

County Administration Workshop: February 25, 2016

9:00 a.m. – Board Conference Room

Attending: Commissioners Cheryl Walker, Keith Heck, and Simon G. Hare; Linda McElmurry, Recorder

Chair Cheryl Walker called the meeting to order at 9:00 a.m. Agenda items were taken out of order due to guests present.

1. LEGAL COUNSEL

A. Decision on Appeal: In the Matter of an Appeal of the Planning Director's Approval of an Application for a Conditional Use Permit for Placement of a Rock Crusher; Applicant: John West, Agent; Owner: Brimstone Natural Resource Co.

Wally Hicks, Legal Counsel reviewed Exhibit 1, Decision on Appeal with the Board. Commissioner Hare said he was impressed with the Planning Director's thoroughness in developing the Findings. Commissioner Hare made a motion to approve Decision on Appeal: In the Matter of an Appeal of the Planning Director's Approval of an Application for a Conditional Use Permit for Placement of a Rock Crusher; Applicant: John West, Agent; Owner: Brimstone Natural Resource Co., seconded by Commissioner Heck. Upon roll call vote, motion carried 3-0; Commissioner Hare – yes, Commissioner Heck – yes, and Commissioner Walker – yes.

2. DEPARTMENT REPORTS & BUSINESS UPDATES

A. Sheriff's Office

1) Request and Recommendation for the Disposition of Property Pursuant to Ordinance No. 2014-003 (Lee)

Kari Lee, Property Control Specialist presented a request to dispose of property. After a short discussion the Board agreed to move forward on her request. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

B. Juvenile Justice

1) Provider Agreement between Josephine County and Boys and Girls Club for Prevention Programs (Martinez)

Shawna Martinez, Prevention Coordinator stated this was funding from the State IGA and the LADPC Committee and community members reviewed and made recommendations for the funding. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

2) Provider Agreement between Josephine County and Women's Crisis Support Team for Prevention Programs (Martinez)

Shawna Martinez said this agreement followed the same process but this is a new applicant and will be used to fund a Freshman Success Class at all area high schools. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

C. Transit

1) Contract for Personal Services – Transit Vehicle Cleaning (Chancey)

Scott Chancey, Transit Manager said they did not have a contract with anyone to do clean-up work so they put out a request for proposal and solicited bids. They received one bid for \$28 per bus and it was the only response received. He explained the cleaning schedule and process to the Board. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

D. Community Corrections (10:00 a.m.)

1) Update on Impact of Loss of Title III Funding (Gaoiran)

Nate Gaoiran, Community Corrections Director presented **Exhibit 3, PowerPoint Presentation** to the Board to illustrate what loss of Title III funding will mean to the Work Crew Program and the trickledown effect it could have on the whole department. The Board was encouraged to raise the fee for the work crews to more adequately cover their cost.

E. Department Updates

1) Human Resources

a. Request for Job Description Change: Chief Administrative Supervisor BCC (Scofield)

JJ Scofield, HR Director, presented **Exhibit 2, HR Recommendation** calling for the reduction in the position to an NU 13 Office Manager comparing it to like positions in Public Works, Juvenile and Public Health. Commissioner Hare felt JJ could not find parity in another department of the County as it is a very unique position. The job description was discussed and changes were suggested. JJ explained that his data was also obtained from other counties some have the same structure and others do not. Commissioner Hare noted that the Board wanted to recruit a caliber of replacement of an executive assistant. After a lengthy discussion the Board requested JJ make suggested changes to the job description and bring it back to the Board at 1:30 p.m. for further discussion.

JJ said the recruitment for the Community Development Director closes on the 28th so he was scheduling an appointment next week to meet with the recruiting firm and review the applicants.

2) Public Health

Diane Hoover, Public Health Administrator reviewed **Exhibit 4, Public Health Update** with the Board. She added that the Sheriff's Office and Animal Control were working on several cases together and provided a folder for Commissioner Walker. Commissioner Walker gave the folder back to Diane suggesting that it go through Legal to make sure nothing was confidential.

