

Compensation Board Members

Members	Position	Contact	Term Expiration
Marie Cain	<u>Threemile Canyon Farms</u> Financial Planning and Analysis Manager	mcain@rdoffutt.com	December 31, 2023
Lisanne Currin	<u>Morrow County Grain Growers</u> Chief Financial Officer (CFO)	lcurren@mcgg.net	December 31, 2023
Eileen Hendricks	<u>Port of Morrow</u> Chief Financial Officer (CFO)	eileenh@portofmorrow.com	December 31, 2021
Jill Martin	<u>Bank of Eastern Oregon</u> Vice President/HR Manager	jmartin@beobank.com	December 31, 2021
Debbie Radie	<u>Boardman Foods</u> Vice President of Operations	debbie@boardmanfoods.com	December 31, 2023

MORROW COUNTY COMPENSATION BOARD MEETING AGENDA
Thursday, February 18, 2021 at 9:30 AM
Bartholomew Building Upper Conference Room
110 N. Court St., Heppner, OR

- 1. Call to Order – 9:30 AM**
- 2. Minutes 2020-2021**
- 3. Chair Election**
- 4. Open Comments** – This is the time provided for individuals wishing to address the Board.
- 5. Elected Officials Compensation Deliberations** – This portion of the meeting will be for Board deliberations. Comment will not be accepted during this time.

Consider Pay Levels of Morrow County Elective Officers, as required under ORS 204.112

- Discussion of overall assessment
- Assessor
- Clerk
- Commissioner
- District Attorney
- Justice of the Peace
- Sheriff
- Treasurer
- Compensation Board recommendation to the Morrow County Board of Commissioners

- 6. Open Comments** - This is the time provided for individuals wishing to address the Board.
- 7. Adjournment**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Roberta Lutchter at (541) 676-5613.

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the meeting; however, the Board may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend. Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media. The Board may recess for lunch depending on the anticipated length of the meeting and the topics on the agenda. If you have anything that needs to be on the agenda, please notify the Human Resources office before 12:00pm on February 5, 2021. If something urgent comes up after this publication deadline, please notify the office as soon as possible. If you have any questions about items listed on the agenda, please contact Lindsay Grogan, Human Resources Manager at (541) 676-5620.



Compensation Board Packet Table of Contents

2021-2022

1. Introduction & Overall Assessment

Process Outline Letter

ORS – Duties of Compensation Board

Meeting Agenda *2/18/2021 9:30am-12:00pm*

Previous Year's Minutes

Employee Benefits Summary

County Population Comparison

Wage Scales

Current Wages

Cost of Living COLA History

Cross County Comparison

Analysis of nearby Counties

2. Assessor & Tax Collector

3. Clerk

4. Commissioner

5. District Attorney

6. Justice of the Peace

7. Sheriff

8. Treasurer

Items to be included in each Elected Official's subsection, if applicable:

Memo by official

Summary including: ORS Job Duties, Wage, Subordinates Supervised, Size of Budget

Surrounding Counties Job Descriptions



P.O. Box 593
Heppner, Oregon 97836-0412
(541) 676-5620

HUMAN RESOURCES

Lindsay Grogan
Manager
lgrogan@co.morrow.or.us

To: Morrow County Compensation Board
From: Lindsay Grogan, Human Resource Manager
Date: December 29, 2020
Re: 2021 Compensation Board Process

Thank you for serving on the 2021-2022 Fiscal Year Compensation Board for Morrow County. Your knowledge in personnel and compensation is much-admired by those involved.

Our goal is to provide for a straightforward and transparent public process. The Board of Commissioners have voiced their wishes to allow all Compensation Board Members to have adequate time to correctly evaluate the compensation of the elected officials, we would like to avoid any last-minute additions to the packet and or the meeting. I will be providing the information outlined in statute ORS 204.112.

As per the statute of ORS 204.005, the Compensation Board is charged with reviewing the compensation for the Assessor, Clerk, Sheriff, Treasurer, and the Commissioners. In the past the Board has also reviewed the Justice of the Peace compensation and any additional compensation for the District Attorney's stipend.

If Elected Officials would like to provide additional comment to the Compensation Board, they are welcome to provide written comment up to January 20, 2021. I will provide any/all comments to the Board in one packet. The packet will be closed to all additions by February 5th, 2021.

The meeting of the Compensation Board is a Public Meeting. During this meeting there will be a specified time(s) for comment. I would like to allow the Board to be able to deliberate without interruption and would like to limit comments to the identified comment times at the beginning of the meeting and a comment time at the end of the meeting. In the previous years, the Compensation Board Chair allowed the current Elected Official to make comment prior to deliberations on each position. That seemed to work well and could be continued this year.

The Compensation Board will be asked to evaluate the compensation of each Elected Official, as well as compensation of all Elected Officials as a whole. The Board will be asked to recommend a COLA (Cost of Living Allowance) for Elected Officials. The Board may recommend to increase, decrease, or make no change to a particular wage. There may be different recommendations for different positions.

The Compensation Board will make a recommendation for compensation for Elected Officials,

which will then be presented to the Board of Commissioners. The Board of Commissioners may accept, reject, or modify the recommendation. The Board of Commissioners will decide what will be included in the budget for next Fiscal Year and presented at the Budget Hearings.

The Compensation Board meeting is currently set for February 18, 2021 at 9:30am. If comfortable, please plan to attend in-person to the Bartholomew Building Conference Room, as this would allow for a more dynamic and productive meeting. You will be receiving your packet to review around January 28th for review.

If you have any questions or would like to discuss something further, please do not hesitate to contact me.

Again, your service to this Board is much appreciated.



Lindsay Grogan, Human Resources
Work: (541) 676-5620
Cell: (541) 256-6074
Email: lgrogan@co.morrow.or.us

Current Board Members:

Marie Cain
Lisanne Currin
Eileen Hendricks
Jill Martin
Debbie Radie

204.005

Election or appointment of county officers

204.010

Terms of office of county officers

204.013

Numbered positions for office of county commissioner

204.016

Eligibility for county offices generally

204.017

Election of county commissioners by numbered position

204.020

When terms of office commence

204.065

Appointment of county judge pro tem

204.070

Oath of county judge pro tem

204.075

Compensation of county judge pro tem

ORS 204.005¹

Election or appointment of county officers

Text

News

Annotations

Related Statutes

- (1) The following county officers shall be elected at the primary election or general election, as provided in ORS 249.088 (Nomination or election of candidate at nominating election):
 - (a) A sheriff.
 - (b) A county clerk.
 - (c) A county assessor.
 - (d) A county treasurer.
 - (e) A county commissioner to succeed any commissioner whose term of office expires the following January.
 - (f) In any county where there is a vacancy from any cause in the office of county commissioner, an additional commissioner to fill the vacancy.
- (2) Unless an adopted county charter or a county ordinance provides otherwise, the governing body of a county shall appoint a county surveyor. [Subsection (2) enacted as 1953 c.477 §2; subsection (3) enacted as 1959 c.174 §3; 1959 c.628 §1; 1961 c.571 §3; subsection (4) enacted as 1963 c.386 §2; 1965 c.221 §21; 1969 c.532 §3; 1971 c.88 §4; 1983 c.327 §4; 2005 c.797 §29; 2009 c.491 §1]

204.112

County compensation board

204.116

Governing body to fix compensation of county officers, deputies and employees

204.121

Compensation and appointment of officers, deputies and employees in counties subject to county civil service law

204.126

Change in compensation of elective officers

ORS 204.112¹

County compensation board

- members
- compensation review and recommendations

Text

News

Annotations

Related Statutes

- (1) Each county governing body shall appoint a county compensation board. A county compensation board shall consist of from three to five members, who are knowledgeable in personnel and compensation management.
- (2) The county compensation board shall annually recommend a compensation schedule for the county elective officers mentioned in ORS **204.005 (Election or appointment of county officers)**.
- (3) The county compensation board shall annually review the compensation paid to persons comparably employed by the State of Oregon, local public bodies and private businesses within a labor market deemed appropriate by the board for each elective officer. The county compensation board shall take into account such factors as the number of employees supervised and the size of the budget administered by each elective officer, the duties and responsibilities of each elective officer, and the compensation paid to subordinates and other appointed employees who serve in positions of comparable management responsibility. The county compensation board shall prepare and approve by majority vote a recommended compensation schedule for the elective officers and shall submit the recommended compensation schedule to the county governing body.
- (4) Notwithstanding subsections (1) to (3) of this section, the sheriff's salary shall be fixed in an amount which is not less than that for any member of the sheriff's department. [1989 c.941 §1]

204.112
County compensation board

204.116
Governing body to fix
compensation of county offi-
cers, deputies and employees

204.121
Compensation and appoint-
ment of officers, deputies
and employees in counties
subject to county civil
service law

204.126
Change in compensation of
elective officers

ORS 204.116¹

Governing body to fix compensation of county officers, deputies and employees

• disposition of fees

Text

News

Annotations

Related Statutes

- (1) Except as otherwise provided by law, the governing body of each county shall fix the compensation of its own members and of every other county officer, deputy and employee when the compensation of such individuals is paid from county funds.
- (2) Any commission, fees or other moneys received by a county officer, deputy or employee for services rendered in the course of that individual's office or employment may not be allowed to or retained by that individual, but shall promptly be paid into the county treasury except:
 - (a) For compensation fixed under subsection (1) of this section;
 - (b) As otherwise determined by the governing body of the county; **or**
 - (c) As otherwise provided by ORS **106.120 (Who may solemnize marriage)** or **205.320 (Fees collected by county clerk)** (1)(f). [1981 c.48 §2; 1997 c.253 §2; 1997 c.424 §2; 1999 c.776 §4; 2001 c.501 §8; 2015 c.27 §21]

**Morrow County
Compensation Board Meeting Minutes
February 13, 2020
Bartholomew Building
Heppner, Oregon**

Present

Lisanne Currin, Compensation Board
Marie Cain, Compensation Board
Eileen Hendricks, Compensation Board
Jill Martin, Compensation Board
Debbie Radie, Compensation Board

Darrell Green, Administrator
Karmen Carlson, Human Resources Director
Roberta Lutchter, Executive Assistant

Call to Order: 10:00 a.m.

Open Comments

Karmen Carlson, Human Resources Director, expressed appreciation to the Compensation Board members for attending the meeting, with special thanks to the newest board members. She said the notebooks for the meeting were prepared with the intention of offering insight into how the County is doing, overall. Elected officials were asked to offer a letter and any qualifying documents to assist the Compensation Committee in making recommendations.

Election of Officers

Jill Martin nominated Lisanne Currin to remain as Chair. Eileen Hendricks seconded. Motion Passed.

Chair Currin welcomed those in the audience and asked for any citizen comments. Noting none, she advised the committee that they would work through all the positions and then make motions at the end of the meeting. All members agreed.

Minutes

Chair asked for a motion to approve the 2019 Compensation Board meeting minutes, as stated. Motion was made by Mrs. Hendricks, Ms. Martin seconded. Unanimous approval.

Chair Currin asked if there were any citizen comments prior to starting, none were offered, she then made a notation of the full attendance and said we would accept comments during the individual discussions.

Human Resources Director, Karmen Carlson, discussed the pages that outline past COLA's and past wages of elected officials.

Current CBA AFSCME agreement through June of 2021 is at 3%. Teamsters will be negotiating this spring. Last year there was a 3% COLA covering all County employees.

Elected Officials Compensation Deliberations

Commissioners

Chair Currin asked the Committee if they had any comments on the Commissioners and that no Commissioner had supplied a letter or any comment regarding their compensation.

There was Discussion for the new members that the Commissioners had been given a pay increase based on the amount of time they were all spending for their duties and that currently there was no discussion as to their wage.

Assessor

Chair Currin advised that the Assessor offered a letter as well as the Assessed value for the County. Debbie Radie made comment that the Compensation could be looked at based on the size of the employees in the office as well as the budget for the department. Discussion ensued as to what the Assessors' office job duties were. Questions regarding staff changes in the past were asked, no changes have been made for many years. Expanded the use of the Enterprise zone and Stiff programs that the amount of work has increased and since these programs did not exist years ago that the work is more complex today. Chair Currin brought up the compensation of other counties and made comment that we were not the highest but certainly not the lowest. Eileen Hendricks made comment that the Assessor did not request an increase in his letter and Chair Currin affirmed that they normally ask for a compensation raise if they feel it is appropriate. No further comments were made and Chair Currin moved onto the Clerk.

Clerk

The board notated the letter in the books submitted by Clerk Bobbi Childers. Debbie Radie asked about the Irrigon Office that the Clerk maintains one day per week and if it was staffed full time.

Ms. Carlson explained that the staffing levels had not changed in the Clerks office. Ms. Crawford was in the audience and explained that the Clerk staffed the Irrigon office is open Thursday from 9am – 4pm and closed the rest of the week. Marie Cain asked the question regarding the flow of people into the Irrigon office. Theresa offered that the Clerk can record in that office and that is new but she can be busy there and other days it is slow.

Chair Currin explained that there is a defined set of statues for your position so that when you compare county to county that the workload is similar. We are on the similar play book as other county officials so when we look at the compensation survey, we are in the middle of the all other like counties.

Ms. Carlson explained that even if some of the duties of other elected officials are completed by others, the elected is responsible for overseeing those statute duties.

Treasurer

Ms. Carlson explained that there has been discussion with the Board of Commissioners and the Budget Committee regarding the Treasures job duties and duet to the fact that the Treasurer will not be running for another term that the County should look at if this position should stay full time or be considered $\frac{3}{4}$, $\frac{1}{2}$, or $\frac{1}{4}$ time. The packet has a salary survey as well as information collected that shows the varying compensation levels of the Treasurers across the State and hours worked. The budget committee referred back to the Compensation Committee for their recommendations. Debbie Radie asked Treasurer Gutierrez how the process for the County works through the Treasurers office and a discussion regarding the Treasurer’s office ensued. Gutierrez advised that she handles every dollar that comes into and out of the County. Gutierrez also advised that she has had the same workload for the entire 23 years but that prior to her arrival, the Treasurer’s office handled Tax Collection and had employees. Hendricks asked the Treasurer if she felt that it was a full time position and Gutierrez replied yes, that she is consistently being contacted by departments for assistance, deposits, and other questions.

Ms. Carlson advised that some of the Counties on the Survey have employees in the finance office that complete the work and that the Treasurer simply checks the work and signs off on it.

Chair Currin advised that the Compensation Committee is only asked to make recommendations on current wages and not to make decisions on job duties or to change hours. Marie Cain advised that she belives that even if the postion is a full time requirement that the wage appears inflated based on the job duties, Debbie Radie agreed with that statement and all committee members agreed that an independent party should do a job analasys on the position prior to making any changes.

Mr. Green said possibly the Commissioners, but only through control of the purse strings. Beyond that, it’s difficult to make major changes, he said.

Surveyor

Mr. Green provided an update on the status of the Surveyor position. He said there is a contract with Stephen Haddock through 2020 for the use of his equipment, tools, truck, etc., and he

receives pass-through fees as the County Surveyor, however, he does not receive any benefits. Mr. Haddock also is compensated for re-monumentation work, but that's outside of the scope of today's meeting, said Mr. Green.

Chair Currin said given that situation, the Compensation Board really has no input.

Mr. Green agreed, and added fees will be evaluated twice a year, County-wide.

Ms. Martin asked if the final determination for this position was that it will move away from being an elected official. Mr. Green said that is correct.

Assessor

Ms. Carlson said a letter was provided by Assessor/Tax Collector Mike Gorman, but nothing has changed about his job duties or the amount of people supervised.

Chair Currin asked if any positions had significant changes in budgets for which they are responsible or significant changes in structure.

Mr. Green said in the upcoming budget cycle, there are basically no requests for new positions from departments supervised by elected officials.

Discussion then took place on the Sheriff's salary and the need, by statute, for it to be the highest in that department. In recent years, the County had to increase Sheriff Ken Matlack's salary to accommodate that requirement and the County may find itself in that same situation in the near future. Chair Currin said it may be such a thing that the County Commission needs to deal with.

District Attorney (DA)

Justin Nelson said last year, for the DA position, not salary, but stipend, which is above any base salary, so that's a unique aspect. Many counties in Oregon have those and some go very high, such as Rod Underhill in Multnomah County. There are two current salary bases, he added. The stipend in Morrow County is more recent, and started about three or four years ago. He said last year he asked for no changes during the Compensation Board meeting process, but there was a COLA aspect so instead of limiting, he told the Board to feel free to do whatever, up or down. Things still have to go through the budget aspect no matter what, so it still could get changed either way, he said. Mr. Nelson said the only differing factor he noticed and wanted to add was about similar counties. He said he didn't think we directly compared to because the line of work ... is Umatilla County. The job duties are about the same but there is management aspects that are different for Umatilla County, but the comparable is for Umatilla County's about a \$19,500 stipend, so that's the only additional information he said he wanted to provide.

Chair Currin asked two questions - is the stipend treated as wage or is it flat; and are taxes withheld on the stipend?

Mr. Nelson replied, yes.

Chair Currin asked additional questions - is it considered compensation; are they supplementing your State compensation or are they paying for services provided to Morrow County.

Mr. Nelson said the stipend is a supplemental to the State, that is the difference. The stipend is just for the exact, no additional services for the stipend and that's the way it is for other counties. He said Clatsop County bases it on a certain percentage that is tied to the Sheriff or perhaps the assistant, but they base it on a certain percentage of the highest paid Deputy District Attorney (DDA) because there's actually an issue. There's an issue, he said, in Multnomah, Washington, and Clackamas Counties with the DDAs getting paid higher than the DAs. Mr. Nelson continued, DDA salary is purely based on from the county perspective, so the county might have it and the State salary is usually very flat based on a set amount for about 28-30 counties in Oregon and the larger six to eight are a different amount. There's usually a very base amount and it only ever goes up for COLAs, he said. It's always part of the government budget but we're not really well liked by the legislature sometimes, so prosecutors don't ever get raises, he commented.

Chair Currin asked of Mr. Nelson, without disclosing your State wage, does the stipend with your State wage keep you above your DDA?

He replied it does. We do not have the same issue right now in Morrow County...but it's hard getting folks in rural areas, he said. They're always poaching each other in the valley areas and the cost of living is higher too, so they pay quite a bit more. In Morrow County we do really well, we do pay our DDA a good salary. He's paid very well for his level, said Mr. Nelson. Umatilla County is always losing folks to the valley and they might even have two openings right now, so there's an issue but we are doing a good job with that, he said.

Justice of the Peace

Ms. Carlson said Judge Ann Spicer did not turn in a letter but provided statistics of traffic citations, fines, etc., for the last few years.

Mr. Fletcher said her salary was bumped up last year.

Chair Currin said if she remembered correctly, there aren't very many comparables.

Ms. Martin added that was part of the discussion last year too.

Sheriff

Chair Currin said she previously commented on the only issue she noticed. She added from a comparable county standpoint, Sheriff Matlack is still at the top of that.

Compensation Board Recommendation to the Morrow County Board of Commissioners Adjustments

Mr. Fletcher said the only one he'd have a comment on would be Mr. Nelson. If a COLA is

applied to his \$8,000 stipend, it would be \$240. He said he thought if we're going to make an adjustment, that's where an adjustment would have to take place and not just a COLA adjustment because that doesn't make sense from a mathematic standpoint.

Ms. Hendricks said the most recent information she can bring up is from 2015 (looking at her cell phone and showing it to the other Compensation Board members). She said she was guessing Tier 2, District Attorney salaries in Oregon.

Mr. Nelson replied that is right. He said he thought it was Tier 2 probably, if it was the lower one, it was Tier 2.

Ms. Hendricks said between that and his stipend, he's coming in just barely above the Sheriff.

Mr. Nelson said that is correct, he did look it up, Tier 2 was correct.

Chair Currin asked if there was a recommendation.

Mr. Fletcher said sure, but it wasn't based on anything. He said he was comfortable with a \$2,000 increase to the stipend but he didn't know what he was basing that on.

Ms. Hendricks said \$3,000 would be the same as a three-percent COLA.

Mr. Fletcher asked if she meant on the entire side of it.

Ms. Hendricks said almost, but yes.

Chair Currin asked if that position would receive a COLA from the State as well.

Mr. Nelson said it might, but he didn't know for sure, and there is that potential. He said sometimes they do include those, it's not a salary increase but there have been COLAs in the past, but he didn't recall the amounts. That is the argument the DA is always arguing, that we got our COLA for the past 15 years or so, he said.

Mr. Fletcher said once again, he was going to ask Mr. Nelson one more question to try to formulate it against something. He said Umatilla County per capita, what are we talking about your workload compared to Umatilla County's?

Mr. Nelson's reply was as follows: The best example he could give was Umatilla County's population is around 75,000 and they have a DA and he believed eight DDAs. They do not handle any of the justice, city, they have two city municipal courts, Hermiston and Pendleton. The Hermiston Municipal Court, so as an example that's hard because he said he didn't know workload numbers, but the Hermiston Municipal Court handles misdemeanor offenses that happen in Hermiston and Pendleton has their own municipal court. Morrow County has no municipal courts, we have a Justice Court, but Justice Court is also prosecuted by the DA and so when we say chief law enforcement aspect for a prosecution, we argue only in the County. So

workload, you look at the population how it's spread out, is there more management aspect for DA Primus, yes, he said he wouldn't deny that. He said when he thinks about population, how many one DDA and one DA per population vs. nine over in Umatilla County...particularly since we handle all misdemeanor, all felonies, the only thing we don't handle is if it's conflicted on a specific conflict basis, if it involves a Sheriff's deputy or someone else we work with, one case might get farmed out. The only time we've done that, he said, is for Medicaid benefit fraud cases. The State Department of Justice will deputize them. In each of these cases, he said, they're still considered underneath me. He said he didn't have the set numbers but that's the population, office size comparison.

Discussion to clarify the stipend information provided in the notebooks.

Chair Currin asked if there were recommendations.

Ms. Hendricks said she was fine with either but she thought because we haven't adjusted for a few years.

Mr. Fletcher asked, anything right?

Ms. Hendricks continued, that or a \$3,000 increase in stipend.

Ms. Hendricks moved to increase the stipend at \$3,000 in lieu of COLAs which have been foregone for numerous years, which could justify a much bigger number but it's not our budget. Chair Currin said the Commission can modify our recommendation as well. Mr. Fletcher seconded. Ms. Martin said she typically recuses herself from this vote because of her relation to Mr. Nelson. Vote – Aye: Chair Currin, Mr. Fletcher, Ms. Hendricks. Recused: Ms. Martin. Motion passes.

Chair Currin asked if adjustments were needed elsewhere.

Mr. Fletcher said it seems like it's fairly straight forward with the COLA adjustment, three-percent across the board.

