

W-7-b.

AGENDA MEMORANDUM

Date: May 4, 2005

WD ca/vv/05003/T

TO: Lane County Board of Commissioners

PRESENTED BY: William VanVactor, County Administrator

AGENDA ITEM TITLE: DISCUSSION/Review and Possible Reassignment of the Functions of the Management Services Department

I. MOTION

As directed by the Board.

II. ISSUE OR PROBLEM

The long-term manager of Management Services has announced plans to retire sometime in 2005. When department director positions open up, Lane County's normal practice is to review the functions of the department to see if there is a need for any changes. The discussion is occurring now so that the recruiting announcement can accurately reflect the duties of the new director and expectations of the organization.

III. DISCUSSION

A. Background

Prior to 1963, Lane County was a general purpose government and many of the functions of the current Management Services Department were assigned by state law to the county treasurer and the county clerk. In January 1963, after passage of the Home Rule Charter, the Board of County Commissioners created the basic department structure we have today.

The Department of Finance and Auditing had the functions of county treasurer and county clerk relating to financial matters and personnel records.

The Department of Deeds and Records had the functions of county clerk regarding elections, records, and district and circuit court administration.

The functions of Facilities, Human Resources and Animal Control were assigned to the then-established Department of General Administration.

As time has gone by, Lane County has provided the functions currently in Management Services in many different configurations. As set forth in the attachments:

- 1980 - Department of Finance and General Services
Department of Management and Budget Services
- 1983 - Consolidated functions into a single Department of Finance and Management Services
- 1990 - Created the Department of Human Resources
- 1992 - Created Department of Human Resources and Management Services (sometime later Human Resources deleted from the name)
- 1998 - Current version of department configuration, Lane Manual 3.080

In the last reconfiguration of these services, Management Services has the functions of human resources, risk management, finance, purchasing, property, elections, records, animal control, and some minor miscellaneous services such as the mail room and the courier. An internet scan of other counties in Oregon reveals no predominant pattern for the assignment of these functions. See the organizational chart for Clackamas County and then the Department or Division list for Jackson County, Marion County, Multnomah County, and Washington County.

B. Alternatives/Options

The history of Lane County with regard to configuring the current Management Services functions, indicates that it has been tried in many ways, and therefore the Board of Commissioners has many options with regard to this department. We will present three major options, recognizing that many other alternatives are possible and can be further developed as discussed by the Board.

OPTION 1

Consolidation/Partial Service Area Alignment

Under this option, all of the functions are assigned to the County Administrator as follows:

- *Category 1* - Infrastructure, including facilities, capital, sheriff's facilities, jail, and property management.
- *Category 2* - Human Resources, including Risk Management and classification, and recruitment.
- *Category 3* - Finance, budget, fiscal and purchasing.
- *Category 4* - Election, Deeds and Records.

- *Category 5* - Animal regulation.
- *Category 6* - Intergovernmental Relations, Public Information.
- *Category 7* - For Board of County Commissioners and County Administration office administration.

Pros

1. Eliminates a department director position and may save money.
2. Aligns most service areas by function, division managers are responsible for related interdependent functions.
3. Allows the County Administrator to direct support service functions consistent with the Board of County Commissioners' goals and strategic objectives.

Cons

1. This would add five direct reporting relationships to the County Administrator. Current workload would not allow adequate supervision and direction. In the past, even the current Management Services Director has had difficulty in finding time to keep all of the divisions running smoothly and also keep up with Board policy direction such as the animal regulation task force report.
2. Your current County Administrator believes in checks and balances. This configuration merges all financial processes into one department. While not likely, corruption and abuse of authority could be more difficult to discern in such a large department.
3. Loss of objectivity. Your current County Administrator believes that a good manager seeks resources for and supports employees within his or her department. A leader has a duty to champion the functions and services for which he or she is responsible. Currently the only direct service the County Administrator is responsible for is economic development. When issues arise within the organization, the County Administrator can be objective and review the performance. Also, the County Administrator is in the chain of appellate authority with regard to contract and personnel issues. It is more difficult to be both a champion of a service and objective if the contract or personnel disputes arise within a function for which the County Administrator is responsible.

OPTION 2

Create a Human Resources Department

In the early 1990s, the Board of County Commissioners wished to focus on human resources. Some of the discussions centered around the fact that approximately 80% of our operational cost is in personnel. It was hoped that a senior manager would be able to work on these complex issues as a colleague with other department directors and with more direct communication with the County Administrator and the Board of County Commissioners. The Lane County Charter also provides that the Board of County Commissioners is directly responsible for personnel, in particular the classification and compensation system, and therefore the department would more directly fulfill that Charter requirement.

Pros

1. Allows greater organizational focus and oversight on a critical County function.
2. Reduces the layer between the policymakers and manager responsible for implementing policy.
3. Reduces span of responsibility for the Director of Management Services who is already stretched thin.

Cons

1. Creates a department with normal department costs. In this case, no real impact as the current Human Resources Manager salary is the same as the department head salary for the smaller departments.
2. Currently, human resources and finance interact on a daily basis, in particular with regard to payroll. If these departments were separated, it is possible that over time that direct form of communication may not be as convenient as it is now.

OPTION 3

Status Quo

As our history shows, there are lots of ways to organize and assign these functions. Though perhaps not perfect, the department functions well. The number of employees and span of responsibility seems appropriate to allocate a senior level manager to provide the oversight and management necessary for these functions to run smartly.

Pros

1. We can get on with recruiting the position. No need to await a Lane Manual amendment and further deliberation before the position is posted and recruitment commenced.
2. Working relationships between the divisions, both internal and with other department, is established. There is no "change" to manage.

Cons

1. Combines unrelated services. Currently the three support service functions: human resources, finance and facilities, are combined with deeds and records, elections and animal regulation. This requires a department director skilled in management, per se, rather than in a specific area.
2. Difficult to recruit a professional to direct this combination of services as professionals in the field tend to follow careers in human resources, finance or facilities.
3. Maintains a layer between the policymaking Board and the manager responsible for implementing board policy.

Miscellaneous Concepts Studied But Not Discussed in Detail:

1. Sending LCARA to the Sheriff's Office. There are two problems with this approach: a) under the Charter, once a function is assigned to the Sheriff, it cannot be removed without his/her consent or the vote of the people.

Also due to the significant training and certification requirements as well as binding interest arbitration, overhead is more expensive in the Sheriff's Office.

2. Have LCARA be a stand-alone department. The initial reaction to this is that LCARA is relatively small and would not rate status as a department. In addition, the County Administrator does not feel he would have adequate time to provide the management oversight necessary. Currently with still-significant provisions of the Lane County Animal Regulation Task Force Report in need of completion, it is important that the next manager understand that they have significant duties in that area. Significant management at that policy level is required.
3. Assign more support services to a single department, i.e., Management Services, such as Fleet Services, both in Public Works and the Sheriff's Office. Practical consideration here is that Public Works fleet services runs extremely well. Any effort to remove fleet from the Sheriff's Office could be

difficult and cause significant delay in the ultimate resolution of the functions of the department.

4. Another option considered was to consolidate budget and finance and assign them to County Administration. Management Services would cover the balance of the functions. However, your administrator believes finance is such an important division that it needs a full-time, high-level manager.

C. Recommendations

Option 3. The advantages identified for Options 1 and 2 simply do not seem compelling enough to make change. At this time, we have tried lots of configurations, and this one works.

