

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDINANCE NO: 23-09

In the Matter of Amending Lane Code Chapter 2 to Create Consistency with the Lane Manual and Current Practice as Relates to the Assistant County Administrator Classification and the Delegation of Authority to the Fair Board to Adopt a Separate Personnel Administration System (LC 2.010.005, LC 2.020.005, LC 2.020.010)

WHEREAS, the Board of Commissioners established the Assistant County Administrator classification on July 24th, 2007, and at that time designated the classification to report directly to the Board of Commissioners in both the Lane Code and Lane Manual; and

WHEREAS, the Board of Commissioners amended the Lane Manual in 2017 to specify that the Assistant County Administrator reports directly to the County Administrator as opposed to the Board of Commissioners, and amended the Lane Manual in 2018 to specify those positions that report directly to the Board of Commissioners and did not include the Assistant County Administrator position; and

WHEREAS, it is desirable to have consistency between the Lane Code and the Lane Manual as relates to the responsibilities, authorities, and reporting structures for the various positions at the County; and

WHEREAS, the Board of Commissioners adopted language in the Lane Code to delegate authority to the Lane County Fair Board to adopt a separate system of classification and compensation management for employees at the Lane County Fairgrounds on September 9th, 1998; and

WHEREAS, the Board of Commissioners assumed full control and authority for the administration and operation of the Events Center and the Fairgrounds for all purposes except for the planning and production of the annual Lane County Fair effective June 30th, 2008, revoked the delegation to the Fair Board, and assimilated the employees of the Lane County Fairgrounds into the County's Merit System of personnel administration on December 10th, 2008; and

WHEREAS, it is desirable to have consistency between the Lane Code and current practice and authority as relates to the applicability of systems of personnel administration to Lane County employees;

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDAINS** as follows:

Lane Code Chapter 2 is hereby amended by removing, substituting and adding new sections as follows:

REMOVE THESE SECTION

2.010.005
2.020.005
2.020.010

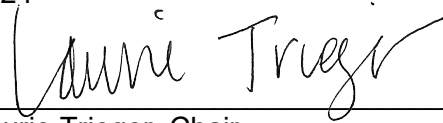
INSERT THESE SECTIONS

2.010.005
2.020.005
2.020.010

These sections are attached hereto and incorporated herein by this reference. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion constitutes a separate, distinct and independent provision, and such holding does not affect the validity of the remaining portions hereof.

Nothing herein is intended to, nor acts to amend, replace, or otherwise conflict with any other ordinances of Lane County or any other Code or statutory provisions unless expressly so stated.

ENACTED this 23rd day of January, 2024



Laurie Trieger, Chair
Lane County Board of Commissioners



Recording Secretary for this Meeting of the Board

At left margin indicates changes
Bold indicates material being added
~~Strikethrough~~ indicates material being deleted

**LEGISLATIVE
FORMAT**

Lane Code

2.010.005 - County Administrator.

- A. The County Administrator shall be the Chief Administrative Officer of the County and shall be responsible only to the Board of Commissioners.
- B. All previous delegation in effect at the time of enactment of this Ordinance shall remain in effect and any future delegation of the authority from the Board to the County Administrator shall be in writing.
- C. The County Administrator shall be Budget Officer of Lane County and perform the functions assigned to such officer under general State law.
- D. The County Administrator shall be responsible to the Board for the following functions.
 - 1. Coordinating the activities of all other County Departments.
 - 2. The direction of the activities of all other administrative Departments.
 - a. Recruitment, appointment, corrective action and dismissal of administrative Department Directors.
 - b. Preparation and administration of annual Department Director performance evaluations.
 - c. The setting and adjusting of salaries of administrative Department Directors in annual merit adjustments within the ranges approved by the Board.
 - d. Before taking final action on appointment or dismissal of department directors, the Administrator shall advise the Board of the cause and process used in such action.
 - e. The adjusting of salaries of the ~~Assistant County Administrator~~, County Counsel, and the Performance Auditor in accordance with the Board's performance evaluations and within the salary ranges approved by the Board.
 - 3. The preparation and recommendation of the annual budget and compensation plan.
 - 4. Preparation and administration of a management compensation plan.
 - 5. Planning, directing and evaluation of the development of internal management systems and procedures.
 - 6. The preparation of administrative regulations and policies to carry out the efficient operation of the County.
 - 7. Enforcement of ordinances, orders, rules, regulations, procedures and policies adopted by the Board.
 - 8. Preparation and submission of an annual report on the status of County operations.
 - 9. Performance of other duties as the Board directs.

