



## Human Resources

P.O. Box 788 • Heppner OR 97836  
(541) 676-5620

Karen Wolff  
Human Resources Director  
kwolff@co.morrow.or.us

DATE: January 23, 2018  
TO: Morrow County Board of Commissioners  
FROM: Karen Wolff, Human Resources Director  
RE: Compensation Board Direction from Commissioners

A handwritten signature in blue ink that reads "Karen Wolff".

As part of the preparation for the Compensation Board meeting, to be held February 13, 2018, I am asking the Board of Commissioners to provide comments/suggestions regarding their vision and policy for Morrow County and Elected Officials for the next Fiscal Year. This will be guidance for the Compensation Board as they make their decisions.

Some of the specific items for discussion include:

- Elected Official COLA
- Commissioner compensation
- Surveyor compensation status
- Other topics

Regarding the COLA for next Fiscal Year. In the past there has been discussion about whether the Elected Officials COLA should be closer to the CPI, closer to the Collective Bargaining Agreement COLAs, and other factors. Do you have a recommendation as to how you see the COLA for Elected Officials being evaluated?

There will be a separate memo and documents regarding the Surveyor compensation status.

The information in this packet of materials is information that has been requested in order to allow the Commissioners to make informed decisions. Please let me know if you have any questions.

## **COLA History**

**Prepared by Karen Wolff**

*January 21, 2018*

	<b>General</b>			<b>Elected</b>	
	<b>Employee</b>	<b>Road</b>	<b>SO</b>	<b>Managers</b>	<b>Officials</b>
<b>FY 17/18</b>	3.00%	3.00%	3.00%	3.00%	3.00%
<b>FY 16/17</b>	3.00%	3.00%	2.50%	3.00%	3.00%
<b>FY 15/16</b>	3.00%	3.00%	2.50%	3.00%	3.00%
<b>FY 14/15</b>	3.00%	3.00%	2.25%	3.00%	3.00%
<b>FY 13/14</b>	3.00%	3.00%	2.00%	3.00%	3.00%
<b>FY 12/13</b>	3.00%	3.00%	1.50%	3.00%	3.00%
<b>FY 11/12</b>	3.00%	3.00%	1.00%	2.33%	2.33%
<b>FY 10/11</b>	3.00%	3.00%	1.50%	1.50%	1.50%
<b>FY 09/10</b>	3.00%	3.00%	3.00%		
<b>FY 08/09</b>			3.00%		
<b>FY 07/08</b>			4.00%		

**Prior to FY 12/13, the Elected Officials and Managers received a COLA that was the average of the three Collective Bargaining Agreements, as that was thought to be a written policy. It was determined that was a past practise, not a policy.**

# Consumer Price Index

Base period: 1982-84 = 100, not seasonally adjusted

## CPI-U

	U.S. City Average			West – Size Class B/C		
	2017	2016	2015	2017	2016	2015
Jan.	2.5%	1.4%	-0.1%	1.8%	1.3%	0.0%
Feb.	2.7%	1.0%	0.0%	2.3%	0.8%	0.6%
March	2.4%	0.9%	-0.1%	2.5%	0.3%	0.8%
April	2.2%	1.1%	-0.2%	2.3%	0.5%	0.9%
May	1.9%	1.0%	0.0%	2.0%	0.4%	0.8%
June	1.6%	1.0%	0.1%	2.0%	0.5%	0.5%
July	1.7%	0.8%	0.2%	1.9%	0.6%	0.3%
Aug.	1.9%	1.1%	0.2%	2.3%	0.7%	0.3%
Sept.	2.2%	1.5%	0.0%	2.6%	1.1%	0.0%
Oct.	2.0%	1.6%	0.2%	2.7%	1.3%	0.1%
Nov.	2.2%	1.7%	0.5%	2.7%	1.7%	0.1%
Dec.	2.1%	2.1%	0.7%	2.7%	1.8%	0.5%

## CPI-W

	U.S. City Average			West – Size Class B/C		
	2017	2016	2015	2017	2016	2015
Jan.	2.5%	1.2%	-0.8%	1.9%	1.3%	-0.4%
Feb.	2.8%	0.7%	-0.6%	2.5%	0.7%	0.1%
March	2.3%	0.5%	-0.6%	2.6%	0.1%	0.4%
April	2.1%	0.8%	-0.8%	2.4%	0.5%	0.6%
May	1.8%	0.7%	-0.6%	2.0%	0.3%	0.5%
June	1.5%	0.6%	-0.4%	2.0%	0.4%	0.2%
July	1.6%	0.4%	-0.3%	2.0%	0.6%	0.0%
Aug.	1.9%	0.7%	-0.3%	2.4%	0.6%	0.0%
Sept.	2.3%	1.2%	-0.6%	2.8%	1.1%	-0.2%
Oct.	2.1%	1.4%	-0.4%	2.8%	1.5%	-0.2%
Nov.	2.3%	1.5%	0.1%	2.9%	1.9%	0.0%
Dec.	2.2%	2.0%	0.4%	2.9%	1.8%	0.4%

## Portland-Salem, OR-WA

	CPI-U Portland			CPI-W Portland		
	2017	2016	2015	2017	2016	2015
1st half	4.4%	1.7%	1.3%	4.2%	1.2%	0.6%
2nd half	3.9%	2.6%	1.1%	3.6%	2.2%	0.3%
<b>Annual</b>	<b>4.2%</b>	<b>2.1%</b>	<b>1.2%</b>	<b>3.9%</b>	<b>1.7%</b>	<b>0.4%</b>



## Consumer Price Index (CPI)

**Consumer Price Index**  
Base period 1982-84 = 100; not seasonally adjusted

CPI-U						
U.S. City Average			West - Size Class B/C			
2017	2016	2015	2017	2016	2015	
Jan.	2.5%	1.4%	-0.1%	1.8%	1.3%	0.0%
Feb.	2.7%	1.0%	0.0%	2.2%	0.8%	-0.0%
March	2.4%	-0.2%	-0.1%	2.0%	0.3%	0.8%
April	2.2%	1.1%	-0.2%	2.2%	0.5%	-0.8%
May	1.9%	1.0%	0.0%	2.0%	0.4%	-0.8%
June	1.6%	1.0%	0.1%	2.0%	0.5%	-0.8%
July	1.1%	2.8%	0.2%	1.9%	0.8%	-0.2%
Aug.	1.9%	1.1%	0.2%	2.3%	0.1%	-0.2%
Sept.	2.2%	1.5%	0.0%	2.6%	1.1%	0.0%
Oct.	2.0%	1.6%	0.2%	2.7%	1.3%	0.1%
Nov.	2.2%	1.7%	0.5%	2.7%	1.7%	0.1%
Dec.	2.1%	2.1%	0.2%	2.2%	1.8%	0.0%

The CPI numbers are released mid-month, and LGPI will update this page when they are published. These figures are reported by the Bureau of Labor Statistics. You can hear the current figures anytime by calling (202) 691-6994.

### CPI-U

The newer index, reflecting the buying habits of all urban households.

CPI-W						
U.S. City Average			West - Size Class B/C			
2017	2016	2015	2017	2016	2015	
Jan.	2.5%	1.2%	-0.8%	1.8%	1.3%	-0.4%
Feb.	2.8%	0.7%	-0.8%	2.5%	0.7%	0.1%
March	2.3%	0.5%	-0.8%	2.6%	0.1%	0.4%
April	2.1%	0.8%	-0.8%	2.4%	0.5%	0.6%
May	1.8%	0.7%	-0.8%	2.0%	0.3%	0.0%
June	1.6%	0.8%	-0.4%	2.0%	0.4%	0.2%
July	1.6%	0.4%	-0.2%	2.0%	0.6%	0.0%
Aug.	1.9%	0.7%	-0.2%	2.4%	0.6%	0.0%
Sept.	2.3%	1.2%	-0.8%	2.8%	1.1%	-0.2%
Oct.	2.1%	1.6%	-0.4%	2.6%	1.9%	-0.2%
Nov.	2.3%	1.5%	0.1%	2.6%	1.9%	0.0%
Dec.	2.2%	2.0%	0.4%	2.6%	1.9%	0.4%

### CPI-W

The revision of the "old CPI," reflecting the buying habits of urban wage earners and clerical workers.

Portland-Salem, OR-WA						
CPI-U Portland			CPI-U Average			
2017	2016	2015	2017	2016	2015	
1st half	4.4%	1.7%	1.7%	4.2%	1.2%	3.5%
2nd half	3.9%	2.0%	1.1%	3.6%	2.2%	0.3%
Annual	4.3%	3.3%	1.3%	3.9%	1.7%	6.4%

West - Size Class B/C is the CPI based on cities with populations of less than 1,500,000 in 13 Western states.

The percentage is the change over a 12-month period, except for Portland, which is:

### 1st Half

January through June (Published in August)

### 2nd Half

July through December (Published in February)

## Supporting Documents

- 📎 December 2017 CPI (526 KB)
- 📎 November 2017 CPI (530 KB)
- 📎 October 2017 CPI (542 KB)
- 📎 September 2017 CPI (648 KB)
- 📎 August 2017 CPI (572 KB)
- 📎 July 2017 CPI (578 KB)
- 📎 June 2017 CPI (578 KB)

## COUNTY STRUCTURES

HOME RULE COUNTIES										
Date	County	Three Members	Five Members	Full Time		At Large	Non Partisan	Elected Chair	# of Districts	Administrator
				Chair	Commish					
1972	Benton	X		X	X	X				Appointed
1988	Clatsop		X				X		5	Appointed
1964	Hood River		X			Chair	X	X	4	Appointed
1978	Jackson	X		X	X	X				Appointed
1980	Josephine	X		X	X	X	X			None
1962	Lane		X	X	X		X		5	Appointed
1967	Multnomah		X	X	X	Chair	X	X	4	Chair
1993	Umatilla	X		X	X	X	X			None
1962	Washington		X	X		Chair	X	X	4	Appointed



GENERAL LAW - COUNTY COURTS					
Judge + 2 Commissioners (part time)					
County	Judge as Chair/Administrator	Non-Partisan		Probate Jurisdiction	Juvenile Jurisdiction
		Judge	Commissioners		
Crook	X	X	X		
Gilliam	X	X		X	X
Grant	X	X	X	X	
Harney	X	X	X	X	
Malheur	X	X		X	
Sherman	X	X		X	X
Wheeler	X	X		X	X



## GENERAL LAW - COUNTY COMMISSION

County	Three Members	Five Members	Full Time		At Large	Non Partisan	Elected Chair	Administrator
			Chair	Commish				
Baker	X		X		X	X	X	Chair
Clackamas		X	X	X	X	X	X	Appointed
Columbia	X		X	X	X	X		None
Coos	X		X	X	X	X		None
Curry	X		X	X	X	X		None
Deschutes	X		X	X	X			Appointed
Douglas	X		X	X	X	X		None
Jefferson	X				X	X		Appointed
Klamath	X		X	X	X	X		None
Lake	X		X	X	X			Appointed

## GENERAL LAW - COUNTY COMMISSION

County	Three Members	Five Members	Full Time		At Large	Non Partisan	Elected Chair	Administrator
			Chair	Commish				
Lincoln	X		X	X	X	X		None
Linn	X		X	X	X			Appointed
Marion	X		X	X	X			Appointed
Morrow	X		X	X	X	X		Appointed
Polk	X		X	X	X	X		Appointed
Tillamook	X		X	X	X	X		None
Union	X		X	X	X	X		Appointed
Wallowa	X		X		X	X	X	Chair
Wasco	X		X	X	X	X		Appointed
Yamhill	X		X	X	X	X		Appointed

## County Demographics

	Population	Square Miles	Population/ Square Mile
Baker	16,510	3,089	5.34
Benton	91,320	679	134.49
Clackamas	404,980	1,879	215.53
Clatsop	38,225	843	45.34
Columbia	50,795	687	73.94
Coos	63,190	1,629	38.79
Crook	21,580	2,991	7.21
Curry	22,600	1,648	13.71
Deschutes	176,635	3,055	57.82
Douglas	110,395	5,071	21.77
Gilliam	1,980	1,223	1.62
Grant	7,410	4,528	1.64
Harney	7,320	10,228	0.72
Hood River	24,735	533	46.41
Jackson	213,765	2,801	76.32
Jefferson	22,790	1,791	12.72
Josephine	84,675	1,641	51.60
Klamath	67,410	6,135	10.99
Lake	8,015	8,359	0.96
Lane	365,940	4,620	79.21
Lincoln	47,735	992	48.12
Linn	122,315	2,297	53.25
Malheur	31,705	9,926	3.19
Marion	333,950	1,194	279.69
Morrow	11,745	2,049	5.73
Multnomah	790,670	465	1,700.37
Polk	79,730	745	107.02
Sherman	1,795	831	2.16
Tillamook	25,920	1,125	23.04
Umatilla	79,880	3,231	24.72
Union	26,745	2,038	13.12
Wallowa	7,140	3,153	2.26
Wasco	26,700	2,396	11.14
Washington	583,595	727	802.74
Wheeler	1,465	1,713	0.86
Yamhill	104,990	718	146.23

## County Demographics

Permanent Property Tax Rate Authority	Road Miles	Percent State/Fed- eral Ownership
3.7286	904	52.3
2.2052	460	20.4
2.9766	1,416	45.2
1.5338	230	11.9
1.3956	539	7.2
1.0799	543	61.2
3.8702	522	51.2
0.5996	230	67
1.2783	992	78.9
1.1124	1,130	50.5
3.8450	402	3.7
2.8819	495	60.7
4.5016	814	77.6
1.4171	210	71.8
2.0099	948	46.9
3.5662	604	18.8
0.5867	580	62.4
1.7326	867	55.8
3.7619	705	78.0
1.2793	1,441	55.4
2.8202	346	36.3
1.2736	1,115	39.2
2.5823	1,732	75.6
3.0252	1,115	33.5
4.1347	962	14.7
4.3434	350	28.8
1.7160	501	11.3
8.7141	458	9.6
1.4986	335	64.2
2.8487	1,672	17.7
2.8515	595	48.1
2.5366	680	57.6
4.2523	674	14.8
2.2484	1,386	13.5
8.5266	260	23.6
2.5775	670	15.4

