

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of Establishing)	
A Procedure for Monitoring Supervisor)	ORDER 93-8
to Employee Ratios)	

WHEREAS, the County needs to assure the public that taxpayer funds are being expended in a prudent manner; and

WHEREAS, a regular review of supervisor to employee ratios will assist in achieving this objective.

NOW, THEREFORE, IT IS ORDERED as follows:

1. Each department and elected official shall prepare an organizational chart or series of organizational charts that identify each of its employees and the supervisor for each of its employees in a manner that facilitates ready identification of the number of employees for which each supervisor is responsible. The organizational chart(s) shall be submitted to the Board of Commissioners no later than April 1, 1993 and at 12 month intervals thereafter.

2. Annually, within 30 days of the submission of the organizational chart(s), for each supervisor with responsibility for fewer than eight employees, the department or elected official shall submit a written explanation of the justification for the staffing level.

3. Annually, within 60 days of the submission of the organizational chart(s), any department or elected official with an overall supervision ratio below 1:8 shall submit a plan to reach this ratio without adding additional staff (e.g. attrition, transfers, consolidation) or a written explanation of why that ratio is not attainable.

4. Commencing with Fiscal Year 1994-1995 (or earlier if feasible), the County Budget shall track the supervisor-employee ratios for each department and elected official in a manner that facilitates year to year comparisons.

ADOPTED this 7th day of January, 1993.



MULTNOMAH COUNTY, OREGON

By *Gladys McCoy*
Gladys McCoy, County Chair

REVIEWED:
LAURENCE KRESSEL, COUNTY COUNSEL
for Multnomah County, Oregon

By *L. D. Bay*

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