

W. 7. C.

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AMENDING CHAPTER 3  
OF THE LANE MANUAL TO MOVE THE  
FUNCTION OF ANIMAL CONTROL FROM THE  
DEPARTMENT OF MANAGEMENT SERVICES  
TO THE DEPARTMENT OF HEALTH & HUMAN  
SERVICES (LM 3.084, 3.094)

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

Lane Manual Chapter 3 is hereby amended by deleting, substituting, and adding the following section:

**DELETE THIS SECTION**

3.084  
as located on pages 3-10 through 3-11  
(a total of 2 pages)  
3.094  
as located on pages 3-11 through 3-12  
(a total of 2 pages)

**INSERT THIS SECTION**

3.084  
as located on pages 3-10 through 3-11  
(a total of 2 pages)  
3.094  
as located on pages 3-11 through 3-12  
(a total of 2 pages)

Said section is attached hereto and incorporated herein by reference. The purpose of this substitution and addition is to move the function of Animal Control from the Department of Management Services to the Department of Health & Human Services (LM 3.084, 3.094), and

It is further ordered that any changes necessary to Lane Code to conform to this action shall be brought to the Board within the next six months.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2007.

\_\_\_\_\_  
Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date 5-2-07 Lane County

  
OFFICE OF LEGAL COUNSEL

subject to legislative authority approval, may cause a search to be made and exhibits to be taken from any book, paper or record of any such official or employee, excepting personal information, without fee and every office having the custody of such records shall make a search and forward such exhibits as heretofore requested.

(9) Upon approval of the Board, the auditor may obtain the services of certified or registered public accountants, certified or registered in the state; qualified management consultants or other professional experts necessary to perform the auditor's duties. An audit that is performed by contract must be conducted by persons who have no financial interests in the affairs of the governmental unit or its officers. *(Revised by Order No. 85-12-10-2, Effective 12.10.85)*

## DEPARTMENT OF MANAGEMENT SERVICES

### 3.080 Definitions.

As used in this subchapter:

"Department" means the Department of Management Services of Lane County.

"Director" means the Director of the Department of Management Services. *(Revised by Order No. 98-4-1-11; Effective 4.1.98)*

### 3.082 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Management Services Director of Lane County.

(2) The Director shall have the responsibility for the management of the Management Services Department and the "Functions" as stated below.

(3) The Director shall also have the titles of Finance Officer, Treasurer and County Clerk of Lane County, and such other titles as are authorized under state law for use by the County Clerk in performing the functions described below. The Director may further delegate such authority in writing.

(4) The Director shall have the authority to authorize and issue refunds for fines, fees or excess payments, except for taxes and for payments made to the Department of Public Works on applications denied or not acted upon by request of the applicant.

(5) The Director shall be responsible for developing procedures for the uniform application of all budget and financial policies consistent with the law.

(6) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order No. 98-4-1-11; Effective 4.1.98)*

### 3.084 Functions.

The Department shall perform and be responsible for the following functions:

(1) Finance. The Department shall be responsible for the financial operations of the County to maintain accuracy, economy and appropriate protection of public funds, and for performing the functions of County Treasurer and County Clerk under general state law with respect to financial matters. The Department shall manage the receipt of cash, investment of monies, disbursement of funds for payment of claims and payroll, handling of trust funds, maintenance of appropriate records of all financial activities, auditing of accounts and shall report as necessary to the Board or as otherwise described by law.

(2) Purchasing. The Department shall be responsible for developing and administering appropriate bid, contract award, purchasing and other procedures and systems for a centralized purchasing and contracts management program.

(3) **Properties.** The Department shall be responsible for managing the real estate functions of the County, including negotiating leases on behalf of the County, supervising its rented properties, selling surplus property as directed by the Board and managing the inventory of all County-owned property other than that in the road right-of-way or purchased with Road Funds. The Department shall also be responsible for the facilities maintenance and planning functions for all County facilities.

(4) **Elections and Records.** The Department shall be responsible for the functions of the County Clerk under general state law with respect to elections and records and any duties assigned to County Clerk by state law not otherwise specified. The Department shall also provide staff support for the Board of Property Tax Appeals.

(5) **Other Functions.** The Department shall be responsible for such additional functions as the County museum, print shop, a mail and courier system, data processing maintenance and applications to support the County budget and financial systems and position controls, and any other functions assigned by the County Administrator or the Board of Commissioners. *(Revised by Order No. 00-4-25-14, Effective 4.25.00; 06-11-29-4, 11.29.06)*

## **DEPARTMENT OF HEALTH AND HUMAN SERVICES**

### **3.090 Definitions.**

As used in this subchapter:

"Department" means the Department of Health and Human Services of Lane County.

"Director" means the Director of the Department of Health and Human Services of Lane County. *(Revised by Order No. 01-2-14-10; Effective 2.14.01)*

### **3.092 Director.**

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Director of the Department of Health and Human Services of Lane County.

(2) The Director shall employ a physician licensed by the State Board of Medical Examiners as County Health Officer.

