

**A G E N D A**  
COOS COUNTY BOARD OF COMMISSIONERS  
Owen Building Large Conference Room, 201 N. Adams, Coquille  
or Virtually at <https://meet.goto.com/654155309>  
June 4, 2024

1. **8:30 AM- EXECUTIVE SESSION under the authority of ORS 192.660, - in the small conference room. The public is excluded from this portion of the meeting**
  - A. (2)(d) Labor Negotiations
  - B. (2)(e) Real Property Transactions
  - C. (2)(f) Information or Records Exempt from Public Inspection
  - D. (2)(h) Consultation with Counsel
  
2. **9:30 AM PUBLIC PORTION OF THE MEETING, BEGINNING WITH THE PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**
  
3. **DEPARTMENT HEADS**
  - A. Request Approval of Contract for Elevator Controller Replacement & Authorize Department Head to Sign- Maintenance
  
  - B. Request Approval of Contract Amendment with Tri-County Plumbing & Authorize Department Head to Sign- Community Development
  
  - C. Request Approval of Resolution to Transfer Expenditure Appropriations from Operating Contingency- Community Development
  
  - D. Request Approval of Job Descriptions Under Maintenance/IT Departments & Approval of Resolution to Promote Kyla Foster- Human Resources
  
4. **CONSENT CALENDAR- administrative matters not up for discussion**
  - A. **Approval of Minutes**  
Minutes from AM-23-006/RZ-23-006/ACU-23-009- May 21, 2024
  - B. **Orders & Resolutions**  
Resolution 24-05-087P- In the Matter of Granting a Promotion to Forest Operations Foreman for Cole Waddington Retroactive to May 1, 2024  
Resolution 24-05-088P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective June 1, 2024  
Resolution 24-05-089P, In the Matter of Granting Salary Merit Step Increases for Various CCSO Employees Effective June 1, 2024  
Resolution 24-05-090P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective July 1, 2024  
Resolution 24-05-091P, In the Matter of Granting a Longevity Increase for Shelly Dubisar Effective June 1, 2024
  - C. **Post-Action Notifications Pursuant to County Rule 10.043 (5)**  
Contract with Visions Landscape & Maintenance- Coos Health & Wellness (CHW)- 305 LaClair  
Contract with Kyle Electric- CHW- copier circuit & network cabling  
Contract with Kyle Electric- CHW- automatic gate access for fleet parking lot  
Contract Renewal with North Bend School District- CHW- date extension/change of district rep  
Agreement with Powers Senior Center- CHW- WIC satellite clinic services  
Agreement with North Coos Dispatch- CHW-crisis intervention services through MRT  
Contract with DMC Roads- Forestry- brush cutting on county forest roads  
Contract Amendment with TerraFirma- Fair- increase in compensation  
Contract Renewal with Gold Coast Security- Maintenance- monthly service to alarms & panic buttons
  
5. **LATE AGENDA ITEMS**
6. **COMMISSIONERS REPORTS**
7. **CITIZEN COMMENTS- limited to 3 minutes per person**

This agenda does not limit the ability of the Commissioners to consider additional subjects. The Board reserves the right to place a time limit on public testimony on any matter. The meeting place is handicapped accessible; if special accommodation is needed, please contact the office at least 24 prior to the meeting.

BOC only:  
Consent Agenda \_\_\_\_\_  
Regular Agenda \_\_\_\_\_

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Executive Session Requested

**Department:** Counsel

**Requested Agenda Date:** 06/04/2024

**Contact Person:** Colton Totland

**Phone/Ext.:** 7690

**Background and description of need or problem:** Need executive session for:

**Funding Source:** N/A

**Requested Action:** Go into Executive Session during Board meeting as stated above.

- **ORS 192.660(2)(d)** – To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- **ORS 192.660(2)(e)** – Conducting deliberations with persons designated by the governing body to negotiate real property transactions
- **ORS 192.660(2)(h)** – Consulting with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- **ORS 192.660(2)(f)** – To consider information or records that are exempt by law from public inspection.

Date: 05/23/2024

Signature of Dept. Head: Colton Totland

For all matters, forward the document to Counsel **no later than the Monday prior to the Agenda deadline.** Counsel will forward to Treasurer.

