



LOCAL GOVERNMENT  
PERSONNEL SERVICES

*Your Resource for Labor Relations and HR Assistance*

859 Willamette St., Suite 500, Eugene, OR 97401  
www.lcog.org/lgps  
(541) 682-4007 asklgps@lcog.org

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# Pre-employment & Reference Investigations

## The LGPS Advantage

- Complete and thorough investigations
- Trained and experienced investigators
- Quick turnaround
- Impartial third party

## The Process

### Job Applicant Background Investigations

- Contact applicant
- Interview current and previous employers
- Interview personal references
- Contact applicant if needed to complete investigation
- Obtain credit, criminal, and DMV records; education verification
- Follow up on information generated from the investigation
- Submit a report and make a recommendation for suitability and fitness of the applicant for the position



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# Classification and Compensation Services

**LGPS offers many levels of service related to Compensation & Classification needs. Some of the services we provide:**

## Compensation – Market Analysis

- Recommend comparators to be used
- Develop comprehensive survey tool (wage data only, or more complex including other compensation related benefits)
- Conduct survey
- Analyze results (review and investigate outlier results, clarify and follow up on unclear results, ensure appropriate job matches, statistical analysis, etc.)
- Adjust data for PERS pick-up by employer
- Balance market results by job (above/below population)
- Recommend implementation strategy (ranges/steps/employee placement/appeal process, etc.)
- Prepare costing summary of implementation
- Analyze total leaves and longevity
- Analyze insurance plans and cost (employee and employer)

## Classification Development – Internal Equity

- Develop or revise job descriptions or classification systems
- Conduct internal equity review (LGPS Point Factor analysis)
- Identify benchmarks and conduct market analysis for Point Factor jobs, as noted above
- Develop strategies to address conflicting results between market and internal equity
- Review FLSA exemption status
- Recommend changes to supervision levels, span of control, etc.



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# Labor Negotiations Representation

**LGPS offers complete representation in your union labor negotiations.**

## Labor Negotiations Representation

- Review all CBA articles for:
  - Current legal requirements
  - Ambiguous language issues
  - Compatibility with personnel policies
  - Language resolution to address previous grievances
- Develop, draft, and present employer CBA proposals
- Develop, draft, and present counter-proposals
- Statutory comparator recommendations
- Serve as chief spokesperson in negotiations
- Prepare and present updates to City Council or County Commissioners
- Representation at mediation and interest arbitration
- Consultation regarding any threatened strike activity
- Analyze cost of proposals

## Interest Arbitrations

- Preparation and analysis of your “last best offer” and final cost summary
- Presentation of case at hearing, including exhibits, witness testimony and closing legal briefs
- Expert witness testimony on comparables and costing
- Assistance with implementation and enforcement of the arbitration award

### **Pierre Robert, Senior Labor Law Attorney**

Pierre began his over 20 years of practicing law as a Deputy District Attorney in Clatsop County. He served as an Assistant County Counsel for Lane County from 2008-2011 as the County’s litigator and labor & employment law lawyer, he represented the County in grievance arbitrations and arbitrations before the Oregon Employment Relations Board.

At LGPS, Pierre has advised and represented dozens of cities, counties and special districts across Oregon as spokesperson successfully leading management teams in bargaining new collective bargaining agreements, MOU’s and letters of agreement.

### **Contact Pierre:**

Email [PRobert@lcog.org](mailto:PRobert@lcog.org) or call at (541) 359-9417



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# Compensation Services for Labor Negotiations

**LGPS offers compensation and costing assistance for clients in labor negotiations, mediation or arbitration. Our services include:**

## **PECBA Comparables**

- Statutory comparator recommendations (Police, Fire, Dispatch and other labor groups)
- Solid, defensible selection methodology
- Total compensation-received model
- Analysis of insurance plans and costs (employee and employer)
- Multiple years-of-service benchmark approach
- Methodology tested in hearings
- Compensation testimony
- Exhibit preparation



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# Arbitration Representation

**LGPS offers complete representation in union contract and discipline arbitrations**

## Discipline, Advice and Representation

- Analysis of the merits of employee discipline
- Investigator services
- Step-by-step advice in discipline process
- Analysis of just cause compliance
- Advice on documenting the file
- Personnel policy and union contract compliance
- Investigatory interview and pre-disciplinary advice and representation
- Mediation and/or settlement assistance and representation
- Drafting of Last Chance Agreements or of resignation packages

## Contract Grievance Representation

- Analysis of merits of grievance
- Analysis of union contract provisions, past practices, etc.
- Mediation and/or settlement assistance and representation

## Contract and Discipline Arbitrations

- Arbitrator selection, including review of each potential arbitrator's background and his/her prior decisions
- Presentation of case at hearing, including exhibits, witness testimony and closing legal briefs
- Assistance with implementation and enforcement of the arbitration award

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Pierre began his over 20 years of practicing law as a Deputy District Attorney in Clatsop County. He served as an Assistant County Counsel for Lane County from 2008-2011 as the County's litigator and labor & employment law lawyer, he represented the County in grievance arbitrations and arbitrations before the Oregon Employment Relations Board. Pierre served on teams to bargain both successor contracts and single issues in mid-contract.

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# Human Resources Services

## Employee / Management Relations

- Dispute resolution
- Workplace mediation
- Labor/Management team building

## Facilitations & Team Development

## Organization Analysis and Design

## Performance Management

- Evaluation systems
- Behavioral consultations

## Policy Development

- Personnel Policies; Handbook development
- Develop or revise job descriptions
- Review FLSA exemption status

## Training

- PECBA 101
- Contract costing