



**Jackson County Employment Opportunity**

**The Jackson County Election's Office has a career opportunity for an experienced manager with a background in Elections Administration to join our team. The ideal candidate will be a confident team leader who possesses a proven track record of integrity and a commitment to excellence. If you have exceptional communication skills and strong attention to detail, we encourage you to apply.**

***Jackson County strives to recruit, hire and retain the best employees!***

**Position and Department**

**Program Manager II**  
***Clerk's Office-Election Division***

**Job Related Information**

**Starting Salary**

\$66,019.20 Annually  
(Pay Range \$66,019.20-\$84,260.80 Annually)

**Last Date to File**

Open until filled

**Pre-Employment Requirements and/or Preferences**

- The proven ability to understand applicable federal, state and local laws, rules and regulations is preferred.
- Qualified candidates will have the ability to be flexible in a changing environment, communicate effectively, motivate and support staff in providing excellent customer service, organize and prioritize work flow processes, problem solving skills and maintain effective working relationships with employees, public and other political organizations.
- Knowledge of conducting elections, particularly Vote-By-Mail elections and OCVR (Oregon Centralized Voter Registration) system is preferred.
- In addition to core business software applications- basic knowledge of ArcMap (GIS), HTML and webmaster experience, Adobe Acrobat Pro for editing and creating PDF documents and cartography familiarity preferred.
- Detail oriented, with strong written English language skills desired.
- Transcripts must be submitted in order to meet the educational requirements of this posting.
- Must pass a criminal background check prior to hire.
- Must pass a pre-employment drug screen and physical prior to hire.
- Must submit an acceptable DMV certified court print prior to hire. Please see attached documents.

**Job Duties and Requirements**

**I. Position Summary**

Plans, organizes, and manages the development, implementation, and on-going operation of moderately sized program or several small specialized programs. Initiates and implements management activities within program area; prepares and administers budget for the program; and provides leadership and support to staff.

**II. Supervision Exercised**

Acts as a supervisor to various classifications.

### **III. Examples of Essential Position Duties**

- Coordinates, schedules, and oversees all activities within area of assignment to assure that work is performed efficiently and according to appropriate guidelines, procedures, and regulations; prioritized and coordinates work with other departments, staff, and contractors to ensure timely completion of projects.
- Selects, supervises, and evaluates assigned staff; conducts performance evaluations, and initiates disciplinary actions as warranted; resolves grievances and other sensitive personnel matters.
- Prepares the annual budget for assigned program or programs based on work schedules, departmental goals and staffing needs; maintains fiscal records and monitors expenditures and distribution of budgeted funds to assure compliance with approved limits.
- Recommends and implements policies, procedures, guidelines, and standards for the efficient and effective operation and maintenance of assigned program, assuring compliance with applicable legal requirements and county policies and goals.
- Manages on-going comprehensive needs assessment, audits, program evaluation, and special studies as required, to assure program compliance with legal requirements.
- Manages and participates in the coordination of assigned program planning and development activities and service delivery strategies among local agencies and organizations, other county departments, private service organizations, schools, citizens groups, community coalitions, advisory boards and committees, and other organizations as necessary.
- Supervises the administration of service contracts, including authorizing payments for services, monitoring for compliance with the contract and implementing corrective action as necessary.
- Remains current on legislation, legal requirements, and ordinances affecting assigned area and interprets information to advise staff or subordinates of any applicable changes in procedures to reflect revised legal requirements.
- Actively researches and prepares, or supervises the preparation of applications for federal, state, and local grant agencies and for funding from other funding sources; assures compliance with grant requirements, directing the preparation of required reports.
- May serve as a key liaison for the program and direct the resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of services. Responds to sensitive or complex inquiries or service complaints.
- Analyzes program effectiveness and recommends improvements to existing services, equipment and operating systems; researches, analyzes and evaluates new developments in assigned area and works to expand existing program and services; develops and recommends new programs and program modifications.
- Develops and maintains a record-keeping system that provides for the proper evaluation, control and documentation of assigned operations, may include client tracking and management information systems.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

### **IV. Knowledge, Skills and Abilities**

- Thorough knowledge of principles and practices of program management and administration, including budget development, monitoring, and evaluation.