3. BOARD BUSINESS: (ORS 192.640(1) ". . . notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.")

A. Matters from Commissioners

Commissioner Hare discussed the minimum wage designation and Josephine County being lumped with Jackson County and felt it was because of the MPO designation. He suggested that the Board obtain a copy of the letter Jackson County sent to the Governor and mirror it for Josephine County. The Board agreed. *Staff was directed to obtain a copy of the letter and put it on Board letterhead for the signature file.*

The Board discussed an email received regarding proposed Container Legislation. Commissioner Walker noted the proposal was to have representatives on a committee from around the state, she will check with AOC to see if they have a position on it and update the Board.

The Board discussed the invitation from the Williams CAC to discuss the medical marijuana policy issues. Commissioners Hare and Walker both had previous engagements and agreed the County has no jurisdiction regarding medical marijuana. Commissioner Heck said he would attend.

Commissioner Heck suggested Board meeting recordings be uploaded to the web for the public and was told they already are being uploaded directly following each meeting.

B. Liaison Update

Commissioner Hare requested if any commissioner was working with their liaisons in regards to facilities he be kept in the loop. The Board agreed to do that.

C. Miscellaneous Items

None heard.

The Board agreed to continue the meeting at 1:30 p.m. and recessed at 11:10 a.m.

The Board reconvened at 1:30 pm

The Board reviewed **Exhibit 5, Job Description**. After a short discussion the Board decided to leave the title of the position the same as well as the grade of pay. They directed the position be held open until filled with the first review of applications in a week.

The Board discussed the letter they agreed to send to the Governor and authorized the Chair to sign the letter. Commissioner Hare was going to revise the letter to include the unfunded mandate and the unequal application of the law. Commissioner Walker will stop by the office Friday afternoon to sign it.

Commissioner Heck requested the information on the Fielder Dam be placed on the web after the names were redacted and the Board agreed. Commissioner Walker will take it to Legal Counsel for the redaction.

The meeting adjourned at 2:00 p.m.

EXHIBITS:

- 1 Decision on Appeal
- 2 HR Recommendation
- 3 Community Corrections PowerPoint
- 4 Public Health Update
- 5 Job Description

Exhibit 1
Admin
2-25-16

BEFORE THE BOARD OF COUNTY COMMISSIONERS
For Josephine County

IN THE MATTER OF AN APPEAL OF THE)
PLANNING DIRECTOR'S APPROVAL OF)
AN APPLICATION FOR A CONDITIONAL)
USE PERMIT FOR PLACEMENT OF A)
ROCK CRUSHER)

DECISION ON APPEAL

APPLICANT: JOHN WEST, Registered)
Agent for)
OWNER: BRIMSTONE NATURAL)
RESOURCE CO.)

LEGAL: Map No. 34-06-08, Tax Lot 101)

SECTION 1. APPLICATION INFORMATION

1.1 The owner is Brimstone Natural Resource Co., P.O. Box 1249, Merlin, OR 97532. The applicant is John West, P.O. Box 1249, Merlin, OR 97532. John West is the registered agent for Brimstone Natural Resource Co.

1.2 The owner proposes to place on the property a rock crusher for the purpose of crushing mine tailings left in the old Grave Creek channel by dredge mining during the 1930's. The property consists of approximately 320 acres. An access road and visual and sound barriers will be placed on adjoining property, identified as 34-06-05, TL 1600.

1.3 The property is located at 291 Dog Creek Road, described in Assessor's records as T 34 R 6 Section 8, Tax Lot 101, with an area of approximately 320 acres. The property is zoned Forest Commercial (FC).

1.4 The registered agent for Brimstone Natural Resource Co. applied for pre-application review of the request on February 12, 2015. The full application for a Conditional Use Permit (CUP) was then filed March 31, 2015; the application was deemed technically complete on April 17, 2015 and public and agency notices were mailed on April 20, 2015. All owners of property within 1500 feet of the subject property received notice. Numerous comments were received during the comment period, which ended on May 5, 2015.

