



BOARD OF COUNTY COMMISSIONERS FOR COLUMBIA COUNTY, OREGON

Wednesday, November 30, 2016
10:00 a.m. - Room 308

BOARD MEETING AGENDA

CALL TO ORDER/FLAG SALUTE

MINUTES:

- Minutes, November 23, 2016 Board meeting;
- Minutes, November 23, 2016 Staff meeting.

VISITOR COMMENTS - 5 MINUTE LIMIT

MATTERS:

- 1) 1st Reading of Ordinance No. 2016-5, "In the Matter of Establishing a Procedure for Exclusion From County Owned Property and From Contacting the County by Telephone".

CONSENT AGENDA:

- (A) Ratify the Select to Pay for week of 11/28/16.
- (B) Approved revised job description for Human Resources Director.
- (C) Approve Personnel Action and Expectations Letter for Holly Miller.
- (D) Reappoint Butch Guess to Position #5 on the Columbia County Fair Board, term to expire January 1, 2020.

DISCUSSION ITEMS:

COMMISSIONER HYDE COMMENTS:

COMMISSIONER HEIMULLER COMMENTS:

COMMISSIONER FISHER COMMENTS:

EXECUTIVE SESSION:

Pursuant to ORS 192.640(1), the Board of County Commissioners reserves the right to consider and discuss, in either open session or Executive Session, additional subjects which may arise after the agenda is published.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of Establishing a)
Procedure for Exclusion from)
County Owned Property and) ORDINANCE NO. 2016-5
From Contacting the County by)
Telephone)

The Columbia County Board of Commissioners hereby ordains as follows:

Section 1. Title.

 This Ordinance shall be known as Ordinance No. 2014- “In the Matter of Establishing a Procedure for Exclusion from County Owned Property and From Contacting the County by Telephone”.

Section 2. Authority.

 This Ordinance is adopted pursuant to ORS 192.050.

Section 3. Purpose.

 The purpose of this Ordinance is to adopt an exclusion process ensuring a safe environment for public employees and visitors while protecting due process rights.

Section 4. Application

 This Ordinance shall apply to all property owned or leased by Columbia County, Oregon.

Section 5. Adoption.

 The Board of Commissioners hereby adopts the “Columbia County Exclusion Ordinance” which is attached hereto as Exhibit “A”, and is incorporated herein by this reference.

Section 6. Severability.

 If for any reason any court of competent jurisdiction holds any portion of this Ordinance, including Exhibit “A” to be invalid, such portion or portions shall be deemed a separate , distinct and independent portion, and any such holding shall not affect the validity of the remaining portions hereof.

Section 7. Scrivener's Error.

A scrivener's error in any portion of this Ordinance or its attachments may be corrected by order of the Board of County Commissioners.

Dated this _____ day of _____, 2016.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Anthony Hyde, Chair

By: _____
Henry Heimuller, Commissioner

By: _____
Earl Fisher, Commissioner

Approved as to form

By: _____
County Counsel

Attest
By: _____
Jan Greenhalgh, Recording Secretary

First Reading: _____
Second Reading: _____
Effective Date: _____

Exhibit "A"

COLUMBIA COUNTY EXCLUSION ORDINANCE

Section 1. Exclusion from County Owned Property

A. A person is subject to immediate exclusion from a County owned building or property if that person is observed to be engaged in any of the following types of conduct:

1. Disorderly;
2. Riotous or violent or threatening;
3. Unreasonably loud or disruptive;
4. Disruption of lawful meetings, events or work;
5. Obstruction of access to government services;
6. Abusive language or conduct;
7. Visible intoxication;
8. Violation of Federal or Oregon laws, County rules or policies intended to maintain a safe, orderly and efficient work environment in public buildings, including the Workplace Violence; Harrassment/Discrimination; and Bullying rules;
9. Conduct that is otherwise disruptive to the efficient functioning of government affairs;
10. Destruction of County property.