Ms. Hendricks said excluding the Surveyor and the DA.

Mr. Fletcher moved to give all Elected Officials, excluding the District Attorney and the Surveyor, three-percent Cost of Living Adjustments. Ms. Martin seconded. Unanimous approval.

Open Comments

Mr. Fletcher said we'll have to address the Sheriff.

Chair Currin said her feeling on that is it's a County Commission discussion and they can make that adjustment if it happens, or maybe it already has with the movement of the scale, but when that happens, they can address it and then next year the Compensation Board can revisit it.

Adjourned: 1:49 p.m.

Morrow County Benefits Summary for 2021



Non-Union

We pay every two weeks. Premiums are taken out of paychecks semimonthly. Premium amounts listed are effective January 1, 2021 -December 31, 2021.

Medical - Employee pays 7.5% of full premium amount

Regence Blue Cross Blue Shield Copay Plan F Rx7 with Alternative Care Preferred Provider Program

Lifetime Maximum Benefit	Individual deductible per calendar year	Maximum family deductible per calendar year	Maximum out of pocket per calendar year, including deductible
\$2,000,000	\$500	\$1,500	\$2,500/claimant \$5,500/family

Full Premium

<i>Employee Only</i>	\$ 724.08/month
<i>Employee+ Child</i>	\$1,344.13/month
<i>Employee+ Spouse</i>	\$1,536.20/month
<i>Employee+ Children</i>	\$1,795.11/month
<i>Employee+ Family</i>	\$2,070.45/month

Dental - Employee pays 7.5% of full premium amount

ODS Dental Plan II

Calendar year maximum, per member	Calendar year deductible
\$1,500	\$0

Full Premium

<i>Employee Only</i>	\$ 46.58/month
<i>Employee+ Child</i>	\$ 71.72/month
<i>Employee + Spouse</i>	\$ 81.64/month
<i>Employee+ Children</i>	\$123.06/month
<i>Employee+ Family</i>	\$141.68/month

Vision * Included in Medical Premium*

Regence Vision Plan A - 12-12-24

Eye Exams	Prescription Lenses	Frames	OR Contact Lens
Every 12 months	Every 12 months	Every 24 Months (up to \$120)	Every 12 Months (up to \$166)

Medical Supplemental Coverage

AFLAC Supplemental Plans are available at our group rate. All premiums are the responsibility of the employee.

Life Insurance and Long-Term Disability

Morrow County provides Life Insurance and Long-Term Disability for full time employees.

Air Medical Transport

Morrow County provides family Air Medical Transport coverage for all employees and eligible dependents.

Retirement

Morrow County is a PERS member for those in the Teamsters Collective Bargaining group. For general and non-union employees, Morrow County participates in a defined contribution 401(a) plan. All employees who work 20 hours or more a week are required to participate in the Morrow County Retirement Plan. Employees contribute 6% of their gross wages, Morrow County contributes 9%.

Holidays- Morrow County recognizes 10 paid Holidays. New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Christmas.

Vacation

<u>Years of service</u>	<u>Days off per year</u>
0-4	12
5-9	14
10-14	16
15-19	18
20+	20

Sick Leave

All regular employees shall earn sick leave with full pay at the rate of 1 day leave for 1 calendar month of service. Employees are eligible for sick leave after 1 month of employment.

Utilization: Employees are eligible for sick leave for the following reasons:

- a. Non-occupational illness or injury
- b. Quarantine of an employee by a physician
- c. To care for an ill member of the employee’s immediate family.
- d. First three days of leave due to an occupational injury
- e. Medical/dental examinations and appointments for employees and their dependents when such appointments cannot be conveniently scheduled outside working hours.

County Populations

*Data for county populations in Oregon comes from the Population Research Center - Portland State University

Rank	County	% Change	2020	2010	2000	1990	1980
1	Multnomah	12.6	829,560	735,334	660,486	583,887	562,647
2	Washington	16.8	620,080	529,710	445,342	311,554	245,860
3	Clackamas	13.2	426,515	375,992	338,391	278,850	241,911
4	Lane	8.3	381,365	351,715	322,959	282,912	275,226
5	Marion	10.5	349,120	315,335	284,834	228,483	204,692
6	Jackson	9.8	223,240	203,206	181,269	146,389	132,456
7	Deschutes	24.8	197,015	157,733	115,367	74,958	62,142
8	Linn	9	127,320	116,672	103,069	91,227	89,495
9	Douglas	4.5	112,530	107,667	100,399	94,649	93,748
10	Yamhill	9.3	108,605	99,193	84,992	65,551	55,332
11	Benton	10.4	94,665	85,579	78,153	70,811	68,211
12	Josephine	4.6	86,560	82,713	75,726	62,649	58,855
13	Polk	11	83,805	75,403	62,380	49,541	45,203
14	Umatilla	7.2	81,495	75,889	70,548	59,249	58,861
15	Klamath	2.4	68,075	66,380	63,775	57,702	59,117
16	Coos	0.4	63,315	63,043	62,779	60,273	64,047
17	Columbia	7.8	53,280	49,351	43,560	37,557	35,646
18	Lincoln	4.7	48,305	46,034	44,479	38,889	35,264
19	Clatsop	6.4	39,455	37,039	35,630	33,301	32,489
20	Malheur	2.4	32,105	31,313	31,615	26,038	26,896
21	Wasco	8.2	27,295	25,213	23,791	21,683	21,732
22	Union	4	26,840	25,748	24,530	23,598	23,921
23	Tillamook	5	26,530	25,250	24,262	21,570	21,164
24	Hood River	14.5	25,640	22,346	20,411	16,903	15,835
25	Jefferson	10.8	24,105	21,720	19,009	13,676	11,599
26	Crook	11.5	23,440	20,978	19,182	14,111	13,091

27	Curry	2.9	23,005	22,364	21,137	19,327	16,992
28	Baker	4.5	16,910	16,134	16,741	15,317	16,134
29	Morrow	14.8	12,825	11,173	10,995	7,625	7,519
30	Lake	2.3	8,075	7,895	7,422	7,186	7,532
31	Grant	-1.9	7,315	7,445	7,935	7,853	8,210
32	Harney	-2.2	7,280	7,422	7,609	7,060	8,314
33	Wallowa	2.2	7,160	7,008	7,226	6,911	7,273
34	Gilliam	6.4	1,990	1,871	1,915	1,717	2,057
35	Sherman	1.7	1,795	1,765	1,934	1,918	2,172
36	Wheeler	0	1,440	1,441	1,547	1,396	1,513

<https://sos.oregon.gov/blue-book/Pages/local/county-population.aspx>

2020 Comparison Counties - Population & Budget

County	Rank by Population	2020 Population	FY 2020-2021 Budget
Morrow	29	16,910	\$50,299,189
Wasco	21	27,295	\$69,476,161
Jefferson	25	24,105	\$74,973,540
Crook	26	23,440	\$97,008,700
Baker	28	16,910	
Umatilla	14	81,495	\$91,300,968
Count: 6	Total: 36	Ave: 31,693	Ave: \$76,611,712

MANAGERS AND SUPERVISORS
2020-2021

COLA 2.500%

		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	
Court Executive Assistant	10	\$3,552	\$3,730	\$3,916	\$4,112	\$4,317	\$4,533	\$4,760	\$4,998
Loop Transportation Coordinator		\$3,552	\$3,730	\$3,916	\$4,112	\$4,317	\$4,533	\$4,760	\$4,998
Park Ranger	11	\$3,730	\$3,917	\$4,112	\$4,318	\$4,534	\$4,761	\$4,999	\$5,248
Management Assistant	12	\$3,916	\$4,112	\$4,317	\$4,533	\$4,760	\$4,998	\$5,248	\$5,510
	13	\$4,112	\$4,318	\$4,533	\$4,760	\$4,998	\$5,248	\$5,510	\$5,786
Parks General Manager	14	\$4,317	\$4,533	\$4,759	\$4,997	\$5,247	\$5,510	\$5,785	\$6,074
Payroll & Benefits Administrator		\$4,317	\$4,533	\$4,759	\$4,997	\$5,247	\$5,510	\$5,785	\$6,074
Public Works Management Assistant	15	\$4,533	\$4,760	\$4,998	\$5,248	\$5,510	\$5,785	\$6,075	\$6,378
General Maintenance Supervisor	16	\$4,760	\$4,998	\$5,248	\$5,510	\$5,786	\$6,075	\$6,379	\$6,698
Human Resource Manager		\$4,760	\$4,998	\$5,248	\$5,511	\$5,786	\$6,075	\$6,379	\$6,698
Civil Sergeant		\$4,760	\$4,998	\$5,248	\$5,510	\$5,786	\$6,075	\$6,379	\$6,698
Assistant Communications Sergeant	17	\$4,998	\$5,248	\$5,510	\$5,786	\$6,075	\$6,379	\$6,698	\$7,033
911 Sergeant	18	\$5,248	\$5,510	\$5,786	\$6,075	\$6,379	\$6,698	\$7,033	\$7,384
Administrative Lieutenant		\$5,248	\$5,510	\$5,786	\$6,075	\$6,379	\$6,698	\$7,033	\$7,384
Communications Sergeant	19	\$5,510	\$5,786	\$6,075	\$6,379	\$6,697	\$7,032	\$7,384	\$7,753
Surveyor		\$5,510	\$5,786	\$6,075	\$6,379	\$6,697	\$7,032	\$7,384	\$7,753
Personnel Director		\$5,510	\$5,786	\$6,075	\$6,379	\$6,697	\$7,032	\$7,384	\$7,753
Assistant Road Master	20	\$5,786	\$6,075	\$6,379	\$6,698	\$7,033	\$7,385	\$7,754	\$8,141
Planning Manager		\$5,786	\$6,075	\$6,379	\$6,698	\$7,033	\$7,385	\$7,754	\$8,141
Juvenile Director	21	\$6,075	\$6,379	\$6,698	\$7,033	\$7,384	\$7,753	\$8,141	\$8,548
Patrol Sergeant		\$6,075	\$6,379	\$6,698	\$7,033	\$7,384	\$7,753	\$8,141	\$8,548
Criminal Sergeant		\$6,075	\$6,379	\$6,698	\$7,033	\$7,384	\$7,753	\$8,141	\$8,548
Communications Lieutenant		\$6,075	\$6,379	\$6,698	\$7,033	\$7,384	\$7,753	\$8,141	\$8,548
		\$6,075	\$6,379	\$6,698	\$7,033	\$7,384	\$7,753	\$8,141	\$8,548
Planning Director	22	\$6,379	\$6,698	\$7,033	\$7,384	\$7,754	\$8,141	\$8,548	\$8,976
Detective Sergeant		\$6,379	\$6,698	\$7,033	\$7,384	\$7,754	\$8,141	\$8,548	\$8,976
Corrections Lieutenant		\$6,379	\$6,698	\$7,033	\$7,384	\$7,754	\$8,141	\$8,548	\$8,976
		\$6,379	\$6,698	\$7,033	\$7,384	\$7,754	\$8,141	\$8,548	\$8,976
Public Health Director	23	\$6,698	\$7,033	\$7,385	\$7,754	\$8,141	\$8,549	\$8,976	\$9,425
Human Resource Director		\$6,698	\$7,033	\$7,385	\$7,754	\$8,141	\$8,549	\$8,976	\$9,425
Operations Lieutenant		\$6,698	\$7,033	\$7,385	\$7,754	\$8,141	\$8,549	\$8,976	\$9,425
Deputy District Attorney	24	\$7,033	\$7,385	\$7,754	\$8,142	\$8,549	\$8,976	\$9,425	\$9,896
Public Works Director		\$7,033	\$7,385	\$7,754	\$8,142	\$8,549	\$8,976	\$9,425	\$9,896
Community Development Director		\$7,033	\$7,385	\$7,753	\$8,141	\$8,548	\$8,976	\$9,424	\$9,896
Finance Director		\$7,033	\$7,385	\$7,754	\$8,142	\$8,549	\$8,976	\$9,425	\$9,896
Undersheriff	25	\$7,384	\$7,753	\$8,141	\$8,548	\$8,975	\$9,424	\$9,895	\$10,390
	26	\$7,754	\$8,142	\$8,549	\$8,976	\$9,425	\$9,896	\$10,391	\$10,911
	27	\$8,141	\$8,548	\$8,975	\$9,424	\$9,895	\$10,390	\$10,910	\$11,455
County Administrator	28	\$8,548	\$8,975	\$9,424	\$9,895	\$10,390	\$10,910	\$11,455	\$12,028
	29	\$8,976	\$9,425	\$9,896	\$10,391	\$10,910	\$11,456	\$12,029	\$12,630

GENERAL SCALE
2020- 2021

COLA 3.000%

\$2,316.922

RANGE	POSITION	Hire 0 A	1 year	1 year	1 year	1 year	1 year	
			B	C	D	E	F	
1		1	\$2,317	\$2,433	\$2,554	\$2,682	\$2,816	\$2,957
2	Janitor	2	\$2,433	\$2,554	\$2,682	\$2,816	\$2,957	\$3,105
3	Office Support Veterans Transportation Dispatcher	3	\$2,554	\$2,682	\$2,816	\$2,957	\$3,105	\$3,260
4	The Loop Transportation Driver Translator Health Promoter Health Promoter PT Court Clerk PT Veterans Service Officer	4	\$2,682	\$2,816	\$2,957	\$3,105	\$3,260	\$3,423
5	Fair Secretary	5	\$2,816	\$2,957	\$3,105	\$3,260	\$3,423	\$3,594
6	Office Assistant Planning Dept. Office Assistant Accounting Clerk Healthy Families Home Visitor Road Office Support	6	\$2,957	\$3,105	\$3,260	\$3,423	\$3,594	\$3,774
7	Assesment & Tax Clerk Care Coordinator Healthy Families Home Visitor Bilingual Office Assistant Bilingual	7	\$3,105	\$3,260	\$3,423	\$3,594	\$3,774	\$3,963
8	Planning Outreach Coordinatoor CC&F Office Support Specialist Juvenile Office Support Specialist Appraiser Trainee Court Clerk Appraiser Trainee Chief Deputy Clerk Chief Deputy Clerk Planning Office Manager	8	\$3,260	\$3,423	\$3,594	\$3,774	\$3,963	\$4,161
9	A&T Office Specialist Public Health Office Manager Public Works Administrative Assistant Accounting Technician	9	\$3,423	\$3,594	\$3,774	\$3,963	\$4,161	\$4,369
10	Legal Secretary Vererans Service Officer Maintenance Assistant Maintenance Assistant Public Health Office Mgr/Billing Super	10	\$3,594	\$3,774	\$3,963	\$4,161	\$4,369	\$4,587
11	DD Case Manager Victims Advocate	11	\$3,774	\$3,963	\$4,161	\$4,369	\$4,587	\$4,817
12	Planner I Maintenance Associate Juvenile Probation Counselor Support Enforcement Officer	12	\$3,963	\$4,161	\$4,369	\$4,587	\$4,817	\$5,058

13	13	\$4,161	\$4,369	\$4,587	\$4,817	\$5,058	\$5,310
Appraiser I							
Appraiser I							
GIS Planning Tech.							
CD Coordinator/ Emergency Coord							
Staff Accountant							
Asses.Off.Dep.Asses./Tax Collector							
14	14	\$4,369	\$4,587	\$4,817	\$5,058	\$5,310	\$5,576
15	15	\$4,587	\$4,817	\$5,058	\$5,310	\$5,576	\$5,855
Appraiser II							
Associate Planner							
16	16	\$4,817	\$5,058	\$5,310	\$5,576	\$5,855	\$6,147
RN							
RN							
RN							
RN							
Community Health Nurse							
Community Health Nurse							
Data Analyst (Assr.)							
17	17	\$5,058	\$5,310	\$5,576	\$5,855	\$6,147	\$6,455
18	18	\$5,310	\$5,576	\$5,855	\$6,147	\$6,455	\$6,778
Lead Appraiser							
19	19	\$5,576	\$5,855	\$6,147	\$6,455	\$6,778	\$7,116
Systems Admin./Network Man.							

ROAD SCALE
2020-2021

COLA

3.000%

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Light Equipment	3,374	3,542	3,719	3,905	4,100	4,305
Maintenance Specialist	3,573	3,752	3,939	4,136	4,343	4,560
Mechanic	3,929	4,125	4,332	4,548	4,776	5,015
Senior Mechanic	4,052	4,255	4,467	4,691	4,925	5,171
Senior Maintenance Specialist	3,969	4,167	4,376	4,595	4,824	5,066
Working Foreman	4,312	4,528	4,754	4,992	5,241	5,503
Weed Manager	4,317	4,533	4,759	4,997	5,247	5,510

First Step - 1 year

Steps thereafter - Every other year

COLA 2.500%

**SHERIFF DEPT. SCALE
2020-2021**

		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
		HIRE	1YEAR	2 YEARS	3 YEARS	4 YEARS	5YEARS
COMM. OFFICER		1	2	3	4	5	6
UNCERTIFIED	U	\$3,183	\$3,342	\$3,509	\$3,685	\$3,869	\$4,062
BASIC	B	\$3,351	\$3,519	\$3,694	\$3,879	\$4,073	\$4,277
INTERMEDIATE	I	\$3,435	\$3,607	\$3,787	\$3,976	\$4,175	\$4,384
ADVANCED	A	\$3,519	\$3,695	\$3,880	\$4,074	\$4,277	\$4,491
PATROL DEPUTY		1	2	3	4	5	6
UNCERTIFIED	U	\$3,929	\$4,125	\$4,332	\$4,548	\$4,776	\$5,015
BASIC	B	\$4,134	\$4,341	\$4,558	\$4,786	\$5,025	\$5,276
INTERMEDIATE	I	\$4,238	\$4,450	\$4,672	\$4,906	\$5,151	\$5,409
ADVANCED	A	\$4,345	\$4,562	\$4,790	\$5,030	\$5,281	\$5,545
CRIMINAL DEPUTY		1	2	3	4	5	6
INTERMEDIATE	I	\$4,450	\$4,673	\$4,906	\$5,151	\$5,409	\$5,679
ADVANCED	A	\$4,562	\$4,790	\$5,030	\$5,281	\$5,545	\$5,822
COMMUNITY CORRECTIONS WORK CREW SUPER.		1	2	3	4	5	6
		\$3,929	\$4,125	\$4,332	\$4,548	\$4,776	\$5,015
PAROLE & PROB. OFFICER		1	2	3	4	5	6
Uncertified	U	\$3,929	\$4,125	\$4,332	\$4,548	\$4,776	\$5,015
Basic	B	\$4,134	\$4,341	\$4,558	\$4,786	\$5,025	\$5,276
Intermediate	I	\$4,238	\$4,450	\$4,672	\$4,906	\$5,151	\$5,409
Advanced	A	\$4,345	\$4,562	\$4,790	\$5,030	\$5,281	\$5,545

COLA 2.500%

ELECTED OFFICIAL SCALE
2020-2021

TITLE	MONTHLY
COMMISSIONER	4,487
COMMISSIONER	4,487
COMMISSIONER	4,487
ASSESSOR	7,805
TREASURER	6,391
CLERK	6,391
JUSTICE OF THE PEACE	6,391
SHERIFF	9,433

*2019-2020 = 9.5%

*Set at \$100 annually over the highest paid subordinate in the S.O.

ELECTED OFFICIAL SCALE

2020-2021

2.50%

PREV ANNUAL	FTE	TITLE	ANNUAL	MONTHLY	PAY PERIOD	HOURLY
\$40,751	1	COMMISSIONER	\$53,843	\$4,487	\$2,070.88	\$25.89
\$40,751	1	COMMISSIONER	\$53,843	\$4,487	\$2,070.88	\$25.89
\$40,751	1	COMMISSIONER	\$53,843	\$4,487	\$2,070.88	\$25.89
\$83,050	1	ASSESSOR	\$93,662	\$7,805	\$3,602.38	\$45.03
\$72,645	1	TREASURER	\$76,691	\$6,391	\$2,949.65	\$36.87
\$72,645	1	CLERK	\$76,691	\$6,391	\$2,949.65	\$36.87
\$72,645	1	JUSTICE OF THE PEACE	\$76,691	\$6,391	\$2,949.65	\$36.87
\$104,113	1	SHERIFF	\$113,197	\$9,433	\$4,353.73	\$54.42
\$527,352	8		\$598,461	\$49,872	\$23,017.73	
\$11,000.00		DISTRICT ATTORNEY STIPEND	\$11,000	\$916.65	\$423.07	
		DISTRICT ATTORNEY STATE WAGES	\$124,188	\$10,349.00	\$4,776.46	\$59.71
			\$135,188	\$11,265.65	\$5,199.53	

Cost of Living Adjustment COLA History

Prepared 01-2021 LG

	General	Road	SO	Non Union	Elected
FY 21/22			2.50%		
FY 20/21	3%	3%	2.50%	2.50%	2.50%
FY 19/20	3%	3%	3%	3%	3%
FY 18/19	3%	3%	3%	3%	3%
FY 17/18	3%	3%	3%	3%	3%
FY 16/17	3%	3%	2.50%	3%	3%
FY 15/16	3%	3%	2.50%	3%	3%
FY 14/15	3%	3%	2.25%	3%	3%

Consumer Price Index CPI

CPI for Urban Wage Earners and Clerical Workers (CPI-W)

12-Month Percent Change

		Year	Annual
Area:	West - Size Class A	2010	1.50%
Item:	All items	2011	3.10%
Base Period:	1982-84=100	2012	2.20%
Years:	2010 to 2020	2013	1.50%
		2014	1.80%
		2015	0.90%
		2016	1.90%
		2017	3%
		2018	3.90%
		2019	2.80%
		2020	1.80%

1/20/2021

**CROSS COUNTY COMPARISON OF ELECTED OFFICIALS, NEXT HIGHEST PAID
EMPLOYEE, AND OTHER DEPARTMENT HEADS**

NAME	PAY TYPE	HOURLY RATE	PAY PERIOD SALARY	OVERTIME RATE	MONTHLY SALARY	ANNUAL SALARY
ADMINISTRATION						
COMMISSIONER	S	25.89	2070.89	38.83	4486.93	53843.14
COMMISSIONER	S	25.89	2070.89	38.83	4486.93	53843.14
COMMISSIONER	S	25.89	2070.89	38.83	4486.93	53843.14
TOTALS:					26996.68	323960.00
FINANCE						
FINANCE DIRECTOR	S	44.73	3578.52	67.10	7753.46	93041.52
TOTALS:					26518.87	318226.48
HUMAN RESOURCES						
HR MANAGER	S	28.84	2306.82	43.25	4998.11	59977.32
TOTALS:					16934.21	203210.54
COUNTY ASSESSOR						
ASSESOR & TAX COLLECTOR	S	45.03	3602.38	67.55	7805.16	93661.88
TOTALS:					43943.54	527322.38
COUNTY CLERK						
COUNTY CLERK	S	36.87	2949.63	55.31	6390.87	76690.38
TOTALS:					14712.61	176551.18
JUSTICE OF THE PEACE						
JUSTICE OF THE PEACE	S	36.87	2949.63	55.31	6390.87	76690.38
TOTALS:					12121.14	145453.62
NAME	PAY TYPE	HOURLY RATE	PAY PERIOD SALARY	OVERTIME RATE	MONTHLY SALARY	ANNUAL SALARY

