0	0
Eugene	\$194	\$76
Harrisburg	0	0
Madras	\$274	\$31
Philomath	0	0
Seaside	\$150	\$52
Springfield	\$196	\$195
Veneta	\$182	\$182
Wood Village	\$401	\$389



**Summary Results:** *Additional Compensation*

The CPS team asked jurisdictions to respond (Yes/No) to four additional questions related to compensation for each of the 10 job titles:

- **Cell Phone Allowance:** Does this position have a monetary allowance for a Cell Phone used on the job?
- **City Cell Phone – Personal:** Does this position have permission to use their City-issued Cell Phone for personal use?
- **Take-Home Vehicle:** Does the City provide a city-owned vehicle for this position to take home between work shifts?
- **PERS Pickup:** Does the employer pay the 6% pickup amount?

Junction City does not provide a cell phone or allowance for any position in this survey; it does provide a take-home vehicle for both the Public Works Director and Public Works Superintendent. The majority of jurisdictions offer cell phone allowances for department heads (e.g., Finance, City Administrator, Public Works, Human Resources). Four provide take-home vehicles for the Public Works Director and Police Chief.

Seaside (Police Chief) and Creswell (Public Works Director) are the only jurisdictions that provide department-issued phones instead of an allowance for a position; in those cases, the phone is permitted to be used for personal calls as necessary. In several jurisdictions Police Sergeants may have a cell phone allowance and/or a take-home vehicle, depending on their assignments and duties.

All jurisdictions surveyed for this report provide the 6% PERS pickup for employees. The table below summarizes each jurisdiction’s responses. For more details on these results, please see the Appendix.

<b>Table 6: Additional Compensation Elements</b>		
	<b>Cell Phone Allowance</b>	<b>Take-Home Vehicle</b>
Administrative Assistant (Police)	2	0
Finance Director	6	0
City Administrator	8	2
City Recorder	5	0
Public Works Director	8*	4
Police Chief	4*	4
HR & Administrative Manager	5	0
Police Sergeant	3**	2**
Public Works Superintendent	4	1
Building Official	3	0

\*City-issued cell phone for some positions

\*\*In some jurisdictions – based on assignment

## Limited Job Matching Discussion

### 1. Administrative Assistant (Police)

The Police Administrative Assistant for Junction City is a non-exempt position with no supervisory responsibilities. It requires a high school diploma or GED and 2 years of general office experience. Below is a short summary of duties from the job description:

*“Provides confidential administrative assistance to the Chief of Police in areas of correspondence, reports, recordkeeping, and meetings . . . Delivers excellent customer service to diverse audiences; primary point of contact for the Chief’s schedule, arranging appointments, meetings, and calls.”*

Four jurisdictions (Eugene, Madras, Springfield, and Philomath) have a similar non-exempt position primarily supporting their police administrators.

- **Experience:** Two years of office or clerical experience is the minimum requirement for all four positions. Madras requires experience in a law enforcement environment, while Springfield mandates at least one year in an executive office setting.
- **Education:** Three of the four potential matches require a high school diploma or GED; only Springfield applicants (which have the highest level of compensation) must have a Bachelor’s degree in the field of business administration or a related field.
- **FLSA Exemption:** Junction City’s job description and the proposed matching positions are non-exempt, with the exception of Springfield’s Office Supervisor 2.
- **Supervision:** Only one position (Springfield) has supervisory responsibilities (3 employees).
- **Cell Phone Allowance/Personal Use:** While Junction City does not provide a cell phone allowance for this position, Eugene and Springfield do. Since phones are not issued by the department, personal use is not applicable.
- **Take-Home Vehicle:** No take-home vehicles are provided for this position.
- **Additional Notes:** Springfield’s Office Supervisor 2 position is the highest compensated; it also supervises 3 employees and requires a 4-year degree. Job duties include maintaining department and interagency records and the Investigation Bureau’s Case Management System, as well as writing reports, providing direction to volunteers, and processing non-emergency calls for police services. Eugene’s Executive Assistant (Police) position is responsible for “senior-level secretarial duties” and prepares and monitors the budget, payroll, and personnel processes.

