



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-3 DATE 10/18/12  
LYNDA GROW, BOARD CLERK

### Board Clerk Use Only

Meeting Date: 10/18/12  
Agenda Item #: R.3  
Est. Start Time: 10:35 am  
Date Submitted: 10-1-12

**Agenda Title:** **Appointment and reappointments to Merit System Civil Service Council**

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.*

**Requested Meeting Date:** October 18, 2012 **Time Needed:** 5 minutes  
**Department:** County Management **Division:** Labor Relations  
**Contact(s):** Chris Radzom  
**Phone:** 503-988-5015 **Ext.** 28434 **I/O Address:** 503/3  
**Presenter Name(s) & Title(s):** Chris Radzom, Labor Relations Manager and Merit System Civil Service Council Executive Secretary

## General Information

### 1. What action are you requesting from the Board?

Reappointment of one member and appointment of two new members to the Merit System Civil Service Council.

### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

The County's employment policies and practices are based on merit principles including job-related requirements and equal opportunity. To enforce these principles, the Merit System Civil Service Council was created by County Charter. The Council provides an appeals option to two groups of classified employees who otherwise would not have a formal, internal process available. First, represented employees may appeal actions not covered by grievance procedures in their union contracts (typically, promotional hiring processes). Second, management employees may appeal disciplinary actions more severe than a written reprimand.

In these cases, the Council may hold a hearing or refer the appeal to a hearings officer when there are facts in dispute. The hearings officer makes recommendations to the Council regarding whether there has been a violation of County Charter, Code, or a Personnel Rule.

The Council is composed of three citizens, appointed by the County Commissioners. The

Council meets as needed.

Today, we are requesting reappointment of one member and appointment of two new members to the Council:

Michael Tom has previously served on the Council, since 2006. Mr. Tom is an attorney and OHSU's Affirmative Action and Equal Opportunity Compliance Officer since 2004. He has a law degree from Willamette University and has held a number of public service positions in addition to his nine years in private practice and employment litigation. We are requesting reappointment of Mr. Tom to a term that will end December 31, 2013.

Anna Kanwit has been the Director of the Bureau of Human Resources for the City of Portland since May 2012 and was the Assistant Director of the Bureau for 11½ years. She began her career in government in 1991 as a Senior Deputy City Attorney in the City of Portland's City Attorneys Office, advising City bureaus on employment law matters. During that time, she also acted as the legal advisor to the Multnomah County Civil Service Board. From 1983 to 1991, Anna practiced law with two Portland area boutique law firms, specializing in labor and employment law.

Darla Collar has worked as a paralegal in the Labor and Employment area for over 10 years, in private practice and the public sector. She currently is a Labor and Employment Paralegal for the City of Portland. Ms. Collar is also a volunteer on the Citizen Review Board which reviews cases of children in Multnomah County who are in DHS custody. We are requesting appointment of Ms. Collar to a term that will end December 31, 2015.

**3. Explain the fiscal impact (current year and ongoing).**

No fiscal impact.

**4. Explain any legal and/or policy issues involved.**

County Charter provides for three year terms, with one council member's term expiring each year.

**5. Explain any citizen and/or other government participation that has or will take place.**

The three citizens seeking appointment or reappointment to the Council will be invited to attend the board meeting on this date.

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**Required Signature**

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**Elected  
Official or  
Department  
Director:**

Travis Graves /s/

**Date:**

10-11-12