COLA 3.000%

ELECTED OFFICIAL SCALE  
2017-2018

TITLE	MONTHLY	ANNUAL
COMMISSIONER	3,297	39,564
COMMISSIONER	3,297	39,564
COMMISSIONER	3,297	39,564
ASSESSOR	6,719	80,631
TREASURER	5,877	70,529
CLERK	5,877	70,529
JUSTICE OF THE PEACE	5,877	70,529
SHERIFF	8,423	101,081



**Morrow County Information Request**  
**2017/2018**

**Assessor**

	Annual Salary	Full or Part time	Total # employees supervised	Tax Collector Too?	Elected or Appointed?	
<b><u>Assessor</u></b>						
Umatilla	\$81,816	Full		Yes	Appointed	Assessment & Taxation Director
Union	\$76,678	Full	9	Yes	Elected	
Wasco	\$80,361	Full	9	Yes	Elected	
Jefferson	\$66,244	Full	5	No	Elected	Pay Range \$58,656 - \$85,509
Crook (2016)	\$77,418	Full	7	No	Elected	
<b>Morrow</b>	<b>\$80,628</b>	<b>Full</b>	<b>6</b>	<b>Yes</b>	<b>Elected</b>	
<b><i>Average</i></b>	<b><i>\$77,191</i></b>					
<i>Average w/o MC</i>	<i>\$76,503</i>					

**Morrow County Information Request**  
**2017/2018**

**Clerk**

	Annual Salary	Full or Part time	Total # employees supervised	Elections?	Recording?	Elected or Appointed?
<b><u>Clerk</u></b>						
Umatilla	\$54,204					Appointed
Union	\$76,678	Full	2.5	Yes	Yes	Appointed
Wasco	\$58,863	Full	3	Yes	Yes	Elected
Jefferson	\$66,244	Full	2	Y	N	Elected
Crook (2016)	\$70,866	Full	2	Yes	Yes	Elected
<b>Morrow</b>	<b>\$70,524</b>	<b>Full</b>	<b>2</b>	<b>Yes</b>	<b>Yes</b>	<b>Elected</b>
<b>Average</b>	<b>\$68,635</b>					
<i>Average w/o MC</i>	<i>\$68,163</i>					

Part of Administrative Services. Records Manager

\$15,000 addl stipend = Strategic Planning and other duties  
 \$6,000 addl from NT Admin

**Morrow County Information Request**  
**2017/2018**

**Commissioner**

	Annual Salary	Full or Part time	Total # employees supervised	3 or 5 Commissioners?	Elected or Appointed?
<b><u>Commissioner</u></b>					
<b><u>County Judge</u></b>					
Umatilla	\$90,852	Full		3	Elected
Union	\$69,520	Full		3	Elected
Wasco	\$42,183	Full	2	3	Elected
Jefferson	\$32,885	Full	0	3	Elected
Crook (2016)	\$39,863	Part time		3	Elected
Judge (2016)	\$92,747	Full	23 Dept Heads		Elected
<b>Morrow</b>	<b>\$39,564</b>	<b>Full</b>	<b>1</b>	<b>3</b>	<b>Elected</b>
<b>Average</b>	<b>\$65,637</b>				
Average w/o MC	\$61,342				

**Morrow County Information Request**  
**2017/2018**

**District Attorney**

	County Contribution to Salary	Full or Part time	Total # employees supervised	Elected or Appointed?	
<b><u>DA</u></b>					
Umatilla (2016)	\$19,055	Full		Elected	
Union (2016)	\$10,000	Full	9	Elected	
Wasco (2016)	\$0				
Jefferson	\$14,579	Full	7	Elected	Also supervises 5 Vic Asst. Staff
Crook (2016)	\$22,729	Full	13	Elected	
<b>Morrow</b>	<b>\$6,000</b>	<b>Full</b>	<b>4</b>	<b>Elected</b>	<b>And additional County Counsel Stipend</b>

**2016 Comments**

DA Justin Nelson explained the compensation for DAs from the State. He stated there were now only two pay ranges, one for large counties and one for everyone else.

I looked up DA wages. I found 10 individuals paid \$119,496 and 26 individuals paid \$101,520. That makes sense. Apparently there are 10 counties that qualify as large counties. With 36 counties in Oregon, the remaining 26 are at the lower rate.

**Morrow County Information Request**  
**2017/2018**

**Justice of**  
**the Peace**

	Annual Salary	Full or Part time	Total # employees supervised	Tax Collector Too?	Elected or Appointed?
<b><u>JP</u></b>					
Umatilla	No JP				
Union	\$20,400	Part time	1	No	Elected
Wasco	N/A				
Jefferson	No JP				
Crook	No JP				
<b>Morrow</b>	<b>\$70,524</b>	<b>Full</b>	<b>2</b>	<b>No</b>	<b>Elected</b>
<b><i>Average</i></b>					

Court held 1 or 2 times/mo

**Morrow County Information Request**  
**2017/2018**

**Sheriff**

	Annual Salary	Full or Part time	Total # employees supervised	Communications Center Too?	Jail Too?	Elected or Appointed?
<b><u>Sheriff</u></b>						
Umatilla	\$91,212	Full		Yes	Yes	Elected
Union	\$86,941	Full	33	No	Yes	Elected
Wasco	\$86,101	Full	30	Yes	No	Elected
Jefferson	\$90,250	Full	42	No	Yes	Elected
Crook (2016)	\$96,491	Full	27	No	Yes	Elected
<b>Morrow</b>	<b>\$101,076</b>	<b>Full</b>	<b>39</b>	<b>Yes</b>	<b>No</b>	<b>Elected</b>
<b>Average</b>	<b>\$92,012</b>					
Average w/o MC	\$90,199					

\$10,000 addl stipend = Additional duties



**Morrow County Information Request**  
**2017/2018**

**Treasurer**

		Annual Salary	Full or Part time	Total # employees supervised	Tax Collector Too?	Budget Officer Too?	Elected or Appointed?
<b><u>Treasurer</u></b>							
Umatilla	\$43.87	\$ 91,260	Full	2		Yes	Appointed
Union	\$36.86	\$ 38,339	Part time	0	No	No	Elected
Wasco	\$24.18	\$6,288	Part time	0	No	No	Elected
Jefferson	\$37.37	\$ 7,474	Part time	3	Yes (Staff)	Yes	Elected
Crook (2016)	\$40.60	\$ 84,448	Full	4	Yes	Yes	
<b>Morrow</b>	<b>\$33.90</b>	<b>\$ 70,524</b>	<b>Full</b>	<b>0</b>	<b>No</b>	<b>No</b>	<b>Elected</b>
<b>Average hourly</b>	<b>\$36.13</b>	<b>\$36.13</b>					
<i>Average w/o MC</i>	<i>\$36.58</i>	<i>\$36.58</i>					

CFO/Finance  
 Half time position  
 currently works 10 hrs bi-weekly  
 Max 200 hrs/yr eff 6/2014 (Part of Fin Dir = \$91,665 total salary)  
 Finance Director/Treasurer/Budget Officer

**Morrow County Information Request**  
**2017/2018**

**Surveyor**

	Annual Salary	Full or Part time	Total # employees supervised	Elected or Appointed?	
<u>Surveyor</u>					
Umatilla	\$81,816				Public Works Director
Union	0				Contracted
Wasco	\$60,485	Full	1	Appointed	
Jefferson	\$35.48/hr		0	Elected	Hours vary
Crook (2016)	Fees Only				
<b>Morrow</b>	<b>\$36,000</b>	<b>Stipend</b>	<b>0</b>	<b>Elected</b>	

MANAGERS AND SUPERVISORS  
2016-2017

COLA 3.000%

		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	Minimum	Minimum	Employees
		HIRE	1 YR	3 YRS	5 YRS	7 YRS	9 YRS	11 YRS	13 YRS	Education	Experience	Supervised
<u>Step 1 Comparison</u>		A	B	C	D	E	F	G	H			
COURT EXECUTIVE ASSIST.	10	\$3,171	\$3,330	\$3,496	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462	AA	3 years	0.0
SPECIAL TRANS. CORD.		\$3,171	\$3,330	\$3,496	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462	HS	0 years	1.0
	11	\$3,330	\$3,496	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685			
MANAGEMENT ASSISTANT	12	\$3,496	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920	BS or	4 years	5.0
	13	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166			
PARKS GEN MNGR OF OP	14	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424	HS	2 years	3.0
FINANCE MGT. ASSISTANT		\$3,855	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424	BS or	4 years	0.0
PUBLIC WORKS MANAGER	15	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695			
GENERAL MAINT SUPV	16	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980	AA	2 years	1.5
ASST. COMM SGT	17	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279	HS	3 years	9.0
	18	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593			
COMMUNICATIONS SGT	19	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	AA		10.0
ASST. PUBLIC WORKS DIR.	20	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	AA	6 years	17.0
PATROL SERGEANT	21	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	AA		10.0
HUMAN RESOURCES		\$5,424	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	BS	6 years	0.0
JUVENILE DIRECTOR		\$5,424	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	BA or BS	4 years	2.0
PLANNING DIRECTOR	22	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	MS	7 years	4.0
DETECTIVE SERGEANT		\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	AA		1.8
COMMUNITY CORR SUPV		\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	AA		2.0
Treasurer		\$5,706								None	None	0.0
Clerk		\$5,706								None	None	2.0
Justice of the Peace		\$5,706								None	None	1.8
PUBLIC HEALTH DIR	23	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	\$8,414	BS		12.0
DEPUTY DA	24	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	JD		0.0
PUBLIC WORKS DIRECTOR		\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	AA	6 years	27.0
FINANCE DIRECTOR		\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	BS	1 year	2.0
UNDER SHERIFF	25	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	\$9,277			25.0

<b>Commissioner (0.5 FTE)</b>		\$6,402								None	None	1.0
<b>Assessor</b>		\$6,402								HS	1 year	6.0
	<b>26</b>	\$6,923	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	\$9,277	\$9,741			
COUNTY ADMINISTRATOR	<b>27</b>	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	\$9,277	\$9,741	\$10,228	BS	6 years	10.0
	<b>28</b>	\$7,632	\$8,014	\$8,414	\$8,835	\$9,277	\$9,741	\$10,228	\$10,739			
	<b>29</b>	\$8,014	\$8,414	\$8,835	\$9,277	\$9,741	\$10,228	\$10,739	\$11,276			
<b>Sheriff</b>		\$8,178								AA	2 years	26.0
	<b>30</b>	\$8,414	\$8,835	\$9,277	\$9,741	\$10,228	\$10,739	\$11,276	\$11,840			

MANAGERS AND SUPERVISORS COLA 3.000%  
2016-2017

<u>Midpoint Comparison</u>		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	Minimum Education	Minimum Experience	Employees Supervised
		HIRE	1 YR	3 YRS	5 YRS	7 YRS	9 YRS	11 YRS	13 YRS			
		A	B	C	D	E	F	G	H			
COURT EXECUTIVE ASSIST.	10	\$3,171	\$3,330	\$3,496	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462	AA	3 years	0.0
SPECIAL TRANS. CORD.		\$3,171	\$3,330	\$3,496	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462	HS	0 years	1.0
	11	\$3,330	\$3,496	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685			
MANAGEMENT ASSISTANT	12	\$3,496	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920	BS or	4 years	5.0
	13	\$3,671	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166			
PARKS GEN MNGR OF OP	14	\$3,855	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424	HS	2 years	3.0
FINANCE MGT. ASSISTANT		\$3,855	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424	BS or	4 years	0.0
PUBLIC WORKS MANAGER	15	\$4,047	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695			
GENERAL MAINT SUPV	16	\$4,250	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980	AA	2 years	1.5
ASST. COMM SGT	17	\$4,462	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279	HS	3 years	9.0
	18	\$4,685	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593			
COMMUNICATIONS SGT	19	\$4,920	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	AA		10.0
Treasurer					\$5,706					None	None	0.0
Clerk					\$5,706					None	None	2.0
Justice of the Peace					\$5,706					None	None	1.8
ASST. PUBLIC WORKS DIR.	20	\$5,166	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	AA	6 years	17.0
PATROL SERGEANT	21	\$5,424	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	AA		10.0
HUMAN RESOURCES		\$5,424	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	BS	6 years	0.0
JUVENILE DIRECTOR		\$5,424	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	BA or BS	4 years	2.0
Commissioner (0.5 FTE)					\$6,402					None	None	1.0
Assessor					\$6,402					HS	1 year	6.0
PLANNING DIRECTOR	22	\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	MS	7 years	4.0
DETECTIVE SERGEANT		\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	AA		1.8
COMMUNITY CORR SUPV		\$5,695	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	AA		2.0
PUBLIC HEALTH DIR	23	\$5,980	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	\$8,414	BS		12.0
DEPUTY DA	24	\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	JD		0.0
PUBLIC WORKS DIRECTOR		\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	AA	6 years	27.0

FINANCE DIRECTOR		\$6,279	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	BS	1 year	2.0
UNDER SHERIFF	25	\$6,593	\$6,922	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	\$9,277			25.0
	26	\$6,923	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	\$9,277	\$9,741			
<b>Sheriff</b>					<b>\$8,178</b>					<b>AA</b>	<b>2 years</b>	<b>26.0</b>
COUNTY ADMINISTRATOR	27	\$7,269	\$7,632	\$8,014	\$8,414	\$8,835	\$9,277	\$9,741	\$10,228	BS	6 years	10.0
	28	\$7,632	\$8,014	\$8,414	\$8,835	\$9,277	\$9,741	\$10,228	\$10,739			
	29	\$8,014	\$8,414	\$8,835	\$9,277	\$9,741	\$10,228	\$10,739	\$11,276			
	30	\$8,414	\$8,835	\$9,277	\$9,741	\$10,228	\$10,739	\$11,276	\$11,840			



Morrow County Information Request  
2016/2017

Treasurer

		Annual Salary	Full or Part time	Tax Collec Too?	Budget Officer Too?	Elected or Appointed?	Is the Treasurer a Stand-Alone Position or is it combined with another position in some way?	FTE in Dept.	Highest Subordinate Title	Separate Finance Director?	Separate HR Director?
<b>Treasurer</b>											
Umatilla	\$40.97	\$ 85,212	Full		Yes	Appointed	CFO				
Union	\$35.97	\$ 37,404	Part time	No	No	Elected				Admin	Admin
Wasco	\$25.17	\$25.17/hr	Part time	No	No	Elected	currently works 10 hrs bi-weekly			Yes	Yes
Hood River						Appointed	Budget & Finance Director			No	Yes
Jefferson	\$28.75	\$ 7,474	Full	No	Yes	Elected	Finance Director/Treasurer				
Crook	\$40.60	\$ 84,448	Full	Yes	Yes	Elected	Finance Director/Treasurer/Budget Officer	5	Deputy Treasurer	No	Yes
<b>Morrow</b>	<b>\$32.92</b>	<b>\$ 68,475</b>	<b>Full</b>	<b>No</b>	<b>No</b>	<b>Elected</b>	<b>Stand alone</b>	<b>0</b>		Yes	Yes
Average hourly	\$34.06	\$34.06									
Average w/o MC	\$34.29	\$34.29									

