

COUNTY COUNSEL

DEFINITION

To plan, direct and organize the Department of County Counsel in the provision of legal services to the Board of County Commissioners, County management and administrators including advice and counsel on legal rights and obligations and effective legal representation in the defense, prosecution or negotiation of legal matters to which the County is a party; and to perform related duties as assigned. Appointed pursuant to ORS 203 and the Lane County Charter.

CLASS CHARACTERISTICS

The County Counsel is appointed by the Board of County Commissioners and is the attorney assigned to head the Office of Legal Counsel of Lane County. The County Counsel serves as a County department director and as such, is responsible and accountable for proactively directing the Office of Legal Counsel, including its assets, personnel and resources to achieve the broad strategic goals and objectives established by the County's governing body. In addition to developing and directing department programs and initiatives, a Department Director sets the tone, climate and vision for the department and provides for a multi-jurisdictional approach. Incumbents serve as members of the executive management team providing leadership, and as such, participate in the accountability and efficiency of operations and success of the overall organizational goals and objectives.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of County Commissioners and cooperates with the County Administrator in implementation of policies.

Exercises supervision over clerical, technical and professional personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Serves as primary legal advisor to the Board of County Commissioners. In that capacity:

- Defends County officers in any action for damages based on an alleged wrongful act or omission in performance of official duty; directs representation of County consistent with the County's Self Insurance Program;
- Prosecutes actions and suits to which the County is a party;
- Directs and manages the Claims Management Program;
- Advises the Board of County Commissioners on the method, effect and consequences of

LANE COUNTY

County Counsel Classification Specification (Continued)

- Principles and practices of Oregon government law, applicable local laws, ordinances, and County policies and procedures.
- Principles and practices of civil, contract, land use, elections, real property, employment, labor and municipal finance law.
- Principles and practices of risk management.
- Principles and practices of litigation
- Principles, practices and theories of negotiation, mediation and conflict resolution.
- Principles and practices of legal writing, judicial procedure and rules of evidence.
- Leadership and management principles;
- Culturally competent practices;
- The role that culture plays in work relationships, operations and dynamics;
- Public administration principles and practices;
- Financial accounting principles;
- Budgeting principles;
- Principles and practices of grant and/or contracts administration.

Skills in (position requirements at entry):

- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Conducting litigation, including judicial, administrative and appellate forums.
- Applying a high level of creative and developmental thinking in advising top level decision makers in the development and implementation of major changes in policy or procedures.
- Developing response strategies for policy makers.
- Establishing and maintaining effective working relationships with independently elected officials, especially in accordance with legal and government ethics principles.
- Organizing, interpreting and applying complex legal principles.
- Properly interpreting, evaluating and making decisions in accordance with the law
- Monitoring and evaluating subordinates;
- Preparing and presenting reports and information;
- Reading, comprehending, and reviewing financial information;
- Making program decisions based on financial considerations;
- Solving problems;
- Implementing strategic goals, objectives and performance measures;



County Counsel Lane County - Eugene, Oregon

***\$104,471-\$118,053 annually
Salary to be determined by candidate's qualifications***

The Area:

Lane County extends from the Pacific Ocean to the Cascade Mountains, encompassing over 4,600 square miles. The county seat is Eugene, a city of approximately 148,000 and adjacent to it is the city of Springfield, with a population of approximately 58,000. The Eugene-Springfield metropolitan area is centrally located in the beautiful Willamette Valley - an area known for its scenic beauty and recreational opportunities. The area offers ample and affordable housing, educational opportunities at all levels, and a world-class performing arts center. For more information on Lane County, please visit www.lanecounty.org.

The Organization:

Lane County's mission is to effectively provide essential government services for all Lane County citizens, and we recognize diversity as a critical component of providing quality service to a changing community. To that end, the successful candidate for this position will be able to demonstrate skills in creating a culturally inclusive work environment, mediating and resolving conflict, working effectively with clients, co-workers, employees and supervisors from diverse backgrounds, and gathering, interpreting and behaviorally adapting to cultural contexts;

Lane County Government has 11 officials elected by the public. This includes the Sheriff, District Attorney, County Assessor, three Justice Court judges, and five County Commissioners (one from each Lane County District). The Board of County Commissioners legislates and administers county government within the limits of its authority granted in the Lane County Home Rule Charter. The charter grants legislative and administrative power to the full-time, paid five-person board. Individually, board members may seek to address the needs of constituents and carry out special assignments as the full board may direct.

The 14 departments of Lane County provide essential government services to more than 340,000 citizens. The Office of Legal Counsel, through the County Counsel, serves as the primary legal advisor to the Board of County Commissioners, to whom the position reports. The incumbent is retiring after 30 years with Lane County, the last 14 of which were as County Counsel. The County Counsel serves as a County department director and as such, is responsible and accountable for proactively directing the Office of Legal Counsel, including its assets, personnel and resources to achieve the broad strategic goals and objectives established by the County's governing body. In addition to developing and directing department programs and initiatives, a department director sets the tone, climate and vision for the department and provides for a multi-jurisdictional approach. The County Counsel serves as a member of the executive management team, providing leadership, and as such, participates in the accountability and efficiency of operations and success of the overall organizational goals and objectives.



