

Department: County Management

Program Contact: Serena Cruz

Program Offer Type: Administration

Program Offer Stage: Proposed

Related Programs:
Program Characteristics:
Executive Summary

The Department of County Management (DCM) Director's Office program includes the Office of the Chief Operating Officer (COO) and the DCM Equity Team. The COO oversees all of the County's departments and serves as the DCM Director. The Office of the COO supports continuity across county operations and responds to urgent countywide matters. With support from the Deputy COO, the COO/DCM Director is responsible for corporate level divisions managing human resources, finance, budget and assessment and taxation in addition to a number of DCM administrative units, each having stand-alone program offers. The DCM Equity Team strives to create a positive work culture where everyone can thrive through WESP implementation, consultation, and training coordination.

Program Description

The Office of the COO oversees all of the County's departments and serves as the Department of County Management (DCM) Director. The Deputy COO, Strategic Initiatives Managers, and Administrative Analyst Senior support the COOs countywide function. Additionally, the Deputy COO oversees several DCM divisions and the Department of County Assets with a focus on internal services. The COO sits at the nexus between elected officials and departments who lead the daily work of delivering services. The Office of the COO supports continuity across county operations, champions the Chair's initiatives and responds to urgent countywide matters. The Office manages numerous projects (e.g. capital planning, negotiation of the Joint Office and City of Portland intergovernmental agreement, the Executive Learning Series, etc.) and facilitates leadership teams (e.g. the Executive Council, Leadership Council, DCM All Managers meetings, etc.)

The DCM Equity Team strives to create a positive work culture where everyone can thrive. To accomplish this mission, they lead department efforts to implement the Workforce Equity Strategic Plan, provide support and consultation to management and staff across the department, and coordinate learning and training opportunities related to professional development and the County's core competencies.

Performance Measures

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Executive Council meetings held	12	N/A	12	12
Output	DCM All Manager meetings	2	4	4	4
Output	Equity Committee meetings hosted	N/A	N/A	6	6
Output	DCM New Employee Orientations delivered	4	4	4	4

Performance Measures Descriptions

The performance measures all lead towards the department's desire to create a culture of safety, trust and belonging for its workforce. DCM will continue to focus on manager development, WESP initiatives and ensuring new employees are successfully onboarded and receive timely and regular communication.

Legal / Contractual Obligation

ORS 208, 238, 288, 294, 295, 310 and many other Oregon Revised Statutes, Multnomah County Code, Chapters 7, 9, 11 and 12 and County Charter requires the county to maintain appropriate personnel, infrastructure, taxation and financial system operations.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$1,531,510	\$0	\$1,600,503	\$0
Contractual Services	\$247,000	\$0	\$97,000	\$0
Materials & Supplies	\$46,118	\$0	\$44,858	\$0
Internal Services	\$82,073	\$0	\$100,349	\$0
Total GF/non-GF	\$1,906,701	\$0	\$1,842,710	\$0
Program Total:	\$1,906,701		\$1,842,710	
Program FTE	6.00	0.00	6.00	0.00

Program Revenues				
Total Revenue	\$0	\$0	\$0	\$0

Explanation of Revenues

This program is supported by the General Fund.

Significant Program Changes

Last Year this program was: FY 2024: 72000A DCM Director's Office / COO