DISTRICT ATTORNEY

DISTRICT ATTORNEY	S	STIPEND	423.07		916.65	11000.00
					TOTALS:	19069.28 228831.46

JUVENILE

JUVENILE DIRECTOR	S	36.80	2944.10	55.20	6378.88	76546.60
					TOTALS:	14700.62 176407.40

SHERIFF'S OFFICE

SHERIFF	S	54.42	4353.73	81.63	9433.08	113196.98
*NEXT HIGHEST EMPLOYEE	S	49.32	3945.32	73.98	8548.19	102578.32
					TOTALS:	181936.00 2183231.96

PUBLIC HEALTH

PUBLIC HEALTH DIRECTOR	S	38.64	3091.26	57.96	6697.73	80372.76
					TOTALS:	42212.73 506552.54

PLANNING

PLANNING DIRECTOR	S	45.67	3653.85	68.51	7916.68	95000.10
					TOTALS:	21066.63 252799.56

COMMUNITY DEVELOPMENT

COMM DEV DIRECTOR	S	42.60	3408.16	63.90	7384.35	88612.16
					TOTALS:	7384.35 88612.16

SURVEYOR

SURVEYOR	S	38.64	3091.26	57.96	6697.73	80372.76
					TOTALS:	6697.73 80372.76

NAME **PAY TYPE** **HOURLY** **PAY PERIOD** **OVERTIME** **MONTHLY** **ANNUAL**
RATE **SALARY** **RATE** **SALARY** **SALARY**

PUBLIC WORKS

PUBLIC WORKS DIRECTOR	S	44.73	3578.52	67.10	7753.46	93041.52
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TOTALS:					105650.58	1267806.54
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FAIR

FAIR SECRETARY	H	18.81		28.22	1548.69	18584.28
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TOTALS:					1548.69	18584.28
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VETERANS

VETERANS SERVICE OFFICER	H	26.47	2117.24	39.70	4587.35	55048.24
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TRANSPORTATION

TRANSP COORDINATOOR	S	20.49	1639.36	30.74	3551.95	42623.36
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TOTALS:					12711.16	152533.68
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GRAND TOTAL 607173.74 7286083.22

AVERAGE DEPT HEAD RATE \$6,087.18 monthly

Compensation Board		County Name:		Date:		1/20/2021			
2021-2022		Wasco County							
Positions	FTE Status	Current Salary	Min Wage	Max Wage	Extra Benefits	% of insurance premium paid by		Notes	
						ER	% contributed to retirement by ER		
Sheriff	1.0	\$96,665.28	\$6,776.75	\$8,256.83	N/A	*	N/A	Receives \$10k stipend for supervising 911 and corrections	
County Clerk	1.0	\$78,944.16	\$5,267.73	\$6,418.22	N/A	*	N/A	* 100% EE only, 85% county/15% EE+family coverage	
Assessor & Tax Collector	1.0	\$90,765.24	\$6,363.13	\$7,752.85	N/A	*	N/A		
Treasurer	0.2	\$6,726.03	\$1,122.03	\$1,367.08	N/A	*	N/A	Oversees Veterans; Limited to 260 hrs/yr max; Pro-rated from \$33,630	
Justice of the Peace	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Not a position w/in Wasco Co.	
Commissioner	0.5	\$23,840.04	\$3,181.57	\$3,876.43		*	N/A	All expenses paid for business travel; Pro-rated from \$47,680	
Chair Commissioner	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No additional benefits for BOC Chair	
District Attorney Stipend	State EE	\$0.00	N/A	N/A	Cell	N/A	N/A	State position. County pays cell phone stipend of \$50/month.	

Compensation Board		County Name: Jefferson County		Date: 1/19/2021				
2021-2022								
						% of insurance premium paid by % contributed to ER retirement by ER		
Positions	FTE Status	Current Salary	Min Wage	Max Wage	Extra Benefits	ER	% contributed to retirement by ER	Notes
Sheriff	1.0	\$96,097.44	N/A	N/A	N/A	90	Tier 1 PERS	
County Clerk	1.0	\$66,696.24	N/A	N/A	N/A	90	Tier 1 PERS	
Assessor & Tax Collector	1.0	\$75,438.24	N/A	N/A	N/A	90	PERS	
Treasurer	200 hrs/yr max	\$33.57	N/A	N/A	N/A	90	PERS	\$6714 max per year
Justice of the Peace	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Commissioner	1.0	\$37,449.72	N/A	N/A	N/A	90	PERS	
Commissioner	1.0	\$35,016.12	N/A	N/A	N/A	90	Tier 1 PERS	OPSRP must contribute 6% of own wages to rtrmnt
Chair Commissioner	1.0	\$37,449.72	N/A	N/A	N/A	90	PERS	
District Attorney Stipend	1.0	\$15,523.68	N/A	N/A	N/A	90	Tier 1 PERS	

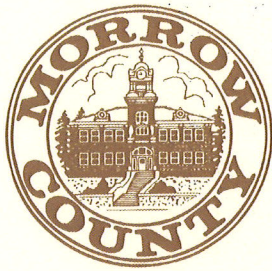
Compensation Board		County Name:		Date:					
2021-2022		Crook County		1/19/2021					
Positions	FTE Status	Current Salary	Min Wage	Max Wage	Extra Benefits	% of insurance premium paid by ER	% contributed to retirement by ER	Notes	
Sheriff	1.0	\$110,614.40	N/A	N/A	N/A	N/A	\$325 / mo		
County Clerk	1.0	\$84,032.00	N/A	N/A	N/A	N/A	\$325 / mo		
Assessor & Tax Collector	1.0	\$100,150.40	N/A	N/A	N/A	N/A	\$325 / mo	\$88,150 for Assessor; \$12,000 stipend for tax collector	
Treasurer	0.2	\$10,000.00	N/A	N/A	N/A	N/A	N/A	\$10,000 stipend (included); 360 hrs/yr max	
Justice of the Peace	N/A	N/A	N/A	N/A	N/A	N/A	\$325 / mo	County Judge	
Commissioner	0.5	\$54,496.00	N/A	N/A	N/A	N/A	\$325 / mo	Pro-rated from \$108,992	
County Judge	1.0	\$108,992.00	N/A	N/A	N/A	N/A	\$325 / mo		
District Attorney Stipend	1.0	49.63/hr	N/A	N/A	N/A	N/A	\$325 / mo		

Compensation Board		County Name:		Date:		1/19/2021			
2021-2022		Baker County							
Positions	FTE Status	Current Salary	Min Wage	Max Wage	Extra Benefits	% of insurance premium paid by		Notes	
						ER	% contributed to retirement by ER		
Sheriff	1.0	\$84,033.60	N/A	N/A	N/A	95	PERS	Certification Pay	
County Clerk	1.0	\$73,656.00	N/A	N/A	N/A	95	PERS		
Assessor	1.0	\$73,656.00	N/A	N/A	N/A	95	PERS	Assessor is not Tax Collector	
Treasurer/Tax Collector	1.0	\$73,656.00	N/A	N/A	N/A	95	PERS	Treasurer is also Tax Collector	
Justice of the Peace	0.5	\$36,828.00	N/A	N/A	N/A	47	PERS	Pro-rated	
Commissioner	0.5	\$36,144.00	N/A	N/A	N/A	95	PERS	Pro-rated	
Chair Commissioner	1.0	\$82,332.00	N/A	N/A	N/A	95	PERS		
Commissioner	0.25	\$18,072.00	N/A	N/A	N/A	95	PERS	Pro-rated	

Compensation Board		County Name:		Date:		1/19/2021		
2021-2022		Umatilla County						
Positions	FTE Status	Current Salary	Min Wage	Max Wage	Extra Benefits	% of insurance premium paid by ER	% contributed to retirement by ER	Notes
Sheriff	1.0	\$117,300.00	N/A	N/A	Vehicle	75*	25	*100% ins paid of single medical choosen
County Clerk	1.0	\$88,868.00	N/A	N/A	N/A	75*	25	Administrative Services Director - Includes Clerk Duties
Assessor & Tax Collector	1.0	\$88,868.00	N/A	N/A	N/A	75*	25	
Treasurer	1.0	\$118,716.00	N/A	N/A	N/A	75*	25	Chief Finance Officer - Includes Treasurer Duties
Justice of the Peace	1.0	N/A	N/A	N/A	N/A	N/A	N/A	
Commissioner	1.0	\$95,448.00	N/A	N/A	Vehicle	75*	25	
Chair Commissioner	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No additional benefits for BOC Chair
District Attorney Stipend	1.0	\$20,420.00	N/A	N/A	Vehicle	N/A	N/A	

Comparison Totals

Position	Morrow	Wasco	Jefferson	Crook	Baker	Umatilla
Sheriff	\$113,197.00	\$96,665.28	\$96,097.44	\$110,614.40	\$84,033.60	\$117,300.00
County Clerk	\$76,691.00	\$78,944.16	\$66,696.24	\$84,032.00	\$73,656.00	\$88,868.00
Assessor & Tax Collector	\$93,662.00	\$90,765.24	\$75,438.24	\$100,150.40	\$73,656.00	\$88,868.00
Treasurer	\$76,691.00	\$6,726.03	\$33.57	\$10,000.00	\$73,656.00	\$118,716.00
Justice of the Peace	\$76,691.00	N/A	N/A	N/A	\$36,828.00	N/A
Commissioner	\$53,843.00	\$23,840.04	\$37,449.72	\$54,496.00	\$27,108.00	\$95,448.00
Chair Commissioner	N/A	N/A	\$37,449.72	Judge \$108,992	\$82,332.00	N/A
District Attorney Stipend	\$11,000.00	\$0.00	\$15,523.68	49.63/hr	\$0.00	\$20,420.00



ASSESSMENT & TAXATION

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

MIKE GORMAN
Assessor/Tax Collector

12/23/2020

Morrow County Elected Officials Compensation Committee

RE: Elected Officials Compensation

Compensation Committee Members,

I am the elected Morrow County Assessor, I am also the Morrow County Tax Collector by appointment.

Following is the description of what The Morrow County Assessment and Tax 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 \$6.4 Billion, a taxable value of over \$2.7 Billion, a certified tax of over \$39 Million and Morrow County also receives in lieu of tax money of over \$10 Million, all of which this office manages. Those respective properties total over 9,800 accounts. Morrow County has experienced substantial growth during the past several years. (See attached value history) 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 acts as staff to the Columbia River Enterprise Zone Board and Morrow County Commissioners during Enterprise Zone and Strategic Investment Program negotiations. 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, I provide budget estimates and complete GASB 77 reporting for all taxing districts with jurisdiction in Morrow County. 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,

A handwritten signature in blue ink, appearing to read "Michael Gorman", with a long horizontal flourish extending to the right.

Michael Gorman
Assessor/Tax Collector

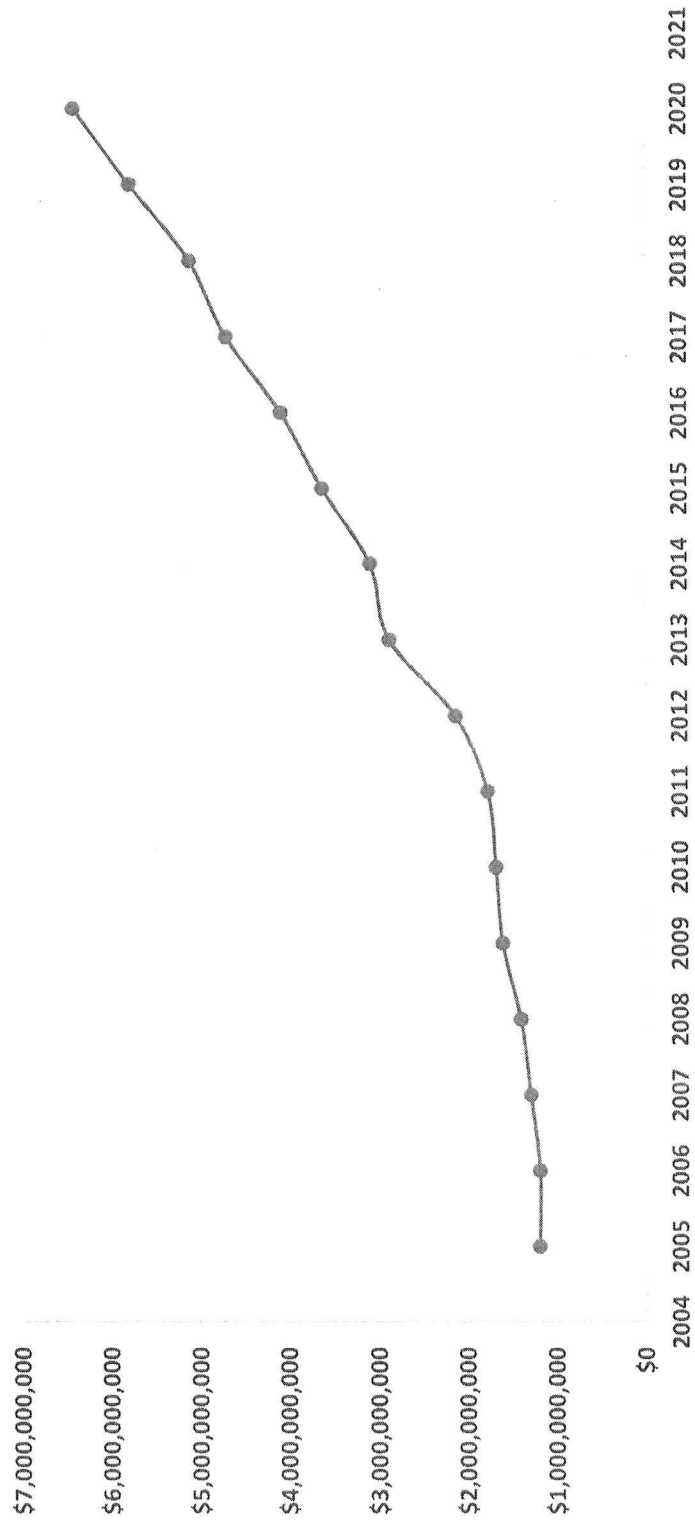
Morrow County Values and Taxes 2005-Current

Year	RMV	AV	Certified Tax
2005	\$1,194,131,070	\$1,045,445,870	\$18,375,748.68
2006	\$1,191,675,810	\$1,052,738,820	\$18,410,608.39
2007	\$1,292,027,940	\$1,138,389,150	\$17,147,138.66
2008	\$1,403,128,150	\$1,139,826,720	\$17,424,826.43
2009	\$1,604,931,230	\$1,325,481,330	\$21,077,676.99
2010	\$1,680,530,420	\$1,332,613,790	\$22,149,930.94
2011	\$1,772,714,520	\$1,423,029,720	\$23,349,456.96
2012	\$2,137,135,852	\$1,572,094,739	\$25,656,346.54
2013	\$2,877,019,573	\$1,682,426,033	\$27,133,187.16
2014	\$3,089,994,545	\$1,774,504,324	\$27,839,804.90
2015	\$3,625,832,410	\$2,043,538,478	\$32,228,046.43
2016	\$4,078,799,116	\$2,256,129,368	\$32,711,386.09
2017	\$4,700,766,633	\$2,069,395,917	\$31,885,372.64
2018	\$5,114,350,191	\$2,248,142,683	\$35,192,765.05
2019	\$5,786,369,143	\$2,470,622,726	\$37,334,205.53
2020	\$6,414,500,000	\$2,752,050,000	\$41,580,000.00
Percentage of Increase			
	437%	163%	126%

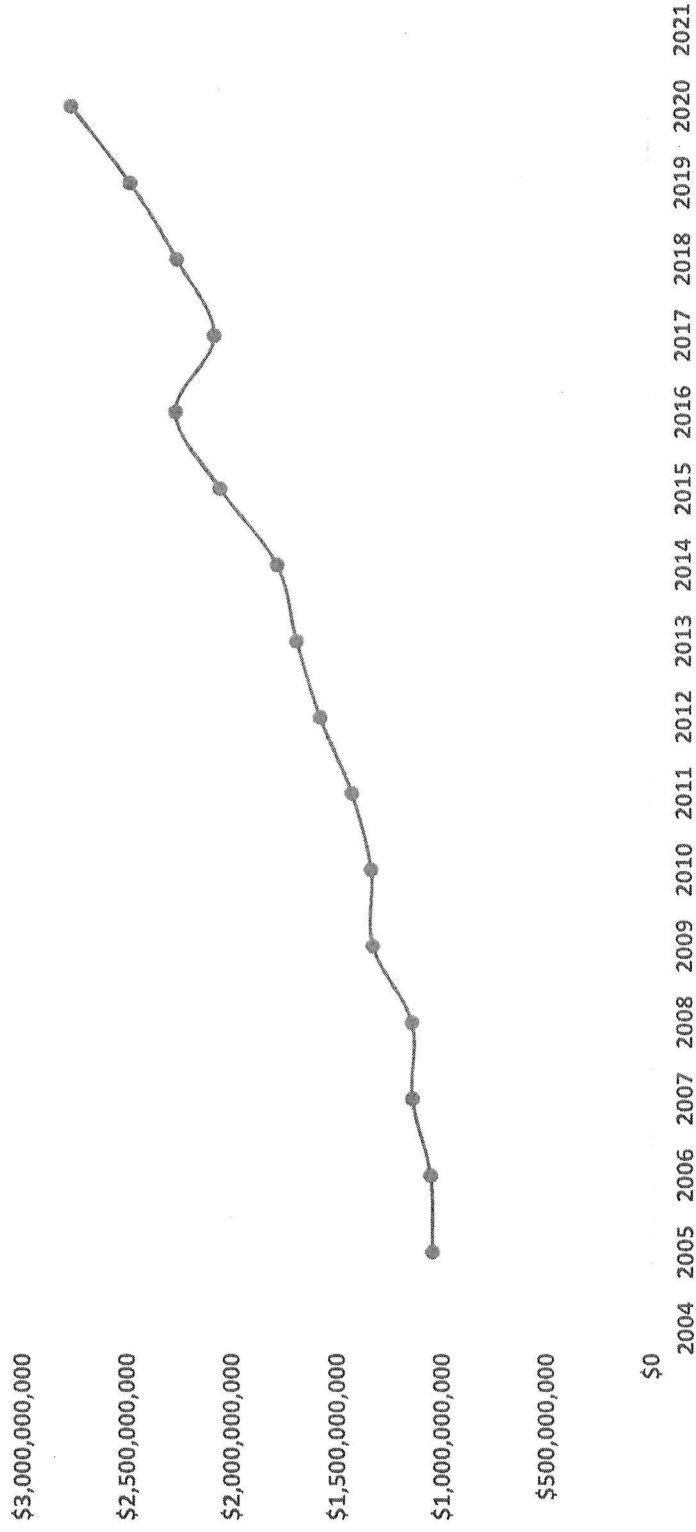
The increase in Real Market Value (RMV) from 2005 is mostly from new industrial and utility value. The reason the taxable value increase (AV) is not proportional to RMV is because a number of the new industrial and utility properties have received a property tax exemption, either through the Enterprise Zone Program or the Strategic Investment Program. Those exemptions last from 3-15 year and are unique to each property, after which those properties will added to the AV. Several food processing plants, ethanol producing plants and data centers contribute to the industrial growth. 3 major wind production projects and a large scale gas fired power plant contribute to the utility component of value. The 2017 decrease in AV is due to Portland General Electric's Carty Plant starting its 15 year SIP Exemption. The increases from 2018-Current is mostly due to Amazon's expiring EZ Exemptions. There has some been residential and commercial value growth throughout the County but not to the extent of the

industrial and utility value growth.

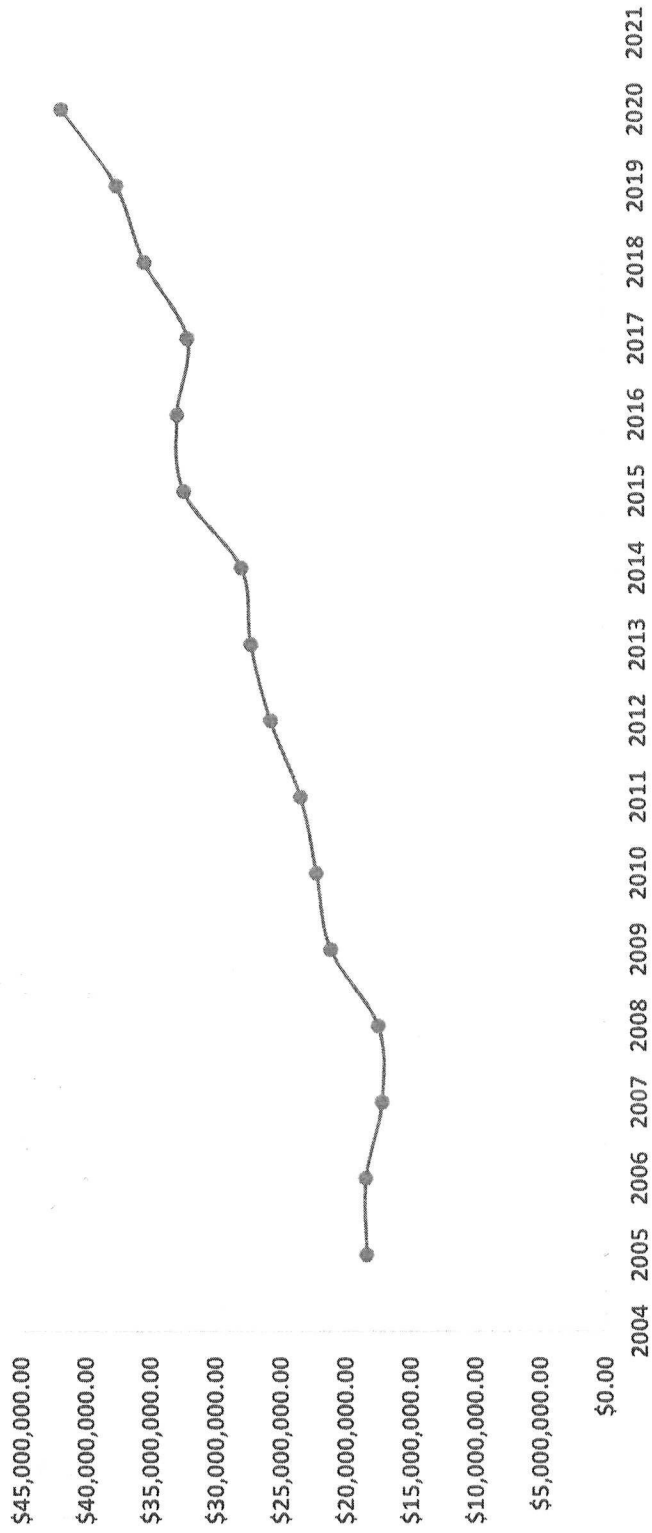
REAL MARKET VALUE



ASSESSED VALUE



CERTIFIED TAX



Assessor Summary

Current Wage	7,805.16/mo	93,661.88/yr
Number of subordinates supervised	6	
Size of budget administered	\$876,970	

ORS 285C.130¹

Duties of county assessor

The assessor of a county within which an enterprise zone is located shall:

(1) Assist the sponsor, the local zone manager appointed by the sponsor and business firms in determining whether property will qualify for a property tax exemption under ORS 285C.175 (Enterprise zone exemption).