(3) The Director shall carry the designation of "Health Administrator" as defined by Oregon Revised Statutes and as such shall carry out the provisions of public health statutes as appropriate.

(4) The Director is authorized to sign on behalf of Lane County all applications, reports and other documents necessary to procure permits to obtain spirits free of tax for the operation of Lane County's Medical Clinic and Laboratory.

(5) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order No. 01-2-14-10; Effective 2.14.01)*

### **3.094 Functions.**

(1) The Department shall be responsible to serve the physical, mental, social and environmental health needs of Lane County citizens.

(2) The Department shall establish various medical programs as required in the communities of Lane County.

(3) The Department shall administer the Lane County Community Mental Health Clinic and other mental health programs as authorized by the Board.

(4) The Department shall be responsible for Lane County programs that relate to social health in the communities.

(5) The Department shall administer environmental health programs and ordinances including recommending standards, issuing permits and conducting inspections or other code enforcement methods as specifically assigned by the Board.

(6) In exercising the above functions, the Department shall be responsible for various related activities such as community education services, grants administration, medical investigations, and vital statistics records.

(7) Animal Control. The Department shall be responsible for the Animal Regulation Authority pursuant to Lane Code. *(Revised by Order No. 01-2-14-10; Effective 2.14.01)*

## **DEPARTMENT OF HUMAN RESOURCES**

### **3.100 Definitions.**

As used in this subchapter:

"Department" means the Department of Human Resources of Lane County.

"Director" means the Director of the Department of Human Resources. *(Revised by Order 06-11-29-4, Effective 11.29.06)*

### **3.102 Director.**

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Human Resources Director of Lane County.

(2) The Director shall have the responsibility for the management of the Human Resources Department and the "Functions" as stated below.

(3) The Director shall be responsible for developing procedures for the uniform application of all personnel policies consistent with the law.

(4) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order 06-11-29-4, Effective 11.29.06)*

### **3.104 Functions.**

The Department shall perform and be responsible for the following functions:

(1) Human Resources: The Department shall have the purpose of providing human resources service for all County departments, and acting as a liaison between employees/the public, and County Administration/the Board, in all matters relating to personnel policies, processes, and functions. The Department shall be responsible for administering the County's centralized human resources system, including: labor relations, affirmative action, merit system administration, recruitment, selection, testing, training, classification and compensation plans, benefits programs, employee assistance, and employee orientation.

(2) Risk Management. The Department shall be responsible for risk management functions, including loss prevention, safety and administration of workers' compensation and self-insurance programs, with the exception of general liability claims management. *(Revised by Order 06-11-29-4, Effective 11.29.06)*

## **DEPARTMENT OF YOUTH SERVICES**

### **3.110 Definitions.**

As used in this subchapter:

"Department" means the Department of Youth Services of Lane County.

"Director" means the Director of the Department of Youth Services of Lane County. *(Revised by Order No. 95-6-28-2; Effective 6.28.95)*

subject to legislative authority approval, may cause a search to be made and exhibits to be taken from any book, paper or record of any such official or employee, excepting personal information, without fee and every office having the custody of such records shall make a search and forward such exhibits as heretofore requested.

(9) Upon approval of the Board, the auditor may obtain the services of certified or registered public accountants, certified or registered in the state; qualified management consultants or other professional experts necessary to perform the auditor's duties. An audit that is performed by contract must be conducted by persons who have no financial interests in the affairs of the governmental unit or its officers. *(Revised by Order No. 85-12-10-2, Effective 12.10.85)*

## DEPARTMENT OF MANAGEMENT SERVICES

### 3.080 Definitions.

As used in this subchapter:

"Department" means the Department of Management Services of Lane County.

"Director" means the Director of the Department of Management Services. *(Revised by Order No. 98-4-1-11; Effective 4.1.98)*

### 3.082 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Management Services Director of Lane County.

(2) The Director shall have the responsibility for the management of the Management Services Department and the "Functions" as stated below.

(3) The Director shall also have the titles of Finance Officer, Treasurer and County Clerk of Lane County, and such other titles as are authorized under state law for use by the County Clerk in performing the functions described below. The Director may further delegate such authority in writing.

(4) The Director shall have the authority to authorize and issue refunds for fines, fees or excess payments, except for taxes and for payments made to the Department of Public Works on applications denied or not acted upon by request of the applicant.

(5) The Director shall be responsible for developing procedures for the uniform application of all budget and financial policies consistent with the law.

(6) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order No. 98-4-1-11; Effective 4.1.98)*

### 3.084 Functions.

The Department shall perform and be responsible for the following functions:

(1) Finance. The Department shall be responsible for the financial operations of the County to maintain accuracy, economy and appropriate protection of public funds, and for performing the functions of County Treasurer and County Clerk under general state law with respect to financial matters. The Department shall manage the receipt of cash, investment of monies, disbursement of funds for payment of claims and payroll, handling of trust funds, maintenance of appropriate records of all financial activities, auditing of accounts and shall report as necessary to the Board or as otherwise described by law.

