

August 12, 2011

To: Coos County Department Heads and Employees

Re: Structure & Organization Committee input

The Coos County Board of Commissioners recently appointed two committees: (1) **Governance Advisory Committee** to examine how our Board of Commissioners and elected officials function and to make recommendations for improvement; and (2) **Structure Advisory Committee** to review departmental structure, operations, process, and function for the purpose of making recommendations or providing alternatives to the Board of Commissioners as to how we can continue to provide county services in a more efficient and effective manner. The work of these committees is vital to the ability of our county government to deal successfully with the budget shortfalls we face in the future.

No one has a better understanding of how the county is organized and operates than our employees. The Board of Commissioners and committee members feel your input is essential for success. Please take full advantage of this opportunity to provide input and participate in this review process.

The Structure & Organization Committee has developed a survey to gather information and comments from employees. Participation in this survey is voluntary. Please feel free to provide additional comments, suggestions, or information to the committee.

In addition to the written survey, committee members will be conducting interviews with department heads and employees to gather additional details and perspective. As liaison to the committee, I will facilitate the initial interview with each department. It is expected that all department heads and business managers will make themselves available for the interview process. Participation by all other employees in the interview process will be important, but strictly voluntary.

We need to focus on finding creative solutions to the challenges we face in providing county services in the future. Your cooperation and participation is essential and appreciated. Please feel free to contact me if you have any further questions or comments.

Regards,

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COOS COUNTY EMPLOYEE SURVEY

The importance of this employee survey to the Structure & Organization Committee is outlined in the attached cover letter. This voluntary survey is an opportunity for all employees to have direct input into the process. If you feel a question is not applicable, please indicate "not applicable."

Your voluntary responses to this survey will be kept confidential to assure communication between yourselves and the committee members is as open and frank as possible; the more honest and constructive your input is the more effective it may be in identifying and solving County structural and organizational issues.

It would be most helpful to the process if all surveys could be returned either directly to Bobbi Brooks at the Commissioners' office or to your supervisor as soon as possible, but no later than Friday, August 26, 2011 at 5:00 p.m.

I. INTRODUCTION

1. What services does your department provide?
2. What are the top three things you like most about your job?

II. DEPARTMENTAL

3. Describe your job duties in a few words.
4. Are you able to comfortably complete all the tasks for which you are responsible?
5. What change(s) could be made in the structure of your department/agency and/or procedures that would give you the ability to improve the performance of your duties?
6. Are there changes in procedure, materials, software, equipment, etc., that your department needs to be more productive?
7. What could be done to streamline your department/agency process without hurting your effectiveness?
8. If given the ability, what changes would you make in your organization or services it provides to Coos County?

III. STRUCTURAL

1. How long have you worked for Coos County?
_____ Less than 10 years
_____ More than 10 years
2. Do you have any ideas for improvements?
3. What would make you and your staff's job easier?
4. What can you change in your work to improve effectiveness and efficiency?
5. Are there areas in Coos County overall operations where you believe the county could be more effective?

If so, what area and how could it be improved?
6. What are the top three things that get in the way of your providing the best possible service to the citizens of Coos County?
7. Are there things you are required to do that you think are just plain silly?
8. If you could change three things in your work environment, what, in order of importance, would you change and how would you change it?

Additional comments, concerns, or attachments:

Name (optional)

Date