(2) Review and approve or deny applications from eligible business firms for authorization under ORS 285C.140 (Application for authorization).

(3) Process claims for property tax exemptions filed under ORS 285C.220 (Exemption claims) and exempt the qualified property of authorized business firms from ad valorem property taxation in accordance with ORS 285C.050 (Definitions for ORS 285C.050 to 285C.250) to 285C.250 (Redesignation or designation of new zone following zone termination).

(4) Take action necessary under ORS 285C.240 (Disqualification).

(5) Submit a written report to the Department of Revenue on or before July 1 of each assessment year. The report for each enterprise zone, or portion of a zone that is located in the county, shall include the following information, organized by business firm:

(a) The assessor's estimate of the assessed value of qualified property that was exempt under ORS 285C.175 (Enterprise zone exemption) for the previous tax year and the taxes that would have been imposed on the qualified property, as entered on the assessment and tax roll under ORS 285C.175 (Enterprise zone exemption) (7).

(b) The annual average number of employees of the firm within the enterprise zone during the previous assessment year, as reported on the exemption claim filed under ORS 285C.220 (Exemption claims).

(c) The annual average compensation for the previous assessment year of new employees hired by the firm within the enterprise zone, if the firm is subject to the annual compensation

requirements of ORS 285C.160 (Agreement between firm and sponsor for additional period of exemption) (3), as reported on the exemption claim filed under ORS 285C.220 (Exemption claims).

(d)The assessor's estimate of the assessed value, for the current tax year, of qualified property that was exempt under ORS 285C.175 (Enterprise zone exemption) for the previous tax year and that is not exempt under ORS 285C.175 (Enterprise zone exemption) for the current tax year.

(e)The total investment cost of qualified property first reported on the exemption claim filed under ORS 285C.220 (Exemption claims) that includes a property schedule submitted by the business firm pursuant to ORS 285C.225 (Sponsor's addendum) for the current tax year.

(f)The current number of employees of the firm, as reported on the exemption claim filed under ORS 285C.220 (Exemption claims) and described in paragraph (e) of this subsection.

(g)Any other information the assessor or the Department of Revenue considers appropriate.

(6)Send a copy of a report prepared under subsection (5) of this section to the sponsor of the enterprise zone and to the Oregon Business Development Department. [Formerly 285B.695]



County Assessor

Our Vision: *Pioneering Pathways to Prosperity*

Mission Statement: *Partner with our citizens to proactively meet their needs and create opportunities*

Job Title:	County Assessor	Department:	Assessment & Tax
Reports To:	The People	Salary Grade:	M3
Union:	No	Rate:	
FLSA Classification:	Exempt	Revision Date:	05/06/2019

Summary/General Statement of Duties:

The County Assessor is an elected official whose responsibility entails estimating the value of real property within Wasco County. This value is converted into an assessment, which is one component in the computation of real property tax bills.

The County Assessor is elected to a four-year term at a General Election. They must be 18 years of age and a resident of Wasco County one (1) year prior to election to office.

MINIMUM QUALIFICATIONS

Essential Functions

Provide high levels of Customer Service in interactions with subordinates, peers, colleagues, community citizens, partner agencies, vendors and neighboring county officials.

Uphold and exhibit qualities associated with the Vision, Mission and Values of Wasco County

Secondary Functions

This job description in no way states or implies that these are the only duties to be performed by an individual occupying this position. Individuals may be required to perform other related duties as assigned, to ensure workload coverage. Individuals are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does not constitute an employment agreement between the employer and elected official, and is subject to change by the County as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the individual will possess the abilities of aptitudes to perform each duty proficiently.

Scope and Accountability:

The County Assessor is responsible for managing the Assessment and Tax Department. This team is comprised of the Assessment side, which includes 4 Property Appraisers and a Chief Appraiser as well as the Tax side which is comprised of the Office Manager and Office Assistant(s).

Knowledge, Skills, and Abilities:

- High School Diploma or GED
- One year work experience as a municipal or County Assessor, or one year general experience
- Proficient computer and typing skills
- Basic accounting skills
- Proficient with MS Office (Word, Outlook & Excel) and familiar with data entry.
- Excellent verbal and written communication skills
- Strong people skills
- Valid driver’s license
- Ability to maintain confidentiality and security of information

Work Environment:

Work is typically performed in a general office environment and uses a computer, telephone, and other office equipment as needed to perform duties. Employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk or hear; frequently required to use repetitive hand motion, handle or feel, stand, walk, reach, bend, pull or lift up to 20 pounds regularly and 40 pounds occasionally.

Contact with the public in an office environment may risk exposure to irrational/hostile behavior and contagious diseases.

The physical demands 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 essential functions.

Specific Qualifications/Special Projects:

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>					

MATERIALS HANDLING	Never 0%	Rare 1-5%	Occas. 6-33%	Freq. 34-66%	Cont. 67-100%
Lift					
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>					

Carry	Never 0%	Rare 1-5%	Occas. 6-33%	Freq. 34-66%	Cont. 67-100%
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>					

Push	Never 0%	Rare 1-5%	Occas. 6-33%	Freq. 34-66%	Cont. 67-100%
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>					

Pull	Never 0%	Rare 1-5%	Occas. 6-33%	Freq. 34-66%	Cont. 67-100%
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>					

Upper Extremities	Never 0%	Rare 1-5%	Occas. 6-33%	Freq. 34-66%	Cont. 67-100%
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>					

PHYSICAL ENDURANCE	Hours /Day	Comments
Sit	4-6	Able to change pos. freq.
Stand	2-4	
Walk	2-4	On uneven surfaces
Stand / Walk	2-6	On uneven surfaces
Overall Job Strength:		

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	X	Heat / Cold
Airborne Exposures	X	
Bloodborne Pathogens	X	Rare
1st Aid/CPR Certificate	X	

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:

Analyzed By:	Nichole Biechler, Human Resources Mngr. Supervisor's Name, Title
Date Reviewed:	05/06/2019

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 Signature

Date

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

UMATILLA COUNTY POSITION DESCRIPTION

Department: Assessment and Taxation

Employee Name:

Division/Section: N/A

Position Title: Director

Job Series: Dept. Head

Union Covered: No

Salary Range: R37

BOLI Exempt: Yes

GENERAL DESCRIPTION OF POSITION

Directs the activities of the County's Department of Assessment and Taxation. Supervises the preparation of the assessment and taxation roll. Supervises the valuation, assessment and taxation of all real and personal properties. Performs related duties and programs as mandated by Oregon statutes.

PRINCIPAL DUTIES OF POSITION

Responsible for administering the laws relating to assessment and taxation on a fair and equitable basis; certifies the annual assessment roll for collection of taxes; assigns and supervises all of the assessment programs, tax collection, foreclosed properties; including the preparation of the assessment roll and tax collection and necessary reports; supervises the establishment and maintenance of county records showing ownership of land as pertinent to assessment and taxes; exercises supervision over employees engaged in property appraisal, assessment, tax collection and related duties; monitor the calendar of assessment and taxation procedure for compliance with Oregon Statutes; consults and negotiates with the Oregon Department of Revenue regarding assessment, collections and legal requirements.

OTHER DUTIES OF POSITION

1. Prepare assessment and taxation department budget.
2. Confers with tax districts relative to levies.
3. Monitor assessment and taxation department expenditures.
4. Consults with County Commissioners on problems related to policy and operations.
5. Consults with County Counsel regarding legal issues and appeals, occasionally leading to testifying on various appeals.

6. Consults with Human Resources Director regarding policies related to hiring, promotion and discipline.
7. Carries out County personnel policy through division managers.
8. Participates as a member of the Oregon State Association of County Assessors which includes attending meetings and conferences concerning vital issues in the Legislative procedure requirements and all functions of assessment and taxation.
9. Other duties as required and/or assigned.

REQUIREMENTS FOR POSITION

Under Oregon Law (ORS 204.016) applicants for this position must be qualified to be Assessors and must: (a) be a citizen of the United States, an elector under the Oregon Constitution, and must be a resident of Umatilla county for one year prior appointment to this position; (b) have qualified as a "registered appraiser" or is an appraiser trainee (if hired as appraiser trainee, must become a "registered appraiser" within two years after being hired for this position); and © either has two years of office and accounting experience including experience in office management activities, or has two years of full-time employment in an office of County Assessor. Graduation from a college or university with course work in engineering, agriculture, economics, or business administration, AND extensive responsible experience in appraisal for real property and office management; OR any satisfactory combination of experience and education necessary to perform the duties of this position. Excellent verbal and written communication skills. This is a management position and demonstrated managerial ability is a rating factor. Applicants must be certified as eligible for this appointment by the Oregon Department of Revenue. 30 hours of technical and 15 hours of management continuing education is required every two years to retain eligibility as a Registered Appraiser.

FOR HUMAN RESOURCES USE ONLY

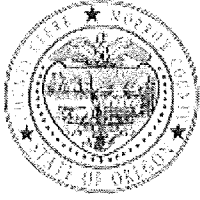
Position Number: _____

Provided to Employee:

Position Approved BCC: _____

Position Reviewed: _____

Employee's Signature/Date



PO Box 338-- Heppner, Oregon 97836
(541) 676-5604 FAX (541) 676-9876

County Clerk
Bobbi A. Childers Ext. 5601

Memo: Compensation Committee 2021:

RE: Morrow County Clerk

Compensation Committee,

Hello,

I am Bobbi Childers,

I've worked for Morrow County for 21 years this year, I'm on my 5th term of office. I am currently one of the longest serving elected official in the County. I believe that longevity should be part of this process. I've ran 6 General Election Cycles without any negative press.

I am the current President of the Oregon County Clerks Association. I have knowledge of all election and recording rules along with Board of Property Appeals that no one else in this county has! I have graduated from the commissioner's county college program and have earned a certificate from the Election Center as a Certified Election Administrator.

The Oregon County Clerks have a certificate program that I and my Deputies have all completed.

I have reached out and received funds through the years to update my office for ADA compliance along with high security measures.

I work with complex programming to create reports for the public when needed, in both recording and elections. Currently all plats and subdivision recording fees are collected and programmed by my office. We take the money for the assessor, surveyor and tax collector on those records to better serve the public by making them not have to write multiple checks.

I audit all elections before and after certification. I created a security plan that has to be approved by the State of Oregon each year this allows the county to start scanning ballots prior to election night, and creates a confidential document that tells them that I have plans in place in the case of a disaster. I have been approved for the 2021 election cycle, as this is due on January 31, 2011. I set up and proof up to 40 different ballot layouts during Elections. I manually upload election night reports to Morrow County Clerk's Website and the States website and continue until I've certified the election.

I work five days a week, have two full time employees along with four to six temporary election workers during elections. I am in charge of the clerk's budget, fee schedule, accounts payable and receivable along with doing all the clerks website information.

My office is a constitutional office and it's one of the oldest elected offices in the State of Oregon. This office touches most of the other offices with all of our complex duties.

Clerk: Keeper of all public records – recorded and filed

These include, deeds, mortgages, liens, contracts, court claims, military discharge forms, foreclosures, plats, subdivisions and power of attorneys.

We are the keeper of all Morrow County Special District budgets, all historical permanent records starting from records when Morrow County was part of Umatilla and Wasco County dating back to 1892. (These are **all** in digital form and available to the public.) When I started in this office our indexes were only from 1984 forward... now we have everything digital and accessible to the public for the greater good for the people of Morrow County.

All election abstracts and contests results, county and special district candidate filings are kept in our records, along with Commissioner Journals from 1902 forward.

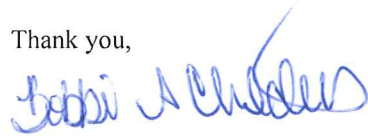
I verify all recorded documents prior to being archived.

We do all death records for Morrow County, I am Morrow County's Death Registrar and Vital Records Administrator.

I am the passport manager through the U.S. Department of State Passport Agency for Morrow County; our office is on the list of top offices for the least mistakes.

I have enclosed a few documents that show what we've been doing in my office.

Thank you,

A handwritten signature in blue ink that reads "Bobbi Childers". The signature is written in a cursive style with a large, sweeping initial "B".

Bobbi Childers, Morrow County Clerk

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: JANUARY 31ST, 2021

101-GENERAL FUND
COUNTY CLERK

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES					
=====					
<u>GRANT REVENUE</u>					
101-105-3-30-3411 CENTER FOR TECH CIVIC	0.00	0.00	6,565.00	(6,565.00)	0.00
TOTAL GRANT REVENUE	0.00	0.00	6,565.00	(6,565.00)	0.00
<u>CHARGES FOR SERVICES</u>					
101-105-3-40-4021 MARRIAGE LICENSE	900.00	75.00	575.00	325.00	63.89
101-105-3-40-4022 PERFORM MARRIAGES	351.00	117.00	936.00	(585.00)	266.67
101-105-3-40-4023 OLIS STATE MAPPING FEE	1,900.00	43.00	1,257.00	643.00	66.16
101-105-3-40-4024 D.V. MARRIAGE LICENSES	900.00	75.00	575.00	325.00	63.89
101-105-3-40-4025 ATTORNEY GENERAL FEE	0.00	0.00	0.00	0.00	0.00
101-105-3-40-4180 IMAGE FEES	0.00	0.00	5.00	(5.00)	0.00
101-105-3-40-4181 RECORDING FEES	45,000.00	995.00	36,035.00	8,965.00	80.08
101-105-3-40-4185 CERTIFICATION FEES	425.00	42.25	344.00	81.00	80.94
101-105-3-40-4186 PHOTOCOPY FEES	12,000.00	0.00	9,438.50	2,561.50	78.65
101-105-3-40-4187 MISC. REVENUE	0.00	3,546.41	16,586.61	(16,586.61)	0.00
101-105-3-40-4188 LOCATION FEES	2,500.00	44.75	1,674.75	825.25	66.99
101-105-3-40-4191 CANDIDATES FILING FEES	300.00	0.00	0.00	300.00	0.00
101-105-3-40-4192 SPECIAL ELECTION FEES	2,500.00	0.00	0.00	2,500.00	0.00
101-105-3-40-4193 TAX & ASSESSMENT FEE	1,000.00	21.50	627.00	373.00	62.70
101-105-3-40-4195 SERVICE FEES	4,000.00	0.00	726.75	3,273.25	18.17
101-105-3-40-4196 PICTURES/PASSPORTS	1,700.00	0.00	266.00	1,434.00	15.65
101-105-3-40-4365 COMPUTER PRINTOUTS	0.00	0.00	0.00	0.00	0.00
101-105-3-40-4671 BIRTH CERTIFICATES	0.00	0.00	0.00	0.00	0.00
101-105-3-40-4672 DEATH CERTIFICATES	4,500.00	75.00	3,080.00	1,420.00	68.44
101-105-3-40-4673 ROAD VACATION FEE	100.00	0.00	0.00	100.00	0.00
TOTAL CHARGES FOR SERVICES	78,076.00	5,034.91	72,126.61	5,949.39	92.38
<u>MISCELLANEOUS REVENUE</u>					
101-105-3-60-4185 OR MOTOR VOTER REIMB	0.00	1,671.00	1,671.00	(1,671.00)	0.00
101-105-3-60-4187 MISC REVENUE	30,050.00	0.00	0.00	30,050.00	0.00
101-105-3-60-4189 OVERPAYMENTS	50.00	0.00	91.00	(41.00)	182.00
TOTAL MISCELLANEOUS REVENUE	30,100.00	1,671.00	1,762.00	28,338.00	5.85
<hr/>					
TOTAL REVENUES	108,176.00	6,705.91	80,453.61	27,722.39	74.37
EXPENDITURES					
=====					
<u>PERSONNEL SERVICES</u>					
101-105-5-10-1001 CLERK - 99%	75,924.00	2,920.10	43,146.29	32,777.71	56.83
101-105-5-10-1002 CHIEF DEPUTY - 99%	49,431.00	1,901.20	28,082.39	21,348.61	56.81
101-105-5-10-1004 DEPUTY CLERK	49,930.00	1,920.40	28,366.00	21,564.00	56.81
101-105-5-10-1155 ELECTION WORKERS	5,000.00	0.00	1,906.16	3,093.84	38.12
101-105-5-10-1170 EXTRA HELP	700.00	0.00	1,322.51	(622.51)	188.93
101-105-5-10-1301 FICA	10,911.00	0.00	5,711.38	5,199.62	52.35
101-105-5-10-1302 WORKERS COMP	648.00	0.00	34.22	613.78	5.28

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: JANUARY 31ST, 2021

101-GENERAL FUND
COUNTY CLERK

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
101-105-5-10-1303 PACIFIC MUTUAL	43,471.00	0.00	23,352.98	20,118.02	53.72
101-105-5-10-1305 AOC - MEDICAL	57,171.00	0.00	28,778.50	28,392.50	50.34
101-105-5-10-1306 DENTAL INSURANCE	3,546.00	0.00	1,760.88	1,785.12	49.66
101-105-5-10-1309 UNEMPLOYMENT INSURANCE	1,070.00	0.00	426.88	643.12	39.90
101-105-5-10-1316 PRINCIPAL FINANCIAL GR	185.00	0.00	93.00	92.00	50.27
101-105-5-10-1317 UNITED HERITAGE LIFE	155.00	0.00	77.10	77.90	49.74
101-105-5-10-1320 VACATION ACCRUALS	1,411.00	0.00	0.00	1,411.00	0.00
101-105-5-10-1321 MANDATED MEDICARE	<u>2,552.00</u>	<u>0.00</u>	<u>1,335.80</u>	<u>1,216.20</u>	<u>52.34</u>
TOTAL PERSONNEL SERVICES	302,105.00	6,741.70	164,394.09	137,710.91	54.42
<u>MATERIALS & SERVICES</u>					
101-105-5-20-2110 STATIONERY OFFICE FORM	1,000.00	0.00	236.70	763.30	23.67
101-105-5-20-2210 BOOKS PERIODICALS ORS'	125.00	0.00	0.00	125.00	0.00
101-105-5-20-2240 ELECTIONS	15,000.00	0.00	9,008.20	5,991.80	60.05
101-105-5-20-2270 CENTER FOR TECH CIVIC	0.00	0.00	661.68 (661.68)	0.00
101-105-5-20-3135 MICROFICHE SERVICES/I	2,500.00	0.00	0.00	2,500.00	0.00
101-105-5-20-3314 REGISTRATION & DUES	3,500.00	0.00	450.00	3,050.00	12.86
101-105-5-20-3318 SCHOOL EXPENSE	2,500.00	0.00	0.00	2,500.00	0.00
101-105-5-20-3323 MILEAGE & MEALS	3,500.00	0.00	105.77	3,394.23	3.02
101-105-5-20-3324 MAINTENANCE CONTRACTS	13,527.00	0.00	1,791.00	11,736.00	13.24
101-105-5-20-3325 OLIS MAPPING FEE REIMB	2,000.00	0.00	1,037.06	962.94	51.85
101-105-5-20-3326 D.V. MARRIAGE LICENSES	<u>900.00</u>	<u>0.00</u>	<u>425.00</u>	<u>475.00</u>	<u>47.22</u>
TOTAL MATERIALS & SERVICES	44,552.00	0.00	13,715.41	30,836.59	30.79
<u>CAPITAL OUTLAY</u>					
101-105-5-40-4400 VOTE COUNTER	0.00	0.00	0.00	0.00	0.00
101-105-5-40-4402 OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
101-105-5-40-4403 STORAGE/DROP SITE BOXE	0.00	0.00	0.00	0.00	0.00
101-105-5-40-4405 SECURITY	<u>30,000.00</u>	<u>0.00</u>	<u>13,040.20</u>	<u>16,959.80</u>	<u>43.47</u>
TOTAL CAPITAL OUTLAY	30,000.00	0.00	13,040.20	16,959.80	43.47
<hr/>					
TOTAL EXPENDITURES	376,657.00	6,741.70	191,149.70	185,507.30	50.75
REVENUE OVER/(UNDER) EXPENDITURES (268,481.00) (35.79) (110,696.09) (157,784.91)	41.23