If this is a Contract or Grant:

- Is the contract or grant an original?
- Is the Contract/Grant Summary Form attached?
- Is the Contract signed first by the vendor (except state/federal grants or contracts)?
- If Insurance is required, Is the Insurance Certificate attached?
- Is the Clerk's Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel CT

BOC only  
Consent Agenda \_\_\_\_\_  
Regular Agenda \_\_\_\_\_

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Request authorization to contract with Centric Elevator to update elevator controller

**Department:** Maintenance

**Requested Agenda Date:** 6/4/2024

**Contact Person:** Kyla Foster

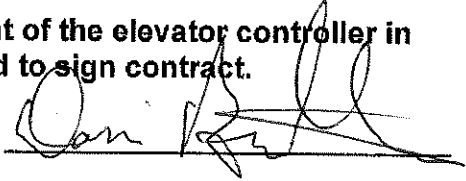
**Phone/Ext.:** 7742

**Background and description of need or problem:** We have been having issues with the Courthouse Elevator where the elevator is malfunctioning and shuts down, we have had several people stuck in the elevator while we reset the elevator. We have had Centric Elevator come out to diagnose what is malfunctioning and we have replaced a board but we are still having issues. Replacing and updating the elevator controller will give us a better idea of where the elevator is failing so we can replace or repair the correct parts. The current elevator controller is an older style and does not show us the error codes or what is failing. The quote that we were provided by Centric for the labor and material is \$13,819.00. I also reached out to AVS Elevator and TK Elevator and Centric was the cheapest and also knows our elevator since they do the monthly and yearly servicing. I have talked with State Courts and they are willing to reimburse us for half of the quote in the amount of \$6,909.50.

**Funding Source:** 001-9900-415.60-11 / Major R&I

**Requested Action:** Approve the contract for replacement of the elevator controller in the amount of \$13,819.00 and Authorize Department Head to sign contract.

Date: 5/22/2024

Signature of Dept. Head: 

For all matters, forward the document to Counsel no later than the Monday prior to the Agenda deadline. Counsel will forward to Treasurer.

If this is a Contract or Grant:

- Is the contract or grant an original?
- Is the Contract/Grant Summary Form attached?
- Is the Contract signed first by the vendor (except state/federal grants or contracts)?
- If Insurance is required, Is the Insurance Certificate attached?
- Is the Clerk's Filing Coversheet attached?
- Do you want this returned to you for filing? *yes*

County Counsel CT

Treasurer 

Human Resources \_\_\_\_\_

## CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: \_\_\_\_\_ (complete after filing) Contract/Agreement/Grant No.: \_\_\_\_\_ (if applicable)

Name/Agency Name and Address: Centric Elevator Corp of Oregon, Inc. 2855 SE 9<sup>th</sup> Ave., Portland, OR 97202

Contact Person: Matthew Sangi Phone No: 503.234.0561 Email: msangi@centricelevator.com

Amount of Contract/Grant Award: \$ \$13,819.00

Payment Terms: Submission of invoice (state lump sum or amount and time of payments)

Effective Date: 6/1/2024 Start Date: \_ (if different from effective date, i.e. retroactive / prospective date)

End Date: 10/31/2024 (if known)

County Department and Employee Responsible for Performance: Kyla Foster, Maintenance

Description: Elevator CPU upgrade Couthouse in Coquille, OR

Staff Requirements:  New  Existing  Subcontract

Will unemployment cost be incurred?  Yes  No

### FINANCIAL INFORMATION (Fill out this section only if the County is receiving funds)

STATE %	OTHER %	FEDERAL % (CFDA # Required)	Catalog of Federal Domestic Asst. *(CFDA) Number

\*CFDA is a five digit number in the following format: xx.xxx. The first two digits designate the federal agency and the last three the grant description. The following is a partial listing of the two digit agency identifier:

10.xxx USDA      14.xxx HUD      20.xxx USDOT      66.xxx EPA      84.xxx Dept. of Education  
 11.xxx Dept. of Commerce      16.xxx USDOJ      39.xxx General Svs. Admin.      83.xxx FEMA      93.xxx USDHHS

**NOTE: If the contract/grant is associated with more than one CDFA number, each segment must have its own summary form.**

New

Renewal

Modification

Previous Amount: \$

Original Amount: \$

Previous Date:

Original Date:

### PUBLIC CONTRACTING INFORMATION (Fill out this section only if the County is spending funds)

Method of Selection:

- Bid       None  
 Quote       Other \_\_\_\_\_  
 Proposal

Type of Contract:

- New (complete sections below)  
 Renewal (no need to complete sections below)  
 Modification (no need to complete sections below)

Type of Contract:

Goods and Services - If Not Using Bid or Proposal, Mark Exemption:

- Under \$10,000  
 Under \$50,000 for Quotes  
 Under \$150,000 & Approval from Board for Quotes  
 Sole Source  
 Contract with Public Agency

- Equipment Maintenance  
 Office Supplies  
 Used Vehicles  
 State Purchasing  
 Other \_\_\_\_\_

Public Improvement – If Not Using Bid, Mark Exemption:

- Under \$5,000  
 Under \$50,000 for Quotes  
 Between \$50,000 and \$100,000 for Quotes and Prevailing Wage Requirements

- Alternative Contracting Method Approved by Board  
 Other \_\_\_\_\_

Personal Services Contract – If Not Using Proposal, Mark Exemption:

- Under \$50,000  
 Under \$150,000 & Approval from Board

Will project be reported to Bureau of Labor for Prevailing Wages under ORS 279C.800?  Yes  No

Certificate of insurance required?  Yes  No

Date Approved by BOC: \_\_\_\_\_

Reviewed by Counsel: CT

BOC only:  
Consent Agenda \_\_\_\_\_  
Regular Agenda \_\_\_\_\_

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Request to amend a Plumbing Service Contract for Tri-County Plumbing Contractors, Inc. to allow the contract to be extended from March 31, 2024 to May 31, 2024.

**Department:** Community Development

**Requested Agenda Date:** June 4, 2024

**Contact Person:** Jill Rolfe

**Phone/Ext.:** 7770

**Background and description of need or problem:** The Board awarded Tri-County Plumbing, Inc. the plumbing service contract, not to exceed \$13,000.00, and approved the contract for the Department Head's signature on November 21, 2023. This request is to extend the deadline on the contract from March 31, 2024, to May 31, 2024, to allow for payment. The remodel took longer than anticipated, and the services were not able to be rendered until May.

**Funding Source:** ARP – Remodel budget established

**Requested Action:** Extend the Tri-County Plumbing Contractors, Inc. Community Development Remodel contract, not to exceed \$13,000, from March 31, 2024, to May 31, 2024, and authorize the Department Head's signature.

Date: May 29, 2024

Signature of Dept. Head: Jill Rolfe *JR*

For all matters, forward the document to Counsel **no later than the Monday prior to the Agenda deadline.** Counsel will forward to Treasurer.

If this is a Contract or Grant:

- Is the contract or grant an original?
- Is the Contract/Grant Summary Form attached?
- Is the Contract signed first by the vendor (except state/federal grants or contracts)?
- If Insurance is required, Is the Insurance Certificate attached? Provided with original contract
- Is the Clerk's Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel CT

Treasurer *[Signature]*

Human Resources

*3B*

CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: \_\_\_\_\_ (complete after filed with Clerk)

Contract/Agreement/Grant No.:

Name/Agency Name and Address: Tri-County Plumbing, Wes Plumber, 1581 Newmark Avenue, Coos Bay, OR 97420

Contact Person: Jill Rolfe Phone No. 541-396-7770

Amount of Contract/Grant Award: \$ 13,000 (NTE)

Payment Terms: Lump Sum upon Completion (state lump sum or amount and time of payments)

Start Date: 3/31/24 End Date: 5/31/24

County Department and Employee Responsible for Performance: Jill Rolfe, Coos County Community Development

Description: Contract for Plumbing Services for the Coos County Community Development remodel

FINANCIAL INFORMATION

Table with 4 columns: STATE %, OTHER %, FEDERAL % (CFDA # Required), Catalog of Federal Domestic Asst. \*(CFDA) Number

\*CFDA is a five digit number in the following format: xx.xxx. The first two digits designate the federal agency and the last three the grant description. The following is a partial listing of the two digit agency identifier:

- 10.xxx USDA, 14.xxx HUD, 20.xxx USDOT, 66.xxx EPA, 84.xxx Dept. of Education, 11.xxx Dept. of Commerce, 16.xxx USDOJ, 39.xxx General Svs. Admin., 83.xxx FEMA, 93.xxx USDHHS

NOTE: If the contract/grant is associated with more than one CDFA number, each segment must have it's own summary form.

- Checkboxes for New, Renewal, Modification, Previous Amount, Original Amount, Original Date, Automatic Renewal, Staff Requirements, Will unemployment cost be incurred?

PUBLIC CONTRACTING INFORMATION

- Method of Selection: Bid, Quote, Proposal, None, Other. Type of Contract: New, Renewal, Modification.

- Type of Contract: Goods and Services, Public Improvement, Personal Services Contract with various exemption options.

Will project be reported to Bureau of Labor for Prevailing Wages under ORS 279C.800? Certificate of insurance required? Form of contract: Oral, Written

Date Approved by BOC: \_\_\_\_\_ Reviewed by Counsel: CT

BOC only

Consent Agenda \_\_\_\_\_

Regular Agenda \_\_\_\_\_

### AGENDA ITEM COVERSHEET

**Agenda Item Title:** Resolution #24-05-092B transfer of funds from Operating Contingency to the Contracted Services line items to cover the cost of the Oregon Department of Consumer and Business Services, Building Codes Division (DCBS) performing electrical inspections and electrical plan reviews.