1.5 After review of the application, the evidence and the comments, the Planning Director approved the application on July 29, 2015. On August 11, 2015, a neighboring property owner, Peter Storm, filed an application to appeal the Planning Director's decision. On

1 September 21, 2015, the Planning Office, by memorandum to the file, provided a corrected
2 Site Plan Map, replacing Exhibit "A," to the Planning Director's Decision dated July 29, 2015.
3 The correct Map does not include Tax Lot 1600 to the north.

4 1.6 There was some question as to whether TL 1600, owned by West Lands Contracting,
5 Inc. would be included in the permit. The Planning Director's decision specifically requires that
6 TL 1600 not be subject to the CUP, that no mining activities be conducted on that lot, and that
7 its implementation in the CUP activity be limited to the placement of a road and of visual and
8 sound barriers.

9 **SECTION 2. APPEAL INFORMATION**

10 2.1 Neighboring landowner Peter Storm filed his application to appeal on August 11, 2015.

11 2.2 The basis for the appeal is contained within the record.

12 **SECTION 3. HEARING INFORMATION**

13 3.1 The hearing on the pending application was set before the Board of County
14 Commissioners for December 7, 2015. Before the hearing, the appellant requested that
15 Commissioner Heck be recused from hearing the appeal because of statements allegedly
16 attributed to Commissioner Heck. The Board of County Commissioners voted to disqualify
17 Commissioner Heck from the proceeding. Commissioner Hare recused himself, so that only
18 one of the three Commissioners was actually available to hear the appeal. In that situation,
19 there was no quorum; lacking the number of Commissioners necessary to take action, the
20 Board of County Commissioners took no action on the appeal.

21 **SECTION 4. POST-HEARING PROCEEDINGS**

22 4.1 On December 16, 2015, Appellant Peter Storm and a group calling itself Rogue
23 Advocates filed a Notice of Intent to Appeal with the Oregon Land Use Board of Appeals. On
24 December 28, 2015, Brimstone Natural Resource Co. filed its motion to intervene in the LUBA
25 case.

26 4.2 On December 23, 2015, Brimstone Natural Resource Co. filed a petition for alternative
writ of mandamus in the Circuit Court in Josephine County. On January 6, 2016, Rogue
Advocates and Peter Storm filed a motion to intervene in the mandamus proceeding.

4.3 On January 28, 2016, Circuit Court Judge Michael Newman signed an Alternative Writ
of Mandamus requiring the County to approve the Brimstone Natural Resource Co. Permit as
granted by the planning director, subject to the director's approval conditions, or show cause
for the failure to do so. The County must appear in court on or before March 1, 2016, either to
certify compliance or to explain its failure to comply.

SECTION 5. FINDINGS OF FACT AND CONCLUSIONS

1 5.1 The Board of County Commissioners of Josephine County adopts as part of its findings
the history of this case as set forth in the foregoing sections of this document.

2 5.2 The Board further finds that the Circuit Court of Josephine County, through the medium
3 of the Writ of Mandamus, has ordered the Board to approve the Brimstone Natural Resource
4 Co. Permit as granted by the planning director, subject to the director's approval conditions.

5 5.3 The Board concludes that, under compulsion by the Circuit Court, the Board must
6 comply with the Court's order by approving the said Permit.

7 5.4 The Board further concludes that as a part of that approval it is appropriate to adopt the
8 findings and conclusions incorporated in the Planning Director's Decision of July 29, 2015,
9 including the correct Site Plan Map, Exhibit "A," referenced by a Planning Office memorandum
10 dated September 21, 2015, and the Board accordingly does adopt those findings and
11 conclusions, making them a part of the approval of the Permit.

12 SECTION 6. DECISION

13 The Board of Commissioners of Josephine County hereby approves the Brimstone
14 Natural Resource Co. Permit to operate a rock crushing site on Tax Lot 101 described herein,
15 as granted by the planning director in the Decision dated July 29, 2015, including the Site Plan
16 Map, Exhibit "A," referenced by Planning Office memorandum dated September 21, 2015,
17 subject to all of the conditions and restrictions set forth in the Planning Director's Decision
18 dated July 29, 2015, attached hereto as Exhibit "1".