Option 2 is a second choice if the Board is interested in concentrating on human resource issues in the next few years.

The third choice, consolidation, is of concern because the span of control and responsibility may be too great for a single County Administrator. If the Board were interested in this option, we would need to further study the Washington County model of using assistant County Administrators (which has its own pros and cons).

IV. IMPLEMENTATION/FOLLOW UP

Per Board direction

V. ATTACHMENTS

1. Department configurations for 1980, 1983, 1990, 1992, and 1998
2. Organizational chart for Clackamas County
3. Department Division list for:
 - a. Jackson County
 - b. Marion County
 - c. Multnomah County
 - d. Washington County

3.080

Department of Finance and General Services

3.080 Definitions. As used in this subchapter:
"Department" means the Department of Finance and General Services.
"Director" means the Director of the Department of Finance and General Services.

3.082 Director. Under the administrative direction of the General Administrator the head of the Department shall have the title of Director of the Department of Finance and General Services of Lane County. The Director shall have the responsibility for the following Divisions and/or activities:

(1) Division of Elections and Records.

(a) Director. The Director of the Division of Elections and Records shall also have the title of County Clerk and such other titles as are authorized under general State law for use by the County Clerk in connection with the exercise of functions described below:

(b) Functions.

(i) The Division shall have the functions of the County Clerk under general State law regarding elections, recording and filing and such further functions as have heretofore been allocated and assigned to the County Clerk regarding elections, recording and filing, subject to contrary provisions included in LM 3.082(1) and such further functions as are herein and may be in the future allocated and assigned to the Division by the Board.

(ii) The Division shall have the functions of the County Clerk under general State law with respect to the issuance of licenses and permits and the functions of the County Clerk provided for in ORS 261.470, 309.070, 311.420, 311.455, 311.610, 311.625, 311.644, 441.375 and ORS Chapter 310. No mention or enumeration in this paragraph of particular functions of the Division shall be construed to be exclusive or to restrict the functions the Division would have if such functions were not so mentioned or enumerated, the intention of the Board in so mentioning and enumerating such functions being to assign to the Division any functions so mentioned or enumerated which are functions of County Clerk under general State law regarding elections, recording and filing, and all functions which are not otherwise assigned to the Division of Finance or the Department of Judicial Administration.

78-5-9-18; 5.17.78

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3.082(1)

Lane Manual

3.082(2)

(iii) The Division shall be responsible for performing the functions of the County Clerk under general State law regarding custody of the records of the Board, except functions prescribed for the County Clerk by ORS Chapter 279.

(iv) Pursuant to the authority of the Charter and consistent with ORS 203.120(13), the Director shall have the power to authorize refunds of fees paid to him or her in his or her capacity as Recorder. Such authorization shall be made in writing to the Director of the Division, shall include a statement of the reason for the refund, and shall be made only when the fee to be refunded has been received by mistake or error or is otherwise clearly not owed.

(v) The Division shall be responsible for the operation of the County infractions function for the enforcement of designated Lane County ordinances.

(vi) The Division Director shall also be Clerk of the Board of Equalization of Lane County.

(vii) In addition to the functions described above, and except as otherwise provided in this Manual, the Division shall have the following functions:

- (a) Records, Recording and Archives.
- (b) Microfilm
- (c) Elections.
- (d) Law Library.

(2) Division of Finance.

(a) Director. The Director of the Division of Finance shall have the title of Finance Officer of Lane County, and also the title of County Treasurer and, only in connection with the performance of functions of the County Clerk under general State law which are by LM 3.082(2) assigned to the Division, the title of County Clerk.

(i) The Director shall have the authority and responsibility for publication of the schedules and statements provided for in ORS 294.250.

(ii) The Director shall have the authority to authorize and issue refunds for double payments, except for taxes, and for payments made to the Department of Environmental Management of Lane County on applications denied or not acted upon by request of the applicant. Such authority of the Director may not be delegated.

(b) Functions.

(1) The Division shall have the functions of the County Treasurer under general State law and the functions of the County Clerk under general State law that are not allocated to the Elections and Records Division or Department of Judicial Administration of Lane County by the Board, subject to contrary provisions included within this Manual, and such further functions as are herein and may in the future be allocated and assigned to the Division by the Board.

(ii) The functions assigned to the Division shall specifically include the functions of the County Clerk provided for in ORS Chapters 208, 279, 287, 294, 309 and 311 except ORS 209.024, 309.070, 311.420, 311.455, 311.625 and 311.655. No mention or enumeration of this paragraph of particular functions of the Division shall be construed to be exclusive or to restrict the functions the Division would have if such functions were not so mentioned or enumerated; the intention of the Board in so mentioning and enumerating such functions being to assign to the Division any functions so mentioned or enumerated, which are functions of the County Clerk under general State law regarding financial matters and which would otherwise be assigned to the Division of Elections and Records or Department of Judicial Administration of Lane County.

(iii) In addition to functions otherwise described herein, the Director shall:

(a) Establish a standard system of keeping the Director's accounts satisfactory to the Board and a uniform method of statements for the same.

(b) Keep an account with each Department of the County and with each County official.

(c) Require that all demands, accounts or claims against the County be presented to the Director with such evidence in support thereof as the Director deems necessary, and examine and audit the same.

(d) Draw a warrant on the County for the payment of each claim after such claim has been audited and approved.

(e) Receive and preserve in the Director's office the originals or copies of all accounts, books, vouchers, documents and papers relating to the accounts and contracts of the County, its debts, revenues and other financial affairs, to include intergovernmental agreements involving transfers of funds or funds to be received by Lane County.

(f) Develop and maintain a complete record of accounts receivable for the County.

(g) Keep a record of all claims presented against the County and place upon each claim a uniform mark or stamp to indicate that it has been examined by the Division.

(h) Report on the exact condition of the County treasury and every fund thereof upon demand by the Board or any member thereof.

(i) Maintain an efficient investment program for funds received by the Division.

(3) Other Functions.

- (a) Purchasing.
- (b) Reprographics.
- (c) Courier/Mailroom.
- (d) Word Processing.
- (e) Facilities Maintenance.
- (f) Custodial Maintenance.
- (g) Managing and supporting the Florence Annex.
- (h) Financial Auditing

(i) Establish and maintain, where applicable such system of keeping accounts as shall secure accuracy, economy and protection of the public interests.

(ii) Monitor with external auditors all County accounting systems.

(iv) Have access at all times to any and all public books, records and documents, relating to financial transactions, kept by the various officers and Departments of the County.

(v) Determine that all revenues, fees or funds of any description received by the County are deposited currently with the Finance Division, and report to the Board any officer in default in this regard.

(iv) Examine financial reports of the various County Departments and any other special reports of officers or persons wherein any of the County's finances are involved, and upon demand report to the Board the Division Director's findings and recommendations in each case.

3.090

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3.094(6)

Department of Management and Budget Services

- 3.090 Definitions. As used in this subchapter:
 "Department" means the Department of Management and Budget Services of Lane County.
 "Director" means the Director of the Department of Management and Budget Services of Lane County.
- 3.092 Director. The head of the Department shall have the title of Director of the Department of Management and Budget Services.
- 3.094 Functions. Under the administrative direction of the General Administrator the Department Head shall have the following functions:
- (1) Personnel functions, including merit system administration, personnel counseling, employee orientation and training, recruitment, testing and selection and collective bargaining functions.
 - (2) Fiscal management and budget functions, to include budget administration, grants administration, organizational analysis and productivity analysis.
 - (3) Risk Management.
 - (4) Management Audits.
 - (5) Data Processing Program Coordination.
 - (6) Management System Development.