**Department:** Community Development (Building)

**Requested Agenda Date:** June 4, 2024

**Contact Person:** Amy Dibble, Business Operations Manager

**Phone/Ext.:** 7770

**Background and description of need or problem:** Coos County Community Development has a contract with DCBS to cover inspections and plan reviews when needed. Staff did not foresee the length in vacancy of the Electrical Inspector position, due to this DCBS had to perform electrical inspections and electrical plan reviews in the absence of an Electrical Inspector.

**Funding Source:** Community Development

**Requested Action:** Approve Resolution #24-05-092B for transfer of funds from Operating Contingency to the Contracted Services line items to cover the cost of the Electrical Inspections and Electrical Plan Reviews performed by the Oregon Department of Consumer and Business Services, Building Codes Division.

Date: May 24, 2024

Signature of Dept. Head: Jill Rolfe

For all matters, forward the document to Counsel **no later than the Monday prior to the Agenda deadline**. Counsel will forward to Treasurer.

If this is a Contract or Grant:

- Is the contract or grant an original?
- Is the Contract/Grant Summary Form attached?
- Is the Contract signed first by the vendor (except state/federal grants or contracts)?
- If Insurance is required, Is the Insurance Certificate attached?
- Is the Clerk's Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel \_\_\_\_\_

30

1 BOARD OF COMMISSIONERS  
2 COUNTY OF COOS  
3 STATE OF OREGON

4 In the Matter of a Transfer of Expenditure )  
5 Appropriations in the Amount of \$50,000 ) RESOLUTION  
6 Within the Community Development Fund ) 24-05-092B

7 NOW BEFORE THE BOARD OF COMMISSIONERS sitting for the transaction of  
8 County business at a meeting on June 4, 2024, is the matter of a transfer of appropriations in  
9 the amount of \$50,000,

10 WHEREAS, the reason, need and purpose of the request for transfer of expenditure  
11 appropriations is for the unexpected need for additional costs of electrical inspection.

12 WHEREAS, a transfer of expenditure appropriations would be allowable according to  
13 O.R.S. 294.463 as expenditures were not anticipated during the preparation of the current  
14 fiscal year's budget;

15 NOW, THEREFORE, BE IT RESOLVED that the transfer of appropriations be approved  
16 and be transferred between the categories and amount as shown below:

17 006 COMMUNITY DEVELOPMENT FUND

18 From:  
19 1599 – Community Development Miscellaneous  
20 Transfers & Other  
21 699.99-96 Operating Contingency \$ 50,000

22 To:  
23 1501 – Building Codes Division  
24 Materials & Services  
25 419.36-01 Contracted Services \$ 50,000

26 Dated this \_\_\_\_\_ day of June 2024.

27 BOARD OF COMMISSIONERS

28 \_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Prepared by:

29   
30 \_\_\_\_\_  
Budget Office



BOC only: Consent Agenda _____
Regular Agenda _____

## AGENDA ITEM COVERSHEET

**Agenda Item Title:** Request approval of Job Descriptions under Maintenance / IT Dept

**Department:** Human Resources

**Requested Agenda Date:** 6/4/2024

**Contact Person:** Caroline Morgan

**Phone/Ext.:** 541-396-7580

**Background and description of need or problem:** Request Board approve job description of Building Maintenance & Operations Manager under paygrade 831. HR has also updated the IT Director job description and the Building Maintenance Supervisor job description. These changes relate to recent restructuring of the Maintenance and IT Department. Also request Board approve payroll Resolution 24-05-086 P.

**Funding Source:** 001-1400-419.10-01

**Requested Action:** BOC to approve revised job descriptions for the positions of Building Maintenance & Operations Manager, IT Director, and Building Maintenance Supervisor. Also, Board to sign Payroll Resolution 24-05-086P.

Date: 5/22/2024

Signature of Dept. Head: 

If this is a Human Resources issue, forward to the Treasurer who will forward it to Human Resources. For all other matters, forward the document to Counsel **no later than the Monday prior to the Agenda deadline.** Counsel will forward to Treasurer.