2015 Wage

Baker		\$ 66,720		No	No	Elected		1.50	Mgmt Asst	Yes	Yes
Benton			Full	Yes	No		Included in Finance Director			No	Yes
Clackamas		\$ 110,372	Full	No	No	Elected		6.00	Treasury Mngr	Yes	Yes
Clatsop		\$ 97,621	Full	No	Yes	Appointed	????????	2.50	Accountant II	No	Yes
Columbia			Full			Appointed	Combined with Finance Director	6.00		No	Yes
Coos		\$ 57,612	Full	Yes	Yes	Elected		5.00	Business Op Mgr	No	Yes
Curry		\$ 61,524	Full	No	No	Elected		0.00		Yes	Yes
Deschutes		\$ 131,106	Full	Yes	Yes	Appointed		13.11	Acctg Mgr	No	Yes
Douglas		\$ 62,421	Full	No	No	Elected		2.00	Acctg Clerk	Yes	Yes
Gilliam											
Grant											
Harney		\$ 59,094	Full	No	No	Elected				No	Yes
Jackson											
Josephine		\$ 71,902	Full	Yes	No	Elected		4.00	Depty Treasurer	Yes	Yes
Klamath		\$ 17,907	PT	No	No	?		1.00	Office Asst II	Yes	Yes

Lake		\$ 56,781	Full	No	Yes	Elected		1.50	Deputy Clerk	Yes	Yes
Lane		\$ 80,000					Div of County Admin			Yes	Yes
Lincoln		\$ 76,548	Full	Yes	No	Elected		5.00	Tax & Treasurer Analys	Yes	Yes
Linn		\$ 89,772	Full	No	Yes	Elected		2.25	Chief Deputy	Yes	Yes
Malheur		\$ 65,292	PT	Yes	No	Elected		2.40	Accounting Tech	Admin	Yes
Marion		\$ 88,650	Full	No	No	Elected		3.00	Treasury Specialist	Yes	Yes
Multnomah			No								
Polk		\$ 71,604	Full	Yes	Yes	Elected		4.00	Chief Tax/Tresurer Clk	Admin	Yes
Sherman		\$ 39,072	0.6	No	No	Elected		0.00		Yes	w/Finance
Tillamook		\$ 89,472	Full	No	Yes	Elected		4.00	Chief Deputy Treasurer	No	Yes
Wallowa			Full	Yes	No	Elected		1.00	Department Specialist	Admin	Admin
Washington											
Wheeler		\$ 23,921	PT	No	No	Elected		1.00		Yes	N/A
Yamhill		\$ 28,000	PT	No	No	Elected		0.00		Yes	Yes

**AOC Wage  
Survey for  
Calendar Year  
End 2015**

# MANAGERS AND SUPERVISORS COLA 3.000% 2017- 2018

Prepared by Karen Wolff, Jan 2108

		5%	5%	5%	5%	5%	5%	5%	5%
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
		HIRE	1 YR	3 YRS	5 YRS	7 YRS	9 YRS	11 YRS	13 YRS
		A	B	C	D	E	F	G	H
	3	\$2,321	\$2,437	\$2,559	\$2,687	\$2,821	\$2,962	\$3,110	\$3,266
	4	\$2,437	\$2,559	\$2,687	\$2,821	\$2,962	\$3,110	\$3,266	\$3,429
	5	\$2,559	\$2,687	\$2,821	\$2,962	\$3,110	\$3,266	\$3,429	\$3,601
	6	\$2,687	\$2,821	\$2,962	\$3,111	\$3,266	\$3,429	\$3,601	\$3,781
	7	\$2,821	\$2,962	\$3,110	\$3,266	\$3,429	\$3,600	\$3,780	\$3,969
	8	\$2,962	\$3,110	\$3,266	\$3,429	\$3,600	\$3,780	\$3,969	\$4,168
	9	\$3,110	\$3,266	\$3,429	\$3,600	\$3,780	\$3,969	\$4,168	\$4,376
COURT EXECUTIVE ASSIST.	10	\$3,266	\$3,430	\$3,601	\$3,781	\$3,970	\$4,169	\$4,377	\$4,596
SPECIAL TRANS. CORD.		\$3,266	\$3,430	\$3,601	\$3,781	\$3,970	\$4,169	\$4,377	\$4,596
	11	\$3,430	\$3,601	\$3,781	\$3,970	\$4,169	\$4,377	\$4,596	\$4,826
MANAGEMENT ASSISTANT	12	\$3,601	\$3,781	\$3,970	\$4,169	\$4,377	\$4,596	\$4,826	\$5,067
	13	\$3,781	\$3,970	\$4,169	\$4,377	\$4,596	\$4,826	\$5,067	\$5,321
PARKS GENERAL MANAGER OF OPERATI	14	\$3,970	\$4,169	\$4,377	\$4,596	\$4,826	\$5,067	\$5,321	\$5,587
FINANCE MGT. ASSISTANT		\$3,970	\$4,169	\$4,377	\$4,596	\$4,826	\$5,067	\$5,321	\$5,587
PUBLIC WORKS MANAGER	15	\$4,169	\$4,377	\$4,596	\$4,826	\$5,067	\$5,321	\$5,587	\$5,866
GENERAL MAINTENANCE SUPER	16	\$4,378	\$4,596	\$4,826	\$5,068	\$5,321	\$5,587	\$5,866	\$6,160
CIVIL SERGEANT		\$4,378	\$4,596	\$4,826	\$5,068	\$5,321	\$5,587	\$5,866	\$6,160
ASST. COMMUNICATIONS SERGEANT	17	\$4,596	\$4,826	\$5,067	\$5,321	\$5,587	\$5,866	\$6,159	\$6,467
911 SERGEANT	18	\$4,826	\$5,067	\$5,320	\$5,586	\$5,865	\$6,159	\$6,467	\$6,790
ADMINISTRATION LIEUTENANT		\$4,826	\$5,067	\$5,320	\$5,586	\$5,865	\$6,159	\$6,467	\$6,790
COMMUNICATIONS SERGEANT	19	\$5,067	\$5,321	\$5,587	\$5,866	\$6,159	\$6,467	\$6,791	\$7,130
ASST. PUBLIC WORKS DIR.	20	\$5,321	\$5,587	\$5,866	\$6,159	\$6,467	\$6,791	\$7,130	\$7,487
PATROL SERGEANT	21	\$5,587	\$5,866	\$6,159	\$6,467	\$6,791	\$7,130	\$7,487	\$7,861
HUMAN RESOURCES		\$5,587	\$5,866	\$6,159	\$6,467	\$6,791	\$7,130	\$7,487	\$7,861
CRIMINAL SERGEANT		\$5,587	\$5,866	\$6,159	\$6,467	\$6,791	\$7,130	\$7,487	\$7,861
COMMUNICATIONS LIEUTENANT		\$5,587	\$5,866	\$6,159	\$6,467	\$6,791	\$7,130	\$7,487	\$7,861
JUVENILE DIRECTOR		\$5,587	\$5,866	\$6,159	\$6,467	\$6,791	\$7,130	\$7,487	\$7,861
PLANNING DIRECTOR	22	\$5,866	\$6,159	\$6,467	\$6,791	\$7,130	\$7,487	\$7,861	\$8,254
CORRECTIONS LIEUTENANT		\$5,866	\$6,159	\$6,467	\$6,791	\$7,130	\$7,487	\$7,861	\$8,254
PUBLIC HEALTH DIRECTOR	23	\$6,159	\$6,467	\$6,791	\$7,130	\$7,487	\$7,861	\$8,254	\$8,667
OPERATIONS LIEUTENANT		\$6,159	\$6,467	\$6,791	\$7,130	\$7,487	\$7,861	\$8,254	\$8,667
DEPUTY DISTRICT ATTORNEY	24	\$6,467	\$6,791	\$7,130	\$7,487	\$7,861	\$8,254	\$8,667	\$9,100
PUBLIC WORKS DIRECTOR		\$6,467	\$6,791	\$7,130	\$7,487	\$7,861	\$8,254	\$8,667	\$9,100
FINANCE DIRECTOR		\$6,467	\$6,791	\$7,130	\$7,487	\$7,861	\$8,254	\$8,667	\$9,100
UNDER SHERIFF	25	\$6,791	\$7,130	\$7,487	\$7,861	\$8,254	\$8,667	\$9,100	\$9,555
	26	\$7,130	\$7,487	\$7,861	\$8,254	\$8,667	\$9,100	\$9,555	\$10,033
COUNTY ADMINISTRATOR	27	\$7,487	\$7,861	\$8,254	\$8,667	\$9,100	\$9,555	\$10,033	\$10,535

Recommended Title

Mental  
LD PC

Physical  
PS Eff.

Social  
HR SC

Envir.  
PE WC

Accnt.  
AC IM

Total Job  
Value

Skill  
Grade

Need a technical refresher?



Click on the red triangle?

**Assessor**

B3

6

A3

4

B3

7

B1

4

E1

7

2020

**16**

## JobMeas Comments Expanded

### Mental

#### LD

Learning Development:

A1 = 8th grade read, write, math
A2 = 10th grade competency
A3 = HS with no experience
B1 = HS, plus 3-6 month exp.
B2 = HS, plus 6-12 month exp.
B3 = HS, plus 12-18 month exp.
C1 = 2 years exp., or business school
C2 = 3 years exp., or bus school + 1 yr
C3 = 4 years exp., or bus school + 2 yr
D1 = AA degree, plus 0-2 years
D2 = AA degree, plus 2-4 years
D3 = AA degree, plus 5-7 years
E1 = BA, BS, plus 0-2 or AA and 8 yrs
E2 = BA, BS, plus 3-5
E3 = BA, BS, plus 5-8, or MA/MS single
F1 = BA, BS, plus >8, or MA/MS varied
F2 = Masters in 1 area, prof. in others, >5 yr
F3 = Masters, advanced, > 8 yr
G1 = Mastery equiv to PhD
G2 = Mastery includes
G3 =
H1- H3 = Unique command includes national
recognition
I1 - I3 = International recognition

#### PC

Problem Challenges:

I = Non-technical, specific procedures
1 = very repetitive, little thought
2 = repetitive, ltd discretion, some choice for response
3 = routine, some discretion on response
II = Technical, with focus on solving one aspect at a time
4 = somewhat routine, chooses response, from precedent
5 = recurring, interpreting variations
6 = more variety, interpreting variations & circumstances
III = Highly technical, technological, and logistical
7 = recurring, problems (objectives) have elements
8 = constructive thinking, alternative solutions, action plans
9 = solutions, action plans developed & sequenced
IV = Scientific, complex, diverse - occasionally unprecedented
10 = multiple dimensions, creative thinking, strategies
11 = strategic, involving related areas of specialization
12 = trade-offs and risks, involving diverse, unrelated areas
V = Innovative thought and synthesis
13 = conceptual, political, abstract - all with long term impact
14 = new concepts and imaginative approaches - continual
15 = pathfinding of constant unprecedented nature

## JobMeas Comments Expanded

### Physical

#### PS

##### Physical Skills:

A1 = no proficiency, learn movements in 4 hrs
A2 = ordinary ambulatory, movements in 2 wks
A3 = some speed or timing, learn in 4 wks
B1 = certain coordinated movements, 5-8 wks
B2 = combo of speed/precision or precision/timing, 2-3 mos.
B3 = advanced combo s/p or p/t, 3-4 mos.
C1 = coordinated skills require sustained training, 4 mo-1 yr
C2 = multiple coordinated skills, 1-2 yrs
C3 = multiple coordinated skills, 3-4 yrs of sustained training
D1 = advanced skills requiring over 4 years of training
D2 = speed, precision, timing at recognizable level
D3 = recognition for skill level is highest

#### Eff

##### Physical Effort:

I = sedentary
1 = minimal movement
2 = ordinary ambulatory
3 = intermittend stand
II = stand, push, pull
4 = sustained standing
5 = ss plus med lifting
6 = ss plus freq med lifting
III = continuous full body
7 = heavy push pull
8 = extreme stoop & lift
9 = operate demanding eqjuipment
IV = very demanding full body exertion
10 = heavy machinery lifting sustained
11 = full body heavy and balance
12 = continuous full body exertion



## JobMeas Comments Expanded

### Social

#### HR

##### Physical Skills: (HR)

A1 = ordinary conversational
A2 = customer service, provide assistance
A3 = maintain harmony,
B1 = technical concepts to lay people
B2 = speak to groups, ltd topic, use special styles of inquiry
B3 = facilitate group processes, solve problems, review performance
C1 = formal speaking
C2 = establish trust and credibility
C3 = above in difficult situations, involves negotiating
D1 = careful strategies in negotiation, developing trust, influencing
D2 = above in diverse, public, and anticipated situations
D3 = master advanced motivational, charismatic, negotiation skills

#### SC

##### Scope of Contacts: (SC)

I = work group
1 = exclusively within a work team
2 = occasional to related teams
3 = occasional to dissimilar teams
II = peer group, talk the same terms
4 = inside the organization, some outside
5 = blend of inside and outside the organization
6 = mostly with others outside the organization
III = diverse peer groups and other levels
7 = outside the organization, not "in the know"
8 = special interest groups
9 = influencing oversight groups
IV = visible with board, governance, broadest outreach
10 = media, public perception
11 = boards and agencies requiring "give and take"
12 = shareholders, agencies on controversial levels

## JobMeas Comments Expanded

### Envir.

#### PE

Performance Environment:

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## JobMeas Comments Expanded

### Accnt

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##### Accountability:

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## ASSESSMENT & TAXATION

P.O. Box 247 • Heppner, Oregon 97836  
(541) 676-5607 FAX: (541) 676-5610

**MIKE GORMAN**  
Assessor/Tax Collector

01/12/2018

Morrow County Elected Officials Compensation Committee

**RE: Elected Officials Compensation**

Compensation Committee Members,

I have been asked by Karen Wolff, Human Resources Director, to give examples of "good comparators" to my office, which could include "other counties, cities, private sectors, agencies or anything else", for the purpose of the elected officials compensation. I will start with other counties, I do not have a good answer for which other counties may be most comparable. Oregon Counties vary in governmental structure, geographical size, population, value, land use, etc. We could all make a case for which County or group of Counties are most similar or dissimilar to Morrow County and have different conclusions. If I had to compare to a particular city, I would choose Pendleton, Hermiston, La Grande, Baker City and The Dalles as they are regionally close and have similar populations to Morrow County. Private business would be a stretch because I am not aware of any local or regional private businesses that have a \$4 Billion value or that do over \$35 Million annually in business other than the likes of Amazon, Google or Apple. Other local agencies that would be comparable may include the Port of Morrow, Port of Umatilla, Port of Wasco and CTUIR. I strongly believe a comparison that may have been overlooked in the recent years are the wages of the recently adjusted non-elected department heads and management staff within Morrow County. That comparison is required in ORS204.112(3). If there were no elected department heads in Morrow County, I believe those department heads would have received the same treatment as the non-elected departments heads and management staff.