Department of Finance and Management Services

3.080 Definitions. As used in this subchapter:
 "Department" means the Department of Finance and Management Services.
 "Director" means the Director of the Department of Finance and Management Services.

3.082 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Director of the Department of Finance and Management Services of Lane County.

(2) The Director shall also have the titles of Finance Officer, Treasurer and County Clerk of Lane County, and such other titles as are authorized under state law for use by the County Clerk in performing the functions described below.

(3) The Director shall have the authority and responsibility for publication of the schedules and statements provided in ORS 294.250.

(4) The Director shall have the authority to authorize and issue refunds for fines, fees or double payments, except for taxes, and for payments made to the Department of Public Works on applications denied or not acted upon by request of the applicant.

(5) The Director shall be responsible for developing procedures for the uniform application of all personnel, budget and financial policies consistent with the law.

(6) The Director shall represent the County at the Inter-Regional Information Systems User Group.

(7) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board, and shall be responsible for the Divisions and activities described in LM 3.084 below.

3.084 Functions. The Department shall perform and be responsible for the following:

(1) Personnel. Shall be responsible for administering the County's centralized personnel system, including labor relations, affirmative action, merit system administration, recruitment, testing, selection, training, personnel counseling and employee orientation.

(2) Budget. Shall be responsible for fiscal management and budget functions, including budget administration, financial analysis and planning, grants administration, and organizational and productivity analyses.

(3) Finance. Shall be responsible for the financial operations functions of the County, including the following:

3.084(3)

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3.084(6)

(a) The functions of the County Treasurer and County Clerk under general state law with respect to financial matters.

(b) In addition to functions otherwise described herein, shall:

(i) Establish a standard system of keeping the Manager's accounts satisfactory to the Board and a uniform method of statements.

(ii) Keep an account with each Department of the County and with each County official.

(iii) Require that all demands, accounts or claims against the County be presented with such supporting evidence as deemed necessary, and examine and audit them.

(iv) Disburse funds of the County for the payment of each claim after it has been audited and approved.

(v) Receive and preserve the originals or copies of all accounts, books, vouchers, documents and papers relating to the accounts and contracts of the County, its debts, revenues and other financial affairs, to include intergovernmental agreements involving transfers of funds or funds received.

(vi) Develop and maintain a complete record of accounts receivable for the County.

(vii) Keep a record of all claims presented against the County and place upon each claim a uniform mark or stamp to indicate that it has been examined.

(viii) Report on the exact condition of the County treasury and every fund thereof upon demand by the Board or any member thereof.

(ix) Maintain an efficient investment program for funds received by the County.

(4) Risk Management. Shall be responsible for loss prevention, safety, management of claims against the County and administration of the self-insurance program.

(5) Purchasing/Contracts Management. Shall be responsible for developing and administering appropriate bid, contract award and purchasing and other procedures for a centralized purchasing and contracts management program.

(6) Financial Auditing. Shall have access at all times to any and all public books, records and documents relating to financial transactions kept by the various County officers and Department heads, shall be responsible for the following:

(a) Establish and maintain, where applicable, such system of keeping accounts as shall secure accuracy, economy and protection of the public interests.

3.084(6)

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(b) Monitor with external auditors all County accounting systems.

(c) Determine that all revenues, fees or funds of any description received by the County are deposited currently and report to the Board any officer in default.

(d) Examine financial reports of the various County Departments and any other special reports of officers or persons when any of the County's finances are involved, and upon demand report to the Board the Auditor's findings and recommendations in each case.

(7) Real Estate. Shall be responsible for the following:

(a) Negotiate leases on behalf of Lane County.

(b) Supervise County-owned property that is rented.

(c) Sell surplus County property as directed by the Board.

(d) Maintain an inventory of all County-owned property other than that purchased with Road Funds.

(8) Elections. Shall have the functions of the County Clerk under general state law regarding elections, and registration of voters.

(9) Properties Management/Maintenance. Shall have the following responsibilities:

(a) Facilities Maintenance.

(b) Facilities Planning.

(c) Telephone Service.

(d) Energy Conservation.

(10) Office Systems Support. Shall have the following responsibilities and, when applicable, the functions of the County Clerk under general state law:

(a) Recording.

(b) Infractions.

(c) Board of Equalization.

(d) Archives/Records/Microfilm.

(e) Word processing.

(f) Print shop.

(g) Mail/Courier.

(h) Law Library.

(11) Data Processing Applications. Shall be responsible for the following functions:

(a) Data Processing Maintenance and Applications.

(b) Financial Systems.

(c) Position Controls.

(12) All functions and divisions may receive additional descriptions and responsibilities at the discretion of the Department Director.

DEPARTMENT OF HUMAN RESOURCES

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3.017 Definitions. As used in this subchapter:
"Department" means the Department of Human Resources of Lane County.
"Director" means the Director of the Department of Human Resources.

3.018 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Human Resources Director of Lane County.

(2) The Director shall have the responsibility for the management of the Human Resources Department and the "Functions" as stated below.

(3) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board.

3.019 Functions.

(1) The Department shall have the purpose of providing human resources service for all County departments, and acting as a liaison between employees/the public, and County Administration/the Board, in all matters relating to personnel policies, processes, and functions.

(2) The Department shall have responsibility for administering the County's centralized human resources system, including: labor relations, affirmative action, merit system administration, recruitment, selection, testing, training, classification and compensation plans, benefits programs, employee assistance, and employee orientation.

DEPARTMENT OF HUMAN RESOURCES AND MANAGEMENT SERVICES

3.080 Definitions. As used in this subchapter:
"Department" means the Department of Human Resources and Management Services of Lane County.
"Director" means the Director of the Department of Human Resources and Management Services.

3.082 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Human Resources and Management Services Director of Lane County.

(2) The Director shall have the responsibility for the management of the Human Resources and Management Services Department and the "Functions" as stated below.

(3) The Director shall also have the titles of Finance Officer, Treasurer and County Clerk of Lane County, and such other titles as are authorized under state law for use by the County Clerk in performing the functions described below. The Director may further delegate such authority in writing.

(4) The Director shall have the authority to authorize and issue refunds for fines, fees or excess payments, except for taxes and for payments made to the Department of Public Works on applications denied or not acted upon by request of the applicant.

(5) The Director shall be responsible for developing procedures for the uniform application of all personnel, budget and financial policies consistent with the law.

(6) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board.

3.084 Functions. The Department shall perform and be responsible for the following functions:

(1) Human Resources: The Department shall have the purpose of providing human resources service for all County departments, and acting as a liaison between employees/the public, and County Administration/the Board, in all matters relating to personnel policies, processes, and functions. The Department shall be responsible for administering the County's centralized human resources system, including: labor relations, affirmative action, merit system administration, recruitment, selection, testing, training, classification and compensation plans, benefits programs, employee assistance, and employee orientation.

(2) Risk Management. The Department shall be responsible for risk management functions, including loss prevention, safety and administration of workers' compensation and self-insurance programs, with the exception of general liability claims management.

(3) Budget. The Department shall be responsible for budget functions, including budget development and administration, financial analysis and planning, and budget monitoring.

