



Department of Human Resources

INTER-OFFICE COMMUNICATION

Date: JULY 2, 2012
To: County Board Chairwoman Marina Dimitrijevic
FROM: Kerry Mitchell, Director, Department of Human Resources
Rick Ceschin, Deputy Director, Department of Human Resources
SUBJECT: **Revisions to Chapter 17 reporting requirements**

RC

The Department of Human Resources (DHR) is recommending revisions to Chapter 17 of the Code of General Ordinance relative to the handling of mandatory reports provided to the Finance, Personnel and Audit Committee (formerly the Personnel Committee).

Existing provisions of the Code require the Committee to place a number of reports on the Committee's agenda, even though many of the reports are submitted as informational items only, with no action required or even permitted by the Committee. There are some reports – specifically the reclassification or reallocation of positions, and certain advancements in the pay range – that may be acted upon by the Committee upon objection of any Supervisor. The reports do not often generate debate at Committee, but nonetheless require a commitment of Committee and staff time.

The proposed revision removes the requirement that all reports are placed on the agenda of the Committee and instead allows the Committee Chair broad discretion in scheduling an item. Certain items would continue to be scheduled as action items on the basis of a Supervisor's objection, but in cases where there is no such objection, the current practice of "passive approval" would continue. The recommended changes do not alter the content or frequency of any reports, and expands the distribution of reports to each County Board Supervisor rather than only members of the Finance, Personnel and Audit Committee.

All reports continue as public records, helping to preserve transparency for the public and public officials regarding the management of County positions and employees in a civil service environment. If adopted, the recommended changes would permit more flexibility for the Committee while freeing staff and Committee time for other matters.

Please refer this request to the Committee on Finance, Personnel and Audit. Thank you for your attention to this matter. Please contact me with any questions.