County Counsel

Final Supplemental Questionnaire Questions

Please answer the following questions. **Limit answers to each of the questions to two hundred (200) words or less.** Use a separate sheet of paper if necessary:

1. This position will require demonstrated skill in advising the Board of County Commissioners and County departments regarding retaliation and hostile work environment complaints and situations. These may well involve racial, gender, sexual orientation or disability issues. Explain how your training and experience has prepared you for this type of work.
2. Assume that you are County Counsel and the Board has directed staff to place a measure on the November general election ballot. Describe three major functions you will perform in implementing the Board's directive.
3. As County Counsel, you will be asked to regularly advise the Board in public meetings about options they are considering towards a decision. How do you advise them of the risks involved without informing a party who will seek to challenge the decision of the potentially successful strategies to do so?
4. In addition to serving as the primary legal advisor to the Board, this position is a department director responsible for budgeting, planning and managing other employees. Explain how your training and experience has prepared you for this type of work.
5. Lane County is self-insured and the Office of Legal Counsel is charged with investigating and managing tort claims against the County, including dealing directly with unrepresented claimants. Explain how your training and experience has prepared you for this type of work.

County Counsel Compensation Survey June 2008

Clackamas	\$120,408	Yes	Yes	3.8% COLA	\$124,984	\$132,820	The incumbent is at the top of the salary range, which is the figure listed. Also receives 6.27% deferred comp. Position is on contract, and the ee is eligible for performance bonuses at the discretion of the CAO. Bonuses are not a set figure & may vary.
Deschutes	\$115,171	Yes	Yes	4.3% COLA	\$120,123	\$120,123	Incumbent is at the top step, which is the figure listed.
Jackson	\$102,086	Yes	Yes	2.83% COLA	\$104,975	\$104,975	Step 1 of the salary plan; position currently vacant;
Jackson	\$110,136	Yes	Yes	2.83% COLA	\$113,253	\$113,253	Mid-point of salary range; position currently vacant
Jackson	\$118,186	Yes	Yes	2.83% COLA	\$121,531	\$121,531	Top step of salary plan; position currently vacant
Marion	\$103,355	Yes	Yes 7/08	Equivalent to 4.08% COLA and county will begin picking up PERS (see comments)	\$111,303	\$119,651	Legal Counsel currently receives 5 wks comp credits (equiv. to 9.62% of salary). Eff 7/08 non-reps will give up 1 week comp credits & County will pick up PERS. Range for Legal Counsel as of 7/08 is \$77,126 - 103,355. Adding remaining 4 comp credits (equiv to 7.69%) brings range to \$83,057 - 111,303. Legal Counsel also gets 7.5% 401k contribution. Incumbent is at top of salary range.
Multnomah	\$139,658	Yes	Yes	3% merit inc & 2.5% -3% COLA	\$143,848	\$143,848	For information only, did not use in average calculations
Washington	\$136,519	Yes	No	3.1% COLA (7/12/08)	\$140,751	\$132,306	This is a contracted position, which also receive \$355 auto & \$123.50 computer allowance/month

AVERAGE:	\$115,508	4.26% is average COLA differential	\$120,427	\$121,975	Calculated w/ Jackson County at Minimum
		4.24% is average COLA differential	\$122,083	\$123,281	Calculated w/ Jackson County at Midpoint
	\$118,728	4.22% is average COLA differential	\$123,738	\$125,286	Calculated w/ Jackson County at Maximum

Percentage Below Average	2.12%	6.47%	6.77%	Calculated w/ Jackson County at Minimum
	3.54%	7.93%	7.91%	Calculated w/ Jackson County at Midpoint
	4.97%	9.40%	9.67%	Calculated w/ Jackson County at Maximum

Attachment E

Recruitment and Hiring Process for County Counsel

Human Resource (HR) Staff meets with Board for discussion of process on June 3, and June 11, 2008,. In collaboration with the Board:

- HR reviews County Counsel classification for any needed updating to the language of the existing classification specifications.
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- HR compiles survey information and discusses proposed salary range for County Counsel.
- HR prepares supplemental questionnaire questions for initial posting process.
- HR develops County Counsel brochure with Candidate Profile
- HR presents plan for regional advertising outreach for the County Counsel. It will also be posted on the County website.
 - HR will prepare and send brochures to candidate sources and prospective candidates for County Administrator.
 - HR develops posting timelines and initial durations.
 - County Counsel recruitment opens June 16 and tentatively closes on July 21. HR to report back to Board on July 23 regarding number of applicants meeting minimum requirements. Supplemental questionnaire scoring process to be conducted by Board members by end of July. Interviews tentatively planned for early - mid August, 2008. Goal is to have new County Counsel in position by early to mid September, 2008.
- HR will initially screen applicants for minimum qualifications, coordinate the applicant scoring process, and complete any further screening/reference checking processes, as requested by the Board.
- HR will assist the Board in preparing for the interview and selection processes.
- HR will recommend list of candidates for interview to the Board.
- Board conducts interview of candidates in Executive Session. Other additional activities may also occur for the County Counsel position such as a luncheon, and panel interviews with staff and management.
- Background checks will be conducted by designated staff.
- If decisions aren't initially clear, a second round of interviews may occur.
- An onsite visit of the candidate may be an optional activity for finalists.
- After the conclusion of the selection process the Chair and Human Resources will discuss the terms and conditions of employment for finalist candidate.
- In public session the Board will approve the appointment of the County Counsel.