Departments Affected:

COUNSEL: CT

TREASURER: 

HUMAN RESOURCES: \_\_\_\_\_

**DESCRIPTION OF POSITION**

Revision Date: June 4, 2024

1.	Current Classification Title: Building Maintenance & Operations Manager		
2.	Working Title: Building Maintenance & Operations Manager		
3.	Department: Maintenance Department		
4.	Pay Grade: 831		
	Position Is:	Full Time <input checked="" type="checkbox"/>	Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/>
		Seasonal <input type="checkbox"/>	Other__
	Excluded from Bargaining Unit?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Eligible for Overtime?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5.	<p>What is the purpose of this position?</p> <p>Works under the general supervision of the Board of Commissioners and/or the Board Liaison to ensure the maintenance and care of Coos County buildings and grounds in an efficient and safe manner. Directs the fiscal and business operations and prioritization of projects of the Coos County Maintenance Department.</p>		
<p>Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position:</p> <ul style="list-style-type: none"> <li>▪ Oversees the Maintenance Department which includes repair, upkeep and general care of buildings and facilities ensuring compliance with County, State and Federal regulations.</li> <li>▪ Ensures County grounds are maintained in a neat appearance and safe condition.</li> <li>▪ Works closely with County Counsel's Office in the preparation or renewal of Maintenance related contracts, agreements and competitive bid documents.</li> <li>▪ Responsible for the budget, financial operations, cost accounting, and quality assurance for the Maintenance Department. Ensures the Maintenance Department's business/financial operations are in compliance with County, State and Federal requirements and General Accounting Principles.</li> <li>▪ May be required to prepare a fiscal analysis for project proposals and serve as implementation manager for new projects affecting County facilities.</li> <li>▪ Directs the routine maintenance and/or contracts for maintenance on HVAC, heating boilers, plumbing, electrical, elevator and mechanical items needed to keep all county buildings in safe working condition.</li> <li>▪ Responsible for ensuring the County's mail is processed and delivered to the Post Office during working hours.</li> <li>▪ Responsible for the training of new Maintenance or Custodial employees.</li> <li>▪ Works closely with Department Heads and Elected Officials to ensure Department needs are met such as moving furniture, repairs to the office, changing light bulbs, etc.</li> <li>▪ Works with State Courts to ensure Courthouse building offices are maintained.</li> <li>▪ Oversees the purchase and storage of janitorial supplies.</li> <li>▪ Attends Coos County Board meetings as necessary, or when directed. May be asked to provide updates on fairground maintenance at fair board meetings.</li> </ul> <p>Supervision:</p> <ul style="list-style-type: none"> <li>▪ Recruits, hires and supervises Maintenance Department employees in coordination with the Human Resources department. Performs annual performance evaluations of staff.</li> <li>▪ Mentors staff to problem-solve and develop solutions to department needs and issues.</li> </ul> <p><b>Environmental Health and Safety:</b></p> <ul style="list-style-type: none"> <li>▪ May be tasked with preparing and revising Job Hazard Assessments.</li> </ul>			

## DESCRIPTION OF POSITION

Revision Date: June 4, 2024

- Ensures Safety Data Sheets are readily available for all chemicals.
- Ensures SDS documentation is accessible and up to date, first aid kits, AEDs and storage areas for various departments.
- Other duties and safety related functions as required by the Board of Commissioners. This position is expected to actively participate in safety meetings and comply with all safety regulations.

### IT Department

- Integrates financial operations; establishes and maintains cost accounting systems for grants and contracts.
- Ensures Department Administrative/Financial operations are in compliance with County, State and Federal requirements, and General Accounting Principles.
- Prepares required financial reports within required timelines; prepares summaries and forecasts of income, expense, and earnings based on past, present and expected operations.
- Assists with the establishment of economic strategies, objectives, and policies.
- Assists in the creation, renewal, and modification of department contracts.
- Assists in the preparation of the Department's budget, reviews budget proposals, and prepares necessary supporting documentation and justification. Reviews expenditures to ensure conformance with budget requirements and prepares budget reports, statistical reports and graphs as necessary. Prepare projected wages for different grants and contracts.
- Process timesheets for payroll and tracks accruals for employees.
- Oversees accounts payable vouchers and pays bills.
- Oversees credit cards usage, expenditures, purchasing, and accounting for the security of the credit cards.

### 7. Supervision.

- Works under the supervision of the Board of Commissioners.
- Supervises Maintenance Department employees.

### 8. Working conditions of position.

Work is performed at both the office and in the field. Work will require bending, twisting, pushing, pulling, lifting and carrying up to 80 pounds, climbing multiple flights of stairs daily, operating equipment with common exposure to chemicals, may be required to clean potentially infectious bodily fluids following appropriate training, stooping and walking over rough, sometimes uneven terrain. Work is performed in an environment which involves everyday risks or discomforts and sometimes adverse weather conditions.

- Typical office setting, 40 hours per week.
- May require weekend/holiday or after hours work for special projects or emergencies, as needed.
- Travel within the county will be required.
- Regular and consistent attendance is required.