**Conclusion:** Due to additional responsibilities, it is likely that Eugene’s Executive Assistant and Springfield’s Office Supervisor 2 positions are not clean matches to Junction City’s Police Administrative Assistant. Little detail was provided regarding the job duties of Philomath’s Police Administrative Assistant, so only the Madras position appears to be generally similar in tasks, education, and

experience to the Junction City position. However, Median Adjusted Compensation for the Madras Police Department Office Assistant is nearly 80% more.

## 2. Finance Director

The Finance Director for Junction City is an exempt position, supervising 2 employees. It requires a Bachelor's degree in accounting, finance, or public/business administration and 4 years' experience in fund accounting with two years in a supervisory capacity. Below is a short summary of duties from the job description:

*"Plans, organizes, directs and controls the functions of the Finance Department, including the general ledger accounting system, purchasing, and investing of funds. . . Performs skilled and advanced accounting work and is responsible for such areas as the preparation and maintenance of the budget, payroll, accounts payable, audit preparation, and long-term financial planning."*

The title is a match with 9 of the 10 jurisdictions, apart from Seaside.

- **Experience:** All jurisdictions require at least 3 years of progressively responsible experience in both supervision and technical skills.
- **Education:** A four-year degree is universally required, in fields including accounting, finance, public/business administration, business management or a related field.
- **FLSA Exemption:** Junction City's job description and all proposed matching positions are exempt.
- **Supervision:** Only one position (Harrisburg) had no assigned supervision responsibilities. Most Finance Directors supervise 2-4 employees, with Springfield having 8 direct reports.
- **Cell Phone Allowance/ Personal Use:** While Junction City does not provide a cell phone allowance for this position, 6 jurisdictions do (Brookings, Creswell, Eugene, Madras, Springfield, and Philomath). Since phones are not issued by the department, personal use is not applicable.
- **Take-Home Vehicle:** No take-home vehicles are provided for this position.
- **Additional Notes:** Brookings was the only city to formally combine Finance with Human Resources in a matched position. The Madras and Veneta Finance Directors also have human resource responsibilities but it is not reflected in their titles. In three jurisdictions, the Finance Director also serves as the Redevelopment Agency Treasurer (Harrisburg), City Recorder (Madras), or Metro Wastewater Management Commission Finance Officer (Springfield).

**Conclusion:** Most matches are good for this position; however, variations in compensation may in part reflect additional department responsibilities.

### 3. City Administrator

The City Administrator for Junction City is an exempt position, directly supervising 7 employees (department heads). It requires a Bachelor's degree in public or business administration and 5 years of progressively responsible administrative experience, preferably in municipal government. The following is a short summary of duties from the job description:

*“Responsible for the effective and efficient administration of the City organization; looks for, accepts, and supports the City Council and Council Committees; delegates appropriately to department managers and other staff members to see Council goals and directives accomplished.”*

All 10 jurisdictions surveyed have a City Manager or City Administrator exempt position.

- **Experience:** Veneta had the least required experience (3 years of public or private management), while Brookings and Seaside had the most (10 years). Nearly all required prior experience in municipal government or the public sector.
- **Education:** A Bachelor's degree or equivalent was required for all matched positions in fields such as public administration, public policy, business administration, planning, or related fields. Harrisburg requires a Master's degree in those related fields.
- **FLSA Exemption:** Junction City's job description and all proposed matching positions are exempt.
- **Supervision:** All positions have supervisory responsibilities, from Wood Village (3.5 FTE) to 47 (Brookings). In some cases, there was a distinction between direct reports and overall responsibility for the entire organization.
- **Cell Phone Allowance/Personal Use:** Junction City does not provide a cell phone allowance for this position; all other jurisdictions, with the exception of Wood Village, provide an allowance. Personal use is not an issue.
- **Take-Home Vehicle:** While no take-home vehicles are provided for this position in any jurisdiction, two (Creswell and Eugene) provide a car allowance.
- **Additional Notes:** City Manager/Administrator responsibilities in all 10 jurisdictions are generally focused on taking direction from the Mayor and/or City Councils. Some have additional duties such as Executive Director of the Urban Renewal Agency (Brookings), City Planner, City Redevelopment Agency Director and City Enterprise Zone Manager (Harrisburg), Financial Director (Seaside), and Personnel, Community, Public Works/Planning, and Building (Veneta). Salaries are negotiated and are generally not on any public salary scale.