(4) Finance. The Department shall be responsible for the financial operations of the County to maintain accuracy, economy and appropriate protection of public funds, and for performing the functions of County Treasurer and County Clerk under general state law with respect to financial matters. The Department shall manage the receipt of cash, investment of monies, disbursement of funds for payment of claims and payroll, handling of trust funds, maintenance of appropriate records of all financial activities, auditing of accounts and shall report as necessary to the Board or as otherwise described by law.

(5) Purchasing. The Department shall be responsible for developing and administering appropriate bid, contract award, purchasing and other procedures and systems for a centralized purchasing and contracts management program.

(6) Properties. The Department shall be responsible for managing the real estate functions of the County, including negotiating leases on behalf of the County, supervising its rented properties, selling surplus property as directed by the Board and managing the inventory of all County-owned property other than that in the road right-of-way or purchased with Road Funds. The Department shall also be responsible for the facilities maintenance and planning functions for all County facilities.

(7) Elections and Records. The Department shall be responsible for the functions of the County Clerk under general state law with respect to elections and records and any duties assigned to County Clerk by state law not otherwise specified. The Department shall also provide staff support for the Board of Equalization and the Board of Ratio Review and for an infractions hearings system pursuant to Lane Code Chapter 5.

(8) Animal Control. The Department shall be responsible for the Animal Regulation Authority pursuant to Lane Code 5.165-5.298.

(9) Other Functions. The Department shall be responsible for such additional functions as the County museum, print shop, a mail and courier system, data processing maintenance and applications to support the County budget and financial systems and position controls, and any other functions assigned by the County Administrator or the Board of Commissioners.

subject to legislative authority approval, may cause a search to be made and exhibits to be taken from any book, paper or record of any such official or employee, excepting personal information, without fee and every office having the custody of such records shall make a search and forward such exhibits as heretofore requested.

(9) Upon approval of the Board, the auditor may obtain the services of certified or registered public accountants, certified or registered in the state; qualified management consultants or other professional experts necessary to perform the auditor's duties. An audit that is performed by contract must be conducted by persons who have no financial interests in the affairs of the governmental unit or its officers. *(Revised by Order No. 85-12-10-2, Effective 12.10.85)*

DEPARTMENT OF MANAGEMENT SERVICES

3.080 Definitions.

As used in this subchapter:

"Department" means the Department of Management Services of Lane County.

"Director" means the Director of the Department of Management Services. *(Revised by Order No. 98-4-1-11; Effective 4.1.98)*

3.082 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Management Services Director of Lane County.

(2) The Director shall have the responsibility for the management of the Management Services Department and the "Functions" as stated below.

(3) The Director shall also have the titles of Finance Officer, Treasurer and County Clerk of Lane County, and such other titles as are authorized under state law for use by the County Clerk in performing the functions described below. The Director may further delegate such authority in writing.

(4) The Director shall have the authority to authorize and issue refunds for fines, fees or excess payments, except for taxes and for payments made to the Department of Public Works on applications denied or not acted upon by request of the applicant.

(5) The Director shall be responsible for developing procedures for the uniform application of all personnel, budget and financial policies consistent with the law.

(6) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order No. 98-4-1-11; Effective 4.1.98)*

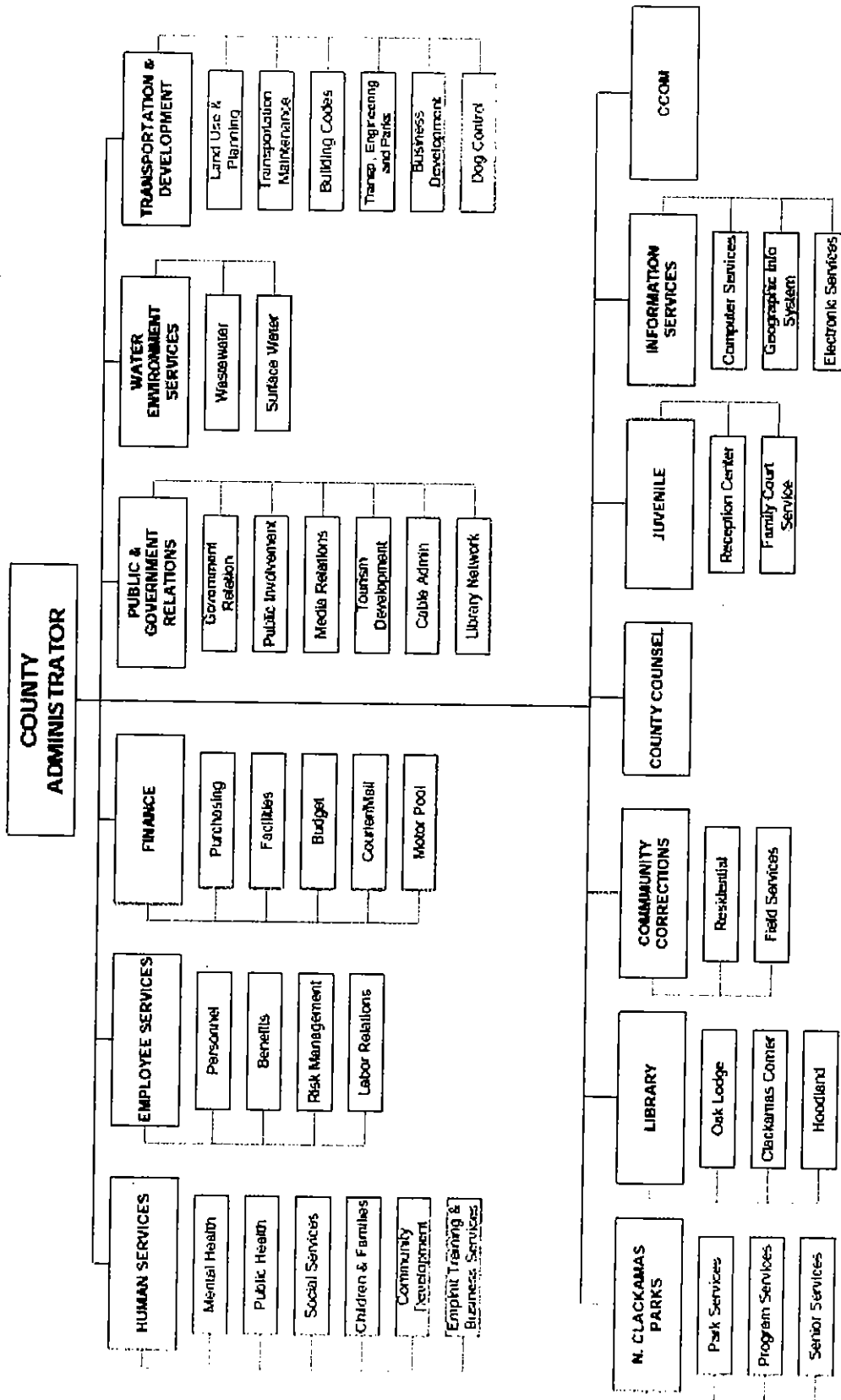
3.084 Functions.

The Department shall perform and be responsible for the following functions:

(1) **Human Resources:** The Department shall have the purpose of providing human resources service for all County departments, and acting as a liaison between employees/the public, and County Administration/the Board, in all matters relating to personnel policies, processes, and functions. The Department shall be responsible for administering the County's centralized human resources system, including: labor relations, affirmative action, merit system administration, recruitment, selection, testing, training, classification and compensation plans, benefits programs, employee assistance, and employee orientation.