- Knowledge of data collection and analysis, and research methodologies.
- Knowledge of the application and interpretation of federal, state, and local rules, regulations, codes, and ordinances as they relate to area of assignment.
- Knowledge of modern supervisory and management principles and practices.
- Knowledge of practices, principles, and techniques of public administration and the organizational structures and functions of governmental entities and agencies.
- Ability to set work priorities and train, direct, motivate, and evaluate the work of assigned staff.
- Ability to apply judgment and discretion in resolving problems and interpreting policies and regulations.
- Ability to develop, organize, and oversee work programs, including monitoring budgets and funding, work schedules, grant preparation and administration requirements, and progress reviews.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Ability to effectively respond to and reconcile competing interests of governmental entities, community organizations, service providers, contractors, and public representatives as they affect the planning and operation of programs.
- Ability to communicate effectively, both orally and in writing and to make effective public presentations to technical, complex, and often controversial information.
- Ability to establish and maintain accurate records of assigned activities and operations.

**V. Minimum Requirements** (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

**Education and Experience**

- Bachelor’s degree in relevant field of assignment, Master’s degree preferred AND five years of progressively responsible professional experience in program administration, with at least four year in area of assignment including supervisory or managerial experience; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

**Licenses, Certificates and Other**

Valid Oregon State Driver’s License with an acceptable driving record. Professional licenses and certificates may be required for specific positions.

**Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Requires exerting up to 20 pounds frequently, 50 pounds occasionally, of force to move objects. Minimum physical effort is required. Some positions require driving.

**Working Environments**

Work is generally performed in an office environment and may include exposure to disruptive people.

**VI. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to

time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

## Benefits

### Jackson County Benefit Summary

Jackson County provides an excellent, generous and comprehensive benefits package for eligible employees and their dependents, as applicable.

This overview provides highlights of the comprehensive benefits package Jackson County management/confidential employees receive. If any statement conflicts with the applicable plan documents, Codified Ordinance, and/or Jackson County policies, the applicable documents will govern.

#### Insurance

- **Health Insurance** – Regular full-time employees and their eligible dependents receive medical insurance, including prescription and chiropractic, dental, and vision coverage at a cost to the employee of \$22.82 per paycheck (\$49.45 per month) toward the monthly composite premium. **Regular full-time employees may not waive coverage.** Regular part-time employees may enroll in the full plan, with a prorated composite premium depending on their full-time equivalent (FTE), or may elect to waive benefits. Coverage begins on the first of the month following an employee's date of hire.
- **Jackson County Wellness Center by miCare** – In addition to health insurance, certain primary care medical services, lab services, and prescription medications are offered at no out-of-pocket cost for the employee and their eligible dependents at the wellness center.
- **Group Life Insurance and Accidental Death and Dismemberment** – Fully funded for regular full-time employees (prorated for regular part-time employees), the benefit is equal to two times the employee's annual salary rounded to the next higher \$1,000, to a maximum of \$500,000. Insurance in excess of \$50,000 is a taxable benefit.

**Long-term Disability** – Fully funded for regular full-time employees (prorated for regular part-time employees), employees are eligible the first of the month coinciding with 30 days from date of hire. The benefits are payable after a waiting period of 60 days at a rate of 66 2/3 percent of base salary, up to a maximum monthly benefit of \$12,000.

- **Voluntary Accidental Death and Dismemberment** – Regular employees may choose to participate in additional AD&D coverage through payroll deduction, and have the choice of plan and coverage amounts.

#### Leaves

- **Vacation** – Regular full-time employees earn vacation leave at a rate of 17 to 33 days annually depending upon years of County service and position band. Regular part-time employees accrue vacation leave on a prorated basis. Employees can carry forward up to three times the annual vacation accrual (prorated for part-time employees). Vacation leave cannot be used during the first six full months of regular employment. Twice per fiscal year, employees may request to be paid for vacation accruals, provided specific requirements are met.

Years of Service	Annual Vacation Accrual		
	Pay Band 1 – 5	Pay Band 6 – 11	Pay Band 12 - 19
1 to 5 yrs	17 days (5.24 hrs/pp)	19 days (5.85 hrs/pp)	21 days (6.47 hrs/pp)
Over 5 to 10 yrs	20 days (6.16 hrs/pp)	22 days (6.77 hrs/pp)	24 days (7.39 hrs/pp)
Over 10 to 15 yrs	23 days (7.08 hrs/pp)	25 days (7.70 hrs/pp)	27 days (8.31 hrs/pp)
Over 15 to 20 yrs	26 days (8.00 hrs/pp)	28 days (8.62 hrs/pp)	30 days (9.24 hrs/pp)
Over 20 yrs	29 days (8.93 hrs/pp)	31 days (9.54 hrs/pp)	33 days (10.16 hrs/pp)

- **Sick Leave** – Regular full-time employees earn sick leave at the rate of 3.70 hours per pay period (12 days annually), which starts to accrue during the first pay period and may accrue without limit. Regular part-time employees accrue sick leave on a prorated basis. Accrued sick leave may be used as soon as it is accrued.