**Conclusion:** Most matches are good for this position.

#### 4. City Recorder

In Junction City, the City Recorder is an exempt position with no supervisory responsibilities. It requires a high school diploma supplemented by two years of additional higher education or vocational training specializing in computer, secretarial, and/or business administration and 2 years' experience in business administration (can be in lieu of educational minimum). Below is a short summary of duties from the job description:

*“Performs administrative analytical and secretarial duties supporting the activities of the City Manager and Assistant City Manager. Responsible for coordinating the City Council meetings and agendas, ensuring compliance with laws governing public meetings, records, and elections.”*

All 10 jurisdictions have a position that reflects the core responsibilities of the City Recorder as defined by Junction City. In some cases, it is an Administrative Aide; in others, titles include Senior Management Analyst (Eugene) and Assistant to the City Manager (Wood Village).

- **Experience:** Levels of experience varied from “experience in local government preferred” (Wood Village) to 5 years of progressively responsible professional experience, preferably in the public sector, including at least one year in an executive office or supervisory position (Springfield, Eugene). Most required at least 2 years of related experience.
- **Education:** Requirements in education were also wide-ranging, from high school diploma/GED (Brookings, Seaside) to Bachelor’s degrees or equivalent in public administration, business administration, or a related field.
- **FLSA Exemption:** Three of the potential matching positions are non-exempt (Seaside, Veneta, Philomath); all others are exempt like Junction City.
- **Supervision:** Most City Recorders have no supervisory responsibilities. The exceptions are Creswell (1 employee), Eugene (2-5 employees) and Harrisburg (4, only in the absence of the City Manager).
- **Cell Phone Allowance/Personal Use:** Five jurisdictions provide a cell phone allowance for this position (Brookings, Creswell, Eugene, Madras, and Springfield); personal use is not an issue.
- **Take-Home Vehicle:** No take-home vehicles are provided for this position.
- **Additional Notes:** Several of the matching positions have additional responsibilities, including City Elections (Brookings, Madras, Springfield, Harrisburg, and Wood Village), human resources and economic development (Harrisburg), and records management.

**Conclusion:** Most matches are good for this position; however, variations in experience and education, plus the split in the FLSA Exemption, may explain some compensation differences.

## 5. Public Works Director

The Junction City Public Works Director is an exempt position, with 13 direct reports plus seasonal labor. It requires a 4-year university education with emphasis on public administration or engineering and 5 years of increasingly responsible experience in public works administration, with 3 years of supervisory experience. Below is a short summary of duties from the job description:

*“Plans and directs the delivery of services, directly and through subordinate supervisors, which relate to Public Works and Leisure Services. Areas include streets, parks, water, wastewater, building maintenance, equipment and vehicle maintenance.”*

The position is a match in all 10 jurisdictions, although the job titles vary (e.g., Director of Public Works and Development Services, Executive Director of Public Works, Public Works Director).