Karen also asks to give a brief description of what my particular office does. The Morrow County Assessment and Tax Office values, calculates, extends and collects taxes for all Real Property, Manufactured Structures, Personal Property and Utility Property located within Morrow County in accordance with State Law. Morrow County has a Market Value of over \$4 Billion, a taxable value of over \$2 Billion, a certified tax of over \$32 Million and Morrow County also receives in lieu of tax money of over \$5 Million, all of which this office manages. Those respective properties total over 9,600 accounts. This office administers several exemption and special assessment programs for example,

Enterprise Zone and SIP Exemptions, Veterans and Senior Deferral, Charitable, Religious and Benevolent Exemptions, Farm, Forest and Wildlife Habitat Special Assessments and Low Income Housing Special Assessments to name a few. This office works closely with the County Clerk, Treasurer and Planner to achieve these duties. This office works with the Oregon Department of Revenue for State Appraised Accounts. This office has a staff of seven including myself. The Assessor and Appraisal staff have statutory requirements that include being a Registered Appraiser with the Oregon Department of Administrative Services, as well as continuing education requirements. This office is an agent for the Building Codes Division of the Oregon Department of Consumer and Business Services for processing Manufactured Home Ownership Documents and Trip Permits. This office defends Morrow County for all levels of property appeals from the local Board of Property Tax Appeals up to The Magistrate Division and Regular Division of The Oregon Tax Court. For all of the above mentioned items, the Assessor is ultimately responsible for. This office is responsible for collecting all local taxing districts budgets and forwarding them to the Oregon Department of Revenue. This office also works closely with all local taxing districts for budgeting purposes. This office handles all public, private and governmental inquiries for property located in Morrow County. In short, the Assessor, Tax Collector and staff are the basis for Oregon's Local Government and Local School systems, without the Assessment and Tax Office, all local governments and special districts would cease to exist.

If you have any questions or concerns please feel free to reach out to me.

Respectfully,



Michael Gorman  
Assessor/Tax Collector



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<u>Recommended Title</u>	Mental <u>LD</u> <u>PC</u>	Physical <u>PS</u> <u>Eff.</u>	Social <u>HR</u> <u>SC</u>	Envir. <u>PE</u> <u>WC</u>	Accnt. <u>AC</u> <u>IM</u>	Total Job <u>Value</u>	Skill <u>Grade</u>
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Need a technical refresher?



Click on the red triangle?

Clerk	A3	6	A3	3	B3	7	A3	3	D2	7	1637	12
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## JobMeas Comments Expanded

### Mental

#### LD

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C3 = 4 years exp., or bus school + 2 yr
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D2 = AA degree, plus 2-4 years
D3 = AA degree, plus 5-7 years
E1 = BA, BS, plus 0-2 or AA and 8 yrs
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E3 = BA, BS, plus 5-8, or MA/MS single
F1 = BA, BS, plus >8, or MA/MS varied
F2 = Masters in 1 area, prof. in others, >5 yr
F3 = Masters, advanced, > 8 yr
G1 = Mastery equiv to PhD
G2 = Mastery includes
G3 =
H1- H3 = Unique command includes national recognition
I1 - I3 = International recognition

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Problem Challenges:

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### Physical

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Click on the red triangle?

Commissioner	A3	6	A3	2	C3	12	A3	3	G1	12	3533	27
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(5) The Department of Revenue shall prepare applications and questionnaires, and obtain information it may deem necessary to determine that a candidate for the office of county assessor has met the requirements of subsection (4) of this section, and shall furnish to applicants suitable certificates evidencing satisfactory compliance with the required qualifications. [1957 c.555 §2 (enacted in lieu of 204.015); 1973 c.538 §1; 1975 c.780 §18; 1981 c.113 §1; 1983 c.327 §14; 1983 c.659 §1; 1993 c.270 §2; 2003 c.345 §1; 2005 c.22 §154; 2009 c.491 §2; 2010 c.18 §1]

***204.017 Election of county commissioners by numbered position.*** (1) *In all proceedings for the nomination or election of candidates for or to the office of county commissioner in each county having a board of county commissioners, every petition for nomination, declaration of candidacy, certificate of nomination or election, ballot or other document used in connection with the nomination or election shall state the position number of the office to which the candidate aspires, and the name of the candidate shall appear on the ballot only for the designated position.*

(2) Each elector shall have the right to vote for only one candidate for each position on the board, and the candidate for each position receiving the highest number of votes for such position shall be considered nominated or elected, as the case may be. [1963 c.329 §2]

<u>Recommended Title</u>	Mental <u>LD</u> <u>PC</u>	Physical <u>PS</u> <u>Eff.</u>	Social <u>HR</u> <u>SC</u>	Envir. <u>PE</u> <u>WC</u>	Accnt. <u>AC</u> <u>IM</u>	Total Job <u>Value</u>	Skill <u>Grade</u>
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Need a technical refresher?



Click on the red triangle?

District Attorney

F1	9	A3	3	D1	7	B1	3	E1	7	3002	24
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## JobMeas Comments Expanded

### Mental

#### LD

Learning Development:

A1 = 8th grade read, write, math
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B1 = HS, plus 3-6 month exp.
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C3 = 4 years exp., or bus school + 2 yr
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D2 = AA degree, plus 2-4 years
D3 = AA degree, plus 5-7 years
E1 = BA, BS, plus 0-2 or AA and 8 yrs
E2 = BA, BS, plus 3-5
E3 = BA, BS, plus 5-8, or MA/MS single
F1 = BA, BS, plus >8, or MA/MS varied
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H1- H3 = Unique command includes national
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I1 - I3 = International recognition

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Problem Challenges:

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14 = new concepts and imaginative approaches - continual
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## JobMeas Comments Expanded

### Physical

#### PS

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## JobMeas Comments Expanded

### Social

#### HR

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review performance
C1 = formal speaking
C2 = establish trust and credibility
C3 = above in difficult situations, involves negotiating
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## JobMeas Comments Expanded

### Envir.

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Performance Environment:

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## JobMeas Comments Expanded

### Accnt

#### AC

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D2 = first-line supervisor
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F1 = senior manager, must be a division, with sub-functions
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F3 = sr. mgr., diverse, related, wide geography functions
G1 = top management, diverse, related functions
G2 = top management, diverse, un-related, linked
G3 = top mgmt., geogr. diversified, labor/capital intensive
H1 - H3 = top executive
I1 - I3 = top executive global

#### IM

##### Impact:

I = work team
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## MORROW COUNTY DISTRICT ATTORNEY

---

P.O. Box 664, Heppner, Oregon 97836  
Telephone: (541) 676-5626  
Facsimile: (541) 676-5660

Justin Nelson: District Attorney  
Richard Tovey: Deputy District Attorney  
Cynthia M. Greenup: Office Manager  
Deona Siex: Victim Assistance Director  
Debbie Peck: Support Enforcement

January 12, 2018

TO: Morrow County Compensation Board

RE: Morrow County District Attorney Compensation Review

Morrow County Compensation Board Members,

I have greatly appreciated the Compensation Board's review of my District Attorney stipend the past few years, and the raise of that stipend to match the work that I do for Morrow County.

I am requesting the Compensation Board not consider any increase in my stipend for this year. I believe the stipend is a fair amount at this time and do not see any need for any increase.

Thank you for all that you do,

BY: \_\_\_\_\_

Justin W Nelson  
District Attorney  
Oregon State Bar No. 07446

<u>Recommended Title</u>	Mental <u>LD</u> <u>PC</u>	Physical <u>PS</u> <u>Eff.</u>	Social <u>HR</u> <u>SC</u>	Envir. <u>PE</u> <u>WC</u>	Accnt. <u>AC</u> <u>IM</u>	Total Job <u>Value</u>	Skill <u>Grade</u>
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Need a technical refresher?



Click on the red triangle?

Justice of the Peace

A3

6

A3

2

B3

7

B1

3

D2

7

1645

13

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→ **204.016 Eligibility for county offices generally; additional qualifications for surveyor and assessor.** (1) A person is not eligible to serve in any office listed in ORS 204.005 unless the person is a citizen of the United States and an elector under the Oregon Constitution.

(2) A person is not eligible to serve in any elective office listed in ORS 204.005 unless the person meets the requirements of subsection (1) of this section and in addition is a resident of the county in which the person is elected for the period of one year preceding the next election, except that in counties of less than 25,000 population the requirement of residency in the county in which the person is elected does not apply to an elected county surveyor.

(3) A person is not eligible to be a candidate for election or appointment to the office of county surveyor unless registered under the laws of this state as a registered professional land surveyor.

(4) A person is not eligible to be a candidate for election or appointment to the office of county assessor unless:

(a) The person has qualified as a registered appraiser or is an appraiser trainee under ORS 308.015 and if an appraiser trainee, notwithstanding ORS 308.015, becomes a registered appraiser within two years after taking office; and

(b) The person either has two years of office and accounting experience, including experience in office management activities, or has two years of full-time employment in the office of a county assessor.

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Need a technical refresher?



Click on the red triangle?

Sheriff	D2	9	B1	5	B3	8	B2	6	E1	8	2844	23
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2 = participant, contributor w/i team
3 = primary w/i same as "5" rating
II = supporting impact to other teams
4 = information resource outside w/i (same as "2")
5 = contributor outside team, support services, independently serves internal, external cust.
6 = primary role for support services
III = critical impact to teams, customers
7 = informational on critical aspects of product
8 = contributing influence on critical aspects of the organization's main services or products
9 = primary, direct and controlling impact
IV = wide ranging, determinate impact
10 = informational to matters influencing mission
11 = contributing impact
12 = direct impact on mission of org., all others are subordinate
V = essential impact, critical to viability of organization
13 = informational on organization's viability, response to demands in markets, strategies, all long term
14 = contributor, one of few, participating at this level
15 = primary, direct, controlling, sole impact

**206.015 Qualifications of sheriff; certification as police officer; determination of eligibility to be candidate for election to office of sheriff.** (1) A person is not eligible to be a candidate for election or appointment to the office of sheriff unless:

- (a) The person is 21 years of age or older;
  - (b) The person has at least four years' experience as a full-time law enforcement officer or at least two years' experience as a full-time law enforcement officer with at least two years' post-high-school education; and
  - (c) The person has not been convicted of a felony or of any other crime that would prevent the person from being certified as a police officer under ORS 181A.355 to 181A.670.
- (2) As used in subsection (1) of this section, "two years' post-high-school education" means four semesters or six quarters of classroom education in a formal course of study undertaken after graduation from high school in any accredited college or university. The term does not include apprenticeship or on-the-job training.
- (3) If the person is not certified as a police officer by the Department of Public Safety Standards and Training at the time of accepting appointment or filing as a candidate, a person elected or appointed to the office of sheriff must obtain the certification not later than one year after taking office. A copy of the certification shall be filed with the county clerk or the county official in charge of elections. The county governing body shall declare the office of sheriff vacant when the person serving as sheriff is not certified as a police officer within one year after taking office.
- (4) The Department of Public Safety Standards and Training, in consultation with the Board on Public Safety Standards and Training, shall establish a procedure for determining whether an individual is eligible under subsection (1) of this section to be a candidate for election to the office of sheriff. A copy of the department's determination of an individual's eligibility to be a candidate for election to the office of sheriff shall be filed with the county clerk or county official in charge of elections not later than the 61st day before the date of the election. If the department determines that the individual is not eligible to be a candidate for election to the office of sheriff, the county clerk or county official in charge of elections shall not place the name of the individual on the ballot at the election. [1971 c.299 §1; 1981 c.808 §5; 1987 c.484 §1; 1993 c.493 §87; 1997 c.853 §35]

Recommended Title

Mental  
LD PC

Physical  
PS Eff.

Social  
HR SC

Envir.  
PE WC

Accnt.  
AC IM

Total Job  
Value

Skill  
Grade

Need a technical refresher?



Click on the red triangle?

