Elected Officials Compensation Board (EOCB) Job Description

Membership: The EOCB consists of five (5) members appointed by the County Administrator to four (4) year terms ending December 31. There is no limit on number of terms a member can serve.

Purpose of role: Recommends to the Budget Committee and to the Board of County Commissioners a compensation schedule for County elected officials. EOCB is established pursuant to the authority granted by the Lane County Home Rule Charter.

Duties:

The EOCB prepares and approves by majority vote a recommended compensation schedule for the elective officers and submits the recommended schedule to the Board of County Commissioners and/or the Budget Committee, with a copy provided to the Board of County Commissioners.

A Lane County Employee is assigned to be the staff person to provide administrative support. That employee prepares and disseminates meeting notices; provides background information and research on agenda items; records and posts minutes; and provides new appointees the By-Laws, purpose and past minutes of the Board.

The EOCB annually reviews the compensation paid to persons comparably employed by the State of Oregon, local public bodies and private businesses, non-profit agencies and/or other counties within a labor market deemed appropriate by the Compensation Board for each elective officer.

The EOCB shall take into account such factors as the number of employees supervised and the size of the budget administered by each elective officer, the duties and responsibilities of each elective officer, and the compensation paid to subordinates and other appointed employees who serve in positions of comparable management responsibility. In any event, the Sheriff’s compensation will be fixed in an amount which is not less than that for any member of the Department of Public Safety.

Chair: Elected by majority of EOCB, helps develop agenda, runs meetings, presents to Lane County Budget Committee and Board of Commissioners

Meeting Frequency: Meets 1-3 times each year between June-October. Required to meet by July 31.

Qualifications: Must be knowledgeable in personnel and compensation management (ORS 204.112)