(2) **Risk Management.** The Department shall be responsible for risk management functions, including loss prevention, safety and administration of workers'

CLACKAMAS COUNTY





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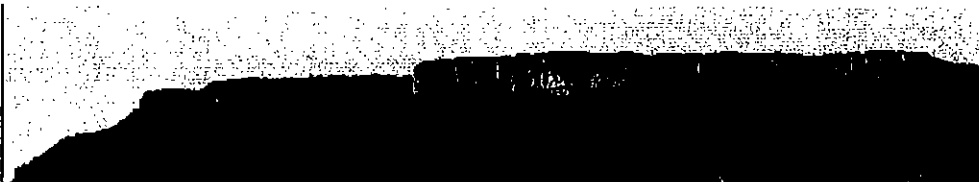
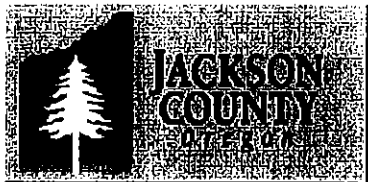
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| Medford, OR | |
| Today's Forecast <small>WAX.com</small> | |
|  | HI: 59 °F / 15 °C |
|  | LO: 39 °F / 4 °C |
| Wednesday March 2, 2005 | |
| Temp | : 58 °F / 14 °C |
| Humidity | : 44% |
| Barometer | : 30.08 |
| Wind | : 4 from the W |

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[News and Events](#)

[RFPs](#)

10 S Oakdale, RM 113
Medford, Oregon 97501
Contact:
Gary Cadle, Director
Email: Paymentcenter@ja...
Hours: 8:00am to 4:00pm

| | |
|-------------------------|-------------------|
| Medford, OR | |
| Today's Forecast | WX.com |
| | HI: 59 °F / 15 °C |
| | LO: 38 °F / 4 °C |
| Wednesday March 2, 2005 | |
| Temp | : 58 °F / 14 °C |
| Humidity | : 44% |
| Barometer | : 30.08 |
| Wind | : 4 from the W |

Finance

Finance provides for a multi-district investment pool, receipt of miscellaneous revenues, collection and distribution of property taxes for all taxing districts within the geographic boundaries of the county, property management, general accounting, and payroll. This department also works to coordinate the county's decentralized purchasing system.

The primary area for direct public service is the Payment Center located in Room 111 on the first floor of the Courthouse. Easiest access is from the rear of the Courthouse from Laurel Ave. or 8th St. Property taxes may be paid here (see Frequently Asked Questions for time saving alternatives), or you may purchase dog licenses, map books, or pay for miscellaneous other licenses.



Rogue Family Center

During the busiest tax times of the year, the walk-up window located at the rear of the Courthouse is open for easy payment without coming into the Courthouse. Next to the walk-up window is a slot for after-hours payments. This is available 24 hours per day. In addition, there are envelopes outside of the door to the Payment Center and a mail slot in the door, for payment after hours from within the building.

Hours are currently 8:00 am to 4:00 pm, including the lunch hour, Monday through Friday. These hours are increased during the fall after tax bills are mailed, usually in mid-October. The general information telephone number is (541) 774-6541.

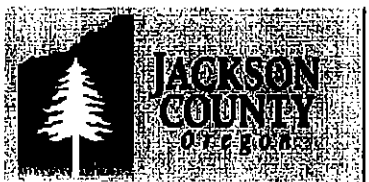
Accounting is open 8:00 a.m. to 12 noon and 1:00 p.m. to 5:00 p.m. daily.

Property Tax Questions-(541) 774-6541 or by email, Paymentcenter@jacksoncounty.org

Property Value Questions- (541) 774-6059

To access property tax information for a particular property, click on the Front Counter Application link on the left.

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- [Internal Audit](#)

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RFPs

10 South Oakdale, Room 214
 Medford, Oregon 97501
 Phone: (541) 774-6035
 Fax: (541) 774-6455
 Contact:
 Susan Slack, Administrator
 Dave Kanner, Deputy Administrator
 Email: slackse@jacksonc.
 Hours: 8 a.m. to 5 p.m. weekdays

Administration

The County Administrator is responsible for overall county management, policy implementation, financial planning, and staff to the Board of Commissioners. Internal Audit, Emergency Management, Facility Maintenance, and Human Resources are components of the County Administrator's office. The County Administrator also serves as the Executive Director of the Jackson County Urban Renewal Agency.



Rogue Family Center

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Medford, OR
 Today's Forecast [WX.com](#)
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Clerk

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- [Recording](#)

Kathy Beckett - County Clerk

Elected Officials

Election Information

Location Map

Recording Information

Voter Information

Voter Registration

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Employment Opportunitiles

Frequently Asked Questions

How Do I?

Links

News and Events

RFPs

10 S Oakdale, RM 216
Medford, Oregon 97501
Phone: (541) 774-6147
Fax: (541) 774-6714

Contact:
Kathy Beckett, County Clerk (elected)
Donna Connor, Elections
Cheryl Avgeris, Recording
Email: becketks@jackson...
Hours: 8:00 AM - 4:00 PM

Clerk

The Clerk's office consists of the Elections Department and the Recording Department. The Elections Department is

responsible for ballot preparation, distribution, verification and counting. They also process candidate filing, petition signature verification and voter registration. Recording maintains recorded documents such as deeds and easements, and other vital records. Recording also issues marriage licenses, fishing and pioneer license forms for seniors. Recording also functions as the Board of Property Tax Appeals. For more information and a location map click on the links at the left for the specific division you are seeking.

Links

[Oregon Secretary of State](#)

[View All Links...](#)



Courthouse In bloom

Jackson Co. Today



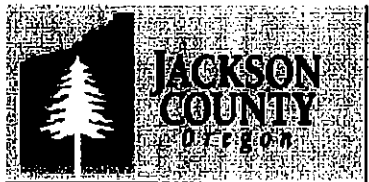
How Do I?

➔ Where do I find the Elections Department now that it has moved out of the courthouse? It is located in the "old Safeway Building" on W Main St. on the second floor. The address is 1101 W. Main St., Suite 201, Medford, OR 97501 [Read more...](#)

[Show All...](#)

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| | |
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- Alcohol & Drug Treatment Services
- Animal Control
- Bioterrorism
- Commission on Children and Families
- Developmental Disability Services
- Environmental Health Services
- Gambling Awareness
- Mediation Services
- Mental Health Services
- Public Health Services
 - Communicable Disease Control
 - Family Planning
 - Maternal and Child Health Prevention
 - Breast & Cervical Cancer
 - Dental Health
 - Teen Pregnancy Prevention
 - Tobacco
 - Vital Statistics
 - Women, Infants and Children
- Veterans Services

- [Air Quality](#)
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- [Food Services](#)
- [Location Map](#)
- [Public Swimming Pools and Spas](#)
- [Rules/Forms/Applications](#)
- [Travelers Accomodations](#)
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Environmental Health Services

To assure safe food, water, air, and environment to all citizens and visitors to Jackson County.

Environmental Health Services enforces laws that protect the community health. These include clean air regulations, water purity standards, food service requirements, and animal control.

It is responsible for inspection and licensing of food service operations, public pools and spas, hotels/motels, campgrounds, and RV parks throughout Jackson County to ensure public safety.

General environmental health services including disease investigations, nuisance complaints, hazardous spill response, chemical exposures, etc.

Click on one of the following program elements to get more information:



Environmental Health

Air Quality Services

Seek compliance with Jackson County Air Pollution Ordinance by making daily woodburning advisory, monitoring homes for compliance, responding to complaints, and conducting public education campaigns.