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: JULY 31ST, 2019

101-GENERAL FUND
COUNTY CLERK

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES					
=====					
<u>GRANT REVENUE</u>					
101-105-3-30-3411 CENTER FOR TECH CIVIL	0.00	0.00	0.00	0.00	0.00
TOTAL GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
<u>CHARGES FOR SERVICES</u>					
101-105-3-40-4021 MARRIAGE LICENSE	900.00	50.00	50.00	850.00	5.56
101-105-3-40-4022 PERFORM MARRIAGES	200.00	0.00	0.00	200.00	0.00
101-105-3-40-4023 OLIS STATE MAPPING FEE	2,000.00	230.00	230.00	1,770.00	11.50
101-105-3-40-4024 D.V. MARRIAGE LICENSES	900.00	50.00	50.00	850.00	5.56
101-105-3-40-4025 ATTORNEY GENERAL FEE	0.00	0.00	0.00	0.00	0.00
101-105-3-40-4180 IMAGE FEES	0.00	0.00	0.00	0.00	0.00
101-105-3-40-4181 RECORDING FEES	45,000.00	4,035.00	4,035.00	40,965.00	8.97
101-105-3-40-4185 CERTIFICATION FEES	425.00	27.00	27.00	398.00	6.35
101-105-3-40-4186 PHOTOCOPY FEES	12,000.00	1,327.25	1,327.25	10,672.75	11.06
101-105-3-40-4187 MISC. REVENUE	0.00	0.00	0.00	0.00	0.00
101-105-3-40-4188 LOCATION FEES	2,500.00	184.00	184.00	2,316.00	7.36
101-105-3-40-4191 CANDIDATES FILING FEES	200.00	0.00	0.00	200.00	0.00
101-105-3-40-4192 SPECIAL ELECTION FEES	5,000.00	1,970.67	1,970.67	3,029.33	39.41
101-105-3-40-4193 TAX & ASSESSMENT FEE	1,200.00	115.00	115.00	1,085.00	9.58
101-105-3-40-4195 SERVICE FEES	2,100.00	210.00	210.00	1,890.00	10.00
101-105-3-40-4196 PICTURES/PASSPORTS	1,250.00	84.00	84.00	1,166.00	6.72
101-105-3-40-4365 COMPUTER PRINTOUTS	0.00	0.00	0.00	0.00	0.00
101-105-3-40-4671 BIRTH CERTIFICATES	0.00	0.00	0.00	0.00	0.00
101-105-3-40-4672 DEATH CERTIFICATES	4,300.00	225.00	225.00	4,075.00	5.23
101-105-3-40-4673 ROAD VACATION FEE	100.00	0.00	0.00	100.00	0.00
TOTAL CHARGES FOR SERVICES	78,075.00	8,507.92	8,507.92	69,567.08	10.90
<u>MISCELLANEOUS REVENUE</u>					
101-105-3-60-4185 OR MOTOR VOTER REIMB	0.00	0.00	0.00	0.00	0.00
101-105-3-60-4187 MISC REVENUE	25.00	0.00	0.00	25.00	0.00
101-105-3-60-4189 OVERPAYMENTS	100.00	10.00	10.00	90.00	10.00
TOTAL MISCELLANEOUS REVENUE	125.00	10.00	10.00	115.00	8.00
<hr/>					
TOTAL REVENUES	78,200.00	8,517.92	8,517.92	69,682.08	10.89
EXPENDITURES					
=====					
<u>PERSONNEL SERVICES</u>					
101-105-5-10-1001 CLERK - 99%	74,071.00	5,697.80	5,697.80	68,373.20	7.69
101-105-5-10-1002 CHIEF DEPUTY - 99%	47,991.00	3,691.67	3,691.67	44,299.33	7.69
101-105-5-10-1004 DEPUTY CLERK	48,476.00	3,728.96	3,728.96	44,747.04	7.69
101-105-5-10-1155 ELECTION WORKERS	5,000.00	0.00	0.00	5,000.00	0.00
101-105-5-10-1170 EXTRA HELP	700.00	0.00	0.00	700.00	0.00
101-105-5-10-1301 FICA	10,617.00	1,170.02	1,170.02	9,446.98	11.02
101-105-5-10-1302 WORKERS COMP	518.00	7.15	7.15	510.85	1.38

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: JULY 31ST, 2019

101-GENERAL FUND
COUNTY CLERK

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
101-105-5-10-1303 PACIFIC MUTUAL	42,293.00	4,832.69	4,832.69	37,460.31	11.43
101-105-5-10-1305 AOC - MEDICAL	57,115.00	7,146.87	7,146.87	49,968.13	12.51
101-105-5-10-1306 DENTAL INSURANCE	3,549.00	444.54	444.54	3,104.46	12.53
101-105-5-10-1309 UNEMPLOYMENT INSURANCE	1,207.00	154.31	154.31	1,052.69	12.78
101-105-5-10-1316 PRINCIPAL FINANCIAL GR	185.00	15.50	15.50	169.50	8.38
101-105-5-10-1317 UNITED HERITAGE LIFE	155.00	12.85	12.85	142.15	8.29
101-105-5-10-1320 VACATION ACCRUALS	1,370.00	0.00	0.00	1,370.00	0.00
101-105-5-10-1321 MANDATED MEDICARE	<u>2,483.00</u>	<u>273.64</u>	<u>273.64</u>	<u>2,209.36</u>	<u>11.02</u>
TOTAL PERSONNEL SERVICES	295,730.00	27,176.00	27,176.00	268,554.00	9.19
<u>MATERIALS & SERVICES</u>					
101-105-5-20-2110 STATIONERY OFFICE FORM	6,500.00	0.00	0.00	6,500.00	0.00
101-105-5-20-2210 BOOKS PERIODICALS ORS'	775.00	0.00	0.00	775.00	0.00
101-105-5-20-2240 ELECTIONS	15,000.00	0.00	0.00	15,000.00	0.00
101-105-5-20-2270 CENTER FOR TECH AND CI	0.00	0.00	0.00	0.00	0.00
101-105-5-20-3135 MICROFICHE SERVICES/I	2,500.00	0.00	0.00	2,500.00	0.00
101-105-5-20-3314 REGISTRATION & DUES	3,500.00	0.00	0.00	3,500.00	0.00
101-105-5-20-3318 SCHOOL EXPENSE	2,500.00	0.00	0.00	2,500.00	0.00
101-105-5-20-3323 MILEAGE & MEALS	3,500.00	49.88	49.88	3,450.12	1.43
101-105-5-20-3324 MAINTENANCE CONTRACTS	13,527.00	0.00	0.00	13,527.00	0.00
101-105-5-20-3325 OLIS MAPPING FEE REIMB	2,000.00	452.03	452.03	1,547.97	22.60
101-105-5-20-3326 D.V. MARRIAGE LICENSES	<u>250.00</u>	<u>50.00</u>	<u>50.00</u>	<u>200.00</u>	<u>20.00</u>
TOTAL MATERIALS & SERVICES	50,052.00	551.91	551.91	49,500.09	1.10
<u>CAPITAL OUTLAY</u>					
101-105-5-40-4400 VOTE COUNTER	0.00	0.00	0.00	0.00	0.00
101-105-5-40-4402 OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
101-105-5-40-4403 STORAGE/DROP SITE BOXE	0.00	0.00	0.00	0.00	0.00
101-105-5-40-4405 SECURITY	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
<hr/>					
TOTAL EXPENDITURES	345,782.00	27,727.91	27,727.91	318,054.09	8.02
REVENUE OVER/(UNDER) EXPENDITURES (267,582.00)	(19,209.99)	(19,209.99)	(248,372.01)	7.18

**ELECTED OFFICIALS REPRESENTING
MORROW COUNTY**

Senate District 29:

Senator Bill Hansell
(503) 986-1729

Sen. BillHansell@oregonlegislature.gov

House District 57:

Representative Greg Smith
(503) 986-1457

Rep. GregSmith@oregonlegislature.gov

Congressional Dist. 2: Cliff Bentz

(202) 225-6730

What's going on at the Oregon Capital

oregoncapitalinsider.com

OREGON SECRETARY OF STATE

<https://sos.oregon.gov>

REGISTER TO VOTE OR UPDATE REGISTRATION

Use this site for:

Information for Voters with Disabilities
Voting in Oregon
Campaign Finance: See who's spending or donating money to campaigns.

Military and Overseas Voting (Federal Voting Assistance)

How to file - Initiatives, Referendums and Referrals

Election Laws, Rules and Publications

Get involved: Run for office, affect the law, form a political party, recall an official.

Manuals and Tutorials

Election Forms - Candidate forms; prospective Petition forms

Civics Toolkits

Laws, Rules, Restrictions and Statistics

Archival Records Searching

State Audits and Reviews

Business Information - How to start a business

Register a Business

Authentication (Apostille)

Oregon Business - Name Searches

Register New Businesses

Reinstate Past Business

Uniform Commercial Code (UCC)

Nonprofit Services

Notary Information

OreStar—online candidate system

Oregon Blue Book - <https://sos.oregon.gov/blue-book/Pages/fun.aspx> this link has games that are about Oregon.

Access to Oregon Administrative Rules this includes:

"The Oregon Bulletin" it has all the information on Executive Orders and Other Notices to the public, along with any "Notices of Proposed Rulemaking"

The County Clerk works directly under the Secretary of State



VOTING IS PATRIOTIC

Morrow County has 5 Precincts:

Precinct 1 Boardman including City of Boardman, 2056 registered voters

Precinct 2 Irrigon including City of Irrigon, 2500 registered voters

Precinct 3 Lexington including Town of Lexington, 447 registered voters

Precinct 4 Ione including City of Ione, 457 registered voters.

Precinct 5 Heppner including City of Heppner, 1372 registered voters.

Registration by Party: Jan. 5 2021

Democrat: 1211
Republican: 2480
Independent: 303
Nonaffiliated: 2691
Others: 147
Total Reg. 6832



Do you want to vote for
President in the
May 19, 2020 Primary?



Oregon has closed primary elections. This means that if you wish to vote for either the Republican or Democratic presidential candidates, you must be registered to vote with either the Democratic or Republican Party. If you are not registered with either major party, you will still be eligible to vote for measures and any non-partisan candidates offices in your voting district.

Major Party Ballot

- US President
- US Senate
- US Representative
- State Legislature
- Secretary of State
- Treasurer
- Attorney General
- All Non-Partisan Candidates

Not a member of a party

- Judges
- Morrow County Candidates
- Ballot Measures

Do you know which party you are registered with? Don't be surprised when your ballot comes in the mail.

Check now at oregonvotes.gov/myvote

You can register to vote or change your party by April 28, 2020. You can pick up a paper Voter Registration form at any elections office, Oregon DMV or post office in Morrow County.

If you have questions or concerns please call (541) 676-5601 or email mcclerkrecords@co.morrow.or.us,

Bobbi Childers, Morrow County Clerk.

As always ballot drop sites will open after ballots are mailed and will close on Election Day at 8 p.m.

Return Ballots are now pre-paid. Please mail back prior to May 12, 2020 to ensure arrival by election day.



MONTHLY VOTER REGISTRATION REPORT

This report is for one calendar month. It is due to the Elections Division not later than the 15th of the month after the period in this report. For example , the December report is due by January 15.

County	<u>MORROW</u>	Date Range	<u>01/01/2020-01/15/2021</u>
1	<u>323</u>	VOTER REGISTRATION CARDS RECEIVED INDIVIDUALLY THROUGH THE MAIL (NOT INCLUDING ANY MAILED BY VOTER REGISTRATION AGENCIES).	
2	<u>149</u>	OTHER VOTER REGISTRATION CARDS (E.G. THOSE GENERATED BY VOTER REGISTRATION DRIVES OR OVER THE COUNTER).	
3	<u>2352</u>	ALL OTHERS NOT INCLUDED IN 1 OR 2 (OPTIONAL).	
4	<u>2824</u>	TOTAL VOTER REGISTRATION CARDS RECEIVED (TOTAL OF LINES 1,2 AND 3).	
5	<u>222</u>	VOTER REGISTRATIONS CANCELED.	
6	<u>406</u>	CONFIRMATION NOTICES MAILED TO VOTERS.	
7	<u>20</u>	RESPONSES TO CONFIRMATION NOTICES.	

UNITED STATES CONGRESSIONAL DISTRICTS TOTAL VOTER REGISTRATION BY PARTY

DIST #	DEM	REP	NAV	OTH	CON	IND	LBT	PGP	PRO	WFP	DIST TOTAL
US Representative, 2nd District	1210	2476	2699	41	14	304	61	4	1	26	6836
PARTY TOTAL	1210	2476	2699	41	14	304	61	4	1	26	6836

OREGON STATE REPRESENTATIVE DISTRICTS
TOTAL VOTER REGISTRATION BY PARTY

DIST #	DEM	REP	NAV	OTH	CON	IND	LBT	PGP	PRO	WFP	DIST TOTAL
House District 57	1210	2476	2699	41	14	304	61	4	1	26	6836
PARTY TOTAL	1210	2476	2699	41	14	304	61	4	1	26	6836

District Listing Report

District : All

District Type	District Description
FED	Federal Statewide
Districts	
FED	Federal
CONGRESS	Congressional
Districts	
2nd Cong	US Representative, 2nd District
STATE	Statewide Partisan
Districts	
State Par	Statewide Partisan
SENATE	State Senator
Districts	
SS29	Senate District 29
REP	State Representative
Districts	
SR57	House District 57
NONPAR	Statewide Nonpartisan
Districts	
State NP	Statewide Nonpartisan
COURT	Circuit Court
Districts	
CC06	Circuit Court District 06
COUNTY	Countywide
Districts	
25	Morrow
DA	District Attorney
Districts	
DA, Morrow	District Attorney, Morrow County
CITY	City
Districts	
03	City of Boardman
04	City of Heppner
05	City of Ione
06	City of Irrigon
07	Town of Lexington

District Listing Report

District : All

District Type	District Description
SOIL	Soil And Water
Districts	
19	Morrow Soil and Water
COLLEGE	Community College
Districts	
331	BMCC ZONE 1-331
338	Blue Mountain Community College
ESDZ	Education Service Zone
Districts	
340	Education Service District, Zone 1
346	Education Service District, Zone 7
SCHOOL	School
Districts	
33	Ione School District
35	Morrow County School District No 1
FIRE	Fire
Districts	
08	Boardman Fire and Rescue District
09	Heppner Rural Fire Protection District
10	Irrigon Rural Fire Protection District
22	Ione Rural Fire Protection District
401	Pilot Rock Fire District, 7-401
5	South R.F.P.D.
WATC	Water Control
Districts	
18	Heppner Water Control District
LIB	Library
Districts	
24	Oregon Trail Library District
34	Ione Library District

District Listing Report

District : All

District Type	District Description
PARK	Park And Recreation
Districts	
11	Boardman Park and Recreation District
12	Irrigon Community Park and Recreation District
21	Willow Creek Park District
28	Morrow County Unified Recreation District Zone 2
29	Morrow County Unified Recreation District Zone 1
30	Morrow County Unified Recreation District Zone 3
31	Morrow County Unified Recreation District Zone 4
32	Morrow County Unified Recreation District Zone 5
PORT	Port
Districts	
37	Port of Morrow
HEALTH	Health
Districts	
36	Morrow County Health District
CEMETERY	Cemetery
Districts	
13	Boardman Cemetery District
14	Heppner Cemetery Maintenance District
15	Ione-Lexington Cemetery District
16	Irrigon Cemetery Maintenance District
OTHER	Other Special
Districts	
23	Irrigon Livestock District
26	North Morrow Vector Control District
39	FULLER CANYON LIVESTOCK DIST
450	Umatilla Morrow Radio & Data District

Grand Total : 48

Morrow County Clerk
Cashier Management System
eRecording Statistics
1/1/2020 to 1/15/2021

Document Type	Paper	Electronic	Total	eRecording %
C: CONTRACTS				
ASSIGN CONTRACT	2	0	2	0.00%
ASSIGN CONTRACT; DEED (2 Titles)	1	0	1	0.00%
CONTRACT MEMORANDUM	0	4	4	100.00%
LAND SALE CONTRACT	0	2	2	100.00%
REAL ESTATE CONTRACT	0	2	2	100.00%
Totals for: C: CONTRACTS	3	8	11	72.73%
CC: COURT CLAIMS				
ABSTRACT OF JUDGMENT	0	1	1	100.00%
AFFIDAVIT OF JUDGMENT	1	1	2	50.00%
LIEN RECORD ABSTRACT	1	0	1	0.00%
NOTICE OF PENDENCY OF AN ACTION	0	2	2	100.00%
Totals for: CC: COURT CLAIMS	2	4	6	66.67%
CCR: CC&R'S				
COVENANTS CONDITIONS & RESTRICTIONS	2	3	5	60.00%
REGULATORY AGREEMENT & DECLARATION OF COVENANTS	0	1	1	100.00%
RESTRICTIVE DEED COVENANTS	0	1	1	100.00%
Totals for: CCR: CC&R'S	2	5	7	71.43%
CD: COURT DEEDS				
LETTERS OF ADMINISTRATION	0	1	1	100.00%
Totals for: CD: COURT DEEDS	0	1	1	100.00%
COM: COUNTY COMMISSIONER'S DOCUMENTS				
ROAD COMMISSIONER'S DOCUMENT	50	0	50	0.00%
Totals for: COM: COUNTY COMMISSIONER'S DOCUMENTS	50	0	50	0.00%
D: DEED				
APPLICATION & CERTIFICATION EXEMPTING	0	39	39	100.00%
BARGAIN AND SALE DEED	38	39	77	50.65%
BARGAIN AND SALE DEED; DEED (2 Titles)	0	1	1	100.00%
CEMETERY DEED	11	0	11	0.00%
CERTIFICATE OF DEATH	21	8	29	27.59%
CORRECTIVE DEED	1	0	1	0.00%
DEED	3	2	5	40.00%
DEED CREATING THE ESTATE BY THE ENTIRETY	0	1	1	100.00%
DEED IN LIEU OF FORECLOSURE	4	1	5	20.00%
DEED; ASSIGN CONTRACT (2 Titles)	0	1	1	100.00%
FARM AGRICULTURAL BUILDING AGREEMENT	5	1	6	16.67%
OPTION TO PURCHASE REAL PROPERTY	1	0	1	0.00%
PERSONAL REPRESENTATIVES DEED	6	11	17	64.71%
QUITCLAIM DEED	17	4	21	19.05%
SHERIFFS DEED	1	0	1	0.00%
SUCCESSORS DEED	3	2	5	40.00%
SUCCESSORS DEED; AFFIDAVIT OF HEIRSHIP (2 Titles)	1	0	1	0.00%

Document Type	Paper	Electronic	Total	eRecording %
TAX FORECLOSURE DEED	2	0	2	0.00%
TRANSFER OR ENCUMBERANCE	5	0	5	0.00%
WARRANTY DEED	13	276	289	95.50%
WARRANTY DEED; WARRANTY DEED (2 Titles)	1	0	1	0.00%
WATER RIGHTS	3	0	3	0.00%
Totals for: D: DEED	136	386	522	73.95%
DIS: MILITARY DISCHARGE				
MILITARY DISCHARGE	3	0	3	0.00%
Totals for: DIS: MILITARY DISCHARGE	3	0	3	0.00%
E: EASEMENTS				
ASSIGNMENT OF EASEMENT	0	3	3	100.00%
ASSIGNMENT OF EASEMENT; ASSUMPTION AGREEMENT (2 Titles)	0	1	1	100.00%
EASEMENT	28	32	60	53.33%
EASEMENT; MEMO OF EASEMENT (2 Titles)	1	2	3	66.67%
GAS PIPELINE EASEMENT	0	1	1	100.00%
MEMO OF EASEMENT	0	4	4	100.00%
RECIPROCAL EASEMENT	0	2	2	100.00%
RIGHT OF WAY EASEMENT	3	2	5	40.00%
ROAD EASEMENT	1	0	1	0.00%
SUB EASEMENT	0	4	4	100.00%
UTILITY EASEMENT	0	1	1	100.00%
Totals for: E: EASEMENTS	33	52	85	61.18%
F: FORECLOSURES				
AFFIDAVIT OF MAILING; AFFIDAVIT OF PUBLICATION; AFFIDAVIT OF PROOF (3 Titles)	0	1	1	100.00%
AFFIDAVIT OF MAILING; AFFIDAVIT OF SERVICE; AFFIDAVIT OF PUBLICATION (3 Titles)	0	1	1	100.00%
CERTIFICATE OF COMPLIANCE	0	2	2	100.00%
NOTICE OF DEFAULT & ELECTION TO SELL	1	1	2	50.00%
RESCISSION OF NOTICE OF DEFAULT	0	5	5	100.00%
WRIT OF EXECUTION	0	1	1	100.00%
Totals for: F: FORECLOSURES	1	11	12	91.67%
L: LIENS				
AMBULANCE LIEN	1	0	1	0.00%
CLAIM OF CONSTRUCTION LIEN	2	3	5	60.00%
COMPLETION NOTICE	0	33	33	100.00%
DISTRAINT WARRANT	47	0	47	0.00%
IRS LIEN	5	0	5	0.00%
LIEN	1	1	2	50.00%
LIEN ON PERSONAL PROPERTY	64	0	64	0.00%
MECHANICS LIEN	0	1	1	100.00%
RELEASE IRS LIEN	1	0	1	0.00%
RELEASE WARRANT	61	0	61	0.00%
SATISFACTION	18	3	21	14.29%
SATISFACTION OF CONSTRUCTION LIEN	0	2	2	100.00%
SATISFACTION OF COUNTY ASSESSMENT LIEN	64	0	64	0.00%
Totals for: L: LIENS	264	43	307	14.01%
LE: LEASES				
ASSIGN LEASE	0	3	3	100.00%

Document Type	Paper	Electronic	Total	eRecording %
ASSIGN LEASE; ASSUMPTION AGREEMENT (2 Titles)	0	4	4	100.00%
ASSIGN LEASE; LEASE AGREEMENT (2 Titles)	0	2	2	100.00%
GROUND LEASE	0	1	1	100.00%
LEASE	1	1	2	50.00%
LEASE AGREEMENT	5	7	12	58.33%
MEMORANDUM OF COMMERCIAL LEASE	1	4	5	80.00%
MEMORANDUM OF COMMERCIAL LEASE; EASEMENT (2 Titles)	1	3	4	75.00%
OPTION & SITE LEASE	1	0	1	0.00%
RELEASE LEASE	1	3	4	75.00%
RELEASE LEASE; EASEMENT; LEASE AGREEMENT (3 Titles)	0	1	1	100.00%
RELEASE LEASE; LEASE AGREEMENT; EASEMENT (3 Titles)	0	1	1	100.00%
RELEASE LEASE; SURRENDER LEASE (2 Titles)	1	0	1	0.00%
SUBORDINATION AGREEMENT; ASSIGN LEASE; ESTOPPAL DEED; ATTORNMEN AGREEMENT (4 Titles)	1	0	1	0.00%
TERMINATE LEASE	0	13	13	100.00%
Totals for: LE: LEASES	12	43	55	78.18%
M: MORTGAGES				
AFFIDAVIT OF AFFIXATION	0	1	1	100.00%
AFFIDAVIT OF MISSING ASSIGNMENT	0	1	1	100.00%
AMEND DEED OF TRUST	0	1	1	100.00%
AMEND UCC	4	0	4	0.00%
APPOINT TRUSTEE	33	63	96	65.63%
APPOINT TRUSTEE; DEED OF RECONVEYANCE (2 Titles)	0	6	6	100.00%
ASSIGN LEASES & RENTS	0	4	4	100.00%
ASSIGN RENTS	0	8	8	100.00%
ASSIGN TRUST DEED	9	33	42	78.57%
CANCELLATION OF RECONVEYANCE & REINSTATEMENT OF TRUST DEED	0	1	1	100.00%
CONTINUE UCC	1	0	1	0.00%
DEED OF RECONVEYANCE	46	116	162	71.60%
LINE OF CREDIT INSTRUMENT	0	48	48	100.00%
LINE OF CREDIT INSTRUMENT; ASSIGN RENTS; SECURITY INSTRUMENT; FIXTURE FILING; TRUST DEED (5 Titles)	0	1	1	100.00%
LINE OF CREDIT INSTRUMENT; FIXTURE FILING (2 Titles)	0	2	2	100.00%
LINE OF CREDIT INSTRUMENT; REQUEST FOR NOTICE OF DEFAULT (2 Titles)	0	1	1	100.00%
LINE OF CREDIT INSTRUMENT; SECURITY INSTRUMENT; FIXTURE FILING; ASSIGN LEASES & RENTS (4 Titles)	0	1	1	100.00%
LINE OF CREDIT INSTRUMENT; TRUST DEED; ASSIGN LEASES & RENTS; SECURITY INSTRUMENT; FIXTURE FILING (5 Titles)	0	1	1	100.00%
LINE OF CREDIT INSTRUMENT; TRUST DEED; ASSIGN RENTS; SECURITY INSTRUMENT; FIXTURE FILING (5 Titles)	0	1	1	100.00%
LINE OF CREDIT INSTRUMENT; TRUST DEED; SECURITY INSTRUMENT; ASSIGN LEASES & RENTS; FIXTURE FILING (5 Titles)	0	1	1	100.00%
LOAN MODIFICATION	0	2	2	100.00%
MODIFICATION AGREEMENT	0	1	1	100.00%
MODIFICATION OF TRUST DEED	3	40	43	93.02%
MODIFICATION OF TRUST DEED; FIXTURE FILING (2 Titles)	0	2	2	100.00%
MORTGAGE	13	11	24	45.83%
MORTGAGE; COVENANTS CONDITIONS & RESTRICTIONS (2 Titles)	0	2	2	100.00%
NON DISTURBANCE & ATTORNMEN AGREEMENT	0	3	3	100.00%
PARTIAL RECONVEYANCE	0	23	23	100.00%
SATISFACTION	12	4	16	25.00%
SECOND TRUST DEED	0	1	1	100.00%
SECURITY INSTRUMENT	0	1	1	100.00%
SUBORDINATION AGREEMENT	0	12	12	100.00%