**DESCRIPTION OF POSITION**

Revision Date: June 4, 2024

9. List required special skills, licenses, certificates, etc.
- Ability to effectively direct and manage assigned workers, and delegate tasks.
  - Graduation from a senior High School, GED or equivalent.
  - At least five years' experience working with building maintenance and custodial care or a combination of education, training, and experience working in a similar position required.
  - Preference may be given to candidates with experience in the following: administering department budgets, preparing contracts, supervising staff, and preparing cost analyses on building projects.
  - At least two years of general office experience of a progressively responsible nature.
  - Must possess working knowledge of heating boilers, HVAC systems, general carpentry, cleaning methods / procedures, janitorial techniques.
  - A valid Oregon Driver's License is required, with good driving record.
  - Safety practices and precautions in performing responsibilities.
  - Knowledge of proper use of PPE (Personal Protective Equipment).
  - Knowledge of how to use hand tools and groundskeeping equipment. Must be able to read and accurately interpret and implement documents such as technical manuals, safety rules, operating and maintenance instructions, and procedure manuals. Must be able to apply common sense understanding to accurately carry out instructions furnished in written, oral, or diagram form. Must have demonstrated experience to deal with problems involving several variables and determining solutions for standardized situations.
  - Must be able to communicate effectively orally and in writing. Must be able to complete accurate reports and correspondence with short timelines. Must have ability to effectively train other employees.
  - Requires ability to work quickly and accurately under pressure and with short timelines. Must have ability to use initiative and judgment to carry out tasks and responsibilities with limited instruction and/or guidance. Must have excellent time-management skills and be able to work independently with minimal supervision. Must be able to maintain professional, positive interaction, tact, and judgment in dealing with Department and county staff and other professional contacts.
  - Must be able to receive and accept feedback.
  - Must be able to accept supervision and adhere to County and Department policies. Must comply with rules of conduct and confidentiality privacy laws. Must be able to establish and maintain effective and harmonious working relationships with other employees, county staff, and outside entities. Must maintain a positive attitude and represent the Department and the County in a positive manner in the community.
  - Must successfully pass a criminal background check.

10. Is operation of motor vehicle required?      Yes          No   

11. List equipment, tools, machines used in performance of duties.
- Relevant education and experience in the use of necessary software (Microsoft Office: Outlook, Excel, Word, E-mail, and Calendar

**DESCRIPTION OF POSITION**

Revision Date: June 4, 2024

1.	Current Classification Title: Building Maintenance Supervisor		
2.	Working Title: Building Maintenance Supervisor		
3.	Department: Maintenance – Paygrade 740		
3.	Position Is:	Full Time <input checked="" type="checkbox"/>	Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/>
		Seasonal <input type="checkbox"/>	Other _____
	Excluded from Bargaining Unit?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> _____
	Eligible for Overtime?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5.	What is the purpose of this position? This position performs a variety of tasks involving labor in the maintenance, upkeep, and care of various County buildings, facilities and grounds. Exercises Lead supervision over Building Maintenance crew and Custodial Staff.		
6.	Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position.		
	<ul style="list-style-type: none"> <li>▪ Under the general direction of the Building Maintenance &amp; Operations Manager, works, directs and assigns the day-to-day tasks and priorities of the building maintenance crew in the care, maintenance and upkeep of County facilities and grounds.</li> <li>▪ Provide training to new staff as directed and ongoing training to existing staff if needed.</li> <li>▪ May be asked to provide information to Manager on employee performance for review purposes.</li> <li>▪ Assists Manager by collaborating on maintenance related projects providing support on cost accounting, timelines and necessary equipment needed.</li> <li>▪ Performs routine maintenance of building and facility equipment to ensure good working condition, such as mini-splits.</li> <li>▪ Performs varied custodial duties including sweeping, mopping, scrubbing, waxing and polishing floors; washing walls and windows and performing related work as may be required.</li> <li>▪ Application of herbicides and chemical cleaning.</li> <li>▪ Operates county vehicles, power landscaping tools, chainsaw, and other power tools as needed.</li> <li>▪ Follows both verbal and written instructions.</li> <li>▪ Ensures staff follows Environmental Health and Safety procedures.             <ul style="list-style-type: none"> <li>○ May be required to prepare and revise Job Hazard Assessments.</li> <li>○ Ensure Safety Data Sheets are readily available for all chemicals.</li> <li>○ Comply with all County safety policies.</li> <li>○ Other safety related functions.</li> <li>○ Directs all potential administrative management functions related to hiring, disciplinary issues to Supervisor.</li> <li>○ May be tasked with overseeing SDS documentation is accessible and up to date.</li> </ul> </li> </ul>		