Surveyor

E2

7

A3

4

A2

7

B1

4

B3

5

2158

18

## JobMeas Comments Expanded

### Mental

#### LD

Learning Development:

A1 = 8th grade read, write, math
A2 = 10th grade competency
A3 = HS with no experience
B1 = HS, plus 3-6 month exp.
B2 = HS, plus 6-12 month exp.
B3 = HS, plus 12-18 month exp.
C1 = 2 years exp., or business school
C2 = 3 years exp., or bus school + 1 yr
C3 = 4 years exp., or bus school + 2 yr
D1 = AA degree, plus 0-2 years
D2 = AA degree, plus 2-4 years
D3 = AA degree, plus 5-7 years
E1 = BA, BS, plus 0-2 or AA and 8 yrs
E2 = BA, BS, plus 3-5
E3 = BA, BS, plus 5-8, or MA/MS single
F1 = BA, BS, plus >8, or MA/MS varied
F2 = Masters in 1 area, prof. in others, >5 yr
F3 = Masters, advanced, > 8 yr
G1 = Mastery equiv to PhD
G2 = Mastery includes
G3 =
H1- H3 = Unique command includes national
recognition
I1 - I3 = International recognition

#### PC

Problem Challenges:

I = Non-technical, specific procedures
1 = very repetitive, little thought
2 = repetitive, ltd discretion, some choice for response
3 = routine, some discretion on response
II = Technical, with focus on solving one aspect at a time
4 = somewhat routine, chooses response, from precedent
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6 = more variety, interpreting variations & circumstances
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V = Innovative thought and synthesis
13 = conceptual, political, abstract - all with long term impact
14 = new concepts and imaginative approaches - continual
15 = pathfinding of constant unprecedented nature

## JobMeas Comments Expanded

### Physical

#### **PS**

##### Physical Skills:

A1 = no proficiency, learn movements in 4 hrs
A2 = ordinary ambulatory, movements in 2 wks
A3 = some speed or timing, learn in 4 wks
B1 = certain coordinated movements, 5-8 wks
B2 = combo of speed/precision or precision/timing, 2-3 mos.
B3 = advanced combo s/p or p/t, 3-4 mos.
C1 = coordinated skills require sustained training, 4 mo-1 yr
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C3 = multiple coordinated skills, 3-4 yrs of sustained training
D1 = advanced skills requiring over 4 years of training
D2 = speed, precision, timing at recognizable level
D3 = recognition for skill level is highest

#### **Eff**

##### Physical Effort:

I = sedentary
1 = minimal movement
2 = ordinary ambulatory
3 = intermittend stand
II = stand, push, pull
4 = sustained standing
5 = ss plus med lifting
6 = ss plus freq med lifting
III = continuous full body
7 = heavy push pull
8 = extreme stoop & lift
9 = operate demanding equipment
IV = very demanding full body exertion
10 = heavy machinery lifting sustained
11 = full body heavy and balance
12 = continuous full body exertion



## JobMeas Comments Expanded

### Social

#### HR

##### Physical Skills: (HR)

A1 = ordinary conversational
A2 = customer service, provide assistance
A3 = maintain harmony,
B1 = technical concepts to lay people
B2 = speak to groups, ltd topic, use special styles of inquiry
B3 = facilitate group processes, solve problems,
review performance
C1 = formal speaking
C2 = establish trust and credibility
C3 = above in difficult situations, involves negotiating
D1 = careful strategies in negotiation, developing trust,
influencing
D2 = above in diverse, public, and anticipated situations
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#### SC

##### Scope of Contacts: (SC)

I = work group
1 = exclusively within a work team
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II = peer group, talk the same terms
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5 = blend of inside and outside the organization
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8 = special interest groups
9 = influencing oversight groups
IV = visible with board, governance, broadest outreach
10 = media, public perception
11 = boards and agencies requiring "give and take"
12 = shareholders, agencies on controversial levels

## JobMeas Comments Expanded

### Envir.

#### PE

Performance Environment:

A1 = stable, little change in routine, flow, or interruption
A2 = some intermittent adaptation to continue routines
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#### WC

Work Conditions:

I = office environment
1 = quiet office
2 = pool area
3 = office in shop
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or in hazad area not doing work
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6 = several aspects of exposure
III = frequently disagreeable
7 = risk is high, setting is constant
8 = varying settings, environmental
and task risks
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IV = extensively, continuously hazardous
10 = jobs with record of serious injury
11 = high risk of disabling injury
12 = highest risk

## JobMeas Comments Expanded

### Accnt

#### AC

##### Accountability:

A1 = trainee/intern, service-level
A2 = trainee/intern, technical
A3 = trainee/intern, professional
B1 = entry and intermediate service level
B2 = e&i technical (LD rating must be C2 to D3)
B3 = e+i professional
C1 = leader, service level or non-labor intensive
C2 = leader or master technical
C3 = senior professional, with managerial breadth
D1 = first-line supervisor, non-labor intensive
D2 = first-line supervisor
D3 = first-line supervisor, labor intensive
E1 = first-line manager (over professionals directly or others through intermediate supervision), non-labor intensive
E2 = first-line manager
E3 = first-line manager, labor intensive
F1 = senior manager, must be a division, with sub-functions
F2 = sr. manager, diverse yet related sub-functions
F3 = sr. mgr., diverse, related, wide geography functions
G1 = top management, diverse, related functions
G2 = top management, diverse, un-related, linked
G3 = top mgmt., geogr. diversified, labor/capital intensive
H1 - H3 = top executive
I1 - I3 = top executive global

#### IM

##### Impact:

I = work team
1 = informational
2 = participant, contributor w/i team
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**204.016 Eligibility for county offices generally; additional qualifications for surveyor and assessor.** (1) A person is not eligible to serve in any office listed in ORS 204.005 unless the person is a citizen of the United States and an elector under the Oregon Constitution.

(2) A person is not eligible to serve in any elective office listed in ORS 204.005 unless the person meets the requirements of subsection (1) of this section and in addition is a resident of the county in which the person is elected for the period of one year preceding the next election, except that in counties of less than 25,000 population the requirement of residency in the county in which the person is elected does not apply to an elected county surveyor.

→ (3) A person is not eligible to be a candidate for election or appointment to the office of county surveyor unless registered under the laws of this state as a registered professional land surveyor.

(4) A person is not eligible to be a candidate for election or appointment to the office of county assessor unless:

(a) The person has qualified as a registered appraiser or is an appraiser trainee under ORS 308.015 and if an appraiser trainee, notwithstanding ORS 308.015, becomes a registered appraiser within two years after taking office; and

(b) The person either has two years of office and accounting experience, including experience in office management activities, or has two years of full-time employment in the office of a county assessor.

(5) The Department of Revenue shall prepare applications and questionnaires, and obtain information it may deem necessary to determine that a candidate for the office of county assessor has met the requirements of subsection (4) of this section, and shall furnish to applicants suitable certificates evidencing satisfactory compliance with the required qualifications. [1957 c.555 §2 (enacted in lieu of 204.015); 1973 c.538 §1; 1975 c.780 §18; 1981 c.113 §1; 1983 c.327 §14; 1983 c.659 §1; 1993 c.270 §2; 2003 c.345 §1; 2005 c.22 §154; 2009 c.491 §2; 2010 c.18 §1]

**204.017 Election of county commissioners by numbered position.** (1) *In all proceedings for the nomination or election of candidates for or to the office of county commissioner in each county having a board of county commissioners, every petition for nomination, declaration of candidacy, certificate of nomination or election, ballot or other document used in connection with the nomination or election shall state the position number of the office to which the candidate aspires, and the name of the candidate shall appear on the ballot only for the designated position.*

(2) Each elector shall have the right to vote for only one candidate for each position on the board, and the candidate for each position receiving the highest number of votes for such position shall be considered nominated or elected, as the case may be. [1963 c.329 §2]

→ **209.115 Qualifications of county surveyor.** An individual is not eligible to hold the office of county surveyor or deputy county surveyor unless the individual is a registered professional land surveyor. [1989 c.394 §3]

<u>Recommended Title</u>	Mental <u>LD</u> <u>PC</u>	Physical <u>PS</u> <u>Eff.</u>	Social <u>HR</u> <u>SC</u>	Envir. <u>PE</u> <u>WC</u>	Accnt. <u>AC</u> <u>IM</u>	Total Job <u>Value</u>	Skill <u>Grade</u>
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Need a technical refresher?



Click on the red triangle?

**Treasurer**

**A3**

**5**

**A3**

**2**

**A2**

**5**

**A3**

**2**

**B1**

**4**

**1008**

**3**

## JobMeas Comments Expanded

### Mental

#### LD

##### Learning Development:

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D3 = AA degree, plus 5-7 years
E1 = BA, BS, plus 0-2 or AA and 8 yrs
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## JobMeas Comments Expanded

### Physical

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## JobMeas Comments Expanded

### Accnt

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D2 = first-line supervisor
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F2 = sr. manager, diverse yet related sub-functions
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G1 = top management, diverse, related functions
G2 = top management, diverse, un-related, linked
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H1 - H3 = top executive
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#### IM

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I = work team
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(a) The person has qualified as a registered appraiser or is an appraiser trainee under ORS 308.015 and if an appraiser trainee, notwithstanding ORS 308.015, becomes a registered appraiser within two years after taking office; and

(b) The person either has two years of office and accounting experience, including experience in office management activities, or has two years of full-time employment in the office of a county assessor.

(5) The Department of Revenue shall prepare applications and questionnaires, and obtain information it may deem necessary to determine that a candidate for the office of county assessor has met the requirements of subsection (4) of this section, and shall furnish to applicants suitable certificates evidencing satisfactory compliance with the required qualifications. [1957 c.555 §2 (enacted in lieu of 204.015); 1973 c.538 §1; 1975 c.780 §18; 1981 c.113 §1; 1983 c.327 §14; 1983 c.659 §1; 1993 c.270 §2; 2003 c.345 §1; 2005 c.22 §154; 2009 c.491 §2; 2010 c.18 §1]

***204.017 Election of county commissioners by numbered position.*** (1) *In all proceedings for the nomination or election of candidates for or to the office of county commissioner in each county having a board of county commissioners, every petition for nomination, declaration of candidacy, certificate of nomination or election, ballot or other document used in connection with the nomination or election shall state the position number of the office to which the candidate aspires, and the name of the candidate shall appear on the ballot only for the designated position.*

(2) Each elector shall have the right to vote for only one candidate for each position on the board, and the candidate for each position receiving the highest number of votes for such position shall be considered nominated or elected, as the case may be. [1963 c.329 §2]

<u>Recommended Title</u>	Mental <u>LD</u> <u>PC</u>	Physical <u>PS</u> <u>Eff.</u>	Social <u>HR</u> <u>SC</u>	Envir. <u>PE</u> <u>WC</u>	Accnt. <u>AC</u> <u>IM</u>	Total Job <u>Value</u>	Skill <u>Grade</u>
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Need a technical refresher?



Click on the red triangle?

<b>WC Assessor Tax Collector</b>	<b>C1</b>	<b>6</b>	<b>A3</b>	<b>4</b>	<b>B3</b>	<b>7</b>	<b>B1</b>	<b>4</b>	<b>E1</b>	<b>7</b>	<b>2088</b>	<b>17</b>
<b>WC Surveyor</b>	<b>E3</b>	<b>7</b>	<b>A3</b>	<b>4</b>	<b>A2</b>	<b>7</b>	<b>B1</b>	<b>4</b>	<b>D1</b>	<b>5</b>	<b>2401</b>	<b>20</b>
<b>WC Clerk</b>	<b>C3</b>	<b>6</b>	<b>A3</b>	<b>3</b>	<b>B3</b>	<b>7</b>	<b>B1</b>	<b>3</b>	<b>D2</b>	<b>7</b>	<b>2065</b>	<b>17</b>
<b>WC Treasurer</b>	<b>B1</b>	<b>5</b>	<b>A3</b>	<b>2</b>	<b>A2</b>	<b>5</b>	<b>A3</b>	<b>2</b>	<b>B1</b>	<b>4</b>	<b>1076</b>	<b>5</b>

Proposed Increases Effective 7/1/17

<u>Title</u>	<u>Increase</u>	<u>Salary 16-17</u>	<u>Salary 17-18</u>	<u>Stipend</u>	<u>Total w/stipend 17-18</u>
County Clerk	4.10%	\$56,544.48	\$ 58,862.77	\$ 15,000.00	\$ 73,862.77
Assessor	4.10%	\$ 77,195.52	\$ 80,360.53	N/A	N/A
Sheriff	4.10%	\$ 82,710.24	\$ 86,101.35	\$ 10,000.00	\$ 96,101.35
Commissioner	4.10%	\$ 40,521.12	\$ 42,182.48	N/A	N/A
Treasurer	4.10%	\$ 6,040.80	\$ 6,288.47	N/A	N/A

# WASCO COUNTY



## Job Description Template

### *Our Vision*

*Excellence in Government to best serve the citizens of Wasco County*

### *Mission Statement*

*The mission of Wasco County Government is to ensure the provision of essential public services in a customer-friendly, forward-thinking and fiscally responsible manner that is open and accessible to all.*

<b>Job Title:</b>	Assessor Tax Collector	<b>Department:</b>	Assessor's Office
<b>Reports To:</b>	Elected	<b>Salary Grade:</b>	
<b>Union:</b>	Non-Union	<b>EEO Class:</b>	Officials and Manager
<b>FLSA Classification:</b>	Exempt	<b>Revision Date:</b>	2/3/14

### **Summary:**

This elected position plans, organizes, directs and evaluates the activities of the assessment, appraisal, mapping, tax collection, Personal Property and property disposition functions for the County as prescribed by Oregon Revised Statute and County Policy. This position is responsible for the maintenance of the property tax roll: preparation, mailing, collection, balancing of collections and distribution sheets to the different taxing districts within the county and the maintenance and archiving of the tax roll along with any corrections to the tax roll. The duties also include the collection of delinquent property taxes, the foreclosure of real property taxes and the county manager/agent of the LOIS system for the State of Oregon Building Codes (names changes & relocation of manufactured structures in Wasco County). The duties of the position are mandated by Oregon Statutes Chapter 311, 312, 307, 308, 308A, 309 and 310) along with general supervision by the Oregon Department of Revenue under ORS Chapter 306 and the County Auditor.

### **Essential Functions (greater than or equal to 10% of time):**

- Direct activities of the appraisal, assessment, mapping, tax collection, property management and clerical units of the department.
- Ensure compliance with Oregon Revised Statutes, Department of Revenue and various County policies and procedures.
- Direct the county's cadastral mapping program including tracking ownership changes of property and updating tax lot maps in response to segregation of property via partition plats, subdivision and other divisions of property.
- Direct the appraisal of all real and personal property and process the Oregon Department of Revenue's centrally assessed (public utility) roll for inclusion in the annual assessment and tax roll.
- Preparation of annual assessment and tax roll including calculation of tax liability for every piece of taxable real, personal and centrally assessed (public utility) property in the county and including the printing and mailing of property tax statements to each owner.
- This position is responsible for the collection of property taxes (real, personal and utility) -  
Collection times: November 15, February 15, May 15, June 15 (delinquent tax notices), December

15 (delinquent personal property notices), July 15 (foreclosure notices) and day to day collections. This includes the balancing of daily tax collections, monthly, distribution sheets, balancing of the tax roll both collected and uncollected, year-end balancing, any reports the Department of Revenue requests and fees from the LOIS system.