19 Done and Dated this _____ day of _____, 2016.

20 JOSEPHINE COUNTY
21 BOARD OF COMMISSIONERS

22 _____
23 Cheryl Walker, Chair

24 _____
25 K.O. Heck, Vice Chair

26 _____
Simon G. Hare, Commissioner

Exhibit 2
Admin
2-25-16

Administrative Wage Study 2016

	Benton		Coos		Douglas		Lincoln		Linn		Klamath	
	min	max	min	max	min	max	min	max	min	max	min	max
BOC Supervisor	3749	5623	2608	3312	3018	4309	3529	4743	3527	4430	4054	5278
BOC Admin	3246	4705			2846	4068			3219	4043	2489	3242

	Polk		Umatilla		Yamhill		Average	
	min	max	min	max	min	max	ave min	ave max
BOC Supervisor	3522	4456	4095	4838	3230	4247	3481	4582
BOC Admin					2650	3715	2890	3955

	min	diff	max	diff
Josephine				
BOC Supervisor	4058	14.2%	5510	16.8%
BOC Admin	2747	-5.2%	3729	-6.0%

Exhibit 3
Admin
2-25-16

Loss of Title III Funding

Impacts and Strategic Planning:

What it means for Community Corrections and Services to
Josephine County

2013-2015 Biennium (\$470,000)

- Josephine County Parks
- Josephine County Forestry
- National Forest

2015-2017 Biennium (\$235,000)

- July 1st 2015- June 30th 2016
 - Total Title III Funding is \$235,000
- July 1st 2016-June 30th 2017
 - Total Title III Funding: \$0

Services funded through Title III: \$235,000 per year

- **County Parks**

- Maintenance
- Clean-up
- Fallen Tree/debri clean-up
- Landscaping support
- Boat Ramp clean-up
- Litter patrol

- **County Forestry**

- Prepare land for youth tree plant
 - Boys/Girls Club
 - Elementary School Programs
 - Other community events facilitated by County Forestry

- **Siskiyou National Forest**

- Trail Maintenance
- Water's Creek Trail
- Sam Brown Campground

Assets and Capital partially funded through Title III

- Personnel
 - Work Crew Coordinators
 - Part-time/On-call personnel
 - Administrative management
 - Contracting
 - Maintenance
- Equipment
 - Maintenance of equipment
 - Saws, mowers, brush cutters
 - Fuel/Oil
 - Trailers
 - Etc...

Direct Impacts effective July 1, 2016

- Termination of agreement with County Parks to provide Community Corrections Work Crew Services
- Termination of agreement with County Forestry to provide Community Corrections Work Crew Services
- Termination of agreement with Siskiyou National Forest to provide Community Corrections Work Crew Services

Indirect Impacts

- Jail Population Management
 - Fewer lower-level-of-custody options
 - Increased Jail Overcrowding
 - Increased compromise to public safety/accountability of offenders
- Other Future Services/Contracts potentially reduced or compromised
 - ODOT
 - City of Grants Pass (litter patrol, landscaping of City Parks, alley ways, city properties)
 - County Public Works (litter patrols on county roads)
 - County Building Operations (landscaping around county buildings)

Strategic Plan to minimize impacts on Work Crew Division commencing 7/1/16

- Redistribute State funds from Community Corrections Allocations
 - Personnel
 - Equipment
 - Administrative details
- Jail Population Management
 - Expanding Home Detention
 - Exploring Pretrial Options
- Notified County Parks of elimination of funding/services
- Propose Increase of rates for crews in future contracts
 - Current rate is \$375 a day per crew for contracts

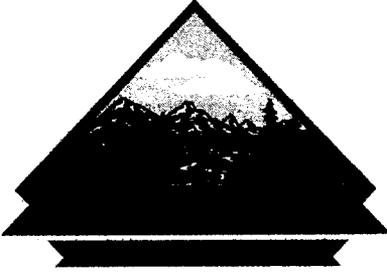
Negative Impacts based on aforementioned Strategic Plan