Document Type	Paper	Electronic	Total	eRecording %
SUBORDINATION AGREEMENT; ASSIGN LEASE; ESTOPPAL DEED; ATTORNMENT AGREEMENT (4 Titles)	7	0	7	0.00%
SUBORDINATION AGREEMENT; ASSIGN LEASE; ESTOPPAL DEED; NON DISTURBANCE & ATTORNMENT AGREEMENT (4 Titles)	8	0	8	0.00%
SUBORDINATION AGREEMENT; ASSIGN LEASE; NON DISTURBANCE & ATTORNMENT AGREEMENT (3 Titles)	1	0	1	0.00%
SUBORDINATION AGREEMENT; ESTOPPAL DEED; NON DISTURBANCE & ATTORNMENT AGREEMENT; SUBORDINATION AGREEMENT (4 Titles)	1	0	1	0.00%
SUBORDINATION AGREEMENT; LEASE AGREEMENT; ESTOPPAL DEED; NON DISTURBANCE & ATTORNMENT AGREEMENT (4 Titles)	1	0	1	0.00%
SUBORDINATION AGREEMENT; SECURITY INSTRUMENT (2 Titles)	0	1	1	100.00%
SUBORDINATION AGREEMENT; SUBORDINATION AGREEMENT; ASSIGN LEASE; NON DISTURBANCE & ATTORNMENT AGREEMENT (4 Titles)	1	0	1	0.00%
SUBORDINATION AGREEMENT; SUBORDINATION AGREEMENT; ESTOPPAL DEED; NON DISTURBANCE & ATTORNMENT AGREEMENT (4 Titles)	1	0	1	0.00%
SUBSTITUTE TRUSTEE	10	5	15	33.33%
SUBSTITUTE TRUSTEE; DEED OF RECONVEYANCE (2 Titles)	133	114	247	46.15%
SUBSTITUTE TRUSTEE; SATISFACTION (2 Titles)	1	0	1	0.00%
TERMINATE UCC	5	0	5	0.00%
TRUST DEED	2	331	333	99.40%
TRUST DEED; ASSIGN LEASES & RENTS (2 Titles)	0	1	1	100.00%
TRUST DEED; ASSIGN LEASES & RENTS; FIXTURE FILING; SECURITY INSTRUMENT (4 Titles)	0	1	1	100.00%
TRUST DEED; ASSIGN LEASES & RENTS; SECURITY INSTRUMENT (3 Titles)	0	1	1	100.00%
TRUST DEED; ASSIGN RENTS (2 Titles)	0	1	1	100.00%
TRUST DEED; ASSIGN RENTS; SECURITY INSTRUMENT; FIXTURE FILING (4 Titles)	0	1	1	100.00%
TRUST DEED; FIXTURE FILING (2 Titles)	0	3	3	100.00%
TRUST DEED; FIXTURE FILING; ASSIGN LEASES & RENTS; SECURITY INSTRUMENT (4 Titles)	0	2	2	100.00%
TRUST DEED; SECURITY INSTRUMENT; ASSIGN LEASES & RENTS; FIXTURE FILING (4 Titles)	0	1	1	100.00%
TRUST DEED; SECURITY INSTRUMENT; ASSIGN RENTS; FIXTURE FILING (4 Titles)	0	2	2	100.00%
TRUST DEED; SECURITY INSTRUMENT; FIXTURE FILING; ASSIGN RENTS (4 Titles)	0	1	1	100.00%
UCC FINANCING STATEMENT	5	8	13	61.54%
Totals for: M: MORTGAGES	297	865	1,162	74.44%
MD: MISCELLANEOUS DEEDS				
AFFIANTS DEED	2	3	5	60.00%
COUNTY DISCLAIMER STATEMENT	5	0	5	0.00%
FARM AGRICULTURAL BUILDING AGREEMENT	2	0	2	0.00%
MINERAL RIGHTS/DEED	0	1	1	100.00%
Totals for: MD: MISCELLANEOUS DEEDS	9	4	13	30.77%
MM: MISCELLANEOUS MORTGAGES				
SUPPLEMENTAL INDENTURE	2	4	6	66.67%
Totals for: MM: MISCELLANEOUS MORTGAGES	2	4	6	66.67%
ORD: ORDINANCE				
ORDINANCE	2	0	2	0.00%
RESOLUTION & ORDER	0	1	1	100.00%
Totals for: ORD: ORDINANCE	2	1	3	33.33%
PLAT: PLATS				
PARTITION PLAT	13	0	13	0.00%

Document Type	Paper	Electronic	Total	eRecording %
SUBDIVISION PLAT	1	0	1	0.00%
Totals for: PLAT: PLATS	14	0	14	0.00%
POA: POWER OF ATTORNEY				
POWER OF ATTORNEY	4	1	5	20.00%
POWER OF ATTORNEY - DURABLE	5	2	7	28.57%
POWER OF ATTORNEY - LIMITED	5	2	7	28.57%
Totals for: POA: POWER OF ATTORNEY	14	5	19	26.32%
Total for all document types	844	1,432	2,276	62.92%

Account Totals by Fiscal Year

Account Description

Account Number

Account Description	Account Number	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	2019 - 2020 Fiscal Year
Microfiche Fees	101.105.3.40.4180	July 2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2019 - 2020 Fiscal Year \$0.00
		January 2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		February 2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Recording Fees	101.105.3.40.4181	July 2019	\$4,140.00	\$5,450.00	\$4,515.00	\$7,010.00	\$6,205.00	2019 - 2020 Fiscal Year \$9,090.00
		January 2020	\$5,650.00	\$3,590.00	\$5,070.00	\$4,125.00	\$3,515.00	
		February 2020						
		March 2020						
		April 2020						
		May 2020						
Certification Fees	101.105.3.40.4185	July 2019	\$27.00	\$72.75	\$23.00	\$65.75	\$0.00	2019 - 2020 Fiscal Year \$452.75
		January 2020	\$19.00	\$41.75	\$72.75	\$15.50	\$34.75	
		February 2020						
		March 2020						
		April 2020						
		May 2020						
Photocopy Fees	101.105.3.40.4186	July 2019	\$1,078.75	\$851.50	\$1,223.75	\$1,096.75	(\$143.75)	2019 - 2020 Fiscal Year \$12,918.50
		January 2020	\$837.75	\$1,196.75	(\$97.00)	\$1,049.75	\$298.75	
		February 2020						
		March 2020						
		April 2020						
		May 2020						
Miscellaneous Revenue	101.105.3.40.4187	July 2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2019 - 2020 Fiscal Year \$0.00
		January 2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		February 2020						
		March 2020						
		April 2020						
		May 2020						
Location Fees	101.105.3.40.4188	July 2019	\$442.50	\$645.00	\$397.50	\$498.75	\$330.00	2019 - 2020 Fiscal Year \$5,156.25
		January 2020	\$438.75	\$240.00	\$645.00	\$341.25	\$330.00	
		February 2020						
		March 2020						
		April 2020						
		May 2020						
Candidate Filing Fees	101.105.3.40.4191	July 2019	\$0.00	\$0.00	\$100.00	\$100.00	\$50.00	2019 - 2020 Fiscal Year \$600.00
		January 2020	\$0.00	\$200.00	\$100.00	\$0.00	\$0.00	
		February 2020						
		March 2020						
		April 2020						
		May 2020						
Special Election Fees	101.105.3.40.4192	July 2019	\$1,970.67	\$0.00	\$0.00	\$116.16	\$0.00	2019 - 2020 Fiscal Year \$2,614.33
		January 2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		February 2020						
		March 2020						
		April 2020						
		May 2020						
Tax & Assessment Fee	101.105.3.40.4193	July 2019	\$115.50	\$98.00	\$92.00	\$101.00	\$101.00	2019 - 2020 Fiscal Year \$1,043.00
		January 2020	\$100.00	\$68.50	\$81.50	\$61.50	\$61.50	
		February 2020						
		March 2020						
		April 2020						
		May 2020						

Go to Assessor

Account Totals by Fiscal Year

Account Description

Account Number

Account Description	Account Number	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	Fiscal Year
Service Fees	101.105.3.40.4195	\$210.00	\$385.00	\$385.00	\$560.00	\$385.00	\$280.00	2019 - 2020 Fiscal Year
		January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	\$3,595.00
		\$400.00	\$560.00	\$395.00	\$0.00	(\$25.00)	\$60.00	

Account Description	Account Number	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	Fiscal Year
Overpayment	101.105.3.40.4195 b	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2019 - 2020 Fiscal Year
		January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Account Description	Account Number	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	Fiscal Year
Passport Pictures	101.105.3.40.4196	\$84.00	\$108.00	\$144.00	\$156.00	\$180.00	\$156.00	2019 - 2020 Fiscal Year
		January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	\$1,594.00
		\$220.00	\$210.00	\$294.00	\$14.00	\$0.00	\$28.00	

Account Description	Account Number	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	Fiscal Year
Computer Printouts	101.105.3.40.4365	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2019 - 2020 Fiscal Year
		January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Account Description	Account Number	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	Fiscal Year
Death Certificates	101.105.3.40.4672	\$225.00	\$950.00	\$600.00	\$700.00	\$450.00	\$25.00	2019 - 2020 Fiscal Year
		January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	\$5,375.00
		\$450.00	\$275.00	\$300.00	\$150.00	\$925.00	\$325.00	

Account Description	Account Number	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	Fiscal Year
Road Vacation Fees	101.105.3.40.4673	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2019 - 2020 Fiscal Year
		January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Account Description	Account Number	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	Fiscal Year
Domestic Partnerships	101.105.3.40.DPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2019 - 2020 Fiscal Year
		January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Account Description	Account Number	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	Fiscal Year
Overpayments	101.105.3.60.4189	\$10.00	\$4.00	\$15.00	\$10.00	\$0.00	\$5.00	2019 - 2020 Fiscal Year
		January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	\$66.00
		\$0.00	\$15.00	\$5.00	\$0.00	\$0.00	\$2.00	

Account Description	Account Number	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	Fiscal Year
Surveyor Plat Check	101.118.3.40.4014	\$200.00	\$400.00	\$400.00	\$800.00	\$200.00	\$0.00	2019 - 2020 Fiscal Year
		January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	\$3,600.00
		\$400.00	\$0.00	\$0.00	\$0.00	\$200.00	\$1,000.00	

Surveyor

Account Totals by Fiscal Year

Account Description	Account Number													2019 - 2020 Fiscal Year
Surveyor Subdivision <i>Surveyor</i>	101.118.3.40.4187	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	\$1,050.00
		\$0.00	\$690.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00
Surveyor Vacation <i>Surveyor</i>	101.118.3.40.4194	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Preservation Account <i>for Surveyor "Corner Preservation"</i>	208.118.3.40.4323	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	\$15,684.50
		\$1,054.50	\$1,415.50	\$1,453.50	\$1,700.50	\$1,377.50	\$1,159.00	\$1,729.00	\$1,092.50	\$1,434.50	\$1,016.50	\$959.50	\$1,292.00	
		\$171.00	\$172.50	\$168.50	\$190.50	\$173.50	\$140.00	\$191.00	\$126.00	\$157.00	\$115.00	\$112.00	\$151.50	\$1,868.50
Clerk's Fees	681.681.3.10.1003	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	\$18,774.00
		\$2,079.00	\$1,764.00	\$1,656.00	\$1,818.00	\$1,818.00	\$1,422.00	\$1,800.00	\$1,233.00	\$1,467.00	\$1,107.00	\$1,107.00	\$1,503.00	
		\$7,080.00	\$9,480.00	\$9,480.00	\$10,980.00	\$9,540.00	\$8,160.00	\$11,460.00	\$7,200.00	\$9,120.00	\$6,720.00	\$6,300.00	\$8,880.00	\$104,400.00
State Housing Fees <i>STATE fee</i>	685.685.3.40.4197	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	\$244,519.83
		\$7,080.00	\$9,480.00	\$9,480.00	\$10,980.00	\$9,540.00	\$8,160.00	\$11,460.00	\$7,200.00	\$9,120.00	\$6,720.00	\$6,300.00	\$8,880.00	
		\$11,460.00	\$7,200.00	\$9,120.00	\$6,720.00	\$6,300.00	\$8,880.00							\$244,519.83

Total: \$244,519.83

Clerk Summary

Current Wage	6,390.87/mo	76,690.38/yr
Number of subordinates supervised	2	
Size of budget administered	\$346,657	

ORS 205.110¹

General powers and duties of County Clerk

(1)The county clerk in each county shall keep and maintain the records of the county governing body.

(2)The county clerk of any county in which the county court has judicial functions shall, for the county court:

(a)Keep the seal of the court, and affix it in all cases required by law.

(b)Record the proceedings of the court.

(c)Keep the records, files, books and papers pertaining to the court.

(d)File all papers delivered to the clerk for that purpose in any action or proceeding in the court.

(e)Attend the terms of the court, administer oaths and receive the verdict of a jury in any action or proceeding therein, in the presence and under the direction of the court.

(f)Under the direction of the court enter its orders and judgments.

(g)Authenticate, by certificate or transcript, as may be required, the records, files or proceedings of the court, or any paper pertaining thereto, and filed with the clerk.

(h)Exercise the powers and perform the duties conferred upon the clerk by statute.

(i)In the performance of duties pertaining to the court, conform to the direction of the court.

(3)The county clerk may take and certify the proof and acknowledgment of a conveyance of real property or any other written instrument authorized or required to be proved or acknowledged.

[1977 c.594 §2; 1981 s.s. c.3 §39; 1983 c.327 §5; 1985 c.540 §40; 1991 c.230 §11]



County Clerk

Our Vision: *Pioneering Pathways to Prosperity*

Mission Statement: *Partner with our citizens to proactively meet their needs and create opportunities*

Job Title:	County Clerk	Department:	Clerk
Reports To:	The People	Salary Grade:	M1
Union:	No	Rate:	
FLSA Classification:	Exempt	Revision Date:	04/11/2019

Summary/General Statement of Duties:

The County Clerk is an Elected Official under Oregon Constitution and Statute. As such, the County Clerk reports to the citizens of Wasco County.

The Wasco County Clerk is the official administrator of public records for the County, including assistance/oversight of archiving functions and records management. The Clerk is responsible for recording real property transactions to ensure a current and accurate property tax roll. The Clerk is responsible for issuing marriage licenses and domestic partnerships, performing marriages and maintaining marriage records.

The County Clerk is the chief election official of the County. The office plans, coordinates, and conducts all elections for federal, state, counties, cities and local districts. It ensures that elections are conducted to state statute and other related requirements.

The County Clerk also maintains the proceedings of the County Court and keeps all commissioners' journals, ordinances, resolutions, agreements, contracts, and other court-related public records. The Clerk's office serves as Clerk of the Board of Property Tax Appeals (BOPTA). The County Clerk is also the jurisdictional contact for the Oregon Government Ethics Commission for the Statement of Economic Interest filing.

The County Clerk is elected to a four-year term at a General Election. They must be 18 years of age and a resident of Wasco County one (1) year prior to election to office.

MINIMUM QUALIFICATIONS

Essential Functions

- Performs and/or administers all relevant duties as listed in Oregon Revised Statutes: Chapters 205, 246-251, 253-255, and 258-260, subject to change with any legislative session.
- Follows the directives, policies, and guidelines as issued by the Secretary of State Elections Division and Archives Division, Department of Revenue, Oregon Health Authority Center for Health Statistics and Oregon Vital Records, Oregon Government Ethics Commission and other relevant agencies that help govern the duties of County Clerk.
- Works closely with County Commissioners, Administrative Officer and other County offices and departments, State agencies, attorneys, title and real estate companies, cities, special districts and the public.
- Performs work requiring the technical knowledge of all Federal and State laws, the Oregon Constitution, Administrative Rules, Oregon Vote by Mail Manual and postal regulations.

Election Functions

- Manage all election activity in Wasco County, to include the review of filings for candidates and committees, petition and measure filings received, management of voter registration processes, ballot preparation and vote tabulation procedures, ballot security measures and the development of office policies and procedures that works to improve the quality of services delivered to the citizens.
- Study and adhere to election related federal, state and local laws, and all other relevant ordinances and guidelines. Keep informed on pending legislation that might benefit or adversely affect the operations of the office and/or the County.
- Develop training materials and provide training to staff, election workers, district and city election officials, and volunteers regarding laws and conduct of elections.
- Plan, organize and implement a variety of schedules involving election dates, actions and personnel. Prepare and distribute ballot layouts, legal notices and sample ballots. Maintain retention files and records for central committees and special districts.
- Issue Notices of Appointment, Oath of Office, Certificates of Election and abstracts, for all districts.
- Update election precinct maps and registration records and notify electors when annexations, formations, dissolutions, state and County Commissioner redistricting and postal address changes are implemented.
- Respond to questions and requests for assistance for election information from the public, local election officials and candidates. Media exposure and public scrutiny are a regular part of the functions of this position. Prepare news releases and conduct media interviews as requested.

Records Functions

- Serve as the County archival contact by providing the oversight and recommendations to county departments on archival methods. Responsible for the preservation and management of archives maintained in the County, to include inventory, tracking, storage, and destruction policies and procedures. Analyze and recommend appropriate action toward the short and long term records storage needs of the County. Act as County Implementation Manager for the Oregon Records Management Solution.
- Record permanent public records, including indexing of each instrument (grantor/grantee, date received, recorded and or filed, fees collected and distributed, who document was returned to). Records include but are not limited to deeds, mortgages, liens, contracts, agreements and all instruments regarding real estate allowed by law to be recorded.
- Maintain accounting records of monies owed and received. Verify and calculate amounts to be distributed to general ledger. Accurately and timely maintain all related financial records.
- Act as Clerk of the Board of Property Tax Appeals, responsible for accepting petitions, organizing and scheduling public hearings for the board. Publish and post legal notices, attend hearings, takes and maintains official minutes and records, creates orders for the board to sign.

Clerk Functions

- Perform official duties of the County Clerk, such as solemnizing marriages, accepting and rejecting documents presented for recordation, administering oaths, issuing certificates of election to public officials, accepting district budgets, and certifying election returns, annual tax roll and documents of record.
- Keep in contact and maintain relations with the Secretary of State Elections Division, Oregon State Archives, the Oregon Association of County Clerks and Association of Oregon Counties. Attend required training, conferences, meetings and serve on state committees.
- Supervise staff in the Records, Elections and Board of Property functions. Assign and schedule work, evaluate job performance, review work, provide education and training opportunities as needed, and establish the policies and procedures that provide the direction to staff. Initiate and conduct processes for hire, disciplinary action and termination.
- Formulate and prepare departmental budget for submission to Finance Director. Monitor and manage fiscal operations of two General Fund Budgets (Clerk and Elections) and one dedicated fund (Clerk's Records Fund).
- Act as representative to media and local organizations on functions and activities of the Clerk's Office.

This job description in no way states or implies that these are the only duties to be performed by an individual occupying this position. Individuals may be required to perform other related duties as assigned, to ensure workload coverage. Individuals are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does not constitute an employment agreement between the employer and elected official, and is subject to change by the County as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the individual will possess the abilities of aptitudes to perform each duty proficiently.

Scope and Accountability:

The County Clerk is responsible for supervising 3 FTE’s, 15 seasonal election workers and additional elections volunteers (Rotary Club, Vote Assistance Team, etc.) and BOPTA board members (typically 5-6 appointed volunteers).

Knowledge, Skills, and Abilities:

- High School Diploma or GED
- One year work experience as a municipal or County Clerk, or one year general office experience
- Proficient computer and typing skills
- Basic accounting skills
- Proficient with MS Office (Word, Outlook & Excel) and familiar with data entry.
- Excellent verbal and written communication skills
- Strong people skills
- Valid driver’s license
- Ability to maintain confidentiality and security of information

Work Environment:

Work is typically performed in a general office environment and uses a computer, telephone, and other office equipment as needed to perform duties. Employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk or hear; frequently required to use repetitive hand motion, handle or feel, stand, walk, reach, bend, pull or lift up to 20 pounds regularly and 40 pounds occasionally.

Contact with the public in an office environment may risk exposure to irrational/hostile behavior and contagious diseases.

The physical demands 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 essential functions.

