

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

In the Matter of Adopting a                    )  
Columbia County Personnel                    )  
Ordinance    )  
\_\_\_\_\_ )                    ORDINANCE NO. 95-5

The Board of County Commissioners for Columbia County, Oregon, ordains as follows:

SECTION 1.                    TITLE.

This ordinance shall be known as Ordinance No. 95-5.

SECTION 2.                    AUTHORITY.

This ordinance is adopted under the authority of ORS 203.035.

SECTION 3.                    PURPOSE.

- A.     1. The Board of County Commissioners desires to provide an equitable and uniform procedure for dealing with personnel matters. The County has provided such an employment system for its employees commencing with the Columbia County Civil Service Act (hereinafter referred to as the "Act") adopted by the citizens of the County on November 8, 1960, which established uniform employment standards and established a Civil Service Commission whereby County employees were placed under civil service as provided for by ORS Chapter 241. In accordance with the Act, the Civil Service Commission adopted rules consistent with the Act to carry out its provisions.
2. On May 24, 1995, the Board through its authority adopted Ordinance No. 95-3, which in turn amended the Civil Service Act which shall hereinafter be known as the Columbia County Civil Service Ordinance.
3. In furtherance of carrying out the civil service system, the Board had also previously adopted certain personnel rules, dated March 2, 1970.
- B. The Board desires to provide its employees with one concise document which integrates the Civil Service Ordinance, Personnel Ordinance and Personnel Rules of Columbia County. It is the further intent of this Ordinance to repeal all previously adopted personnel policies and rules except as specifically retained herein.

C. Further, the Board desires to provide an equitable and uniform procedure for dealing with personnel matters; and to attract to the County service and to retain the best and most competent persons available; and to assure that appointments and promotions of employees will be based on merit and fitness; and to provide a reasonable degree of job security for qualified employees.

SECTION 4. DEFINITIONS.

As used in this Ordinance for the purpose of defining the status of an employee:

- A. "Classified employee" means the person is appointed to a position in the classified service as adopted by the Civil Service Commission.
- B. "Exempt employee" means the person is appointed to a position which has been specifically exempted from the classified service by the Civil Service Commission.
- C. "Unclassified employee" means the person is appointed to a position which has by ordinance not been included in the classified service but has not been specifically exempted.

SECTION 5. HUMAN RESOURCES DIRECTOR - AUTHORITY.

The Human Resources Director shall have the authority, subject to the Board's direction, to do those things necessary to administer the provisions of this Ordinance and the rules adopted pursuant hereto to assure compliance by the personnel of the County. For those issues which require approval from the Board of County Commissioners, the Human Resources Director shall be responsible for researching and preparing a recommendation for the Board's consideration. The Human Resources Director shall be responsible for preparing and recommending to the Board of County Commissioners, personnel rules and revisions and amendment to such rules.

SECTION 6. POSITION STATUS - DESIGNATION.

Upon adoption of this Ordinance, the Position and Salary Report shall designate the status of all approved positions as being within either the classified, unclassified or exempt service. The personnel rules adopted pursuant to Sections 8 and 9 of this Ordinance shall provide which provisions of those rules shall govern the status of all approved positions.

SECTION 7. POSITION STATUS - COMPLIANCE.

Any County employee required by state or federal law to be in the classified service of the County shall be appropriately designated by the Position and Salary Report.

SECTION 8. PERSONNEL RULES - PROMULGATION AUTHORITY.

Upon the recommendation of the Human Resources Director, Civil Service Commission, or upon its own motion, the Board may by resolution and order promulgate rules pertaining to the administration and enforcement of this Ordinance and to carry out the purposes thereof, including but not limited to, the following subjects:

- A. Recruitment of employees;
- B. Selection of employees;
- C. Development of employees;
- D. Maintenance of an effective and responsive work force;
- E. Employee hiring and advancement;
- F. Training and career development;
- G. Job classification;
- H. Salary administration;
- I. Employment conduct and discipline and other related activities;
- J. Affirmative action program.

SECTION 9. PERSONNEL RULES - NOTICE.

Seven (7) days prior to the adoption, amendment or repeal of any personnel rules, notice shall be posted in all affected departments. Interested employees may comment in writing on the proposed adoption, amendment or repeal. The initial rules adopted by the Board shall become effective on the effective date of this Ordinance and any amendment thereto shall become effective ten days after adoption. All personnel rules shall be available in all departments of the County.

SECTION 10. REPEAL OF RULES.

- A. The Personnel Rules adopted March 2, 1970, are hereby repealed.
- B. The Civil Service and Related Personnel Rules, approved November 8, 1960, as revised May 10, 1976 are hereby repealed.
- C. All of the previously adopted personnel policies and rules adopted by the Board of County Commissioners, except as specifically stated herein, are repealed.

SECTION 11. SEVERABILITY.

If any of the provisions of this ordinance are for any reason held invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, distinct and independent provision and such holding shall not affect the remaining portions hereof.

SECTION 12.

EMERGENCY CLAUSE.

This ordinance being immediately necessary to maintain the public health, safety and welfare, an emergency is declare to exist and this ordinance shall take effect on July 1, 1995.

REGULARLY PASSED AND ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS FOR COLUMBIA COUNTY, OREGON THIS 24<sup>th</sup> DAY OF May, 1995.

Approved as to form

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: John K. King  
Office of County Counsel

By: [Signature]  
Chairperson

Attest:

By: [Signature]  
Commissioner

By: [Signature]  
Recording Secretary

By: [Signature]  
Commissioner

First Reading: 5/24/95  
Second Reading: 5/24/95  
Effective Date: 7/01/95