**DESCRIPTION OF POSITION**

Revision Date: May 21, 2024

<ul style="list-style-type: none"> <li>▪ Other duties as assigned by Manager.</li> </ul>
<p>7. Supervision.        This position is supervised by the Coos County Building Maintenance &amp; Operations Manager. This position does not administratively supervise other employees but does provide supervision/oversight of building maintenance crew and custodial staff. May be required to perform manager duties in absence of Manager.</p>
<p>8. Working conditions of position.        Work is performed at both the office and in the field, and in all types of weather. Work will require bending, twisting, pushing, pulling, lifting and carrying up to 80 pounds, climbing multiple flights of stairs daily, operating equipment with common exposure to chemicals, may be required to clean potentially infectious bodily fluids following appropriate training, stooping and walking over rough, sometimes uneven terrain. Work is performed in an environment which involves everyday risks or discomforts and sometimes adverse weather conditions. Regular and consistent attendance is required.        Require responding to facility emergencies after hours, and occasional weekend work.</p>
<p>9. List required special skills, licenses, certificates, etc.</p> <ul style="list-style-type: none"> <li>▪ At least two years' experience directly related to building maintenance required. Preference may be given to candidates with working knowledge in the areas of carpentry, cost accounting, boilers, and mini-splits.</li> <li>▪ At least one year's supervisory experience required.</li> <li>▪ A valid Oregon Driver's License is required, with good driving record.</li> <li>▪ Graduation from a senior High School or any equivalent combination of experience and training.</li> <li>▪ Use and maintenance of equipment and tools and able to perform general repair work.</li> <li>▪ Knowledge of cleaning materials, methods and procedures.</li> <li>▪ Knowledge of care and maintenance of cleaning equipment.</li> <li>▪ Ability to understand and follow oral and written instruction.</li> <li>▪ Knowledge of Safety practices and precautions in performing responsibilities and proper use of PPE (Personal Protective Equipment).</li> <li>▪ Must be able to accept supervision and adhere to County and Department policies. Must comply with rules of conduct and confidentiality privacy laws. Must be able to establish and maintain effective and harmonious working relationships with other employees, county staff, and outside entities. Must maintain a positive attitude and represent the Department and the County in a positive manner in the community.</li> <li>▪ Must successfully pass a criminal background check.</li> </ul>
<p>10. Is operation of motor vehicle required?      Yes    <input checked="" type="checkbox"/>      No    <input type="checkbox"/></p>
<p>11. List equipment, tools, machines used in performance of duties.</p> <ul style="list-style-type: none"> <li>▪ Relevant education and experience in the use of necessary software (Microsoft Office: Excel, Word, E-mail, and Calendar. Must be able to use maintenance related tools for groundskeeping, general carpentry, fine hand tools, cleaning of office space, etc.</li> </ul>

Revision Date: June 4, 2024

1.	Current Classification Title: Information Technology Director
2.	Working Title: Information Technology Director
3.	Department: Information Technology
4.	Pay Grade & Range: 792 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other Excluded from Bargaining Unit? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Eligible for Overtime? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5.	<p>What is the purpose of this position?</p> <p>Works under general direction from the Board of Commissioners or their designee. Plans, organizes, and directs the activities of the Information Technology Department for Coos County Departments. For Coos Health &amp; Wellness, this position provides administrative oversight of IT staff, including day to day supervision and direction of IT staff.</p> <p>Responsible for core IT concerns including infrastructure, architecture and standards-setting, application development and maintenance, integration, security, and data integrity.</p>
6.	<p><b>Essential functions of position.</b></p> <p><b>IT DIRECTOR FOR COOS HEALTH &amp; WELLNESS</b></p> <ul style="list-style-type: none"><li>▪ Oversees and directs the IT Department staff for Coos Health &amp; Wellness; responsible for ensuring Coos Health &amp; Wellness IT staff maintain compliance with all regulatory network and data security requirements, including HIPAA processes. Provides recommendations to the Director of Coos Health &amp; Wellness for IT staffing merit step increases, disciplinary actions, and hiring of new IT staff.</li></ul> <p><b>IT DIRECTOR FOR NON-COOS HEALTH &amp; WELLNESS DEPARTMENTS</b></p> <ul style="list-style-type: none"><li>▪ Directs, manages, and coordinates IT customer support and client relations within the County.</li><li>▪ Directs and/or performs the purchasing, installation, maintenance, and repair of all County Information Technology equipment and systems, including desktop, mobile, and phone systems.</li><li>▪ Reviews departmental requests for technology and makes recommendations, as appropriate, on system options.</li><li>▪ Establishes written policies and procedures for information technology acquisition and utilization.</li><li>▪ Oversees the daily operational activities of technology systems.</li><li>▪ Establishes County-wide standards for information technology uses and purchases.</li><li>▪ Selects, approves and manages all IT products and services.</li><li>▪ Periodically reviews all major IT contracts. Evaluates technology and makes recommendations to ensure compatibility and effectiveness.</li><li>▪ Coordinates the evaluation and purchase of necessary equipment, maintenance, and organization of County permanent record storage.</li><li>▪ Budgets and plans for future County IT needs.</li><li>▪ Provides technical assistance to County departments.</li><li>▪ Develops, evaluates, and monitors IT Staff performance and goals.</li><li>▪ Builds and maintains quality management of IT functions and staff through communication with Board of Commissioners and Department Heads.</li><li>▪ Performs other related duties and responsibilities as required.</li><li>▪ Regular and consistent attendance is required.</li></ul>