B. A person in violation of this Ordinance may be excluded for a period of up to 6 months. During the exclusion period, the person may enter a specific County property, with prior notice to the County, only to conduct necessary official business during normal business hours. Conduct of necessary official business includes voting, paying Court fines, paying taxes, and prearranged verifiable meetings with public employees or officials.

C. Exclusion orders shall be in writing and shall state the basis for the order, an expiration date, and appeal information. Exclusion shall be limited to locations necessary to maintain a safe and productive work environment for public employees and visitors. The notice shall be served personally or mailed to the person by certified mail if a mailing address is available.

D. The exclusion notice will be recorded and kept on file by the issuing department during the term of the exclusion.

- E. The exclusion will remain in effect for the specified period unless it is modified or rescinded due to an appeal.
- F. If a person who receives a notice of exclusion remains or returns to the excluded properties without compliance with Section 1.b, that person may be subject to arrest on criminal trespass charges.
- G. For the purpose of this Ordinance, the person in charge of County owned property and buildings is the Board of County Commissioners, or designee.

Section 2. Telephone Contact

- A. The Board of County Commissioners, Sheriff, and District Attorney have the authority to forbid persons from calling County telephone numbers, for purposes of ORS 166.090, Telephonic Harassment.
- B. All notices forbidding a person from calling County telephones must be in writing, and either served personally or mailed to the person by certified mail if a mailing address is available.

Section 3. Appeal

- A. Any exclusion from County property and any prohibition against calling County telephones may be appealed by filing a notice of appeal within five business days after being served with the notice of exclusion or notice forbidding telephone contact. If a person accepts certified mailing, the date of acceptance of the mailing will be the date of service. Appeals shall be mailed to the Office of County Counsel, 230 Strand Street, St. Helens, OR 97051, and will be considered timely only if postmarked or received within the five day period.
- B. The Office of County Counsel will arrange for a hearing on the issue in front of an impartial hearings officer as soon as practicable. The hearings officer may be a County employee provided that the employee has no personal involvement with the decision to exclude or prohibit telephone calls. The review shall be informal.
- C. The Hearings Officer shall consider any evidence and argument that the Hearings Officer considers relevant to whether the exclusion or prohibition is consistent with this Ordinance, ORS 166.090, or any other applicable law. This may include affidavits or declarations from involved persons. The decision of the Hearings Officer shall be issued within 10 business days of the hearing. The exclusion or prohibition shall remain in place pending appeal. The decision of the Hearings Officer is subject to Writ of Review, (ORS Chapter 34). The Hearings Officer's decision may be appealed pursuant and that the appellant shall pay all costs on appeal, including costs for preparation of a transcript.

EXEMPT (Y/N):	Yes	CLASSIFICATION:	510
DEPARTMENT:	Human Resources	SALARY RANGE:	E08
SUPERVISOR:	Board of Commissioners	LOCAL:	NA
UNION (Y/N):	No		

GENERAL STATEMENT OF DUTIES: Responsible for professional performance and administration of the Human Resources Department for Columbia County. Responsible for planning, organizing and directing the activities of the Department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance and to protect the public health and safety. Plan, organize and direct all Departmental activities, including those with other governmental units and private organizations. Work directly with a wide range of community groups, public and private sector officials, County employees, individual citizens and as part of the County management team.

Promote excellence, dependable performance, responsible customer services, pride, initiative, commitment, cooperation, safety and a team approach throughout the Department. Evaluate and define Departmental programs and policies along with the development of budget proposals in accordance with the vision of the County as articulated by the Board of County Commissioners. Supervise staff of professional, technical and office support staff and hold them accountable for results.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Coordinate and supervise classification reviews and compensation surveys. Conduct job analyses, prepare job descriptions and specifications, conduct salary and fringe benefit surveys and recommend salary placements for new positions or reclassifications.

