

SCC NO. _____

AN ORDINANCE CONSOLIDATING AND TRANSFERRING CERTAIN PERSONNEL RESPONSIBILITIES TO THE PERSONNEL SERVICES DEPARTMENT

The Board of Supervisors of the County of Sacramento, State of California, ordains as follows:

SECTION 1. Sections 2.09.350 and 2.09.360 of Title 2 of the Sacramento County Code are hereby repealed in its entirety.

SECTION 2. Section 2.09.330 of Chapter 2.09, Title 2, of the Sacramento County Code is amended to read as follows:

2.09.330 Department of Personnel Services.

a. There is established within the Internal Services Agency a Department of Personnel Services. The Department shall have and exercise the following duties and responsibilities:

1. Study and make recommendations to the Board of Supervisors, the County Executive, and the Internal Services Administrator on personnel matters and other matters assigned to the Department including, but not limited to, exam development and administration, certification, classification and compensation and on other matters assigned to the Department;
2. Advise and assist the officials of County agencies, departments, boards, and commissions with respect to employee health; affirmative action; work force diversity; and regulatory compliance in relation to employee complaints based upon discrimination or harassment and on other matters assigned to the Department;
3. Advise and assist the officials of County agencies, departments, boards, and commissions with respect to employee training and support and provide direct employee training and support;
4. Ensure that all County agencies, departments, and employees comply with applicable personnel rules, policies, and the provisions of negotiated agreements related to affirmative action; work force diversity; regulatory compliance; and personnel actions;
5. Prepare an annual budget, in accordance with established procedures, for the support, maintenance, and operation of the Department;
6. Represent the County in dealing with other agencies, organizations, groups, and individuals with respect to affirmative action; work force diversity; and regulatory compliance; ~~and~~
7. Advise and assist the officials of County agencies and departments with respect to the imposition of appropriate disciplinary measures.

8. Responsibility for the conduct of harassment and discrimination investigations and advise and assist the officials of County agencies and departments with respect to the imposition of appropriate remedial measures.

9. Perform such other duties and activities as may be required or authorized by the Board of Supervisors, the County Executive, or the Internal Services Administrator.

b. There is established within the Department of Personnel Services the position of Director of Personnel Services. The Director of Personnel Services shall be head of the Department of Personnel Services and in that capacity shall, subject to the control and direction of the Internal Services Administrator and subject to the provisions of Section 2.09.300 of this Chapter, carry out the duties and responsibilities of the Department of Personnel Services and shall supervise and direct the work of the staff assigned to the Department.

c. The Director of Personnel Services shall be appointed by the County Executive, subject to the approval of the Board of Supervisors, and shall be subject to removal by the County Executive as provided in the Charter.

SECTION 3. Section 2.78.829 of Chapter 2.09, Title 2, of the Sacramento

County Code is hereby amended to read as follows:

2.78.829 Layoff—Employees of Department of Personnel Services.

a. For purposes of determining order of layoffs of persons employed as of March 25, 2004, in the Department of Personnel Services and the Department of Employee Benefits/Risk Management, those departments shall be treated as a single department. For persons employed in those departments subsequent to that date and thereafter employed within the Department of Personnel Services, layoffs shall be determined by the date of appointment to either of the those prior departments, or their successor departments.

b. For purposes of determining order of layoffs of any employee transferred from any other County department directly to the Department of Personnel Services after the effective date of this subparagraph (b), the appointment date of any such employee shall be the date of appointment within the department from which the employee transferred.

SECTION 4. This ordinance was introduced and the title thereof read at the regular meeting of the Board of Supervisors on _____ and on _____ further reading was waived by the unanimous vote of the Supervisors present.

This ordinance shall take effect and be in full force on and after thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days from the date of its passage it shall be published once with the names of the members of the Board of Supervisors voting for and against the same, said publication to be made in a newspaper of general circulation published in the County of Sacramento.

On a motion by Supervisor _____, seconded by Supervisor _____, the foregoing ordinance was passed and adopted by the Board of Supervisors of the County of Sacramento, State of California, this ____ day of _____ 2007, by the following vote:

AYES: Supervisors,

NOES: Supervisors,

ABSENT: Supervisors,

ABSTAIN: Supervisors,

Chair of the Board of Supervisors
of Sacramento County, California

(SEAL)

ATTEST: _____
Clerk, Board of Supervisors