Animal Control Services

License dogs, enforce Animal Control laws, pick up stray/unwanted animals, and respond to animal bites, nuisance animals and livestock kills. Provide shelter, adoption services and humane euthanasia for stray unwanted animals.

Drinking Water Services

Monitor public drinking water systems. Conduct system surveys, compliance, sampling, respond to maximum contaminant or bacteria violations and ensure corrections and follow-up sampling.

Food Services

License and inspect restaurants and other public food service operations.

Public Swimming Pools and Spas Services

License and inspect all public swimming pools and spas.

Travelers Accomodations

License and inspect all travelers accomodations such as hotels, motels, bed & breakfasts, etc.

Rules, Forms, and Applications

Download various rules, forms, and applications regarding environmental health.

Links

- [Centers for Disease Control](#)
- [DHS Drinking Water Program](#)
- [DHS Environmental Health](#)
- [DHS Food Protection Program](#)
- [DHS Foodborne Illness Resource](#)

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Marion County, Oregon

[Departments](#) [Divisions](#) [Quick Links](#) [Text Links](#)

Directory of Departments

(Click here for a directory of services)

A-B-C-D-E-F-G-H-I-J-K-L-M-N-O-P-Q-R-S-T-U-V-W-X-Y-Z

-A-

Assessor's Office

Courthouse Square
555 Court Street N.E., Room 2233
P.O. Box 14500
Salem, OR 97309
Email: Assessor@co.marion.or.us
Web Site: <http://Assessor.co.marion.or.us>
Phone: (503) 588-5144

Local Taxing District Budgets

Courthouse Square
555 Court Street N.E., Room 2233
P.O. Box 14500
Salem, OR 97309
Email: Assessor@co.marion.or.us
Web Site: <http://Assessor.co.marion.or.us>
Phone: (503) 588-5144

Tax Collection

Courthouse Square
555 Court St NE Rm 2242, Salem OR 97301
Email: PropertyTax@co.marion.or.us
Web Site: <http://Assessor.co.marion.or.us/Tax>
Phone: (503) 588-5215
Fax: (503) 566-3911

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-B-

Board of Commissioners

Courthouse Square
555 Court St. NE
P.O. Box 14500
Salem, Oregon 97309-5036
Email: Commissioners@co.marion.or.us
Web Site: <http://Commissioners.co.marion.or.us>
Phone: (503) 588-5212

Administration

Courthouse Square
555 Court Street NE
Salem, OR 97301

Email: Commissioners@co.marion.or.us
Web Site: <http://Commissioners.co.marion.or.us>
Phone: (503) 588-5212

County Fair

P.O. Box 7166
Salem, OR 97303-0033
Email: fair@co.marion.or.us
Web Site: <http://Commissioners.co.marion.or.us/fair.asp>
Phone: (503) 585-9998

Public Information

Courthouse Square
555 Court Street NE
Salem, OR 97301
Email: Commissioners@co.marion.or.us
Phone: (503) 566-3916
Fax: (503) 588-5237

Business Services

Fourth Floor of the Courthouse Square Building
555 Court St NE in Salem
Email: BusinessServices@co.marion.or.us
Web Site: <http://BusinessServices.co.marion.or.us>
Phone: (503) 589-3295

Facilities Management

100 High Street NE
Salem, OR 97308
Email: FacilitiesManagement@co.marion.or.us
Web Site: <http://BusinessServices.co.marion.or.us>
Phone: (503) 588-5154

Financial Services

Courthouse Square Building
555 Court St NE Fourth Floor
Salem Oregon 97301
Email: BusinessServices@co.marion.or.us
Web Site: <http://BusinessServices.co.marion.or.us>
Phone: (503) 589-3295

Human Resources

Courthouse Square Building
555 Court St NE Fourth Floor
Salem Oregon 97301
Email: HumanResources@co.marion.or.us
Web Site: <http://BusinessServices.co.marion.or.us/HR>
Phone: (503) 589-3295

Risk Management

Fourth Floor - Courthouse Square Building
555 Court St NE
Salem, OR. 97301
Email: RiskManagement@co.marion.or.us
Web Site: <http://BusinessServices.co.marion.or.us/RiskManagement>
Phone: (503) 589-3295

Volunteer Coordination

Courthouse Square
PO Box 14500
555 Court Street NE
Salem, OR 97309-5036
Email: Volunteer@co.marion.or.us
Web Site: <http://Volunteer.co.marion.or.us>
Phone: (503) 588-7990
Fax (503) 588-5237

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-C-

Children & Families

Courthouse Square
555 Court Street NE
Salem, OR 97301
Email: CFC@co.marion.or.us
Web Site: <http://CFC.co.marion.or.us>
Phone: (503) 588-7975
Fax (503) 373-4460

Clerk's Office

E-mail: ClerksOffice@co.marion.or.us
Web Site: <http://Clerk.co.marion.or.us>
Phone: (503) 588-5225

Archives/ Records Management

100 High ST NE # 1331
Salem, Oregon 97301
Email: ClerksOffice@co.marion.or.us
Web Site: <http://Clerk.co.marion.or.us>
Phone: (503) 588-5225

Board of Property Tax Appeals

100 High NE, Room #1331
Salem, Oregon 97301
Email: BOPTA@co.marion.or.us
Web Site: <http://Clerk.co.marion.or.us/bopta>
Phone: (503) 588-3578
Fax: (503) 373-4408

Elections

4263 Commercial St. SE #300
Salem, Oregon 97302
Email: Elections@co.marion.or.us
Web Site: <http://Clerk.co.marion.or.us/election>
Phone: (503) 588-5041
TTY: (503) 588-5610
FAX: (503) 588-5383

Licensing & Recording

100 High ST NE #1331
Salem, Oregon 97301
Email: Recording@co.marion.or.us

Web Site: <http://Clerk.co.marion.or.us/records>
(503) 588-5225
Phone: (503) 588-5490
Fax: (503) 373-4408

Courts

Web Site: <http://Courts.co.marion.or.us>

East Marion Justice Court

Steven Summers, Justice of the Peace

Salem

575 Lancaster Drive SE
Salem OR 97301
(503) 370-8087
Web Site: <http://Courts.co.marion.or.us>

Stayton

111 W Locust, Suite 3
Stayton OR 97383
Phone: (503) 769-7656
Web Site: <http://Courts.co.marion.or.us>

North Marion Justice Court

Janice Zyryanoff, Justice of the Peace

Woodburn

986 N Pacific Highway
Woodburn OR 97071
Phone: (503) 981-8101
Web Site: <http://Courts.co.marion.or.us>

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-D-

District Attorney

555 Court St. NE, 3rd Floor
Salem, Or. 97301
Email: DistrictAttorney@co.marion.or.us
Web Site: <http://DA.co.marion.or.us>
Phone: (503) 588-5222

Criminal Prosecutions

555 Court St. NE, 3rd Floor
Salem, Or. 97301
Email: DistrictAttorney@co.marion.or.us
Web Site: <http://DA.co.marion.or.us>
Phone: (503) 588-5222

Support Enforcement

555 Court St. NE, 3rd Floor
Salem, Or. 97301
Email: DistrictAttorney@co.marion.or.us
Web Site: <http://DA.co.marion.or.us>
Phone: (503) 588-5152