- Compromising field supervision effectiveness
 - Higher Caseloads
 - Inadequate staffing levels for programs and supervision
 - Reduced effectiveness with evidence-based practices
 - Fewer resources/options to implement new programs

Questions

Exhibit 4
Admin
2-25-16

Josephine County, Oregon



TTD# 1-800-735-2900

Diane L. Hoover, Ph.D., FACHE
Josephine County Public Health Director
715 NW Dimmick
Grants Pass, OR 97526
(541) 474-5325
Fax (541) 474-5353
E-mail : publichealth@co.josephine.or.us

February 25, 2016

To: Board of County Commissioners

Subj: UPDATE FEBRUARY 2016

1. From Feb 1 to Feb 18 (11 work days) we gave 416 immunizations in preparation for School Exclusion Day.
2. House Bill 3100 (2015) requires the Oregon Health Authority's Public Health Division and local public health authorities to assess their current ability to implement the foundational capabilities and programs; and requires the Public Health Division to submit a report on these findings to the legislature by June 2016. We are working on completing the Public Health Modernization Assessment Tool that is intended to measure the gaps between foundational capabilities and what currently exists.
3. The JOCO Animal Shelter dog adoption program is on hold. Late last week a dog tested positive for the Parvo virus. He is responding well to treatment. However, because all of the dogs have been potentially exposed, and the incubation time for the virus is 7-10 days, we will not be adopting any dogs out until we get past the incubation period. We don't want to potentially expose someone's home or other dogs to the virus. Dr. Buckmaster has endorsed this action plan and my liaison was kept in the loop. Dog adoptions will begin again on February 29th.
4. The Bend-based Medically Assisted Treatment group that was supposed to move into the Remax Building (on 6th street?) had the rug pulled out from underneath them on Tuesday by the building's new prospective buyer. I spoke with their representative yesterday (Matt Owen). They are still committed to finding a place in Grants Pass to open for business for opioid addiction treatment.
5. We have begun the transition to E-WIC. E-WIC uses a re-loadable card instead of a paper voucher. E-WIC card use will reduce the stigma of being on WIC by making the check-out process at the grocery store more efficient and like any other purchase in any other store. There is no longer a need to sort WIC foods from other purchases. No more signing vouchers at the point of sale, just a speedy check-out with a swipe of a card. Finally, small purchases are allowed, which eliminates the need to buy all your WIC foods at one purchase. There is also a WIC App available for Smart Phones – reads the barcode on food items to identify approved WIC foods.

"Partners In Prevention"

"Josephine County is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973"

Exhibit 5
Admin
2-25-16



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Chief Board Administrative Supervisor
Department: Board of County Commissioners
FLSA Status: Exempt

WC Code: 8810
Effective Date: December 19, 2012
Last Revised: February 18, 2015
Pay Grade: NU146
Union: Non-Union (Supervisory)

SUMMARY

Supervises, manages, organizes, and performs duties within the elected Board of County Commissioners' office. Provides public or other individuals with designated services, implements laws, codes, programs, or policies prescribed by legislative bodies by performing the following duties personally or through subordinate employees. Work is performed under the general supervision of the elected County Commissioners who periodically review work for accuracy and compliance with departmental policies and state and federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

- ~~1. Supervises subordinate employees including assigning and reviewing work, evaluating performance, training, taking necessary disciplinary action and effectively recommending on hiring and termination decisions.~~
12. Coordinates and oversees activities for the administrative office of the Board of County Commissioners in order to provide designated functions or services with a minimum delay and optimum efficiency and accuracy. These activities include but are not limited to:
 - A. Oversees preparation and distribution of Board meeting notices and informational packets.
 - B. Review, distribute and route mail and memorandums to the appropriate Commissioner(s) for review. Assure that routed documents requiring Board action(s) are properly routed and tracked and that any resulting board actions(s) are properly recorded and communicated.
 - C. Attend public meetings and prepare minutes.
 - D. Ensure all required documents are properly recorded in accordance with State, Federal, and Local law.
 - E. Perform research; review, interpret and analyze data; draft letters, reports, orders, resolutions, notices and other documents and presentation materials.
- ~~21. Supervises subordinate employees including assigning and reviewing work, evaluating performance, training, taking necessary disciplinary action and effectively recommending on hiring and termination decisions~~