- **Holidays** – Regular full-time employees receive nine paid holidays annually (prorated for regular part-time employees), New Year’s Day, Martin Luther King, Jr’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, and Christmas Day.

**Sheriff Management Employees Only** – In lieu of holidays, each regular full-time employee receives, on July 1, a block of 12 days (96 hours), and they are prorated for regular part-time employees. Employees hired after July 1 will have holiday hours assigned on a prorated basis. Unused holiday hours at the end of the fiscal year cannot be carried forward. Holiday hours remaining at the end of the fiscal year will be paid to the employee at the employee’s regular rate of pay.

- **Personal Leave** – Each fiscal year on July 1, full-time regular employees (except Sheriff management employees) receive one personal leave day (eight hours; prorated for regular part-time employees based on the position’s FTE as of July 1). Employees must be employed on July 1 to be eligible to receive the personal leave day.

**Retirement**

- **Oregon Public Employees’ Retirement System** – Jackson County participates in the State of Oregon Public Employees’ Retirement System (PERS). PERS has Tier One, Tier Two, and the Oregon Public Service Retirement Plan (OPSRP) pension programs, as well as the Individual Account Program (IAP). Tier One covers members hired before January 1, 1996; Tier Two covers members hired between January 1, 1996 and August 28, 2003; and OPSRP covers members hired on or after August 29, 2003.

IAP contains all member contributions (6% of covered salary, currently County-paid) made on or after January 1, 2004. The legislature created the IAP in 2003 to provide an individual account-based retirement benefit for new workers hired on or after August 29, 2003, and for Tier One/Tier Two members active on or after January 1, 2004. The IAP benefit is in addition to the member’s other retirement program benefit (i.e., Tier One, Tier Two, or OPSRP). Employees are automatically vested in their IAP account when their account is established.

OPSRP is designed to provide approximately 45 percent of an employee’s final average salary at retirement (for a general service member with a 30-year career or a police and firefighter member with a 25-year career).

**OPSRP General Service:** Unless employees are in a police or firefighter position, they are considered a general service member. In addition to other retirement programs or any social security benefit, when employees retire, if vested, PERS will calculate monthly benefit using the following formula:

1.5 percent x years of retirement credit x final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.

General Service Benefit Calculation Example (employees can estimate benefits using any number of years and any final average salary)

Final average salary: \$45,000

Retirement credit: 30 years as an OPSRP member

30 (years) x 1.5 percent = 45 percent

45 percent x \$3,750 (final average monthly salary) = \$1,687.50

Single Life Option monthly benefit = \$1,687.50 (\$20,250 annual benefit)

**OPSRP Police and Firefighter (P&F):** To be classified as a P&F member at retirement, employees must have been employed continuously as a P&F member for at least five years immediately preceding their retirement. In addition to other retirement programs or any social security benefit, when employees retire, if vested, PERS will calculate monthly benefit using the following formula:

1.8 percent x years of retirement credit x final average salary. Normal retirement age for P&F members is age 60, or age 53 with 25 years of retirement credit.

P&F Benefit Calculation Example (employees can estimate their benefit using any number of years and any final average salary)

Final average salary: \$45,000

Retirement credit: 25 years as an OPSRP member

25 (years) x 1.8 percent = 45 percent

45 percent of \$3,750 (final average monthly salary) = \$1,687.50

Single Life Option monthly benefit = \$1,687.50 (\$20,250 annual benefit)

- **Voluntary Deferred Compensation Program** – Jackson County offers regular employees the option to enroll in IRS Section 457 Deferred Compensation Retirement Plans. The employee defers compensation through voluntary payroll deductions into this supplemental retirement plan. The 457 plan is a separate retirement plan from PERS.

