

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

Amendment to Order No. 93-5 )  
Establishing a Budget Procedure for )  
Deleting Vacant Permanent Positions ) ORDER 93-20  
from the Budget during Fiscal Year )  
1992-1993 )

I. Section II of Order 93-5 is amended by adding a new paragraph D as follows:

D. Where the immediate filling of a vacant position is determined by the responsible elected official or manager as either (1) necessary to maintain service levels for a critical service or (2) necessary to save personnel costs due to mandated overtime, the Chair shall place the request on the next Board agenda and the request is initially exempt from the review process established in section II-C of this Order. The Board of Commissioners may either take action on the budget modification or refer the issue to the review committee established in Section II-C of this Order and the modification will return to the agenda following review by this committee.

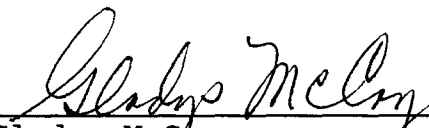
II. Section III-A is amended by adding the following as the final sentence of Section III-A:

For budget modifications which reach the agenda under Section II-D of this Order, the Board may, alternatively, take action as indicated in Section II-D.

Amendments Approved this 21st day of January, 1993,

MULTNOMAH COUNTY, OREGON



  
Gladys McCoy  
Multnomah County Chair

REVIEWED:  
LAURENCE KRESSEL, COUNTY COUNSEL  
for MULTNOMAH COUNTY, OREGON

By   
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BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

In the Matter of Establishing a Budget	)	
Procedure for Deleting Vacant Permanent	)	ORDER
Positions from the Budget During Fiscal	)	93-5
Year 1992-1993	)	

WHEREAS, at a meeting of the Board of Commissioners held on December 9, 1992, the Budget Office indicated that the revenue projected to be available in Fiscal Year 1993-1994 is likely to be insufficient to meet current service levels of county programs; and

WHEREAS, the Board of Commissioners needs to take immediate steps to preserve and enhance Beginning Working Capital for Fiscal Year 1993-1994 to minimize service cuts and impacts on current employees; and

WHEREAS, the Board of Commissioners, in an effort to preserve current service levels while balancing the budget, seeks to encourage management to reduce staffing levels where feasible.

NOW, THEREFORE, IT IS ORDERED as follows:

Section I. Scope

A. This Order shall only apply to budgeted positions which are fully or partially supported by the county general fund (including general fund transfers to the federal-state fund), the jail and library levies, or by fees or funds established by the Board of Commissioners such as the Recreation Fund.

B. As used herein "vacant position" shall mean a budget approved position as defined above which becomes vacant for any reason before June 30, 1993.

## Section II. Process

A. No vacant position shall be filled until the Board has determined whether the position is to be deleted from the Budget in the manner set forth in this order.

B. The Chair shall be notified whenever a vacant position occurs. Upon notification, the Chair shall then ensure that a Budget Modification is placed on the next available regular Board meeting agenda to delete the position and transfer to contingency the personnel cost that would be incurred in Fiscal Year 1992-1993 by filling the position.

C. As soon as practicable after receiving notification of the vacant position, the Chair shall appoint a committee of three qualified persons, from inside or outside the county, or both, to review each request for determination of the need for the budgeted position. The committee shall make a recommendation to the Liaison Commissioner for the function and to the Board of Commissioners as to whether or not to delete the position. The committee shall consider whether other county employees may assist in the workload, the feasibility of delaying replacements and the staffing level of the function.

## Section III. Board Action

A. The Board shall determine whether to delete the vacant position and transfer unexpended personnel costs to Contingency reserves at the Board meeting scheduled for the matter or any continuance thereof, but in any event within 21 days after the Chair received notification of the vacancy.

B. As part of its evaluation of the budget modification, the Board shall consider the likelihood that the position will last through the upcoming budget process, the need for the position, the timing of the request, the recommendation of the advisory committee, and other matters deemed relevant.

## Section IV. Prior Employment Decisions Lists

No later than February 15, 1993, the Chair and each other elected County official shall submit to the Board of Commissioners a list of employees hired between December 15, 1992, and the adoption of this Order. The list shall show the date of interview, the date of hire and the continuing need for the position.

Section V. Sunset Clause

The budget procedures established by this Order shall remain in effect through June 30, 1993 unless this Order is amended by the Board of Commissioners.

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 John L. DuBay  
John L. DuBay  
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