

FILED

AT _____ O'CLOCK _____ M

SEP 29 1981

D.M. PENFOLD, Director of
General Services of Lane County

[Signature]
DEPUTY

REEL 111 PAGE 1424

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDINANCE NO. 16-81

) IN THE MATTER OF AMENDING CHAPTER 2
) OF LANE CODE (LC 2.260) TO DELEGATE
) TO THE GENERAL ADMINISTRATOR AUTHORITY
) TO APPROVE RECLASSIFICATIONS

The Board of County Commissioners of Lane County ordains as follows:

Chapter 2 of Lane Code is hereby amended by removing and substituting the following page:

REMOVE THIS PAGE

INSERT THIS PAGE

2.250 - 2.270(2)
(one page)

2.250 - 2.270(2)
(one page)

Said page is attached hereto and incorporated herein by reference. The purpose of this substitution is to delegate to the General Administrator authority to approve reclassifications.

Enacted this 23 day of September, 1981.

[Signature]
 Chairman, Lane County Board of
 Commissioners

[Signature]
 Recording Secretary for this Meeting of
 the Board

In the Matter of Amending Chapter 2 of Lane Code (LC 2.260) to Delegate to the General Administrator Authority to Approve Reclassifications

APPROVED AS TO FORM
 DATE 9/28/81 Lane County
[Signature]
 OFFICE OF LEGAL COUNSEL

2.250

Lane Code

2.270(2)

person, or contract for services from a person or agency competent in personnel administration.

2.255 Rules. Personnel rules consistent with the purposes of sections 2.220 to 2.290 shall be adopted and may be amended by order of the board. The rules shall establish specific procedures and regulations governing personnel matters.

2.260 Classification Plan. The board shall cause to be prepared and shall adopt a position classification plan. The duties and responsibilities of all positions in the classified service shall be analyzed and each position shall be assigned to an appropriate classification according to the similarity of duties and responsibilities. Each classification shall have written specifications which shall include an appropriate title, a general description of duties and responsibilities, and a statement of minimum requirements of education and training, experience, professional licensing or certification, and other qualifications. A classification may contain one or more positions and all positions in the same classification shall be sufficiently alike to permit the use of a single descriptive title, a general statement of duties, the same qualification requirements, and the same pay range. The board may modify the classification plan by creating or eliminating classifications. The General Administrator shall be charged with the responsibilities for determining initial classifications and approving or disapproving reclassifications of existing positions. Classification titles as established shall be used in all official personnel and financial records of the county.

2.265 Compensation Plan. The board shall fix the maximum and minimum salary ranges for each classification in the classified service. The Personnel Manager shall be charged with preparing and maintaining a compensation plan covering all classes of positions in the classified service which shall include for each classification the maximum and minimum salary range, as established by the Board of Commissioners, and such intermediate rates as are considered necessary and equitable. The Personnel Manager may modify, add to, or otherwise change the compensation plan as necessary to reflect Board of Commissioners' action fixing salary ranges.

2.270 Applications; Appointments and Promotions.

(1) All persons applying for a position in the classified service shall fill out an employment application form to be provided by the board. The qualifications of applicants for appointment or promotion shall be determined by appraisal and investigation of the application. In addition, the board may require that applicants for positions in any designated classification achieve a passing grade on a written examination, performance test, test of physical fitness, interview or other means of determining their knowledge or ability to perform the required duties.

(2) In case of emergency and where the interest of the county or the public probably would suffer material injury by delay, as determined by the board, the appointing authority may employ or