#### **Other Benefits**

- **Voluntary Direct Deposit** – An employee may choose to have their payroll check automatically deposited into their bank account. Employees can choose up to four accounts to receive direct deposit funds. Most banks allow participation of this program.
- **Voluntary Flexible Spending Account (FSA), Section 125 Plan** – The FSA is a tax-free regular employee-funded account. Regular employees may choose to participate in pre-tax health insurance premiums, out-of-pocket unreimbursed eligible health care expenses, and dependent care expenses, in order to have “before-tax” dollars deducted from their paychecks.
- **Employee Assistance Program (EAP)** – Fully-funded by the County, the EAP provides confidential services to help people privately resolve problems that may interfere with work, family, and life. EAP is offered to regular employees, their dependents, and any household members. Services include up to four face-to-face counseling sessions per issue per year, 24-hour phone crisis access to

counselors, and convenient access to on-line consultations with licensed counselors.

## **To Apply**

### **Submit Application To**

Jackson County Human Resources  
10 S. Oakdale Avenue, Room 200  
Medford, Oregon 97501  
Or on-line at [www.jacksoncounty.org](http://www.jacksoncounty.org)

## **Equal Opportunity Employer**

### **JACKSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

Jackson County does not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Women, minorities and the disabled are encouraged to apply. Upon request, special accommodations and/or assistance will be gladly provided for any applicant with sensory or non-sensory impairments. Because of the Immigration Reform Act of 1986, persons hired by the County must be able to present acceptable documents verifying identity and authorization to work in the United States. For a copy of Jackson County's Equal Employment Opportunity Plan, visit our web site at [www.jacksoncounty.org](http://www.jacksoncounty.org) or call 541-774-6036.

## **Supplemental Questions Required. (Answers must be attached to your employment application for this position. Attach separate pages if needed.)**

1. If you held more than one position within the same organization, did you list each position you held at that organization as a separate job, including but not limited to, the months and years of service as well as each job title and description of duties?

## **APPENDIX A**

### **Requirements of an Acceptable Driving Record**

1. These requirements become effective on the effective date of this policy. No class "A" violation convictions during the past thirty-six (36) months. No more than one (1) class "A" violation conviction between the past 36 and 60 months.
2. No more than one (1) class "B" violation conviction during the past twelve (12) months. No more than two (2) class "B" violation convictions during the past thirty-six (36) months.
3. No more than two (2) class "C" violation convictions during the past twelve (12) months. No more than a combination of three (3) class "C" and class "B" violation convictions during the past thirty-six (36) months.
4. No more than three (3) class "D" violation convictions during the past twelve (12) months. No more than a combination of five (5) class "D", class "C" and class "B" violation convictions during the past thirty-six (36) months.
5. No driver's license suspensions within the past sixty (60) months.
6. No felony or misdemeanor driving convictions within the past sixty (60) months.

#### EXAMPLES OF VIOLATIONS LISTED BY CLASSIFICATION

##### CLASS "A" Violation

Failure to obey a traffic flagger  
 Driving while suspended (violation)  
 Careless driving (accident involved)  
 Speed racing  
 Speeding (30+ MPH over posted limit)  
 Failure to stop for school bus

##### CLASS "B" Violation

Passing in a no pass zone  
 Failure to drive on right side of the road  
 No operator's license  
 Careless driving (no accident involved)  
 Failure to obey a traffic control device  
 Speeding (21-30 MPH over posted limit)  
 Driving uninsured

##### CLASS "C" Violation

Failure to use traction devices  
 Defective headlights  
 Illegal U-turn  
 Failure to yield to pedestrian in crosswalk  
 Speeding (11-20 MPH over the limit)

##### CLASS "D" Violation

Impeding the flow of traffic  
 Failure to signal lane change  
 Failure to display license plates  
 Speeding (1-10 MPH over the limit)  
 Failure to use safety belts



Failure to change information on driver's license

Notwithstanding the violations listed above, Oregon law provides that if the speed limit is 65 miles per hour and:

- (a) The driver is exceeding 65 miles per hour but not exceeding 75 miles per hour, the offense is a Class C traffic violation.
- (b) The driver is exceeding 75 miles per hour but not exceeding 85 miles per hour, the offense is a Class B traffic violation.
- (c) The driver is exceeding 85 miles per hour, the offense is a Class A traffic violation.

CLASS "A" MISDEMEANOR

Driving under the influence of intoxicants  
Reckless endangerment of a highway worker  
Providing false information to a police officer  
Hit and run (property damage)  
Reckless driving  
Driving while suspended

CLASS "B" MISDEMEANOR

Providing false information regarding liability insurance  
Providing false information on accident report

CLASS "C" MISDEMEANOR

Failure to display a driver's license  
Failure to return suspended license

CLASS "C" FELONY

Hit and run (injury)  
Attempting to elude a peace officer  
Driving while suspended/revoked