Specific Qualifications/Special Projects:

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>					

MATERIALS HANDLING	Never 0%	Rare 1-5%	Occas. 6-33%	Freq. 34-66%	Cont. 67-100%
Lift					
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>					

Carry					
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>					

Push					
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>					

Pull					
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>					

Upper Extremities					
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>					

PHYSICAL ENDURANCE	Hours /Day	Comments
Sit	4-6	Able to change pos. freq.
Stand	2-4	
Walk	2-4	On uneven surfaces
Stand / Walk	2-6	On uneven surfaces
Overall Job Strength:		

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	X	Heat / Cold
Airborne Exposures	X	
Bloodborne Pathogens	X	Rare
1st Aid/CPR Certificate	X	

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:

Analyzed By:	Nichole Biechler, Human Resources Mngr. Supervisor's Name, Title
Date Reviewed:	04/11/2019

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 Signature

Date

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

UMATILLA COUNTY POSITION DESCRIPTION

Department: Administrative Services

Employee Name:

Division/Section: DEPARTMENT ADMINISTRATION

Position Title: Director of Administrative Services

Job Series: Director-Dept. Head Level Salary Range: *R 37

Union Covered: No

BOLI Exempt: Yes

GENERAL DESCRIPTION OF POSITION

Department head. Manages and supervises Administrative Services Department, functions and employees. Department consists of Administration, Facility Maintenance, Elections, Records, Computer Information Services, Geographic Information Services, Law Library, and Communications. Directly supervises managers. Assists managers in recruiting, selection and hiring of new employees. Fulfills statutory role of County Clerk. Is principal advisor to Board of Commissioners on elections, records, facilities, technology and other support functions.

SUPERVISORY RELATIONSHIPS

Works as member of County's appointed senior management team as a department head under the overall, broad supervision of the Board of County Commissioners. Responsible for day-to-day matters to liaison commissioner for department. Has broad discretion, within ORS and established Board Policy and County Administrative Policies. Directly supervises Administrative Assistant and managers of each of seven functions.

PRINCIPAL DUTIES OF POSITION

1. Manages and supervises overall functions and personnel, establishes overall policy and ensures compliance with regulatory, statutory and County policies pertaining to personnel and functions of Administrative Services Department. - EE
2. Principal advisor to Board and manages/supervises through staff regarding: facilities and regulatory compliance issues relating thereto (i.e.: ADA, OSHA, Building Code, etc.); other general County support Functions. - EE
3. Manages the property and liability insurance needs of the County.
4. Keeps Commissioners informed as appropriate of IT issues, personnel or manning issues, facilities matters, etc. - EE
5. Monitors recruiting and selection processes for regulatory and Policy compliance; conducts or participates in (selectively) selection panels; conducts or ensures preliminary selection, reference and criminal background checks and post selection drug testing.

6. Performs the statutory duties of the County Clerk. - EE
7. Performs the duties of Information Technology manager.

OTHER DUTIES OF POSITION

Other duties as assigned by the Board of Commissioners.

REQUIREMENTS FOR POSITION

Bachelor's degree with emphasis in Public Administration, management/administration or similar background; Five years' experience in administrative public sector of which at least three years were in management with supervisory experience. Familiar with public records laws, elections and contracting law and procedures. Understanding of information technology policies and procedures. Familiarity with local governmental services. Excellent verbal and written communication skills.

Employee's Signature

Don Russell

Morrow County Commissioner

January 15, 2021

I appreciate the work of the compensation committee. In the past I've not advocated for any salary level for a county commissioner. I didn't run for the position for the money. I have on occasion been asked what does a commissioner do. You all know that we meet as a board on Wednesday's and conduct the public duties of the board, but may not know what we do or if we do anything the rest of the week. Here's a look at my schedule this past week.

Sunday January 10, I started reading the agendas and corresponding information for the Association of Oregon Counties (AOC) monthly meeting starting at 8:00 am Monday morning. I co-chair the transportation and community development committee for AOC as well as sit on the legislative board. Time spent was about 3 hours

Monday the AOC meetings started at 8:00 and were held remotely. Before COVID and virtual meetings I would have driven to Salem on Sunday evening and spent the night. AOC takes a half hour break at noon for lunch and then starts back at 12:30. My part with AOC was done around 2:00 pm and again before COVID I would drive home. After AOC I started going through the roughly 50 emails, I receive daily. Some of these emails require some work and some are just junk and receive appropriate time.

Tuesday's always start off at 7:00 am with an hour phone conference with our State representatives and senators from Eastern Oregon as well as our Director from AOC and any county commissioner from east of the Cascades that wishes to listen. This takes an hour. My next two meetings were both virtual and scheduled at 10:00. I sit in on a weekly update with our contractors on the new building in Irrigon. This is an ongoing weekly meeting and took about a half hour. There was also scheduled an Airport advisory meeting scheduled for 10:00 that I caught the last half hour of. At 11:00 I had a phone conversation with Lisa Mittlesdorf to talk about the latest draft of the IGA for CREZ III. At 1:30 we had a department directors meeting which I attended virtually. The meeting ended around 3:30. Between 3:30 and 5:30 I went through emails, and read the packet for our commission meeting on Wednesday. Our packets can range from about 100 pages to several hundred. I'm not saying that I read every page of an amendment to a state contract, but there is a lot of reading in this job. At 7:30 that evening I attended virtually the first city council meeting of the year for Aurora Oregon. Wendy Veliz from PGE was being sworn in as a counselor and I thought it would be nice to support her. Wendy works in Government Affairs for PGE and has been coming to Morrow County for the 16 years I've been involved with either the Port of Morrow or Morrow County.

Wednesday is always our commission meeting. They start promptly at 9:00, and you could look at any of our public agendas to see what we do. The meetings during COVID are all in Heppner and are open to the public via Zoom. Pre COVID, we used to rotate meetings, with the first and fourth meetings being in Heppner and the second and third meetings being in Irrigon and Boardman. I suspect when we get the new building finished this fall in Irrigon, we will hold two meetings a month there. Our meeting ended at 12:00 and then we all sat in on an OHA meeting virtually with Director Allen. After this meeting I drove home had some lunch and went through the 57 emails that had come in.

Thursday was a light day. Other than checking emails and making a couple of phone calls I didn't have anything scheduled for the county until a 3:00 pm Leadership Team meeting. I did attend the BCDA meeting virtually from 7:30 to 9:00.

Friday, I had a virtual meeting with AOC and other county commissioners on an extension of a Solar Tax deferral program. This lasted about an hour. Then there was a press release by Governor Brown, an OHA virtual meeting for elected officials, and a quick phone call with our HR Director about an annual review for our administrator. Friday's at 1:30 there is a phone call with the Chair of the Board of Commissioners, our administrator and executive assistant to go over the agenda for next Wednesday. We rotate the Chair annually and I'm the Chair this year. I then wrote up this paper for the compensation committee and now it's 3:30.

I will say that at my house I have ample bandwidth and am able to attend a lot of meetings virtually. There are more meetings now than in my previous years as a commissioner, but the travel is down since most are done virtually. I know that the other two commissioners live in areas that are limited in bandwidth, and they do more meetings from county buildings than I do. I don't know if there is a typical week for any of the commissioners, but this is snapshot of the current week for this commissioner.

Commissioner Summary

Current Wage	4,486.93/mo	53,843.14/yr
Number of subordinates supervised	2 Direct; 125 Indirect	
Size of budget administered	\$633,900 BOC; \$50.3 Million Total	

ORS 203.240¹

Organization, powers, and duties of board

(1) A board of county commissioners shall:

(a) Have the powers and duties and be otherwise subject to the laws applicable to county courts sitting for the transaction of county business.

(b) Unless provided otherwise by county charter or ordinance, consist of three county commissioners. A majority of the board is required to transact county business.

(c) Except as otherwise provided in ORS 203.230 (Abolishing office of county judge and establishing board of county commissioners in noncharter county) (5) or an order issued under ORS 203.230 (Abolishing office of county judge and establishing board of county commissioners in noncharter county) (1), appoint a chairperson from among their number who shall serve until the first Monday in January next following appointment. If two members of the board cannot agree on the appointment of a chairperson, the member of the board who is longest in length of service shall act as chairperson.

(2) When a county has established a board of county commissioners any reference in the statutes to the county court of that county shall be considered a reference to the board of county commissioners of the county. [1961 c.571 §2; 1971 c.88 §7; 1981 c.140 §4; 1985 c.756 §2; 1997 c.277 §2]



Wasco County Commissioner

Our Vision: Pioneering Pathways to Prosperity

Our Mission: Partner with our citizens to proactively meet their needs and create opportunities

Job Title:	County Commissioner	Department:	Administration
Reports To:	The People	Salary Grade:	N/A
Union:	No	Rate:	
FLSA Classification:	Part-Time, Exempt	Revision Date:	04/30/2018

SUMMARY:

The Wasco County Board of Commissioners, as a body and as individually elected officials, shall strive to provide the citizens of Wasco County with cost effective, professional and courteous service. It is the responsibility of the Wasco County Board of Commissioners to direct and coordinate business of Wasco County government as prescribed by Oregon Revised Statutes. Additionally, the Board of County Commissioners will operate within the statutory framework that provides public services to the citizens of the County by utilizing budgeted funds and maximizing use of all available dollars from state and federal sources.

EXAMPLES OF PRINCIPAL DUTIES:

An individual in this classification will perform any or all of the following duties. However, these examples do not include all the specific tasks which an individual may be expected to perform.

- Serves, on a rotation basis with the other Commissioners, as Chairman of the Board of Commissioners and in this capacity preside over meetings of the board; assist in the coordination of board responsibilities.
- Acts as a member of the County Budget Committee in the preparation of County budget; estimates and determines amount of revenue required; levies rates necessary for appropriation of funds; supervises all county financing.
- Approves or disapproves all county purchases, payrolls, contracts, deeds, leases and acquisitions whether real or personal property with the exception of certain business transactions which are taken care of by some departments of county government pursuant to state law.
- Supervises all county property; provides for the erection, repair and usage of county buildings.
- Establishes, vacates or alters county roads within the county.
- Acts as a liaison and advocate to the Oregon State Legislature on behalf of Wasco County.
- From time to time, meets with cities within the county, adjoining counties, state and government officials in matters of coordination, cooperation and matters of policy at various levels of government and for the purpose of agreements relating to land and water uses, cooperative projects, and matters of mutual interest; meets with school boards and various other boards and organizations in matters of local interest.

This job description in no way states or implies that these are the only duties to be performed by an individual occupying this position. Individuals may be required to perform other related duties as assigned, to ensure workload coverage. Individuals are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does not constitute an employment agreement between the employer and elected official, and is subject to change by the County as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the individual will possess the abilities of aptitudes to perform each duty proficiently.

KNOWLEDGE, SKILL AND ABILITY:

- Thorough knowledge of county government organization, powers and function and relationships with other governmental jurisdictions.
- Thorough knowledge of the principles and practices of public administration, particularly as applied to the management of diversified county governmental services.
- Thorough knowledge of the principles and practices of public budgeting, finance, reporting and personnel management.
- Considerable ability and skill in establishing and maintaining cooperative and harmonious working relationships with county administrative officials and employees, representatives of business and government organizations and the general public.
- Ability to appraise the quality of varied municipal services through inspection and review of work reports and to develop and effectively initiate improvement in management methods.
- Ability to speak effectively before varied groups.

SCOPE AND ACCOUNTABILITY:

SUPERVISION RECEIVED: The Wasco County Board of Commissioners works within the scope of responsibilities granted under Oregon Revised Statutes, in conjunction with the Wasco County Administrative Officer.

SUPERVISION EXERCISED: Exercises supervision over a large number of appointed, non-elective employees and department heads.

EXPERIENCE AND TRAINING: (Elective Position)

WORK ENVIRONMENT:

Outlined below in the physical requirements section.

SPECIFIC QUALIFICATIONS/SPECIAL PROJECTS:

- These are the major tasks that are involved in doing the job. (Needs to filled out)

Wasco County Commissioner

All 36 Counties in Oregon are political subdivisions of the State. County Governments operate within that statutory framework to provide public services to the citizens of the County. The Board of Commissioners has the authority to adopt the County's annual budget, negotiate contracts, bargain with the County's labor organizations, hire employees, enact policies and procedures for the delivery of public services and make land use decisions. In our executive capacity, we supervise, evaluate, direct and discipline appointed department heads. As legislators, we enact ordinances that have the force of law countywide. When we conduct land use hearings, we act as a quasi-judicial panel of judges taking testimony from opposing sides and rendering a judgment on the evidence presented as measured against the objective review criteria. Each Commissioner is generally assigned to meet with Agencies,

Boards and Committees around the County. Additionally, Commissioners will take on and attend meetings of personal interest and respond to the inquiries of citizens. In Wasco County the position is listed as a half time position.

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>					

MATERIALS HANDLING	Never 0%	Rare 1-5%	Occas. 6-33%	Freq. 34-66%	Cont. 67-100%
Lift					
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>					

Carry					
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>					

Push					
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>					

Pull					
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>					

Upper Extremities					
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>					

PHYSICAL ENDURANCE	Hours /Day	Comments
Sit	4-6	Able to change pos. freq.
Stand	2-4	
Walk	2-4	On uneven surfaces
Stand / Walk	2-6	On uneven surfaces
Overall Job Strength:		

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	X	Heat / Cold
Airborne Exposures	X	
Bloodborne Pathogens	X	Rare
1st Aid/CPR Certificate	X	

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:

Analyzed By:	Nichole Biechler, Human Resources Mngr. Supervisor's Name, Title
Date Reviewed:	04/30/2018

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.

Commissioner Signature

Printed Name

Date

Human Resources Signature

Printed Name

Date

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



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
Deona Siex: Office Manager
Julia Finch: Victim Assistance Director
Debbie Peck: Support Enforcement

January 13, 2021

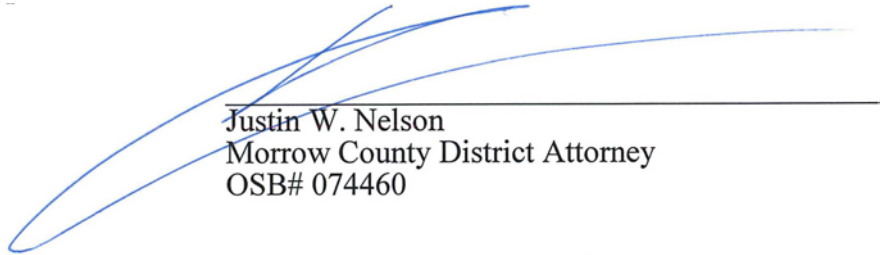
TO: Morrow County Compensation Board

RE: Morrow County District Attorney Compensation Review

Morrow County Compensation Board Members,

For 2021 I am asking the Morrow County Compensation Board not consider increases to my District Attorney stipend. I will also take no position concerning any increases based upon "Cost-of-Living Adjustment." I plan to attend the Compensation Board meeting in case there are any questions for me.

Thank you for your time,



Justin W. Nelson
Morrow County District Attorney
OSB# 074460

Attachment 1
Mandated Services of the Morrow County District Attorney Office

Mandated Service	Geographic Scope of Service	Source of Mandate	Funding Sources and Amounts
Child Support Enforcement – includes establishment of paternity and support obligations, enforcement of support obligations, securing and enforcing medical support obligations and provision of services for Interstate cases.	County-wide	ORS 8.675	Federal funds passed through Oregon DOJ and County General Funds. The Morrow County Support Enforcement, run by Debbie Peck, is reimbursed for 66% of expenditures.
Criminal Prosecution Review of cases, charging, court hearings, trial, probation violation sanction hearings, motions, etc.	County-wide	ORS 8.610, 8.650-670	County general fund Morrow County is Unique since there is no City Prosecutor’s to handle any of the caseload. ALL criminal cases go through this office.
Grand Jury	County-wide	ORS 8.670	County general fund
Assist Juvenile Court	County-wide	ORS 8.685	County general fund Juvenile dependency and Juvenile Delinquency matters.
Forfeitures	County-wide	ORS 8.680	County general fund Assist Blue Mountain Enforcement Narcotics Team and Boardman PD if they request assistance.
Multidisciplinary Teams – including Child Abuse, Elder Abuse, Sexual Assault Response Team.	County-wide	ORS 418.747 (Child Abuse); ORS 124.050 et seq. (Elder Abuse); SB 557 2011 legislative session (SART).	County general fund and CAMI Grant DA receives a Child Abuse Multidisciplinary Intervention grant each biennium to support the regional child abuse center and the county MDT. Fund has very limited expenditures. In the past the state would allow broad expenditures (examples: computers, monitors, etc.). Now, each expenditure must be directly tied to child abuse, and if the item is used for multiple purposes, CAMI will only pay %.
Public Records Inquiries	County-wide	ORS 192	County general fund District Attorney must review public information requests that have been denied by any local agency. Morrow County DA Office has reviewed several in the past year, usually from the press. Each request requires research and response to both the agency and the requesting party.
Public Safety Coordinating Council	County-wide		Mandatory member of LPSCC
Victims’ Rights and Victims’ Services	County-wide	Oregon Constitution, Article 1, Sections 42 and 43	County general fund and VOCA Grant Victim Assistant Deona Siex handles all constitutionally required victim obligations and manages grant applications for MDT and CAMI. The victim assistant is a full-time position.
County must provide “office space, facilities, supplies and stenographic assistance.”		ORS 8.850	County general fund
Appoint DDAs – paid with county funds		ORS 8.760-.780	County general fund Morrow County currently has 1 Deputy District Attorney. The current caseload and office obligations keep both the District Attorney and Deputy District Attorney busy.
Civil Commitments	County-wide	ORS 426	County general fund Commitment to the Oregon State Hospital of individuals with mental health issues. Also the revocation of trial visits. Resource intensive cases with very short timelines.

District Attorney Summary

Current Wage Stipend	916.65/mo	11,000/yr
Number of subordinates supervised	4	
Size of budget administered	\$430,148	

ORS 677.330¹

Duty of district attorney and Attorney General

(1)The district attorney of each county shall prosecute any violation of this chapter occurring in the county. The Oregon Medical Board shall be represented by the Attorney General acting under ORS 180.140 (Other assistants). Each district attorney shall bring to the attention of the grand jury of the county any information independently developed by the district attorney, the Attorney General or other law enforcement agencies pertaining to a violation of this chapter.

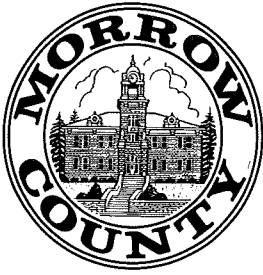
(2)Upon any appeal to the Court of Appeals of this state in any of the proceedings referred to in subsection (1) of this section, the Attorney General shall assist the district attorney in the trial of the cause in the Court of Appeals.

(3)Justice courts and the circuit courts have concurrent jurisdiction of prosecutions for the violation of this chapter. [Amended by 1967 c.470 §60; 1979 c.562 §30; 1997 c.791 §20]

ORS 8.650¹

District attorney as public prosecutor

The district attorney in each county is the public prosecutor therein and has the authority to appear and prosecute violations of the charter and ordinances of any city provided the circuit court for the county has jurisdiction with respect to violations of the charter and ordinances of each such city. In cities of a population of more than 300,000 the district attorney shall be responsible for the prosecution of all city ordinance violations. [Amended by 1971 c.633 §14; 1995 c.658 §21]



MORROW COUNTY JUSTICE COURT

PO Box 130 • Irrigon, OR 97844
541-922-4082 • (Fax) 541-922-3472

PO Box 1125 • Heppner, OR 97836
541-676-5644 • (Fax) 541-676-5660

To: Morrow County Compensation Board

FROM: Glen G. Diehl Justice of the Peace

DATE: January 13, 2021

RE: Compensation- Justice of the Peace

As Morrow County's Justice of the Peace, it is my duty to ensure each individual's right to be heard, to uphold and apply the law fairly and impartially, without bias or prejudice, to protect citizen's state and federal constitutional rights, and to enforce the rule of law for the protection of society.

Morrow County's justice courts authority extends to all offenses that are committed or triable in Morrow County, except the trial of any felony; such jurisdiction is concurrent with jurisdiction that may be exercised by a circuit court. Civil jurisdiction in justice court includes actions at law for the recovery of money, damages, personal property and penalties or forfeitures where the amount or value claimed does not exceed \$10,000.

Currently I supervise two Court Clerks and one part time Court Security Officer we have an annual Justice Court budget of \$335,161.00 and a \$593,253.00 Non-Departmental Court Bails/Fines Budget.

I respectfully request a wage increase for the fiscal year 2021-22 equal to the COLA provided to the rest of the County employees and elected officials.

Sincerely,

A handwritten signature in black ink, appearing to read "Glen G. Diehl". The signature is fluid and cursive, with a large initial "G" and "D".

Glen G. Diehl

Justice of the Peace Summary

Current Wage	6,390.87/mo	76,690.38/yr
Number of subordinates supervised	2	
Size of budget administered	\$335,161	

ORS 51.035¹

Justice of peace as municipal judge

Except as provided in ORS 3.136 (Jurisdiction over violations of Portland charter and ordinances), any city situated wholly or in largest part within the boundaries of a justice of the peace district may enter into an agreement pursuant to ORS 190.010 (Authority of local governments to make intergovernmental agreement) with the county in which the justice of the peace district is located providing that the justice court for the district shall have all judicial jurisdiction, authority, powers, functions and duties of the municipal court of the city and the judges thereof with respect to all or any violations of the charter or ordinances of the city. [1975 c.713 §1]

ORS 51.240¹

Qualifications for office

(1)As a qualification for the office:

- (a)A justice of the peace must be a citizen of the United States and a resident of this state.
- (b)A justice of the peace must be a resident of or have a principal office in the justice of the peace district in which the justice court is located. For purposes of this paragraph, a “principal office” is the primary location from which a person conducts the person’s business or profession.
- (c)A justice of the peace must have maintained the residence within this state required by paragraph (b) of this subsection for at least three years immediately prior to appointment or becoming a candidate for election to the office of justice of the peace.
- (d)A justice of the peace must have maintained the residence or principal office required by paragraph (b) of this subsection for at least one year immediately prior to appointment or becoming a candidate for election to the office of justice of the peace.

(e)A justice of the peace must:

(A)Be a member of the Oregon State Bar;

(B)Have completed a course on courts of special jurisdiction offered by the National Judicial College, or complete the course within 12 months after appointment or election to the office of justice of the peace; or

(C)Have completed, or complete within 12 months after appointment or election to the office of justice of the peace, a course that is equivalent to the course described in subparagraph (B) of this paragraph, proposed by the justice of the peace and approved by the Chief Justice of the Supreme Court.

(2)If exigent circumstances prevent a justice of the peace from completing the course required under subsection (1)(e)(B) of this section within 12 months after appointment or election to the office of justice of the peace, the presiding judge of the judicial district in which the justice court is located may grant the justice of the peace one extension of time to complete the course. The extension may not exceed 12 months. The presiding judge may require the justice of the peace to complete additional educational requirements during an extension granted under this subsection.