- **Experience:** As with the City Recorder, experience varied widely. The City of Veneta only requires “experience with basic mechanical and electrical systems” with no set number of years; Eugene requires “8 years of increasingly responsible public works experience in a municipal government or public agency in an administrative or managerial capacity involving responsibility for the planning, organization, implementation, and supervision of varied engineering, maintenance, and/or related programs.” Most other jurisdictions require at least 5 years of work experience and 3-5 years of supervisory responsibilities.
- **Education:** Brookings only requires a high school diploma. While Creswell seeks the equivalent to 2 years of college in engineering, construction management, or a related field. The rest of the jurisdictions require a 4-year degree or equivalent in fields including civil engineering, public administration, construction management, urban planning, or a related field.
- **FLSA Exemption:** Junction City’s job description and all proposed matching positions are exempt.
- **Supervision:** Due to the nature of public works projects, the number of employees regularly supervised or directly reporting to the position can vary throughout the year. Harrisburg’s position had just one, while Springfield has 122 in the department with 6-8 direct reports.
- **Cell Phone Allowance/Personal Use:** Other than Junction City, Wood Village, and Madras, all jurisdictions have an allowance for the position. Creswell has the option of providing a city-owned phone for the position, and permits personal use.
- **Take-Home Vehicle:** Like Junction City, Creswell and Madras provide a take-home vehicle for this position. Eugene supplies a car allowance.
- **Additional Notes:** Six of the 10 jurisdictions (Junction City, Brookings, Harrisburg, Madras, Veneta, and Philomath) have a Public Works Superintendent, Supervisor, and/or Foreman as well. Public Works Directors in Eugene and Springfield have a larger percentage of tasks related to planning, organizing, and directing departmental work than those in smaller communities,

and their salaries may reflect those differences. Most are responsible for public works project management and may work closely with the City Engineer (e.g., Harrisburg).

**Conclusion:** Most matches are good for this position; however, variations in compensation may in part reflect expertise, experience, staffing support, and administrative duties within the larger organization.

## 6. Police Chief

The Police Chief position in Junction City is exempt, supervising 16 employees. It requires a Bachelor's degree in criminal justice or a related field and an undetermined number of years of experience as a Sergeant, Lieutenant, or Acting Police Chief or other related supervisory duties. The following is a short summary of duties from the job description:

*“Responsible for the administration and management of all aspects of the police department, including volunteers, dispatch, and jail operations. Areas of strategic planning, budget preparation and monitoring, assisting in labor relations, establishment of police operation policies, recruitment, selection, and training of department employees, and administration of discipline.”*

Six of the ten targeted jurisdictions have a potential matching position. Two matched the identified duties with a director-level position instead of a chief (Brookings / Public Safety Director, Eugene / Executive Director, Public Services). The remaining four communities (Creswell, Harrisburg, Veneta, and Wood Village) contract with the local county sheriff's office for police services and therefore do not have the position internally.

- **Experience:** Generally, minimum experience is at least 5 years of progressively responsible law enforcement administration. Eugene and Springfield require additional years, including serving as a lieutenant or higher rank.
- **Education:** All require a 4-year degree or equivalent with major coursework in criminology, law enforcement, public administration, sociology, or a related field.
- **FLSA Exemption:** Junction City's job description and all proposed matching positions are exempt.
- **Supervision:** Direct reports ranged from 7 (Springfield) to 22 (Brookings), depending on the size of the force and how mid-level management is structured.
- **Cell Phone Allowance / Personal Use:** Along with Junction City, only one other jurisdiction (Madras) does not have an allowance for cell phones. Seaside issues a phone through the department but does not allow personal use.
- **Take-Home Vehicle:** Seaside and Philomath provide a take-home vehicle for this position; in Eugene, the Police Chief has the option of a car allowance or a vehicle.



- **Additional Notes:** As with the City Manager position, the salary in some jurisdictions is negotiated rather than based on a public salary scale. Compensation varies widely, from \$8,500 to \$16,000 per month across the six jurisdictions.

**Conclusion:** Most matches are good for this position; however, variations in pay may in part reflect executive leadership responsibilities and negotiations.

## 7. Human Resources and Administrative Services Manager

In Junction City, the HR and Administrative Services Manager is an exempt position, supervising 2 employees and additional seasonal staff for Community Services. It requires a Bachelor's degree in human resources and 5 years' experience in personnel and labor administration, preferably in the public sector. Below is a short summary of duties from the job description:

*"Performs professional and administrative duties in Human Resources, Office Services, and as an extension of the City Administrator's Office . . . performs services in human resources and risk management, administrative projects, special studies, surveys, and research."*

The title is a match within just 6 jurisdictions. The human resources tasks are part of other positions in some organizations: the City Manager handles HR in Creswell; in Harrisburg, it is covered by the City Recorder/Assistant City Administrator; and in Brookings, it is the responsibility of the Department of Finance and Human Resources.