- This position is responsible for foreclosures on delinquent real property taxes and takes deeds to the foreclosed property.
- Ensures that foreclosed properties are sold according to proper procedure.
- This position oversees personal property activities and ensures that personal property tax warrants are generated, mailed and filed with the clerk.
- This position figures the tax roll corrections and/or refunds brought on by the Assessor, or as ordered by the Department of Revenue, Board of Property Tax Appeals, Oregon Tax Court or Oregon Supreme Court.
- Represent the Assessor's Office at meetings and conferences; promotes programs of the department and interpret State statutes and County policies to employees and the public.
- Monitors and directs work performance of departmental employees.
- Maintain standards of efficiency and morale among department employees.
- Confer with the public regarding complaints, problems and requests for information.
- Holds hearings and public meetings.
- Explain or defend assessments and procedures before the Board of Property Tax Appeals, Magistrate and Regular division of Tax Court and Oregon Supreme Court.
- Perform duties of Property Appraiser as workload and staffing needs dictate, or uniqueness of appraisal requires particular expertise.
- Responsible for the upkeep, development, population, and accuracy of the tax and assessment database system.
- Responsible for all departmental administration including:
  - Office procedures, priorities, goals and objectives
  - Management of expenditures
  - Maintenance of records
  - Preparation of reports
  - Preparation of budgets
  - Enforcement of the Administrative & Personnel Code
  - Risk management
  - Training in Bureau of Labor and Industries (BOLI) for the supervisory staff

**Secondary Functions (less than 10% of time):**

- Prepare news releases as appropriate.
- Meets with legislators and provides County input on the effect of legislation at the County level.
- Long term planning and succession plans including applicable cross training.
- Develop, implement and evaluate short-term departmental goals and programs for departmental operation;
- Establish and maintain department policies and procedures.
- Prepare and submit reports regarding operations and activities as requested or scheduled. Ensure that all new hires, transfers, promotions, layoffs and termination are done in compliance with county personnel policies and civil service rules.
- Attend conferences, schools and seminars to keep informed of property assessment and taxation laws in order to maintain mandated educational requirements.
- Follow all safety rules and procedures established for work areas.
- Ensure employees are provided necessary training.
- Maintain assigned County property and equipment.
- Formulate and present departmental budget for submission to County Manager.
- Monitor and manage fiscal operations of the department to remain within budgetary constraints.
- Perform research for and provide assistance on property and tax matters for County Manager and Legal Counsel.

**Scope and Accountability:**

- This position is elected and responsible to the public for the accurate and transparent operation of the Assessment and Taxation functions of the County.
- This position is responsible to the County Commission and County Administrator for the general operation and function of the Assessment and Tax Department including county policy and Oregon law.

**Supervisory Responsibility:**

- Responsible for up to 10 staff.

**Knowledge, Skills, and Abilities:**

- Thorough knowledge of state and local laws and regulations governing activities of the Assessor's and Tax Office;
- Broad knowledge of principles of taxation and tax structure of the county;
- Some knowledge of the theories, principles and practices of property appraisal;
- General management skills, including public relations, personnel management and fiscal management.
- Equivalent to a four year college education in business administration, economics, finance, or closely related field.
- A graduate degree is preferred.
- At least (6) years' experience in performing residential, commercial, industrial, farm and/or forest property appraisals, at least two of which must include supervisory responsibilities.
- This person should have exceptional computers skills including an advanced understanding of Microsoft Excel and the ability to build and interpret complex spreadsheets.
- Ability to write advanced Sequel queries.
- Possession of a valid Oregon driver's license.
- Must be bondable.

**Minimum Qualifications:**

ORS 204.016(1)

- Must be a citizen of the United States.
- Must be an elector under the Oregon Constitution. Must be an elector of the County (Or. Constitution Article 6 Section 8)

ORS 204.016(2)

- Is a resident of Wasco County for a minimum of one year preceding the next election.

ORS 204.016(4a)

- The person has qualified as a registered appraiser or is an appraiser trainee. If the person is an appraiser trainee they must become a registered appraiser within two years after taking office.

ORS 204.016(4b)

- The person must have two years of office and accounting experience, including experience in office management activities, or has two years of full-time employment in the office of a county assessor
- Subsection 4a&b above will be certified by the Department of Revenue through an application process. Applicants will need to complete the Oregon Department of Revenue Assessor Eligibility Questionnaire form # 150-800-065 to receive certification of compliance. Form Attached.

**Work Environment:**

Physical demands on position are minimal involving moving materials, such as books, files, records, equipment, etc., weighing up to 15 pounds.

**Specific Tasks Involved:**

- Subsection 4a&b above will be certified by the Department of Revenue through an application

APPROVED:

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date



# ESSENTIAL FUNCTIONS, PHYSICAL DEMANDS AND WORK ENVIRONMENT CHECKLIST

**POSITION:**

**DEPARTMENT:**

BODY MOVEMENTS	Never 0%	Rare 1-5%	Occas. 6-33%	Freq. 34-66%	Cont. 67-100%
Bend/Stoop			X		
Crouch/Squat		X			
Kneel		X			
Twist			X		
Crawl	X				
Balancing					X
Walk-Level Surfaces				X	
Walk-Uneven Surfaces			X		
Working at Heights	X				
Climb-Ladder	X				
Climb-Stairs/Inclines				X	
<i>Additional Comments:</i> Conducted in typical office environment.					
MATERIALS HANDLING	Never 0%	Rare 1-5%	Occas. 6-33%	Freq. 34-66%	Cont. 67-100%
<b>Lift</b>					
Up to 10 lbs.			X		
11-25 lbs.			X		
26-50 lbs.		X			
51-75 lbs.	X				
Over 75 lbs.	X				
<i>Additional Comments:</i> i.e. Typically lifting files or case of paper and carries short distance.					
<b>Carry</b>					
Up to 10 lbs.			X		
11-25 lbs.		X			
26-50 lbs.	X				
51-75 lbs.	X				
Over 75 lbs.	X				
<i>Additional Comments:</i> i.e. Typically carries files or case of paper for short distance.					
<b>Push</b>					
Up to 10 lbs.		X			
11-25 lbs.		X			
26-50 lbs.	X				
51-75 lbs.	X				
Over 75 lbs.	X				
<i>Additional Comments:</i> Pushing/Pulling file drawers.					
<b>Pull</b>					
Up to 10 lbs.		X			
11-25 lbs.		X			
26-50 lbs.	X				
51-75 lbs.	X				
Over 75 lbs.	X				
<i>Additional Comments:</i> Pushing/Pulling file drawers.					
<b>Upper Extremities</b>					
Use of Hands					X
Grasp/Grip					X
Pinch/Squeeze				X	
Reach – Overhead			X		
Reach – Shoulder Level				X	
Use of Office Tools					X
Computer Usage					X
<i>Additional Comments:</i> Conducted in typical office environment.					

PHYSICAL ENDURANCE	Hours /Day	Comments
Sit	6-8	Able to change pos. freq.
Stand	2-4	
Walk	2-4	On level surfaces
Stand / Walk	2-6	On level surfaces
Overall Job Strength:	<b>Sedentary</b>	

## COMMUNICATION

(Mark "X" if critical for job).

Hearing	X	In person and phone
Vision	X	
Talking	X	In person and phone
Writing	X	Reading. Write legibly.

*Additional Comments:*

## ENVIRONMENT AND EXPOSURES

(Mark "X" if critical for job).

General Office	X	
Noise Level	X	Ambient
Weather Conditions	X	Outside enviro. occasionally
Airborne Exposures		
Bloodborne Pathogens		
1st Aid/CPR Certificate		

## OTHER JOB DEMANDS

Yes/  
No

Comments

Independent Judgment	Yes	Reactive and Proactive
Analytical Ability	Yes	
Active Listening	Yes	Attentive
Problem Solving	Yes	
Self Accountability	Yes	
Conflict Resolution	Yes	
Positive Regard for Others	Yes	Team player, Congenial & respectful
Flexibility/Adaptability	Yes	
Public Relations	Yes	
Attention to Detail	Yes	Accuracy required
Time Management	Yes	Organizational skills
Objectivity	Yes	
Leadership Skills	Yes	
Frequent Interruptions	Yes	
Study/Apply New Skills	Yes	
Computer Usage	Yes	Proficiency & competency
Driving	Yes	Travel - multiple worksites
CDL Licensure	No	

*Additional Comments:*

**Conflict Resolution:** May encounter frustrated and/or potentially angry employees; facilitate positive outcome.

Analyzed By:	Supervisor's Name, Title
Date Reviewed:	

As part of the recruitment/selection or reclassification process, I have been provided with the above list of essential functions and class specification. I certify that I have read and understand the essential functions of this position, and that I am capable of performing each one with or without accommodation. If I need an accommodation to assist in performing any function(s), I have made that known to Human Resources. I understand that if I were to need an accommodation to the essential functions in the future, I will contact Human Resources. I understand that falsification of this certification may constitute grounds for immediate discharge.

\_\_\_\_\_  
Employee's Name (Please print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\* \* \* \* \*

**This entire document with original signatures is to be placed in the employee's personnel file.**

# WASCO COUNTY



## Job Description

### *Our Vision*

*Excellence in Government to best serve the citizens of Wasco County*

### *Mission Statement*

*The mission of Wasco County Government is to ensure the provision of essential public services in a customer-friendly, forward-thinking and fiscally responsible manner that is open and accessible to all.*

**Job Title:** County  
Surveyor  
**Reports To:**  
Administrative Officer  
**Union:** Non-  
represented  
**FLSA Classification:**  
Exempt

**Department:** County  
Surveyor  
**Salary Grade:**  
  
**EEO Class:**  
  
**Date:**

### **Summary:**

This position is responsible for performing the professional land surveying duties related to the office of County Surveyor, see ORS 204.005 (2). The County Surveyor must possess intellectual, technical, and functional expertise in land surveying to perform a full range of complex duties without instruction or assistance. The County Surveyor may be expected to provide supervision to subordinate staff; however, supervisory responsibilities are ancillary to the main intent and focus of the office.

### **Essential Functions (greater than or equal to 10% of time):**

- Acts as the primary professional land surveyor in the county, offering consultation with other land surveyors practicing in the county, and seeking consultation with other county surveyors and private surveyors regarding unusual or complex cases.
- Keep a fair and correct record of all surveys received for filing in the county, in accordance with ORS 209.070 (1) and (2) and ORS 209.250, in county facilities designated by the county governing body, ORS 209.270..
- Provide public access to all surveys and plats by maintaining consistent office hours, telephone access, email access, and on-line records access.
- Assist the general public, county departments, and other governmental entities with locating property surveys, historical research, general survey questions, determining land boundaries, and interpreting legal descriptions.
- Review and index all surveys submitted for filing to ensure they comply with ORS 209.250 (1), (2), and (3); forward non-compliant maps to Oregon State Board of Examiners for Engineering and Land Surveying for action, as provided in ORS 209.250 (11).
- Review and approve all subdivision plats and partition plats in accordance with ORS 92.050 to 92.190.
- Review and approve all condominium plats or supplemental plats in accordance with ORS 100.

- Provide professional land surveying services to county departments and other public entities, if directed by the county Board of Commissioners.
- Establish or reestablish and maintain all public land survey corners and keep a separate record of the corners, in accordance with ORS 209.070 (4), (5), and (6).
- Budget for and authorize expenses incurred in the establishment, reestablishment and maintenance of corners of government surveys, in accordance with ORS 203.148 Public Land Corner Preservation Fund.
- In the establishment or reestablishment of a public land survey corner, the county surveyor shall set a monument of durable quality, witnessed by references, in accordance with ORS 209.130.
- When maintaining or reestablishing survey corners, establish coordinates on public land survey corners using an Oregon Coordinate System, in accordance with ORS 209.130 (3), and pursuant to ORS 93.320.
- Ensure that prior to the removal or destruction of any monument of record in the office of the county surveyor provisions are made to replace or reference said monument in accordance with ORS 209.140 to 209.155.
- Utilize a wide range of survey equipment and instruments, as well as a computer and other general office equipment.
- Follow all safety rules and procedures. Comply with all county policies and procedures.
- Any other duties which may be necessary or desirable and for which the surveyor is qualified.

**Secondary Functions (less than 10% of time):**

- Execute all orders directed to the surveyor by any court of record or county court for surveying roads, or surveying or resurveying any tract of land the title to which is in dispute before such court, pursuant to ORS 209.020.
- File copies of plats and field notes of United States surveys and resurveys of public lands of townships, sections, Donation Land Claims, mineral claims, homesteads, meander lines, or other similar surveys, in accordance with ORS 209.090.
- Administer oaths or affirmations necessary to the legal establishment of roads and other surveys, and to take the evidence of any person who may be produced to prove any point material to such survey, per ORS 209.100.
- Administer the oath or affirmation from each employee to faithfully and impartially execute the duties of employment, in accordance with ORS 209.220.
- Procure at the expense of the county materials and requisites for carrying into effect ORS 209.100 to 209.230.
- Prepare and monitor the annual budget for the County Surveyor's office and the Land Corner Preservation Fund.
- Review and file affidavits of correction, noting corrections and the recorder's filing information with permanent ink upon:
  - the original survey or narrative, pursuant to ORS.255, or
  - the county surveyor's copy of a recorded plat, pursuant to ORS 92.170.
- Maintain a clean and orderly office and stockroom.
- Maintain a clean and operable survey vehicle.
- Any other duties which may be necessary or desirable and for which the surveyor is qualified.

**Scope and Accountability:**

- The duties of the office are subject to broad statutory guidance, subject to minimal review by the county Board of Commissioners. Decision making authority rests almost solely with the county surveyor.
- The term of office is 4 years, per ORS 204.010.
- At the expiration of the term of office transfer all records to the successor, per ORS 209.070 (7).

**Knowledge, Skills, and Abilities:**

- Must be a graduate of a 4-year program in land surveying or civil engineering.
- Must be a registered professional land surveyor in the State of Oregon, per ORS 209.115.
- Must have 4 years of professional land surveying experience specifically dealing with the interpretation of complex and inter-related deeds, historic boundary determinations, and restoration

of public land corners; beyond the 4 years of professional-level work experience required to become licensed land surveyor in Oregon.

- Must understand and be able to utilize Geographic Information Systems and other digital data in various formats.
- Must understand and be able to operate a wide variety of technologically advanced survey equipment, including Global Positioning System equipment, and be able to adapt to unforeseen evolving technologies.
- Must be licensed to drive a motor vehicle in the state of Oregon.

**Work Environment:**

- While a majority of the time is spent in an office setting, a substantial amount of time is spent outdoors, in all seasons, hiking, operating a motorized four-wheeler, climbing steep and rocky slopes, digging, bending, and lifting, as necessary to establish, reestablish, or maintain survey monuments..

**Specific Tasks Involved:**

The aforementioned essential and secondary functions represent the specific tasks involved to perform the duties of this office.

