

# ANALYSIS

## Item 1: Judicial Department Compensation Plan Changes

---

**Analyst:** John Borden

**Request:** Acknowledge receipt of a report on a compensation plan changes.

**Analysis:** By statute, the Chief Justice of the Oregon Supreme Court, as the administrative head of the Oregon Judicial Department (OJD), is to establish and maintain a department-wide personnel plan (ORS 1.008). The personnel plan includes a classification and compensation structure as well as other benefits. Statute directs that the plan be in reasonable conformity with the general salary structure of the state (ORS 240.245) and that prior to implementing any changes to the plan, a report must be submitted to the Legislature (ORS 8.105(1)). The Department provided timely notice of the proposed compensation plan change on November 4, 2024.

OJD is reporting the following two changes to the Department's classification and compensation plan that would become effective on January 1, 2025.

- a) Establishment of New Job Classifications: Director, Government Relations and Communications; Senior Counsel for Government Relations; and Court Security Screener.
- b) Travel Awards: accounts for travel awards as part of an employee's compensation that were earned during travel for state business.

OJD states that the establishment of the three new job classifications and the change accounting for employee travel awards will have no budgetary impact in the 2023-25 or the 2025-27 biennia. The Department qualifies this by stating that the 2023-25 legislatively approved budget does not include authorized positions for the new job classifications with the exception that a few existing authorized positions may be performing the duties of a Court Security Screener under a different classification but at the same level of compensation. The 2025-27 Chief Justice Recommended budget that will be released in December of this year is expected to include a request for additional Court Security Screener positions (Policy Package 101).

**Recommendation:** The Legislative Fiscal Office recommends that the Emergency Board acknowledge receipt of the report.

1  
Oregon Judicial Department  
Beck

---

**Request:** Report on classification and compensation changes.

**Recommendation:** Oregon Judicial Department is not under executive budgetary authority.

**Discussion:** The Oregon Judicial Department (OJD) proposes changes to the Department's classification and compensation plan to be effective January 1, 2025. OJD is reporting these changes in accordance with ORS 8.105(1):

*ORS 8.105(1): Before making any change to a compensation plan, an administrative division of the judicial department must submit the proposed change to the Joint Committee on Ways and Means during the period when the Legislative Assembly is in session, or to the Emergency Board or the Joint Interim Committee on Ways and Means during the interim period between sessions.*

In February 2021, OJD initiated a two-year statewide classification and compensation study of all job classifications. Further review was conducted in 2022, with the classification and compensation study implemented in April 2023. Since the implementation, OJD has completed a study of three new job profiles to address changing organizational needs and gaps in job profiles that were not included in the 2023 study. The changes proposed to the classification and compensation plan would affect three of OJD's 1,911 positions in 2023-25 and 24 prospective positions proposed in the 2025-27 Chief Justice's Recommended Budget. There are no costs associated with these plan changes for the current biennium or for the 2025-27 biennium.

OJD has also revised its Travel Reimbursement Policy to add travel awards to the compensation plan and to instruct OJD personnel on the limits and use of awards. Travel awards include hotel/airline/credit card award points, frequent flyer miles, and cash back incentives. This policy is similar to a travel award policy applied to the executive branch by the Department of Administrative Services. The policy change will affect an indeterminate number of OJD's positions in the current biennium and has no costs associated for 2023-25 or 2025-27.



OREGON JUDICIAL DEPARTMENT  
Office of the State Court Administrator

November 4, 2024  
**(SENT BY EMAIL)**

The Honorable Rob Wagner, President of the Senate  
The Honorable Julie Fahey, Speaker of the House  
Joint Emergency Board  
900 Court Street NE  
H-178 State Capitol  
Salem, OR 97301-4048

Re: Classification and Compensation Plan Change Report

Dear President Wagner and Speaker Fahey:

**Nature of Request**

The Oregon Judicial Department (OJD) is providing this report on prospective OJD compensation plan changes for its employees during the 2023-25 biennium. This letter reports changes to three OJD classifications and a change to OJD travel policy for all positions within OJD.

ORS 8.105(1) provides:

*Before making any change to a compensation plan, an administrative division of the judicial department must submit the proposed change to the Joint Committee on Ways and Means during the period when the Legislative Assembly is in session, or to the Emergency Board or the Joint Interim Committee on Ways and Means during the interim period between sessions.*

**OJD Compensation Plan Actions**

**Background Authority:** The Chief Justice of the Oregon Supreme Court is the administrative head of OJD, the state-funded unified court system. ORS 1.008 directs the Chief Justice to establish and maintain a personnel plan for OJD employees. The statewide OJD personnel plan includes the classification and compensation structure for exempt service OJD employees. Under ORS 240.245, the salary plan for exempt

President Wagner  
Speaker Fahey  
Page 2  
November 4, 2024

service employees must be in reasonable conformity with the general salary structure of the state.