- **Experience:** Most jurisdictions require at least 5 years of progressively responsible experience in human resources and risk management, including employee and labor relations, performance and development, benefits administration, and management experience.
- **Education:** Veneta's HR Specialist/HR Manager position requires a high school diploma or GED; Brookings' HR/Accounting Specialist must have additional course work in human resources or accounting beyond the high school credentials. All other jurisdictions mandate the equivalent of a Bachelor's degree with coursework in human resources, public administration, law, management, organizational development, communications, or business. Those that have combined HR with finance (Brookings, Madras) also require accounting skills.
- **FLSA Exemption:** Junction City's job description and all but one of the proposed matching positions are exempt; Veneta's position is non-exempt.
- **Supervision:** Two of the potential match positions (Veneta and Brookings) had no assigned supervision responsibilities. Most HR administrators supervise 6-7 employees.
- **Cell Phone Allowance / Personal Use:** Eugene, Madras, Seaside, Springfield, and Veneta provide an allowance for this position; none issue a city-owned phone so personal use is not applicable.
- **Take-Home Vehicle:** No take-home vehicles are provided for this position.



- **Additional Notes:** Eugene’s position is titled “Employee Resource Center Director,” connoting an expanded responsibility beyond traditional HR activities. The HR Specialist/Program Manager in Veneta has additional duties in Swimming Pool Management.

**Conclusion:** Human Resources tasks and responsibilities appear to be combined with a number of other duties with some of these potential matches, including finance, employee development, and pool facilities supervision. It is unclear how many of these positions align well with Junction City’s Human Resources and Administrative Services Manager.

## 8. Police Sergeant

The Police Sergeant position in Junction City is exempt, supervising approximately 7 employees. It requires a high school diploma with at least 2 years of college (preferred) and experience as a police officer. A short summary of duties from the job description includes:

*“Oversees daily activity of the Police Department, supervises shifts as assigned, and performs tasks and assignments at the request of the Chief of Police. Plans and directs personnel to meet the demands of the department while staying in compliance with city policies, procedures, and local and state laws.”*

As with the Police Chief position, six of the ten targeted jurisdictions have a potential matching position, with four communities (Creswell, Harrisburg, Veneta, and Wood Village) contracting with the local county sheriff’s office for police services. Most have more than one Sergeant within the department, so duties and supervision may vary; Eugene, for example, has 26 sergeants and 223 employees under their command.

- **Experience:** All jurisdictions require 3-5 years of law enforcement experience prior to applying to the position.
- **Education:** Brookings, Madras, and Seaside only require a high school diploma or GED, while Eugene and Springfield seek the equivalent of a Bachelor’s degree in criminal justice, business or public administration, or a related field.
- **FLSA Exemption:** The Sergeant positions in Brookings and Seaside are non-exempt; all others are exempt.
- **Supervision:** As noted above, supervision varies with assignments within a department.
- **Cell Phone Allowance / Personal Use:** Like supervision, cell phone allowance or department-issued phones vary by assignment within the department. If the phone is department property, personal calls are not allowed on it.
- **Take-Home Vehicle:** Most jurisdictions do not provide a take-home car. In Eugene and Springfield, it depends on the assignment.

- **Additional Notes:** All Sergeant job descriptions, regardless of department, reflect a diverse set of tasks and responsibilities, including investigations, patrol, traffic, and administration.

**Conclusion:** All targeted positions are potentially good matches, despite the variations in educational requirements and FLSA status. The duties and supervisory responsibilities, including the diversity of job assignments within the department, indicate a high degree of commonality among jurisdictions.

## 9. Public Works Superintendent

Working under the supervision of the Public Works Director, the Public Works Superintendent in Junction City is an exempt position, supervising 8 FTE plus seasonal labor. While the job description does not identify an academic degree, it lists a number of required licenses and certifications (e.g., Commercial Class B Driver's License, Oregon Wastewater Treatment, Wastewater Collection II, Water Treatment I, Water Distribution II, Cross Connection Specialist) and 7 years' experience in Public Works (including 3 years of supervisory experience). Below is a short summary of duties from the job description:

*“Responsible for the daily field operations of the Public Works Department, including daily administration of the water distribution, sewer collections, sanitation, and streets operations.”*

The title is a match with 5 of the 10 jurisdictions, with a variety of titles (Public Works Supervisor, Foreman, or Superintendent). All work under the direction of a Public Works Director.