Victim Assistance

555 Court St. NE, 3rd Floor
Salem, Or. 97301
Email: DistrictAttorney@co.marion.or.us
Web Site: <http://DA.co.marion.or.us>
Phone: (503) 588-5253

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-H-

Health & Services

3180 Center Street NE
Salem, OR 97301
Email: Health@co.marion.or.us
Web Site: <http://Health.co.marion.or.us>
Phone Numbers: <http://Health.co.marion.or.us/phone.asp>

Hearings Officer

555 Court St. NE
Salem, OR 97309
P.O. BOX 14500
Web Site: <http://Legal.co.marion.or.us/Hearings>

Housing Authority

555 Court St. NE
Salem, OR 97309
P.O. BOX 14500
Email: HousingAuthority@co.marion.or.us
Web Site: <http://Housing.co.marion.or.us>
Phone: (503) 373-4448
Fax: (503) 373-4439

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-I-

Information Technology

555 Court St. NE
Salem, OR 97309
P.O. BOX 14500
Email: InformationTechnology@co.marion.or.us
Web Site: <http://IT.co.marion.or.us>
Phone: (503) 584-7744
Fax: (503) 373-4318

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-J-

Juvenile Department

3030 Center St. NE
Salem, OR 97301
Email: Juvenile@co.marion.or.us

Web Site: <http://Juvenile.co.marion.or.us>

Phone: (503) 588-5411

Alternative Work Programs

3032 Center St NE (no mail service - use main address)

Salem, Oregon

Phone: (503) 588-5324

Juvenile Counseling Services

2954 Center St NE (no mail service - use main address)

Salem, Oregon

Phone: (503) 566-2925

Juvenile Detention Facility

3030 Center St NE

Salem, OR 97301

Phone: (503) 588-5321

Juvenile Probation Offices

3030 Center St NE

Salem, OR 97301

Phone: (503) 588-5316

3060 Center St NE (no mail service - use main address)

Salem, Oregon

Phone: (503) 588-5317

345 N 2nd St

Woodburn, OR 97071

Phone: (503) 982-2323

1750 Wilco Rd

Stayton, OR 97383

Phone: (503) 769-3299

110 S 1st

Silverton, OR 97381

Phone: (503) 873-9094

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-L-

Legal Counsel

555 Court St. NE

Salem, OR 97309

P.O. BOX 14500

Web Site: <http://Legal.co.marion.or.us>

Hearings Officer

555 Court St. NE

Salem, OR 97309

P.O. BOX 14500

Web Site: <http://Legal.co.marion.or.us/Hearings>

Law Library

County Courthouse
100 High Street NE Room 5110
Salem, Oregon 97301
Email: LawLibrary@co.marion.or.us
Web Site: <http://Legal.co.marion.or.us/LawLibrary>
Phone: (503) 588-5090

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-P-

Public Works

5155 Silverton Rd NE
Salem, OR 97305
Email: MCDPW@co.marion.or.us
Web Site: <http://PublicWorks.co.marion.or.us>
Phone: (503) 588-5036

Building Inspection

555 Court St. NE
P.O. Box 14500
Salem, OR 97309-5036
Email: BuildingInspection@co.marion.or.us
Web Site: <http://PublicWorks.co.marion.or.us/Building>
Phone: (503) 588-5147

Dog Control

5155 Silverton Rd NE
Salem, OR 97305
Email: MCDPW@co.marion.or.us
Web Site: <http://PublicWorks.co.marion.or.us/DogControl>
Phone: (503) 588-5366 Complaints, (503) 588-5233 Licensing

Emergency Management

5155 Silverton Road NE
Salem, Oregon 97305
Email: Emergency@co.marion.or.us
Web Site: <http://PublicWorks.co.marion.or.us/EmergencyManagement>
Phone: (503) 588-5108

Engineering

5155 Silverton Rd NE
Salem, OR 97305
Email: MCDPW@co.marion.or.us
Web Site: <http://publicworks.co.marion.or.us/engineering>
Phone: (503) 588-5036

Environmental Services

555 Court St. NE
Salem, OR 97309
Email: EnvironmentalServices@co.marion.or.us
Web Site: <http://PublicWorks.co.marion.or.us/ES>
Phone: (503) 588-5169

Garbage Disposal Franchises

Mid-Valley Garbage & Recycling Association
3680 Brooklake Rd. NE
Salem, OR 97303
Email: info@mrtrashrecycles.com
Web Site: <http://www.mrtrashrecycles.com>
Phone: (503) 390-4000

Waste-to-Energy Facility

Covanta of Marion, Inc.
4850 Brooklake Rd. NE
Salem, OR 97305
Email: kchampion@covantaenergy.com
Web Site: <http://www.covantaenergy.com>
Phone: (503) 393-0890

Landfills

Brown's Island Demolition Landfill
2895 Faragate Ave. S.
Salem, OR
Email: EnvironmentalServices@co.marion.or.us
Web Site: <http://PublicWorks.co.marion.or.us/ES>
Phone: (503) 588-5064

Transfer Stations

Salem-Keizer Recycling & Transfer Station
3250 Deer Park Dr.
Salem, OR
Email: EnvironmentalServices@co.marion.or.us
Web Site: <http://PublicWorks.co.marion.or.us/ES>
Phone: (503) 588-5169

North Marion County Disposal Facility

17827 Whitney Lane NE
Woodburn, OR
Email: EnvironmentalServices@co.marion.or.us
Web Site: <http://PublicWorks.co.marion.or.us/ES>
Phone: (503) 981-4117

Recycling

555 Court St. NE
Salem, OR 97309
Email: EnvironmentalServices@co.marion.or.us
Web Site: <http://PublicWorks.co.marion.or.us/ES>
Phone: (503) 588-5169

Parks and Recreation

5155 Silverton Rd NE
Salem, OR 97305
Email: MCDPW@co.marion.or.us
Web Site: <http://Publicworks.co.marion.or.us/Parks>
Phone: (503)588-5304

Planning

555 Court St. NE
Salem Oregon 97301
Email: Planning@co.marion.or.us
Web Site: <http://PublicWorks.co.marion.or.us/Planning>

Phone: (503) 588-5038

Operations

5155 Silverton Rd NE
Salem, OR 97305
Email: MCDPW@co.marion.or.us
Web Site: <http://PublicWorks.co.marion.or.us>
Phone: (503) 588-5304

Surveyor

5155 Silverton Rd NE
Salem, OR 97305
Email: MCDPW@co.marion.or.us
Web Site: <http://PublicWorks.co.marion.or.us>
Phone: (503) 588-5155

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-S-

Sheriff's Office

Headquarters

Marion County Courthouse
100 High Street, N.E.
Salem, OR 97301
Email: Sheriff@co.marion.or.us
Web Site: <http://Sheriff.co.marion.or.us>
Phone: (503) 588-5094

Central District Office

3940 Aumsville Hwy, SE
Salem, OR 97301
Email: Sheriff@co.marion.or.us
Web Site: <http://Sheriff.co.marion.or.us>
Phone: (503)588-5091

North District Office

13357 Hwy 99E
Gervais, OR
Email: Sheriff@co.marion.or.us
Web Site: <http://Sheriff.co.marion.or.us>
Phone: (503) 792-5560

South District Office

Closed at this time

Jail

Marion County Corrections Facility
4000 Aumsville Hwy Street, SE
Salem, OR 97301
Email: Sheriff@co.marion.or.us
Web Site: <http://Sheriff.co.marion.or.us/facility.asp>
Phone: (503)581-1183

Community Corrections (Parole & Probation)

4040 Aumsville Hwy, SE
Salem, OR 97301
Email: Sheriff@co.marion.or.us
Web Site: <http://Sheriff.co.marion.or.us>
Phone: (503)588-8492

Community Services

4040 Aumsville Hwy, SE
Salem, OR 97301
Email: Sheriff@co.marion.or.us
Web Site: <http://Sheriff.co.marion.or.us>
Phone: (503)588-6813

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-T-

Treasurer

555 Court St. NE, Room 5233
Salem, OR 97301
Email: Treasurer@co.marion.or.us
Web Site: <http://Treasurer.co.marion.or.us>
Phone: (503) 584-7700

Investments

555 Court St. NE, Room 5233
Salem, OR 97301
Email: Treasurer@co.marion.or.us
Web Site: <http://Treasurer.co.marion.or.us>
Phone: (503) 584-7700

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Marion County
OREGON



GO

Find A Service

Home Living Business Visiting Government Employee Help

Text Size: A A A A

County Home > Multnomah County Government

How Do I?