**HIPAA Security Officer:**

- Develops and implements CHW's Security Rule Policies and Procedures. Responsible for the continuous management of technical systems in order to maintain the confidentiality, integrity and availability of all CHW information systems. Responsible for staying up to date with HIPAA regulations and guidance as far as HIPAA security is concerned.

7. Supervision.

This position is supervised by the Board of Commissioners.

This position supervises Coos County IT Staff including responsibility for performance evaluations, hiring and disciplinary actions

For Coos Health & Wellness: Supervises and directs IT Staff at Coos Health & Wellness, working closely with the Director of Coos Health & Wellness on performance evaluations, hiring, and disciplinary actions.

8. Working conditions of position.

Typical office setting, usual hours 8-5, Mon-Friday. Work outside of normal business hours during special projects or emergencies may be required. Position may require occasional physical exertion including bending, stooping, reaching, and lifting of stacks of files or computer equipment up to 50 pounds. Works in an office environment; sustained posture in a seated position for prolonged periods of time. Works in various other indoor locations where IT equipment is located. Some travel within the County is required.

9. List required special skills, licenses, certificates, etc.

- Five years of increasingly responsible professional consultative, technical, or administrative experience which includes designing, constructing, or analyzing Information Technology systems. Experience must include activities in a computer/desktop support environment. Experience with phone systems a plus.
- Bachelor's degree in computer science or equivalent education and experience.
- Effective written and verbal communication skills.
- Strong leadership and management skills are critically important including the capacity for motivating IT employees; cultivated people skills including the ability to sense and empathize with employee concerns; coaching, teaching and mentoring ability; a track record of hiring, developing and retaining critical talent and of building an effective management team.
- Strong project and technical experience in planning, implementing, integrating and supporting host systems and related infrastructure technologies in a team environment.
- Ability to train others.
- Ability to prioritize and analyze options and recommendations for presentation to Board of Commissioners, frequently in a public setting.
- Ability to perform well in high pressure situations.
- Ability to accept supervision and adhere to County and Department policies. Ability to comply with professional ethics, rules of conduct and confidentiality, privacy laws. Must have the ability to establish and maintain harmonious working relationships with other departments and maintain effective interpersonal relationships with co-workers, subordinates and other agencies.
- Must have the ability to represent the highest public image of the IT Department.
- Must maintain a positive attitude and represent the County and the Department in the community in a positive manner.
- Valid Oregon driver's license and an acceptable driving record.
- Must pass a background check.

10. Is operation of motor vehicle required?      Yes          No



11. List equipment, tools, machines used in performance of duties.

Skilled in the use of current computer and software technology, telephone, copy machine, fax and other general office machines such as personal computer, laptop, microfiche, Xerox, cartographic tools, calculator, recording equipment, digital projector. Must be familiar with Microsoft Word, Excel, Access, Helion and GIS.

BOARD OF COMMISSIONERS  
COUNTY OF COOS/STATE OF OREGON

In the Matter of Granting a Promotion                     )             R E S O L U T I O N  
for Kyla Foster to Building Maintenance                     )             24-05-086 P  
and Operations Manager Effective June 1, 2024 )

THIS MATTER HAVING COME BEFORE the Board of Commissioners at a regular meeting held June 4, 2024; and

WHEREAS, the Board of Commissioners this date having approved the job description for Building Maintenance & Operations Manager;

THEREFORE, BE IT RESOLVED, Effective June 1, 2024 Kyla Foster will be promoted to Building Maintenance & Operations Manager as follows:

<u>EMPLOYEE</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>RGE.</u>	<u>STEP</u>	<u>AMOUNT</u>
<u>MAINTENANCE - 001-1400-419.10-01</u>					
Foster, Kyla	Building Maint & Operations Mgr(70%)	831	--	1	\$3,877
<u>Information Technology Division - 001-4002-419.10-01</u>					
Foster, Kyla	Building Maint & Operations Mgr(30%)	831	--	1	\$1,661

BE IT FURTHER RESOLVED Kyla Foster's anniversary date shall be amended to June 1 each year.

DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2024.

BOARD OF COMMISSIONERS

\_\_\_\_\_  
Commissioner                                     Commissioner                                     Commissioner