Research, develop and recommend for adoption by the Board of County Commissioners personnel policies and procedures. Ensure compliance with applicable state and federal regulations. Recommend changes or innovations where desirable or necessary. Ensure proper maintenance of personnel records and files.

Consult with and advise managers and supervisors regarding County personnel policy and labor contract issues, performance evaluations and employee discipline and grievances.

Represent the County in all aspects of labor relations. Develop collective bargaining strategies. Serve as lead negotiator during bargaining sessions. Receive and resolve grievances. Meet with, discuss issues and resolve concerns of local and council level union representatives.

Coordinate recruitment, selection, promotion and placement of qualified applicants for vacancies. Coordinate relevant processes with Columbia County Civil Service Commission. Serve as Chief Examiner to the Civil Service Commission. Plan and supervise administration of new employee orientation programs.

Develop and coordinate training programs to meet the needs of County employees.

Administer the County's affirmative action program and serve as Affirmative Action Officer.

Implement policies, programs and procedures; investigate and resolve instances of possible abuse and charges of discrimination and equal employment problems. Coordinate administration of County safety, recreation and health and welfare benefit programs.

Ensure contractual compliance from vendors.

Coordinate recruitment, training and safety programs with other governmental agencies, when appropriate.

Serve as on County Risk Management Committee.

Oversee Workers' Compensation program activities. Review current Workers' Compensation claims and work with insurance carrier to arrange for disposition of such claims.

Serve on the County Safety Committee. Participate in the process of developing safety programs/policies; ensuring compliance with OSHA regulations; developing safety training program.

Act as interim manager when necessary for other County departments.

Conduct investigations of personnel when necessary. Monitor and assist in the defense of any employment related claims against the County.

Formulate and present departmental budget for review by Board of County Commissioners. Monitor and manage fiscal operations of the Department to remain within budgetary constraints.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures. Ensure departmental compliance with County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Directly supervise 1-5 employees. When necessary, supervise the staff (2-16 employees) of other County departments in the role of interim manager.

- Ensure that Department plans and goals are effectively communicated throughout the Department so that individual work plans maintain progress toward Department goals.
- Fulfill role as appointing authority for Department to ensure the hire of qualified candidates. Ensure that each Departmental employee receives written, clearly stated goals and expectations.
- Ensure that each Departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of Departmental employees.
- Provide training opportunities for Departmental staff.
- Diagnose organizational needs, designing approaches and facilitating interventions to optimize Departmental communication, cooperation, teamwork, participation and results.
- Discharge all supervisory responsibilities in accordance with the County's policies and procedures, collective bargaining agreements, and State and Federal laws.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Board of County Commissioners and is reviewed jointly by the Board and Director through conferences, reports and the effectiveness of programs in accomplishing Departmental goals and objectives.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a four year university education in business/public administration, personnel/human resources management or related field; Four years progressive human resource management experience, preferably within the public sector. Any satisfactory combination of experience and training may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Equivalent to a graduate degree in business or public administration with an emphasis in human resources management.

KNOWLEDGE, SKILL AND ABILITY: Broad knowledge of human resource management policies, procedures and practices, state and federal laws applicable to public personnel, equal employment opportunity, labor relations, and salary and benefit administration fields. Knowledge of developing and providing training programs for employees. Extensive knowledge of management principles and practices of human and financial resource management.

Broad knowledge of various software applications programs, including word processing, spreadsheets, and electronic mail.

Ability to:

- Plan, implement, and evaluate Department activities based on policy guidelines, regulations and laws.
- Think conceptually and quickly get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt flexibly to change or new situations and acknowledge and work through conflict openly. Accept responsibility and be able to work well with ambiguity.
- Model the positive behavior desired in others and promote collaboration and shared responsibility for Departmental success. Look for opportunities for people to contribute, develop skills, take responsibility and be trusted.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB DESCRIPTION: DIRECTOR, HUMAN RESOURCES

DATE: 12/7/2016

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.