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- [Find Points of Interest in the County?](#)
- [Search County Web?](#)
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- [Find Contact Information?](#)
- [Ask a Question?](#)
- [Find Organization Charts?](#)

Top County Destinations

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- [Board Meeting Agenda](#)
- [Bridges](#)
- [CascadeLink](#)
- [Dept of Community Justice](#)
- [District Attorney](#)
- [Elected Officials](#)
- [Elections Division](#)
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- [Health Department](#)
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Multnomah County Government**Quick Links**

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- [Departments and Divisions](#)
- [Alphabetical List of Agencies, Departments and Divisions](#)
- [Agencies](#)
- [Elected Officials](#)
- [Appointed Officials](#)
- [Meetings and Events](#)

Chair and Commissioners

- [County Chair, Diane Linn](#)
- [District 1, Maria Rojo de Steffey](#)
- [District 2, Serena Cruz](#)
- [District 3, Lisa Naito](#)
- [District 4, Lonnie Roberts](#)
- [Commissioners and Agenda](#)

Other Elected Officials

- [Suzanne Flynn, Auditor](#)
- [Michael Schrunk, District Attorney](#)
- [Bernie Giusto, Sheriff](#)

Appointed Officials

- [John Kauffman, Elections](#)
- [Dave Boyer, Finance](#)
- [Robert Hoyden, Surveyor](#)

Agencies

- [Auditor's Office](#)
- [Citizen Involvement Committee](#)
- [Commission on Children, Families and Community](#)
- [County Attorney's Office](#)
- [District Attorney's Office](#)
- [HIPAA Project](#)
- [Local Public Safety Coordinating Council](#)
- [Oregon Association of County Data Processors](#)
- [Portland Area HIV Services Planning Council](#)
- [Portland Multnomah Progress Board](#)
- [Public Affairs Office](#)
- [Public Art](#)
- [Sheriff's Office](#)
- [Surveyor](#)

- Tax Supervising and Conservation Commission

| Departments | Divisions |
|--|---|
| Department of Business and Community Services | <ul style="list-style-type: none"> • <u>Animal Services</u> • <u>Assessment & Taxation</u> • <u>Budget Office</u> • <u>Budget Office Evaluation</u> • <u>Central Procurement & Contract Administration</u> • <u>Central Stores</u> • <u>Elections Division</u> • <u>Emergency Management</u> • <u>Employee Benefits</u> • <u>Facilities and Property Management</u> • <u>Finance Operations</u> • <u>F.R.E.D.S. (Fleet, Records, Electronic, Distribution, Services)</u> • <u>Geographic Information Systems (GIS)</u> • <u>Human Resources</u> • <u>Information Technology Services</u> • <u>Job Opportunities</u> • <u>Labor Relations</u> • <u>Land Use Planning</u> • <u>Personnel Rules</u> • <u>Risk Management</u> • <u>Sustainability</u> • <u>Transportation</u> |
| Department of Community Justice | <ul style="list-style-type: none"> • <u>Adult Focus</u> • <u>Community Court</u> • <u>Director's Office</u> • <u>Employee, Community & Clinical Services</u> • <u>Family Court Services</u> • <u>Human Resources</u> • <u>Information Technology</u> • <u>Juvenile Focus</u> • <u>Research & Evaluation</u> • <u>Treatment Services</u> • <u>Volunteer Opportunities</u> |
| Department of County Human Services | <ul style="list-style-type: none"> • <u>Adult Care Home Program</u> • <u>Community Services Program</u> • <u>Domestic Violence</u> • <u>Long Term Care Program</u> • <u>Protective Services Program</u> • <u>Public Guardian / Conservator Program</u> • <u>Mental Health and Addictions Services</u> |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Developmental Disabilities Services • Management & Administration |
| Department of Libraries | <ul style="list-style-type: none"> • Library Home Page • CascadeLink |
| Department of Health | <ul style="list-style-type: none"> • Business Services Division • Corrections Health Division • Dental Services Division • Disease Prevention and Control • Neighborhood Health Division • Office of the Health Officer • Office of Planning and Development • Primary Care Clinical Services Division • Restaurant Inspections • Support Services Division |
| Department of School and Community Partnerships | <ul style="list-style-type: none"> • Caring Communities • Schools Uniting Neighborhoods (SUN) Initiative |

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The address of this page is: http://www.co.multnomah.or.us/gov_cc_agency_dept_list.shtml#dept

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Page last updated: Friday, December 10, 2004



Board of Commissioners

Washington County Organization

County Administrative Office

General Government

Public Safety

Land Use, Housing & Transportation

Health & Human Services

Culture, Education & Recreation

Assessment & Taxation

Sheriff

Land Use & Transportation

Health & Human Services

Cooperative Library Services

Elections

District Attorney

Housing Services

Aging & Veterans' Services

Fair Complex

County Auditor

Juvenile

Community Development

Other Offices

County Counsel

Community Corrections

Extension Service

Support Services

Circuit Court

Citizen Participation

Justice Court


Clean Water Services

Law Library

Watermaster

Emergency Medical Services

Last Updated: November 15, 2004

E-Mail to: webmastr@co.washington.or.us 



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Washington County, Oregon



Support Services

last updated: June 15, 2004

Support Services Department
Robert Davis, Assistant County Administrator

Facilities & Parks Services

Finance

Central Services

Purchasing

Fleet Services

**Human Resources/Risk &
Benefit**

Information Technology

The Information Technology Services Division serves employees through business application support, helpdesk, networks, personal computers and work stations, web technology, GIS planning and coordination, office automation, and telecommunications.

Our Mission

In partnership with the organization, we provide quality and cost effective support services to uphold the public trust and assist the County in the fulfillment of its mission.

We are organized by division, but place an emphasis on inter-division cooperation, partnerships and assistance.

[Organization Chart](#)

Our Commitment

- Open and constructive communication and problem solving.
- Consistent, cost effective, comprehensive, reliable and quality services.
- Customer service and partnerships.
- Innovation and use of contemporary technology, practices and processes in each of our respective disciplines.
- Streamline processes, procedures and systems while respecting our accountability role to the Board of Commissioners and County Administrative Office.
- Pride and excellence in our work and continuous process/performance improvement.
- Long range planning and visioning of future needs, challenges and opportunities and annual work plans to implement and monitor specific strategies.
- Outcome based management and fiscal accountability.