APPROVED:

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

## ESSENTIAL FUNCTIONS, PHYSICAL DEMANDS AND WORK ENVIRONMENT CHECKLIST

**POSITION:** County Surveyor

**DEPARTMENT:** County Surveyor

BODY MOVEMENTS	Never 0%	Rare 1-5%	Occas. 6- 33%	Freq. 34-66%	Cont. 67-100%
Bend/Stoop			X		
Crouch/Squat		X			
Kneel		X			
Twist			X		
Crawl	X				
Balancing				X	
Walk-Level Surfaces				X	
Walk-Uneven Surfaces				X	
Working at Heights			X		
Climb-Ladder		X			
Climb-Stairs/Inclines				X	
<i>Additional Comments:</i> Conducted in field and office					
MATERIALS HANDLING	Never 0%	Rare 1-5%	Occas. 6- 33%	Freq. 34-66%	Cont. 67-100%
<b>Lift</b>					
Up to 10 lbs.				X	
11-25 lbs.				X	
26-50 lbs.			X		
51-75 lbs.			X		
Over 75 lbs.		X			
<i>Additional Comments:</i> lifting field equipment					
<b>Carry</b>					
Up to 10 lbs.				X	
11-25 lbs.				X	
26-50 lbs.			X		
51-75 lbs.		X			
Over 75 lbs.		X			
<i>Additional Comments:</i> carrying field equipment and supplies, sometimes for long distances and up steep slopes					
<b>Push</b>					
Up to 10 lbs.				X	
11-25 lbs.				X	
26-50 lbs.			X		
51-75 lbs.		X			
Over 75 lbs.		X			
<i>Additional Comments:</i> Pushing embedded stone monuments					
<b>Pull</b>					
Up to 10 lbs.				X	
11-25 lbs.				X	
26-50 lbs.			X		
51-75 lbs.		X			
Over 75 lbs.		X			
<i>Additional Comments:</i> Pushing/Pulling field equipment or embedded stone monuments					
<b>Upper Extremities</b>					
Use of Hands					X
Grasp/Grip					X
Pinch/Squeeze				X	
Reach – Overhead				X	
Reach – Shoulder Level				X	
Use of Office Tools				X	
Computer Usage					X
<i>Additional Comments:</i> Conducted in field and office					

PHYSICAL ENDURANCE	Hours /Day	Comments
Sit	6-8	
Stand	2-4	
Walk	4-6	On irregular surfaces
Stand / Walk	6-8	On irregular surfaces
Overall Job Strength:	Physically demanding	
<b>COMMUNICATION</b> (Mark "X" if critical for job).		
Hearing	X	In field and office
Vision	X	In field and office
Talking	X	In field and office
Writing	X	Write legibly
<i>Additional Comments:</i>		
<b>ENVIRONMENT AND EXPOSURES</b> (Mark "X" if critical for job).		
General Office	X	
Noise Level	X	
Weather Conditions	X	
Airborne Exposures	X	
Bloodborne Pathogens		
1 <sup>st</sup> Aid/CPR Certificate	X	
<b>OTHER JOB DEMANDS</b>	Yes/ No	Comments
Independent Judgment	Yes	professional judgment required
Analytical Ability	Yes	regularly
Active Listening	Yes	often
Problem Solving	Yes	regularly
Self Accountability	Yes	constantly
Conflict Resolution	Yes	often
Positive Regard for Others	Yes	constantly – dealing with peoples' land
Flexibility/Adaptability	Yes	occasionally
Public Relations	Yes	regularly
Attention to Detail	Yes	constantly
Time Management	Yes	constantly
Objectivity	Yes	constantly
Leadership Skills	Yes	often
Frequent Interruptions	Yes	occasionally
Study/Apply New Skills	Yes	regularly
Computer Usage	Yes	constantly
Driving	Yes	regularly
CDL Licensure	No	

*Additional Comments:*

Analyzed By:

Supervisor's Name, Title

Date Reviewed:

As part of the recruitment/selection or reclassification process, I have been provided with the above list of essential functions and class specification. I certify that I have read and understand the essential functions of this position, and that I am capable of performing each one with or without accommodation. If I need an accommodation to assist in performing any function(s), I have made that known to Human Resources. I understand that if I were to need an accommodation to the essential functions in the future, I will contact Human Resources. I understand that falsification of this certification may constitute grounds for immediate discharge.

\_\_\_\_\_  
Employee's Name (Please print)

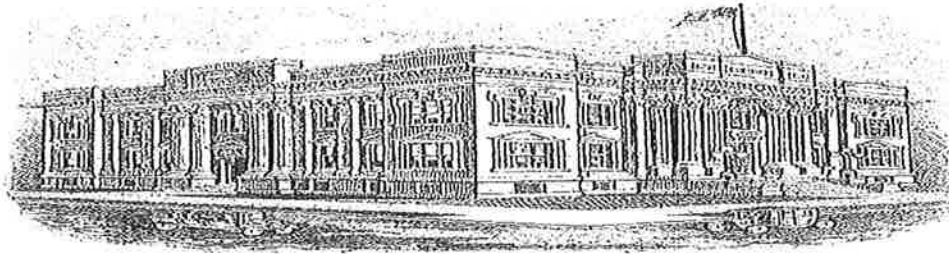
\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\* \* \* \* \*

**This entire document with original signatures is to be placed in the employee's personnel file.**

# WASCO COUNTY



*To be the best performing rural county government in Oregon.*

## **Mission Statement**

*The Mission of Wasco County Government is to ensure the provision of essential public services, which allow the people of Wasco County to enhance the quality of their lives. These services will be delivered in an efficient, effective and respectful manner.*

<b>Job Title:</b>	County Clerk	<b>Department:</b>	Clerk
<b>Reports To:</b>	Elected Official	<b>Salary Grade:</b>	Dept Hd/Elected Official
<b>Union:</b>		<b>EEO Class:</b>	Official/Administrator
<b>FLSA Classification:</b>	Exempt	<b>Revision Date:</b>	08/02/2012

## **Summary:**

- Wasco County Clerk conducts all local, city, county, state and federal elections for the citizens of Wasco County. Local elections include boards of directors for schools and special districts as well as local measures. City elections include those for city offices as well as annexations and other city issues. County elections are for county officers and county measures. State elections include Oregon House and Senate races as well as state-wide offices and state measures. Federal elections include Congressional, U.S. Senate and Presidential races.
- The county clerk is the record-keeper for the county and administers public records, archives, legal recordings, and marriage licenses.

## **Essential Duties and Responsibilities:**

- This position performs work requiring technical knowledge of all Federal and State election laws and Administrative Rules as well as regulations and mailing requirements of the U.S. Postal Service (USPS).
- Responsible for the financial management of two General Fund Budgets (Clerk and Elections) and one dedicated fund (Clerk's Records Fund)
- Gives information to public and other departments requiring thorough knowledge and interpretation of departmental regulations.

## **Knowledge, Skills, and Abilities:**

- Considerable knowledge of State Election, Registration, and Recording Laws, and local laws and regulations governing the activity of the County Clerk's offices; considerable knowledge of modern office methods and practices, including some knowledge of modern principles and practices of effective recording systems and methods.



- Ability to plan, layout and assign work of subordinates.
- Ability to establish and maintain cooperative working relationships with County departments, employees and the general public.
- Graduation from a senior high school and four years of progressively responsible office experience including supervisory/administrative experience,

# WASCO COUNTY



## ***Our Vision***

*To be the best performing rural county government in Oregon.*

## ***Mission Statement***

*The Mission of Wasco County Government is to ensure the provision of essential public services, which allow the people of Wasco County to enhance the quality of their lives. These services will be delivered in an efficient, effective and respectful manner.*

<b>Job Title:</b>	Treasurer	<b>Department:</b>	Finance
<b>Reports To:</b>	County Commissioners	<b>Salary Grade:</b>	
<b>Union:</b>	Elected	<b>EEO Class:</b>	
<b>FLSA Classification:</b>	Exempt	<b>Revision Date:</b>	

### **Summary:**

The position of Treasurer is an elected position. The position directs the activities of the Treasurer's Office in the custody and investment of all county and other local government monies as prescribed by ORS.

### **Essential Functions (greater than or equal to 90% of time):**

- Administers daily cash receipting and transfers between funds.
- Serves as County Investment Officer. Operates independently, and ascertains level of investable resources, evaluates, analyzes and decides the level, type of investment and rate of return to optimize investment income and avoid statutory penalties.
- Administers numerous bank cash and investment accounts. Maintains detailed cash account records for all County departments, trust accounts, and other local taxing government. Administers semiannual billings and maintains detailed records of payment for County local improvement district accounts. Computes interest and files satisfactions of lien with the Clerk.
- Directs all treasury and tax accounting operations of the County as directly by ORS.
- Oversees the posting and reconciliation of ledgers and accounts.
- Review cash management and revenue transactions.
- Authorized as the Custodial Officer (Treasurer) of the funds of the County and represent the County in their financial investments.
- Responsible for bonded debt activities and secures appropriate long-term financing in bonds, certificates of participation, leases, loans, or others as directed.

- Directs employees in receipting and depositing all incoming revenues from department fees, service charges, state and federal payments, grants, other local governments, in trust, and accounts receivable. Signs checks and maintains bank clearing accounts for County accounts payable and payroll. Initiates monthly financial statements for all local governments with money in Treasurer's accounts.
- Maintains County departmental receipts and reconciliations for annual audit purposes.
- Provides statistical information for special surveys and studies; communicates with public and other departments regarding revenues, departmental activities, and policies.
- Prepare/review end-of-the-year financial reports and schedules for annual audit and work with auditors in answering questions, providing information and explaining accounting/financial system; review audit results and implement necessary/recommended internal controls and/or other revisions that pertain to Treasury.
- Assure Treasury internal controls are adequate to protect the County's assets, i.e., credit cards, cash, petty cash, accounts and checks.
- Prepares financial statements; reconciles cash; writes adjusting journal entries.
- Meets with other Wasco County officials and management to recommend County policies and procedures and plan long range goals.
- Distributes tax collections, offsets, and other special revenues to all taxing districts within the County.
- Issue checks from trust and agency funds for payment of all disbursements, i.e., Mint Team, Tax Turnovers, DEQ, BCD, Juvenile Restitution, Marriage Licenses, Special Districts.
- The Treasurer may perform the duties described in his/her position description, and other duties which may be necessary.

**Secondary Functions (less than 10% of time):**

- Provides statistical and pertinent information for investors and bond rating services.
- Attends professional meetings, workshops and seminars to keep current of financial issues.
- Maintains the integrity of cash flow during the County Fair.
- Complies with Division of State Lands requirements.
- Maintains and updates bond disclosures
- The Treasurer may be required to perform other duties as necessary.

**Scope and Accountability:**

The Treasurer will serve as the County Investment Officer. The Treasurer is responsible for maintaining Wasco County's investment policy as well as for investing public monies in accordance with it.

The Treasurer will administer numerous bank cash and investment accounts, process semiannual billings and maintain detailed records of payment for County local improvement

district accounts. They will direct all treasury and tax accounting operations of the County and oversee the posting and reconciliation of Treasury qualified ledgers and accounts.

The Treasurer is the authorized Custodial Officer (Treasurer) of the funds of the County and represents the County in their financial investments and is responsible for bonded debt activities and secures appropriate long-term financing in bonds, certificates of participation, leases, loans, or others as directed.

The Treasurer will direct employees in receipting and depositing all incoming revenues from department fees, service charges, state and federal payments, grants, other local governments, in trust, and accounts receivable. Signs checks and maintains bank clearing accounts for County accounts payable and payroll. They coordinate employee credit card accounts and credit limits, performs State Lands accounting (remitting outstanding checks to the State of Oregon), and reconciles bank statements. They will also issue checks from trust and agency funds for payment of all disbursements, warrants, and cancellation of general obligation bonds and interest coupons.

The Treasurer is responsible for “turning over” property tax collections, held in custodial accounts, to taxing districts. The Treasurer may also need to adjust the turnover for such items as appeals, refunds and reserves. The Treasurer also monitors other property tax related items such as advance collections and disqualifications.

**Knowledge, Skills, and Abilities:**

- RECOMMENDED: Thorough, professional working knowledge of: accounting principles; cash management; financial forecasting; financial analysis.
- PREFERRED: Broad knowledge of the principles, methods and practices of government finance, accounting and budgeting; internal controls and auditing procedures; investments principles. Basic knowledge of: effective communication methods necessary to communicate financial information to others with non- financial backgrounds, the principles of supervision and personnel practices; and computer software applications; Oregon budget law and related statutes.
- Skilled in training and motivation of employees.

**Work Environment:**

Environment and physical requirements of the position are outlined below.

**Specific Tasks Involved:**

Serve as the County Investment Officer.

Administer County bank accounts and investment accounts.

Directs all treasury and tax accounting operations of the County.

APPROVED:

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

# ESSENTIAL FUNCTIONS, PHYSICAL DEMANDS AND WORK ENVIRONMENT CHECKLIST

**POSITION:** Treasurer

**DEPARTMENT:** Finance

BODY MOVEMENTS	Never 0%	Rare 1-5%	Occas. 6-33%	Freq. 34-66%	Cont. 67-100%
Bend/Stoop			X		
Crouch/Squat		X			
Kneel		X			
Twist			X		
Crawl	X				
Balancing					X
Walk-Level Surfaces				X	
Walk-Uneven Surfaces			X		
Working at Heights	X				
Climb-Ladder	X				
Climb-Stairs/Inclines			X		
<i>Additional Comments:</i> Conducted in typical office environment.					
MATERIALS HANDLING	Never 0%	Rare 1-5%	Occas. 6-33%	Freq. 34-66%	Cont. 67-100%
<b>Lift</b>					
Up to 10 lbs.			X		
11-25 lbs.			X		
26-50 lbs.		X			
51-75 lbs.	X				
Over 75 lbs.	X				
<i>Additional Comments:</i> i.e. Typically lifting files or case of paper and carries short distance.					
<b>Carry</b>					
Up to 10 lbs.			X		
11-25 lbs.		X			
26-50 lbs.	X				
51-75 lbs.	X				
Over 75 lbs.	X				
<i>Additional Comments:</i> i.e. Typically carries files or case of paper for short distance.					
<b>Push</b>					
Up to 10 lbs.		X			
11-25 lbs.		X			
26-50 lbs.	X				
51-75 lbs.	X				
Over 75 lbs.	X				
<i>Additional Comments:</i> Pushing/Pulling file drawers.					
<b>Pull</b>					
Up to 10 lbs.		X			
11-25 lbs.		X			
26-50 lbs.	X				
51-75 lbs.	X				
Over 75 lbs.	X				
<i>Additional Comments:</i> Pushing/Pulling file drawers.					
<b>Upper Extremities</b>					
Use of Hands					X
Grasp/Grip					X
Pinch/Squeeze				X	
Reach – Overhead			X		
Reach – Shoulder Level				X	
Use of Office Tools					X
Computer Usage					X
<i>Additional Comments:</i> Conducted in typical office environment.					