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3. Directs office activities; performs routine audits of office functions to determine accuracy and efficiency. Reviews office's administrative policies and procedures; develops, recommends and implements new policies and procedures to increase efficiency.
4. ~~Reviews office's administrative policies and procedures; develops, recommends and implements new policies and procedures to increase efficiency.~~ Process requests for information.
5. Prepared budget recommendations and estimates for areas of responsibility.
6. Answers department inquiries from the general public and other County or agency staff regarding laws, regulations, policies, and procedures.
7. Reviews Oregon laws to update office programs, policies and procedures as changes occur. Informs subordinate staff of changes or interpretations of laws, codes, programs, policies or procedures.
8. Researches, compiles and maintains data from varied sources where considerable knowledge of subject matter is required. Prepares financial and narrative reports which require balancing, reconciling figures and verifying data.
9. Provides staff members with technical and/or professional assistance on an ongoing basis.
10. With assistance of Legal Counsel and County Clerk's Office, advise Board and subordinate staff on public meeting law requirements, legal and procedural requirements for Board action, and records retention.
11. Coordinate with Human Resources to facilitate the orientation process for newly elected/appointed Elected Officials.
12. Act as a liaison between the public, County staff, Elected Officials, community groups, media, State and Federal Organizations and the Board of Commissioners; resolve conflict, and answer questions.
130. Performs other duties as assigned.

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SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the County policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Incumbent has direct or indirect supervisory responsibility for all departmental employees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Knowledge of modern practices and methods of office management and supervisory principles; business English, spelling, grammar, composition; recordkeeping methods; legal office terminology and the preparation and processing of legal documents as required by the position; local government administrative processes.

Skill in compiling and analyzing data; monitoring budgets; monitoring and evaluating the work of subordinate staff; use of varied office equipment; taking and compiling minutes; working under the structure of a political office.

Ability to adjust to frequent priority change and use good judgement during tense or high pressure situations; complete complex assignments in a timely manner; maintain the confidentiality of information; work independently with minimal direction; work a varied schedule including non-business hours when necessary.

EDUCATION AND EXPERIENCE

Bachelor's degree Graduation from an accredited four-year community college or technical school with major coursework in or related to office management, and two (42) years progressively responsible experience in business management, accounting, administering statutorily structured activities (i.e. activities governed by Oregon Revised

Statutes and OARs), program management and supervision; or any satisfactory combination of education, experience and training which demonstrates the knowledge, skills and ability to perform the described duties.

JOB IMPACT

The most common consequence of error would involve financial loss, embarrassment to the department or County or litigation caused by errors, omissions, misinformation or lack of information.

JOB CONTACTS

The position generally has contact with other County departments, divisions, programs; state and federal agencies; community professionals; and the public. Frequent contacts are made with other County departments, other governmental agencies, outside agencies and the public.

LANGUAGE SKILLS

Ability to read, analyze, and interpret technical laws, codes, ordinances, journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies or members of the community; effectively present information to County ~~management~~ staff, public groups, and/or other government agencies; communicate effectively both verbally and in writing; and establish and maintain effective working relationships with other employees, agencies, officials, and the general public.

MATHEMATICAL SKILLS

Ability to work with arithmetic and basic algebra. Ability to think abstractly as required by departmental database software. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITIES

The position requires the ability to understand and correctly interpret complex laws relating to duties and responsibilities. Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

The position requires the ability to effectively and efficiently use computers, word-processing, spreadsheet, database, and presentation programs. The position requires the ability to successfully manage the departmental web pages and electronic interfaces over the internet.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License and possess a safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: Operate computer for data entry, correctable vision			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>