- **Experience:** Veneta requires the least experience, with 1 year leading a crew. All other jurisdictions require 5 to 8 years of municipal, public works, and/or utility maintenance and construction. Brookings seeks at least two years of supervisory and inspection responsibility.
- **Education:** A high school diploma or GED is the minimum for all positions. Madras prefers additional trade school in construction technologies.
- **FLSA Exemption:** The Public Works Foreman in Harrisburg is non-exempt; all other positions are exempt.
- **Supervision:** All positions manage both direct reports average of 5 to 7 FTE and seasonal crews, depending on the time of year and project needs.
- **Cell Phone Allowance / Personal Use:** Like Junction City, Madras does not provide a cell phone allowance. All other jurisdictions do so, but do not issue department-owned equipment.
- **Take-Home Vehicle:** Junction City is the only jurisdiction that provides a take-home vehicle for the Public Works Superintendent.
- **Additional Notes:** This position had the least amount of variance related to compensation, with a difference of less than \$1,000 from highest to lowest median adjusted calculations. The tasks described within the job descriptions were also highly comparable.

**Conclusion:** These matches are solid. The duties are quite similar, all involving public works projects in water, wastewater, building maintenance, utilities, infrastructure, and grounds.

## 10. Building Official

The Junction City Building Official position is exempt with no supervision responsibilities. It requires a Bachelor's degree with major coursework in building construction or a related field and several years of increasingly responsible experience in plan review and building inspection, including 2 years of management responsibility. The job description includes:

*“Administers the Building Inspection program for the City of Junction City, providing inspection and plan review services for all residential and commercial construction, remodeling, repairs, and installation of mechanical devices to assure compliance with appropriate codes, statutes, rules, and ordinances.”*

Potential matches include positions in Brookings, Eugene, Seaside, and Springfield. Other jurisdictions contract with nearby cities (e.g., Creswell contracts with Cottage Grove), counties (Harrisburg / Linn County Planning and Building department) or with private contractors.

- **Experience:** Most require 3 to 5 years of increasingly responsible experience in areas such as public works, construction, design, and inspection (both commercial and residential); most also require 1-2 years of supervisory experience.
- **Education:** Range of educational requirements, from high school diploma/GED (Brookings), to 2 years of college coursework in the Building Inspection program (Seaside), to a Bachelor's degree in architecture, civil engineering, building construction, or other related field.
- **FLSA Exemption:** All are exempt positions within their jurisdictions.
- **Supervision:** Most of the Building Official positions do not directly supervise; Brookings and Seaside supervise two employees each.
- **Cell Phone Allowance / Personal Use:** Eugene and Junction City do not have cell phone allowances; all others provide one. No city-issued phones so personal use is not applicable.
- **Take-Home Vehicle:** No take-home vehicles are provided for this position.
- **Additional Notes:** Junction City provides higher compensation for this position than any other jurisdiction, other than Eugene. Some potential matches have additional responsibilities such as administering the Nuisance Ordinance program and managing city construction projects (Brookings) and supervising the daily operations of the Building Permit Section (Springfield).

**Conclusion:** Most matches are good for this position; however, variations in pay may in part reflect additional department responsibilities.

Appendix

**Detailed Adjusted Compensation Results & Job Description Summaries** ..... A-1

*Administrative Assistant (Police)* ..... A-1

*Finance Director* ..... A-3

*City Administrator* ..... A-6

*City Recorder* ..... A-9

*Public Works Director* ..... A-13

*Police Chief* ..... A-17

*Human Resources & Administrative Services Manager* ..... A-20

*Police Sergeant* ..... A-23

*Public Works Superintendent* ..... A-26

*Building Official* ..... A-29