PHYSICAL ENDURANCE	Hours /Day	Comments
Sit	6-8	Able to change pos. freq.
Stand	2-4	
Walk	2-4	On level surfaces
Stand / Walk	2-6	On level surfaces
Overall Job Strength:	<b>Sedentary</b>	

COMMUNICATION	(Mark "X" if critical for job).	
Hearing	X	In person and phone
Vision	X	
Talking	X	In person and phone
Writing	X	Reading. Write legibly.
<i>Additional Comments:</i>		

ENVIRONMENT AND EXPOSURES	(Mark "X" if critical for job).	
General Office	X	
Noise Level	X	Ambient
Weather Conditions		
Airborne Exposures		
Bloodborne Pathogens		
1st Aid/CPR Certificate		

OTHER JOB DEMANDS	Yes/No	Comments
Independent Judgment	Yes	Reactive and Proactive
Analytical Ability	Yes	
Active Listening	Yes	Attentive
Problem Solving	Yes	
Self Accountability	Yes	
Conflict Resolution	Yes	
Positive Regard for Others	Yes	Team player, Congenial & respectful
Flexibility/Adaptability	Yes	
Public Relations	Yes	
Attention to Detail	Yes	Accuracy required
Time Management	Yes	Organizational skills
Objectivity	Yes	
Leadership Skills	No	
Frequent Interruptions	Yes	
Study/Apply New Skills	Yes	
Computer Usage	Yes	Proficiency & competency
Driving	Yes	Travel - multiple worksites
CDL Licensure	No	

*Additional Comments:*

Analyzed By:	Supervisor's Name, Title
Date Reviewed:	

As part of the recruitment/selection or reclassification process, I have been provided with the above list of essential functions and class specification. I certify that I have read and understand the essential functions of this position, and that I am capable of performing each one with or without accommodation. If I need an accommodation to assist in performing any function(s), I have made that known to Human Resources. I understand that if I were to need an accommodation to the essential functions in the future, I will contact Human Resources. I understand that falsification of this certification may constitute grounds for immediate discharge.

\_\_\_\_\_  
Employee's Name (Please print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\* \* \* \* \*

**This entire document with original signatures is to be placed in the employee's personnel file.**



## Human Resources

P.O. Box 788 • Heppner OR 97836  
(541) 676-5620

Karen Wolff  
Human Resources Director  
kwolff@co.morrow.or.us

DATE: January 22, 2018  
TO: Morrow County Board of Commissioners  
FROM: Karen Wolff, Human Resources Director  
RE: Surveyor Compensation Status

A handwritten signature in blue ink that reads "Karen Wolff".

The subject of this memo is to determine the compensation status of the Surveyor for FY 2018/2019. Is the Surveyor to be treated as an employee, including withholdings? Is the Surveyor to be treated as an Independent Contractor, and receive 1099s? This has been discussed previously and attached with this memo are my previous memos providing more detail.

The last time this was discussed with the Board of Commissioners was November 2, 2017. At that time the Commissioners asked to have the Finance Department send a request for determination to the IRS and to also revisit the subject in January. The request has been sent to the IRS, however, the response can take up to six months, or more.

In a recent meeting between Darrell Green, County Administrator and Rich Tovey, County Counsel and myself, we discussed this subject extensively. The final result of our conversation is that we believe the Surveyor, at the current compensation level, should be considered as an employee, the same as the other Elected Officials. We came to this opinion considering the opinions provided by our Auditors, our Labor Counsel, our County Counsel, and IRS rules.

It is our recommendation to the Board of Commissioners that if the current level of compensation is maintained or increased, the position should be treated the same as other Elected Officials, as an employee.

The other option is to return to a Fee Based Official with the option of additional compensation that does not exceed the value of fees received.

How would you like to proceed in FY 2018/2019?



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Karen Wolff  
Human Resources Director  
kwolff@co.morrow.or.us

TO: Kim Cutsforth, Interim County Administrator

FROM: Karen Wolff, Human Resources Director

DATE: September 28, 2017

RE: Surveyor Compensation – Executive Summary

The discussion of the Surveyor Compensation has turned out to be much more involved than I expected. There have been many more twists and turns in my research than I originally anticipated. One question is answered, but that also leads to several additional questions.

Attached to this memo is a draft memo that I prepared at the end of July for presentation to the Board of Commissioners the first part of August. For a number of reasons the subject was pulled from the agenda and has not been presented to the Commissioners yet. This memo provides a pretty simple summary of how we have arrived at this point. Below I will address the highlighted areas of the memo.

The simple question is: Is the Elected Surveyor to be paid as a Fee-Based Official or as our other Elected Officials, which is basically the same as an employee?

County Counsel provided an opinion on July 27, 2017.

*The Morrow County Surveyor is an elected official. The fixed payment to the Morrow County Surveyor is currently \$36,000. The County Surveyor also may collect fees for services rendered. If the fixed amount paid to the Morrow County Surveyor becomes the principle source of compensation for that position then the Morrow County Surveyor may not be classified as a fee basis official. The Morrow County Surveyor would be classified as an employee and subject to IRS requirements.*

I then asked Counsel if we could extend a Professional Services contract to a Fee-Based Surveyor for Professional Surveyor services. County Counsel deferred to Labor Counsel on this question.

Labor Counsel's opinion reads:

*I have reviewed the email and attachments you provided me with respect to the surveyors compensation. The surveyor is a fee based Elected Official. As such, he may retain the fees he actually collects. He may also be provided with a Professional Services Agreement with additional compensation paid for by the County. This is one of the three options set forth by your Finance Director. In my opinion, this meets the intent of the statute ORS 204.116 as long as the amount in his Professional Services Agreement does not exceed his fees.)*



The County Auditor, Cameron Anderson, was asked to provide an opinion as well:

*After reviewing Pub 5138, I would lean towards agreeing with you. I think it is pretty clear from the publication, and publication 963 as well, that since he is receiving a fixed amount each month, those funds are a salary subject to all employment taxes.*

*As far as retirement and insurance, you would want to consult with those entities who are responsible for eligibility.*

The question that I put to Mr. Anderson that he references in his response is:

*Based on this Publication, I believe that we need to treat the Surveyor as an employee, pay a wage, withhold taxes, etc. That also probably means we need to offer retirement and health insurance.*

Now, the question that needs to be answered is: How do we want to move forward?

- Take no action and continue to pay the Surveyor in the same manner as last year. This could result in IRS penalties.
- Continue to classify the Surveyor as a Fee-Based Official and allow him to collect fees. Along with this, offer a Professional Services contract for Professional Surveyor services in the amount of \$36,000.
- Classify the Surveyor as an employee, the same as our other Elected Officials. Pay his \$36,000 as a wage, with withholdings and retirement and possibly health insurance benefits.
- Reconvene the Compensation Board to review the situation and to make a recommendation to the Commissioners.
- Commissioners make a decision, then reconvene the Budget Committee to review the decision of the Commissioners and accept, reject or modify the Commissioner's decision.
- Something else.

There is a great deal of background information, emails and data that I have compiled in my research on this subject. I am happy to review this information with you at your convenience.

As always, I am available to answer any questions that you may have regarding this subject.

.....

10/10/2017

I spoke with Rich Tovey, County Counsel regarding the necessary process if the Commissioners choose to change the Surveyor's compensation. Do we need to reconvene the Compensation Board and then the Budget Committee? May we take the recommendation straight to the Budget Committee? Mr. Tovey said we could take it straight to the Budget Committee. I would recommend that we advise the Compensation Board that this item will be on the Commissioner's agenda and the Budget Committee agenda and invite their input if they so choose.



## Human Resources

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Karen Wolff  
Human Resources Director  
kwolff@co.morrow.or.us

To: Morrow County Board of Commissioners  
From: Karen Wolff, Human Resources Director  
Date: July 28, 2017  
Re: Morrow County Surveyor Compensation

The Morrow County Compensation Board met this year and made a recommendation for compensation for all Elected Officials, including the Surveyor. This recommendation was to continue to pay an amount of \$36,000 per year, beyond any fees collected. This is the same amount that was paid to the surveyor in FY 16-17. This amount of compensation began 7/1/2016.

This recommendation was reviewed by the Board of Commissioners and by the Budget Committee and was included in the final budget.

After the Budget Hearings, while researching a different subject in IRS Publication 5138, I found a section on compensation of Elected Officials. It was at that time that I questioned whether we were handling the compensation of our Surveyor correctly. It appeared to me, based on information in the IRS Publication, we would need to begin treating the Surveyor compensation as employee wages rather than a stipend, therefore requiring Withholdings and possibly benefits.

I have met with Steve Haddock, County Surveyor; Kate Knop, Finance Director; Jerry Sorte, Administrative Officer; and Rich Tovey, Deputy DA and County Counsel. Attached with this memo is the memo that I prepared for discussion with Kate and Steve. This memo outlines more of the details of the IRS rules and ORSs.

Recently, Rich has provided an opinion of the situation and a conclusion. This memo is also attached. His opinion is that the compensation changes the status to that of an employee.

When I met with Steve Haddock, he stated that he did not want to be considered an employee. He said he would prefer to be an independent contractor. I asked if he would consider being a Fee Based Official with a separate Professional Services contract. He said he would, because that is kind of how he operates now. He submits an invoice each quarter for \$9,000.

\_\_\_\_\_ Counsel response to Professional Services \_\_\_\_\_

\_\_\_\_\_ Auditor response \_\_\_\_\_

Based on this information, the question I put to the Commissioners is:  
How do you want to proceed to a resolution?

What resolution would be your preference? Employee?

If directed by the Commissioners, I could convene the Compensation Board again to specifically review the Surveyor compensation. This could be a conference call. From this meeting, we could ask for a revised recommendation.

The compensation of an Elected Official may not be changed without first being reviewed by the Budget Committee. This will require a special meeting of the Budget Committee. I believe our Finance Director would be agreeable to a special Budget Committee meeting, which might include other topics as well.

101-GENERAL FUND  
SURVEYOR'S DEPARTMENT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
REVENUES					
=====					
CHARGES FOR SERVICES					
101-118-3-40-4014 PART. PLAT CHECK	1,500.00	0.00	800.00	700.00	53.33
101-118-3-40-4044 SURVEYOR FILING FEES	300.00	0.00	100.00	200.00	33.33
101-118-3-40-4187 SUBDIVISION PLAT CHECK	1,100.00	0.00	480.00	620.00	43.64
TOTAL CHARGES FOR SERVICES	2,900.00	0.00	1,380.00	1,520.00	47.59
MISCELLANEOUS REVENUE					
TOTAL					
<hr/>					
TOTAL REVENUES	2,900.00	0.00	1,380.00	1,520.00	47.59
EXPENDITURES					
=====					
MATERIALS & SERVICES					
101-118-5-20-2110 OFFICE SUPPLIES	500.00	0.00	0.00	500.00	0.00
101-118-5-20-3121 PROFESSIONAL SURVEYOR	36,000.00	0.00	18,000.00	18,000.00	50.00
101-118-5-20-3135 MICROFILM SERVICE	500.00	0.00	0.00	500.00	0.00
101-118-5-20-3314 OACES DUES & EXPENSES	40.00	0.00	0.00	40.00	0.00
101-118-5-20-3420 SUBDIVISION PLAT CHECK	1,100.00	0.00	0.00	1,100.00	0.00
101-118-5-20-3421 PLAT CHECKS	1,500.00	0.00	0.00	1,500.00	0.00
TOTAL MATERIALS & SERVICES	39,640.00	0.00	18,000.00	21,640.00	45.41
CAPITAL OUTLAY					
TOTAL					
<hr/>					
TOTAL EXPENDITURES	39,640.00	0.00	18,000.00	21,640.00	45.41
REVENUE OVER/ (UNDER) EXPENDITURES (	36,740.00)	0.00 (	16,620.00) (	20,120.00)	45.24

208-SURVEYOR PRESERVATION  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
BEGINNING FUND EQUITY	216,500.00		216,720.16		
REVENUE SUMMARY					
NON-DEPARTMENTAL	950.00	0.00	1,523.07 (	573.07)	160.32
SURVEYOR'S DEPARTMENT	12,500.00	0.00	7,590.50	4,909.50	60.72
TOTAL REVENUES	13,450.00	0.00	9,113.57	4,336.43	67.76
	=====	=====	=====	=====	=====
TOTAL REVENUES AND FUND EQUITY	229,950.00		225,833.73		
EXPENDITURE SUMMARY					
SURVEYOR'S DEPARTMENT	229,950.00	0.00	27,595.00	202,355.00	12.00
TOTAL EXPENDITURES	229,950.00	0.00	27,595.00	202,355.00	12.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	( 216,500.00)	0.00 (	18,481.43) (	198,018.57)	8.54
PROJECTED ENDING FUND EQUITY	0.00		198,238.73		

208-SURVEYOR PRESERVATION  
SURVEYOR'S DEPARTMENT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
REVENUES					
=====					
CHARGES FOR SERVICES					
208-118-3-40-4323 PRESERVATION ACCOUNT	12,500.00	0.00	7,590.50	4,909.50	60.72
TOTAL CHARGES FOR SERVICES	12,500.00	0.00	7,590.50	4,909.50	60.72
<hr/>					
TOTAL REVENUES	12,500.00	0.00	7,590.50	4,909.50	60.72
EXPENDITURES					
=====					
MATERIALS & SERVICES					
208-118-5-20-3123 MONUMENTING	229,950.00	0.00	27,595.00	202,355.00	12.00
TOTAL MATERIALS & SERVICES	229,950.00	0.00	27,595.00	202,355.00	12.00
<hr/>					
ENDING FUND BALANCE					
TOTAL					
<hr/>					
TOTAL EXPENDITURES	229,950.00	0.00	27,595.00	202,355.00	12.00
REVENUE OVER/(UNDER) EXPENDITURES (	217,450.00)	0.00 (	20,004.50) (	197,445.50)	9.20