(3)Notwithstanding subsection (1)(e) of this section, a justice of the peace in a justice court that is a court of record under ORS 51.025 (Justice court as court of record) must be a member of the Oregon State Bar. [1991 c.458 §10; 1993 c.493 §88; 2015 c.570 §6]

ORS 204.112¹

County compensation board

- **members**
- **compensation review and recommendations**

- (1) Each county governing body shall appoint a county compensation board. A county compensation board shall consist of from three to five members, who are knowledgeable in personnel and compensation management.
- (2) The county compensation board shall annually recommend a compensation schedule for the county elective officers mentioned in ORS 204.005 (Election or appointment of county officers).
- (3) The county compensation board shall annually review the compensation paid to persons comparably employed by the State of Oregon, local public bodies and private businesses within a labor market deemed appropriate by the board for each elective officer. The county compensation board shall take into account such factors as the number of employees supervised and the size of the budget administered by each elective officer, the duties and responsibilities of each elective officer, and the compensation paid to subordinates and other appointed employees who serve in positions of comparable management responsibility. The county compensation board shall prepare and approve by majority vote a recommended compensation schedule for the elective officers and shall submit the recommended compensation schedule to the county governing body.
- (4) Notwithstanding subsections (1) to (3) of this section, the sheriff's salary shall be fixed in an amount which is not less than that for any member of the sheriff's department. [1989 c.941 §1]

¹ Legislative Counsel Committee, *CHAPTER 204—County Officers*, https://www.oregonlegislature.gov/bills_laws/ors/ors204.html (2019) (last accessed May 16, 2020).

Sheriff Summary

Current Wage	9,433.08/mo	113,196.98/yr
Number of subordinates supervised	37	
Size of budget administered	\$4,605,707	

A memo was not provided by the Sheriff

ORS 206.010¹

General duties of sheriff

The sheriff is the chief executive officer and conservator of the peace of the county. In the execution of the office of sheriff, it is the sheriff's duty to:

(1) Arrest and commit to prison all persons who break the peace, or attempt to break it, and all persons guilty of public offenses.

(2) Defend the county against those who, by riot or otherwise, endanger the public peace or safety.

(3) Execute the process and orders of the courts of justice or of judicial officers, when delivered to the sheriff for that purpose, according to law.

(4) Execute all warrants delivered to the sheriff for that purpose by other public officers, according to law.

(5) Attend, upon call, the Supreme Court, Court of Appeals, Oregon Tax Court, circuit court, justice court or county court held within the county, and to obey its lawful orders or directions.

[Amended by 1985 c.339 §1]



Wasco County Sheriff

Our Vision: Pioneering Pathways to Prosperity

Our Mission: Partner with our citizens to proactively meet their needs and create opportunities

Job Title:	Sheriff	Department:	Sheriff's Office
Reports To:	The People	Salary Grade:	M4
Union:	No	Rate:	
FLSA Classification:		Revision Date:	05/07/2019

SUMMARY:

The Wasco County Sheriff is an elected official who is responsible for law enforcement on the County level. The Sheriff serves a four (4) year term of office. The Wasco County Sheriff is responsible for full-service law enforcement, enforcing all state and local laws, maintaining active traffic safety and enforcement units, managing the county jail, providing marine boating safety patrols, being responsible for county Search and Rescue, and providing law enforcement services for the courts. The Sheriff works in collaboration with the City of The Dalles and the Oregon State Police on dedicated specialized teams that include the interagency drug team (MINT).

EXAMPLES OF PRINCIPAL DUTIES:

- Provide high levels of customer service in interactions with subordinates, peers, colleagues, community citizens, partner agencies, vendors and neighboring county officials.
- Uphold and exhibit qualities associated with the Vision, Mission and Values of Wasco County and the Sheriff's Office.
- Supervises a force of deputies and other employees of the sheriff's department
- Enforces the law on a county level
- Oversees the distribution of funds for undercover operations
- Acts as the county jail's warden; accountable for the custody and care of prisoners
- Supervises operations of the regional county jail (NORCOR)
- When County Courts are in session, acts as Chief Security Officer
- Review, as necessary, evidence, daily patrol activity logs, information on division activities, investigations, effectiveness of procedures, efficiency of subordinates, etc.
- Perform training sessions at police academy or other training facility
- Take field command in emergency situations
- Take disciplinary action for employees when necessary
- May conduct public information sessions on law enforcement matters
- Assists with personnel problems within division
- Develops procedures and guidelines for officers based on legal material and law enforcement experience
- Firearms training and operational preparedness
- Prepares budget
- Makes requests for services and equipment, justifies purchases as needed

This job description in no way states or implies that these are the only duties to be performed by an individual occupying this position. Individuals may be required to perform other related duties as assigned, to ensure workload coverage. Individuals are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does not constitute an employment agreement between the employer and elected official, and is subject to change by the County as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the individual will possess the abilities of aptitudes to perform each duty proficiently.

KNOWLEDGE, SKILL AND ABILITY:

- Thorough knowledge of county government organization, powers and function and relationships with other governmental jurisdictions.
- Thorough knowledge of the principles and practices of public budgeting, finance, reporting and personnel management.
- Considerable ability and skill in establishing and maintaining cooperative and harmonious working relationships with county administrative officials and employees, representatives of business and government organizations and the general public.
- Ability to speak effectively before varied groups.

SCOPE AND ACCOUNTABILITY:

Supervision Received: The Wasco County Sheriff is accountable directly to the Constitution of the United States, state statutes and the citizens of Wasco County.

Supervision Exercised:

EXPERIENCE AND TRAINING:

Required:

This person is 21 years of age or older;

This 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

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.

Additionally, if the person is not certified as a police officer by the Department of Public Safety Standards and Training (DPSST) 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.

Preferred:

Education beyond a high school diploma or GED is always preferable and advantageous. A degree in Criminal Justice, Criminology, Psychology, Public Administration, Public Policy, etc. from an accredited college or university

WORK ENVIRONMENT:

Outlined below in the physical requirements section.

SPECIFIC QUALIFICATIONS/SPECIAL PROJECTS:

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>					

MATERIALS HANDLING	Never 0%	Rare 1-5%	Occas. 6-33%	Freq. 34-66%	Cont. 67-100%
Lift					
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>					

Carry					
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>					

Push					
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>					

Pull					
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>					

Upper Extremities					
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>					

PHYSICAL ENDURANCE	Hours /Day	Comments
Sit	4-6	Able to change pos. freq.
Stand	2-4	
Walk	2-4	On uneven surfaces
Stand / Walk	2-6	On uneven surfaces
Overall Job Strength:		

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	X	Heat / Cold
Airborne Exposures	X	
Bloodborne Pathogens	X	Rare
1st Aid/CPR Certificate	X	

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:

Analyzed By:	Nichole Biechler, Human Resources Mngr. Supervisor's Name, Title
Date Reviewed:	04/30/2018

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.

Sheriff Signature

Printed Name

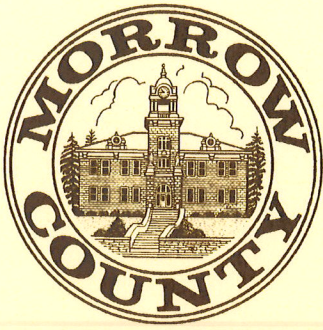
Date

Human Resources Signature

Printed Name

Date

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



TREASURER

100 Court Street
P.O. Box 37
Heppner, Oregon 97836
Phone: 541-676-5630 • Fax: 541-676-5631
E-mail: jpapineau@co.morrow.or.us

Jaylene Papineau

1/15/2021

Morrow County Elected Officials Compensation Committee

RE: Elected Officials Compensation

Compensation Committee Members,

I am the newly elected Treasurer. This is not a position I have held before at another location so I have been asking questions of many different people. I have learned that not every Treasurer or other elected official, have the same duties in every County. I have been told that this is exactly the reason why the compensation committee has always had a tough time comparing the elected officials of Morrow County to other elected officials of different Counties, each County is very unique.

The duties of this position are many and varied. Some County Treasurers do have additional duties, such as tax collector but they also have additional staff. I only have myself to rely upon. All money that comes in and goes out of the County, goes through the Treasurer's office. This is more than \$94,000,000.00. I have to be self-motivated and timely in everything I do. If I don't get everything done during the work week (Monday-Friday) for any reason i.e. sick; appointments; meetings etc., I will have to come in on the weekends to meet those deadlines.

I know that as Treasurer, I work very closely with all other departments of Morrow County along with other entities within the County and the public.

I am attaching the job duties that have been supplied by Treasurer's in our past because I am still learning this position. I will be able to update this information for the committee by next year.

I appreciate your time and diligence.

Sincerely,

A handwritten signature in blue ink that reads "Jaylene Papineau".

Jaylene Papineau
Treasurer

Job Duties

Date Prepared: January 2021

Position Title: County Treasurer

Department: Treasurer

Supervisor: County Electorate

Position Overview: The main purpose of the County Treasurer is to be the statutory cash custodian for Morrow County. The Treasurer manages bank accounts and the Local Government Investment Pool (LGIP) and is responsible for the proper receipting and disbursement of all monies.

Reporting Positions: Deputy Treasurer

Working Environment: Work is performed primarily in County Courthouse but will include travel to training and conferences.

Job Duty Outline:

- Receives and inputs all revenue for the whole county and taxing districts. In the 2019-2020 fiscal year, approximately \$120,000,000.00 was received and \$117,000,000.00 was disbursed.
- Responsible for daily cash flow.
- Monthly tax, interest, and unsegregated tax interest distribution to taxing districts. In November, it is a weekly distribution.
- Control of all bank accounts.
- Maintains working relationship with Oregon State Treasury and Oregon Department of Revenue.
- Receives and distributes Sale of County Land proceeds.
- Unclaimed Property report to the State of Oregon and many different states.
- Responsible for bond payments for the Morrow County School District and Town of Lexington.
- Receives and distributes SIP and additional monies to the appropriate taxing districts from the State of Oregon and reports to the State of Oregon.
- Maintains banking relationships.
- Order and secure check stock and signature stamp.
- Maintain records according to OAR 166 including keeping a record of when and what records are destroyed.
- Quarterly County Assessment Function Funding Assistance which include Tier 1 interest (ORS 311.508), Tier 2 interest (ORS 311.508), recording fees from the clerk's office, Oregon Land Information System Mapping (205.323), and Oregon Housing and Community Services Housing (205.323) payments to the State of Oregon.
- Investing of funds and investment policy maintenance when necessary.
- Farm Labor Camp distribution ORS 307.490.
- Handles all Non-sufficient funds.
- Trains secondary signatory in regards to local banks and LGIP.
- Sign all Account payable checks, double check invoices, and mail.
- Assist with payroll.
- Assists with the local Oregon Cultural Trust Director.
- ACH coordinator for Morrow County.
- Receives investment authorizations from taxing districts.
- Maintains Equity Fund and works with GEODC.

- Court Security Quarterly reports.
- Identify and receipt ACH payments for Justice Court, Assessor, Tax, Clerk, Public Works, and Health Department on a daily basis.
- Holds funds for Morrow County Unified Recreation District, Lone-Lexington Cemetery District, and Lone Rural Fire Patrol District and distributes funds when needed.
- Maintains and balances 114 different funds.
- Receives and distributes Federal payments such as PILT, Mineral Leases, Utilities in Lieu, Flood control, Federal Forest Fees, and Railroad in Lieu.
- Receives and distributes from the State of Oregon Alcohol Beverages Tax, Cigarette Tax, Amusement Tax, and Gas Tax.
- Issues checks for Tax refunds, election postage, and other manual checks.
- Works with external auditors when necessary.
- Daily banking deposits.
- Mail.
- Filing.
- Responsible for Court House postage meter.
- Maintains County Treasurer budget.
- Attend budget meetings.
- Knowledge of Budget Law.
- Knowledge of Public Meeting law.
- Attend Board of Commissioner meetings.
- Attend training and annual conferences.
- Assists county departments with information.
- Assists the general public.

Treasurer Summary

Current Wage	6,390.87/mo	76,690.38/yr
Number of subordinates supervised	0	
Size of budget administered	\$138,825	

ORS 221.920¹

Duties of treasurer

The treasurer, as tax collector, shall collect and receipt for all taxes levied by the council and not returned as delinquent, and shall receive and faithfully keep the funds and moneys of any city referred to in ORS 221.906 (Election procedure generally) and pay out the same as directed by ORS 221.901 (Cities organized under 1893 Act) to 221.928 (Record of ordinances), or by city ordinances. When required by ordinance, the treasurer shall make and submit to the council a statement of the financial affairs of the city.

*Disclaimer: Our Treasurer is not the tax collector as referenced above in the ORS.



Treasurer (Elected)

Our Vision: Pioneering Pathways to Prosperity

Mission Statement: Partner with our citizens to proactively meet their needs and create opportunities

Job Title:	Treasurer	Department:	Finance
Reports To:	Citizens of Wasco County	Salary Grade:	M2
Union:	No	Rate:	\$5,610.13 - \$7,006.28/month* This position is pro-rated based on a 16 hour/month schedule.
FLSA Classification:	Non-Exempt	Revision Date:	07/29/2019

Summary:

This position of Treasurer is an elected position. Directs activities of the Treasurer's Office in the custody and investment of all county and other local government monies as prescribed by ORS. This position oversees the Veterans Services Office.

MINIMUM QUALIFICATIONS

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

- 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.
- Provides guidance and support to the employees of the Veterans Service Office, while overseeing the day-to-day operations.
- Serves as point of contact for the volunteer and outreach programs for the Veterans Service Office.
- Acts as primary supervisory contact for the employees of the Veterans Service Office.
- Administers numerous bank cash and investment accounts. Maintains detailed cash account records for all County departments, trust accounts, and other local taxing government. Administrates 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.
- Oversees the posting and reconciliation of ledgers and accounts.
- Review and authorize payroll, 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. Issues checks from trust and agency funds for payment of all disbursements, warrants, and cancellation of general obligation bonds and interest coupons.
- Maintains and certifies to Assessor, tax credits and offsets to County assessment roll. Distributes tax

- collections, offsets, and other special revenues to all taxing districts within the County.
- Provides statistical and pertinent information for investors and bond rating services.
 - 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.
 - Direct planning, organizing and maintenance of central accounting system in a manner consistent with established accounting principles and practices.
 - Assure internal controls are adequate to protect the County's assets.
 - Assure the accounting system is operating as designed, in an efficient manner and meets all state requirements.
 - Maintains the control accounting system for the County in manner consistent with establish County accounting principles and practices.
 - Prepares financial statements; reconciles cash; writes adjusting journal entries; modifies chart of accounts.
 - Prepares internal reports and revenue analysis to insure that expenditures do not exceed budgetary appropriations.
 - Oversees the computerized financial information system of the County.
 - Attends professional meetings, workshops and seminars to keep current of financial issues.
 - Prepares departmental budget request; administrates approved budget; hires and evaluates employee performance, maintains personnel records.
 - Meets with other Wasco County officials and management to recommend County policies and procedures and plan long range goals.
 - Other duties may be assigned.

Scope and Accountability:

The individual in this position oversees the financial operations of the County Finance Department. This individual also oversees the day-to-day job responsibilities of the Veterans Service Office and the individuals in those positions. Position reports to the citizens of Wasco County.

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. Skill in management, supervision, training, and motivation of employees.

Education AND/OR Experience:

RECOMMENDED: A Bachelor's degree from an accredited College or University in accounting, finance, public administration, business administration or closely related field and four (4) years progressively responsible working experience in public or municipal finance and/or accounting including supervisory responsibilities.

PREFERRED: Masters Degree and/or CPA Certification

Physical Demands:

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

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to

adjust focus.

Work Environment:

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

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually quiet.

Specific Qualifications/Special Projects:

These are the major tasks that are involved in doing the job.

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>					

MATERIALS HANDLING	Never 0%	Rare 1-5%	Occas. 6-33%	Freq. 34-66%	Cont. 67-100%
Lift					
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>					

Carry					
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>					

Push					
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>					

Pull					
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>					

Upper Extremities					
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>					

PHYSICAL ENDURANCE	Hours /Day	Comments
Sit	4-6	Able to change pos. freq.
Stand	2-4	
Walk	2-4	On uneven surfaces
Stand / Walk	2-6	On uneven surfaces
Overall Job Strength:		

COMMUNICATION	<i>(Mark "X" if critical for job).</i>	
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	<i>(Mark "X" if critical for job).</i>	
General Office	X	
Noise Level	X	Ambient
Weather Conditions	X	Heat / Cold
Airborne Exposures	X	
Bloodborne Pathogens	X	Rare
1 st Aid/CPR Certificate	X	

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:

Analyzed By:	Nichole Biechler, Human Resources Mngr. Supervisor's Name, Title
Date Reviewed:	09/19/2017

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.

UMATILLA COUNTY POSITION DESCRIPTION

Department: BOARD OF COUNTY COMMISSIONERS

Employee Name:

Division/Section: FINANCE DEPARTMENT

Position Title: CHIEF FINANCIAL OFFICER

Job Series: Chief Financial Officer

Union Covered: No

Salary Range: 37

BOLI Exempt: Yes

GENERAL DESCRIPTION OF POSITION

Under the general direction of the Board of County Commissioners, the Chief Financial Officer is responsible for the administration, supervision, coordination, planning and overall operations of the Finance Department and for budget management. Operations of the Finance Department include accounts receivable and payable, cash management and check processing for payroll.

In accordance with Oregon Local Budget Law, serves as the Budget Officer and the responsible person for County budget planning and management under ORS 294.331. Manages Budget process and coordinates with program managers and Board of Commissioners in order to prepare the annual County Budget by June 30th of each year. Works closely with Board, department, and program managers to forecast and evaluate estimates of property tax receipts and other revenues and requirements. Establishes a budget preparation schedule and coordinates with Budget Committee for presentation and deliberations. Prepares all budget related documentation and fiscal management information for Board approval.

SUPERVISORY RELATIONSHIPS

This position works for and reports directly to the Board of Commissioners. The Chief Financial Officer generally performs the duties of Cash Management and supervises all of the positions in the department, including Chief of Accounting, Accounting Specialist, and an Office Assistant. Works closely with department heads and fund managers

FOR HUMAN RESOURCES USE ONLY

Position Number:

Position Approved BCC:

Position Reviewed:

Provided to Employee:

Employee's Signature/Date

PRINCIPAL DUTIES OF POSITION

- 1. Collection of revenues from county departments (EE)**
Includes: accounts receivable (EE)
deposits (EE)
accompanying reports
- 2. Expenditure of budgeted funds for county departments**
Includes: accounts payable (EE)
journal entries (EE)
revenue/expense reports (EE)
- 3. Tax Distribution to Taxing Districts**
Includes: daily balancing with tax department (EE)
deposits
public relations with 60+ taxing districts
- 4. Cash Management**
Includes: investments and management of County funds (EE)
Investment portfolio in accordance with Oregon law and policies set by the
Board of Commissioners. (EE)
Issue of Tax Anticipation Notes (EE)
Daily cash requirements (EE)
Internal audit of fund balances (EE)
Distribution of interest earned (EE)
Monthly financial statements (EE)
- 5. Payroll Check Processing**
Responsible for upload of payroll check information to bank
- 6. Agency Account Maintenance**
- 7. Auditor Liaison**
- 8. County School Funds**
- 9. Employee Evaluations**
- 10. General Obligation Bond Payments and all other County debt payments**
- 11. Advises Board of Commissioner regarding budget policies, fiscal projections, ongoing fiscal management and general financial management matters. Is the principal representative of the Board for Budget and management of all Budget-related matters.**

- 12. Responsible to the Board for managing and monitoring the budget during the course of each fiscal year. Takes a proactive role in identifying trends or issues to department heads and/or fund managers that would, if unchanged, adversely impact the overall fiscal health of a program or the County, and presents such matters to the Board for timely policy intervention when necessary. Also takes a proactive role in identifying new budget and fiscal management practices and policies for Board consideration.**
- 13. Prepares and distributes budget preparation guidelines and preliminary budget estimates to department heads for use in preparation of annual budget submittals; provides technical support and budget policy and guidelines for such preparations.**
- 14. Within budget guidelines as established by the Board and/or the budget officer, incorporate department submissions and changes to the Budget. Rejects all proposals or changes that are outside the parameters of the guidance; defers to the Board or to the Budget Committee, consideration of additional proposals for inclusion in the Budget.**
- 15. In accordance with ORS 294.391, compiles and presents proposed Annual Budget to the Budget Committee with a Budget Message highlighting the County's fiscal operations, projected revenues and requirements, and significant changes or challenges, in sufficient time for adoption of an approved Budget by June 30 each year. - EE**
- 16. Schedules meetings of the Budget Committee; ensures proper notice of the meetings and ensures accurate records of the meetings, deliberations and decisions.**
- 17. Prepares Orders for consideration by the Board regarding Budget adoption, Supplemental Budget adoptions, levying taxes, making appropriations and transfers or budget adjustments.**
- 18. Prepares and files certified tax levy and related documents with appropriate agencies, as required by law. - EE**
- 19. Monitors and ensures appropriate Budget performance by all departments and specific funds. Submit reports to managers and to the Board, especially identifying fiscal issues needing management attention.**
- 20. Responsible for training all financial program managers and budget technicians within each department regarding budget preparation and fiscal management.**
- 21. Ensures Board's budget policies and practices are followed by program managers.**
- 22. Acts as Lead in developing and monitoring an internal administrative cost recovery procedure for all departments.**
- 23. Serves as the principal point of contact for receipt and distribution of all budget and fiscal management-related policy and information. Prepare fiscal analyses or projections as required**

or as needed.

OTHER DUTIES OF POSITION

1. **Road Assessment Program**
2. **Distribution of: Private Railroad Car Tax
Special Funds resulting from tax appeals
In lieu of taxes payments
Assessment and Taxation (CAFFA) Payments**
3. **Assists Board of Commissioners and County Director of Assessment and Taxation in estimation overall impact of economic development proposals.**
4. **Other duties as may be assigned.**

REQUIREMENTS FOR POSITION

1. **Bachelor's degree in Public Management, Business Administration, or Accounting, and three years actual budget preparation and budget/fiscal management experience. Or - 5 years of actual experience at responsible level in public sector budgeting and budget management, or closely related field may substitute for the formal degree. A CPA preferred. Strong background in Oregon public sector budget law and preparation preferred.**
2. **Accurate with figures.**
3. **Able to explain complex budget matters and relationships clearly to laymen and the public.**
4. **Well developed and demonstrated budget management skills.**
5. **Well developed, effective supervisory and communications skills.**
6. **Excellent computer skills, including experience and skill with financial management software and spreadsheet software such as "Lotus" and "Excel". Working familiarity and experience with "Integrated Fund Accounting System" (IFAS) software highly desirable.**
7. **Familiarity with federal funding and fiscal requirements.**
8. **Ability to work with elected officials, and the general public.**
9. **Supervisory and management skills.**
10. **Possess valid driver's license.**