(2) Purchasing. The Department shall be responsible for developing and administering appropriate bid, contract award, purchasing and other procedures and systems for a centralized purchasing and contracts management program.

(3) Properties. The Department shall be responsible for managing the real estate functions of the County, including negotiating leases on behalf of the County, supervising its rented properties, selling surplus property as directed by the Board and managing the inventory of all County-owned property other than that in the road right-of-way or purchased with Road Funds. The Department shall also be responsible for the facilities maintenance and planning functions for all County facilities.

(4) Elections and Records. The Department shall be responsible for the functions of the County Clerk under general state law with respect to elections and records and any duties assigned to County Clerk by state law not otherwise specified. The Department shall also provide staff support for the Board of Property Tax Appeals.

(5) ~~Animal Control. The Department shall be responsible for the Animal Regulation Authority pursuant to Lane Code.~~

(6) Other Functions. The Department shall be responsible for such additional functions as the County museum, print shop, a mail and courier system, data processing maintenance and applications to support the County budget and financial systems and position controls, and any other functions assigned by the County Administrator or the Board of Commissioners. *(Revised by Order No. 00-4-25-14, Effective 4.25.00; 06-11-29-4, 11.29.06)*

## **DEPARTMENT OF HEALTH AND HUMAN SERVICES**

### **3.090 Definitions.**

As used in this subchapter:

"Department" means the Department of Health and Human Services of Lane County.

"Director" means the Director of the Department of Health and Human Services of Lane County. *(Revised by Order No. 01-2-14-10; Effective 2.14.01)*

### **3.092 Director.**

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Director of the Department of Health and Human Services of Lane County.

(2) The Director shall employ a physician licensed by the State Board of Medical Examiners as County Health Officer.

(3) The Director shall carry the designation of "Health Administrator" as defined by Oregon Revised Statutes and as such shall carry out the provisions of public health statutes as appropriate.

(4) The Director is authorized to sign on behalf of Lane County all applications, reports and other documents necessary to procure permits to obtain spirits free of tax for the operation of Lane County's Medical Clinic and Laboratory.

(5) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order No. 01-2-14-10; Effective 2.14.01)*

### **3.094 Functions.**

(1) The Department shall be responsible to serve the physical, mental, social and environmental health needs of Lane County citizens.

(2) The Department shall establish various medical programs as required in the communities of Lane County.

(3) The Department shall administer the Lane County Community Mental Health Clinic and other mental health programs as authorized by the Board.

(4) The Department shall be responsible for Lane County programs that relate to social health in the communities.

(5) The Department shall administer environmental health programs and ordinances including recommending standards, issuing permits and conducting inspections or other code enforcement methods as specifically assigned by the Board.

(6) In exercising the above functions, the Department shall be responsible for various related activities such as community education services, grants administration, medical investigations, and vital statistics records.

(7) **Animal Control.** The Department shall be responsible for the Animal Regulation Authority pursuant to Lane Code. *(Revised by Order No. 01-2-14-10; Effective 2.14.01)*

## **DEPARTMENT OF HUMAN RESOURCES**

### **3.100 Definitions.**

As used in this subchapter:

"Department" means the Department of Human Resources of Lane County.

"Director" means the Director of the Department of Human Resources. *(Revised by Order 06-11-29-4, Effective 11.29.06)*

### **3.102 Director.**

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Human Resources Director of Lane County.

(2) The Director shall have the responsibility for the management of the Human Resources Department and the "Functions" as stated below.

(3) The Director shall be responsible for developing procedures for the uniform application of all personnel policies consistent with the law.

(4) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order 06-11-29-4, Effective 11.29.06)*

### **3.104 Functions.**

The Department shall perform and be responsible for the following functions:

(1) **Human Resources:** The Department shall have the purpose of providing human resources service for all County departments, and acting as a liaison between employees/the public, and County Administration/the Board, in all matters relating to personnel policies, processes, and functions. The Department shall be responsible for administering the County's centralized human resources system, including: labor relations, affirmative action, merit system administration, recruitment, selection, testing, training, classification and compensation plans, benefits programs, employee assistance, and employee orientation.

(2) **Risk Management.** The Department shall be responsible for risk management functions, including loss prevention, safety and administration of workers' compensation and self-insurance programs, with the exception of general liability claims management. *(Revised by Order 06-11-29-4, Effective 11.29.06)*

At right margin indicates changes  
**Bold** indicates material being added  
~~Strikethrough~~ indicates material being deleted

**LEGISLATIVE  
FORMAT**

| 3.1103-080

Lane Manual

3.110-3.084

**DEPARTMENT OF YOUTH SERVICES**

**3.110 Definitions.**

As used in this subchapter:

"Department" means the Department of Youth Services of Lane County.

"Director" means the Director of the Department of Youth Services of Lane County. *(Revised by Order No. 95-6-28-2; Effective 6.28.95)*