(Ordinance 13-83, 5.27.83; Ordinance 17-83, 10.1.83; Ordinance 17-90, 1.18.91; Ordinance 12-92, 10.14.92; Ordinance 8-07, 9.14.07)

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**LEGISLATIVE
FORMAT**

Lane Code

2.020.005 - Merit System.

The intent of LC 2.020.005 to LC 2.020.050 is to provide a Merit System of personnel administration, including: the appointment and promotion of County employees on the basis of merit and fitness; a classification plan for positions in the classified service; an equitable compensation plan; and a system to facilitate the handling of other personnel matters on the basis of merit. ~~"Merit System" does not include the system adopted by the Fair Board as described in LC 2.020.010A.~~

(Ordinance 7-74, 7.5.74; Ordinance 5-98, 9.9.98)

2.020.010 - Application.

The provisions of LC 2.020.005 to LC 2.020.050 and the rules adopted pursuant thereto shall apply only to the classified service of the County as established in Section ~~28-26~~ of the Charter, unless expressly provided therein ~~and except as hereby delegated to the Fair Board.~~

- ~~A. The Board of Commissioners delegates authority to the Lane County Fair Board to adopt a separate merit system of personnel administration, to include all elements required by the Charter, which system, classification plan, compensation plan and all implementing personnel rules shall apply to employees at the Lane County Fairgrounds.~~
- ~~B. The employees at the fairgrounds shall be governed by the merit system as adopted and implemented by the Fair Board pursuant to LC 2.020.010A, and not by LC 2.020.010 through LC 2.020.050 or provisions implementing them.~~
- ~~C. The Board of Commissioners reserves the right to revoke the delegation to the Fair Board described in LC 2.020.010A at any time it deems doing so is prudent, at which time the employees shall be governed by the Merit System described in LC 2.020.005 and all implementing rules and regulations. Assimilation of these employees into the County Merit System shall be done in an equitable manner, recognizing that their employment by the Fair Board has been pursuant to the Home Rule Charter.~~

(Ordinance 7-74, 7.5.74; Ordinance 5-98, 9.9.98)

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 - b. Preparation and administration of annual Department Director performance evaluations.
 - c. The setting and adjusting of salaries of administrative Department Directors in annual merit adjustments within the ranges approved by the Board.
 - d. Before taking final action on appointment or dismissal of department directors, the Administrator shall advise the Board of the cause and process used in such action.
 - e. The adjusting of salaries of the County Counsel and the Performance Auditor in accordance with the Board's performance evaluations and within the salary ranges approved by the Board.
 - 3. The preparation and recommendation of the annual budget and compensation plan.
 - 4. Preparation and administration of a management compensation plan.
 - 5. Planning, directing and evaluation of the development of internal management systems and procedures.
 - 6. The preparation of administrative regulations and policies to carry out the efficient operation of the County.
 - 7. Enforcement of ordinances, orders, rules, regulations, procedures and policies adopted by the Board.
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(Ordinance 13-83, 5.27.83; Ordinance 17-83, 10.1.83; Ordinance 17-90, 1.18.91; Ordinance 12-92, 10.14.92; Ordinance 8-07, 9.14.07)

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(Ordinance 7-74, 7.5.74; Ordinance 5-98, 9.9.98)

2.020.010 - Application.

The provisions of LC 2.020.005 to LC 2.020.050 and the rules adopted pursuant thereto shall apply only to the classified service of the County as established in Section 26 of the Charter, unless expressly provided therein.

(Ordinance 7-74, 7.5.74; Ordinance 5-98, 9.9.98)