OJD provides a total compensation package (pay, benefits, and retirement) that values the experience and education and continued service of prospective and current employees.

Compensation is established through internal and external comparisons to market, with consideration for fiscal capabilities and responsibility, and in compliance with both federal and state laws. Our compensation structure should be competitive for both new hires and long-term employees based on the labor market.

History: In February 2021, the OJD commenced a two-year statewide classification and compensation study of all job classifications. The objectives of the study were to review all classification specifications and update them to more accurately reflect the work assigned, create classifications to address situations where work out of class or differentials were necessary due to lack of a classification, to consolidate classifications where feasible based on similar work, and to realign positions to the new classifications. During the study, the term “classification specification” was updated to “job profile” within the OJD classification and compensation plan.

In April 2022, OJD conducted a comprehensive review of OJD’s compensation structure, an internal pay equity review on each job profile, and a labor market analysis to identify the competitive pay ranges for each job profile based on comparable market data. The classification and compensation study was implemented in April 2023.

Since implementation of the study in 2023 OJD has completed a study of three new job profiles to address changing organizational needs and gaps in job profiles that were not included in the 2023 study. These prospective changes to the classification and compensation plan would become effective January 1, 2025, and will affect 3 of OJD’s 1,911 positions authorized in the 2023-25 Legislatively Adopted Budget and 24 new positions in the 2025-27 biennium, if OJD receives funding for a pilot court security screening program (Policy Option Package 101, 2025-27 Chief Justice’s Recommended Budget).

The additions to OJD’s classification and compensation plan and placement of new job profiles on their respective compensation grades are detailed in Attachment 1. The related compensation grade changes will be implemented effective January 1, 2025. For the 2023-25 and 2025-27 biennia there are no costs associated with the classification and compensation plan changes.

Travel Awards: OJD has revised its Travel Reimbursement Policy (No. 020.30.01) to add travel awards (e.g., hotel/airline/credit card award points, frequent-flyer miles, cash-

President Wagner  
Speaker Fahey  
Page 3  
November 4, 2024

back incentives) to OJD's compensation plan and to instruct OJD personnel on the limits and use of any travel awards as part of their official compensation. This policy change is similar to a policy promulgated by the Oregon Department of Administrative Services (DAS) as applied to the executive branch (see DAS Policy No. 40.10.000).

This prospective change to the compensation plan would become effective January 1, 2025, and will affect an indeterminate number of OJD's 1,911 positions authorized in the 2023-25 Legislatively Adopted Budget. For the 2023-25 and 2025-27 biennia there are no costs associated with this change.

OJD Budget: No budget impact.

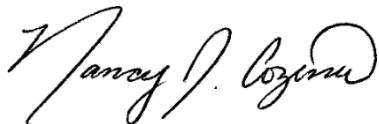
**Action Requested**

OJD requests acknowledgment of the receipt of this report of change to the OJD classification and compensation plan as provided in ORS 8.105(1) and ORS 292.428.

**Legislation Affected**

None.

Sincerely,



Nancy J. Cozine  
State Court Administrator

NC:jm/24eNC040jm

Attachment

ec: Chief Justice Meagan A. Flynn  
Amanda Beitel, Legislative Fiscal Officer, LFO  
Kate Nass, Chief Financial Officer  
John Borden, Principal Legislative Fiscal Officer, LFO  
Zachary Gehringer, Policy and Budget, DAS-CFO  
David Moon, Director, BFSO, OJD

## Attachment 1—Changes to the Oregon Judicial Department Personnel Classification and Compensation Plan Effective January 1, 2025

**Table 1. New Job Profiles**

OJD Job Profile Title	Job Code	Job Family	Type
Director, Government Relations and Communications	9616	Government Relations and Communications	New
Senior Counsel for Government Relations	9650	Government Relations and Communications	New
Court Security Screener	9621	Court Operations	New

**Table 2. Compensation Plan Updates**

Job Profile	Rate	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Director, Government Relations and Communications	AA	35	11415	11986	12585	13215	13875	14569	15297	16062	16865	17709
	AP	35	12209	12819	13460	14133	14840	15582	16361	17179	18038	18939
Senior Counsel for Government Relations	AA	32	9861	10354	10872	11415	11986	12585	13215	13875	14569	15297
	AP	32	10546	11074	11627	12209	12819	13460	14133	14840	15582	16361
Court Security Screener	AA	14	4097	4302	4517	4743	4980	5229	5491	5765	6054	6356
	AP	14	4382	4601	4831	5073	5327	5593	5873	6166	6474	6798