

MARIPOSA COUNTY CODE NO. 782

AN ORDINANCE ADDING CHAPTER 2.66
ENTITLED "PERSONNEL OFFICE" TO TITLE 2,
ENTITLED "ADMINISTRATION AND PERSONNEL"

WHEREAS, Mariposa County desires to establish a personnel program to regulate the appointment, advancement and removal of persons in the employ of the County of Mariposa,

NOW THEREFORE, the Board of Supervisors of Mariposa County, a political subdivision of the State of California, does ordain as follows:

SECTION I: Section 2.66.010 entitled "Purpose" of Chapter 2.66 entitled "Personnel Office" is added to read in its entirety as follows:

"2.66.010 Purpose.

The purpose of this article is to provide for the establishment of a personnel program to regulate the appointment, advancement and removal of persons in the employ of the County of Mariposa. The personnel program shall provide for the analysis and classification of jobs; recommendations to the Board of Supervisors regarding adequate and equitable wages, fringe benefits and retirement plans; development of effective recruitment, selection, placement, training, employee evaluation and promotion programs; assurance of equal employment opportunity of persons consistent with merit principles without regard to race, national origin, politics, religion, sex, age or other non-merit factors; protection of employees from discrimination, arbitrary removal and political pressure; development and administration of positive employee relations and communications; and to promote improvement of personnel management and employee relations."

SECTION II: Section 2.66.020 entitled "Personnel Officer" of Chapter 2.66 entitled "Personnel Office" is added to read in its entirety as follows:

"2.66.020 Personnel Officer.

The Board of Supervisors shall appoint a Personnel Officer to be responsible for the administration of this article. The Personnel Officer shall be responsible for the administration of the personnel plan and shall have authority to appoint such employees for personnel work as may be allowed by the Board. The Personnel Officer shall establish methods and procedures necessary for the proper functioning of the merit system and personnel programs; provide such personnel services and assistance to Department Heads and employees which will contribute to the efficient conduct of

the County's business; maintain such records necessary for the effective administration of the personnel system, including a file for each employee which will be available for review of the employee and authorized persons; provide the Board of Supervisors with such reports and information as they may from time to time require; and serve as Employee Relations Officer. Actions of the Personnel Officer may be appealed to the Board of Supervisors."

SECTION III: Section 2.66.030 entitled "Classification Plan" of Chapter 2.66 entitled "Personnel Office" is added to read in its entirety as follows:

"2.66.030 Classification Plan.

All positions, except those held by elected officers, or board or commission members, shall be included in a classification plan and shall be classified according to the duties and responsibilities in such a way that equitable schedules of compensation may be applied. Each class shall have a title and a written specification defining the class, describing examples of duties and typical tasks related to the class and setting forth the employment standards and qualifications required of persons appointed to positions in that class."

SECTION IV: Section 2.66.040 entitled "Salary" of Chapter 2.66 entitled "Personnel Office" is added to read in its entirety as follows:

"2.66.040 Salary.

All classes of positions in the classification plan shall be assigned a salary range or rate as provided for in the salary resolution. Employees appointed to positions in the classification plan shall be paid a salary within the range provided for in the salary resolution and according to the procedures established."

SECTION V: Section 2.66.050 entitled "Exempt Classes" of Chapter 2.66 entitled "Personnel Office" is added to read in its entirety as follows:

"2.66.050 Exempt Classes.

All employees of the County are hereby declared to be included in this Ordinance except the following who are hereby expressly exempt:

A. Members of the Board of Supervisors, Superior Court Judge, and all other Elected Officials of the County.

B. Those employees occupying the Department Head positions of:

- 1) Administrative Officer
- 2) County Counsel
- 3) Director of Public Works

- 4) Human Services Director
- 5) Planning Director
- 6) Chief Probation Officer
- 7) County Health Officer
- 8) Veterans/Senior Services/Transit Officer
- 9) Housing & Community Development Director

All non-elected Department Heads shall be appointed by the Board of Supervisors or as provided by law. Appointed Department Heads shall serve at the pleasure of the Board of Supervisors or as provided by law. All appointed Department Heads shall be considered exempt from merit requirements.

C. Members of appointed Boards, Commissions and Committees.

D. Persons engaged in a contract to supply expert professional, technical or other services.

E. Volunteer personnel.

F. In addition, the following non-department head positions are not subject to the provisions of this Ordinance:

- 1) Assistant Public Works Director
- 2) Public Works Administrator
- 3) Manager, Special Districts & Facilities
- 4) Deputy Director, Parks & Recreation
- 5) Deputy Director, Road Division
- 6) Undersheriff
- 7) Deputy Director, Social Welfare"

SECTION VI: Section 2.66.060 entitled "Administrative and Personnel Policies and Procedures" of Chapter 2.66 entitled "Personnel Office" is added to read in its entirety as follows:

"2.66.060 Administrative and Personnel Policies and Procedures.

Rules, regulations, policies and procedures shall be adopted by the Board of Supervisors in order to govern the practices of the County. These areas shall include, but are not limited to:

1. Manual Personnel Policies & Procedures and amendments thereof.
2. Classification of Positions, including qualifications and certifications as appropriate;
3. Compensation

4. Status of Employees; Performance; Promotion; Separation
5. Attendance and Leaves
6. Travel Policy
7. Personnel Records
8. Employee Grievance Procedures"

SECTION VII: Section 2.66.070 entitled "Discrimination" of Chapter 2.66 entitled "Personnel Office" is added to read in its entirety as follows:

"2.66.070 Discrimination.

No person in the classified service or seeking admission thereto, shall be employed, promoted, demoted, or discharged or in any way favored or discriminated against because of political affiliations or opinions or because of race or color, ancestry, national origin, religious creed, age, sex or because of the exercise of his rights under Section 3502 of the Government Code. A comprehensive non-discrimination policy will be developed, adopted by the Board of Supervisors and maintained by the Personnel Office."

SECTION VIII: Section 2.66.080 entitled "Political Activity" of Chapter 2.66 entitled "Personnel Office" is added to read in its entirety as follows:

"2.66.080 Political Activity.

Political activities of County employees shall conform to the pertinent provision of State and Federal Law."

SECTION IX: Section 2.66.090 entitled "Validity" of Chapter 2.66 entitled "Personnel Office" is added to read in its entirety as follows:

"2.66.090 Validity.

If any section or provision of this Ordinance should be held invalid by duly constituted judicial authority, no other section or provision of this Ordinance shall be deemed to be affected hereby.

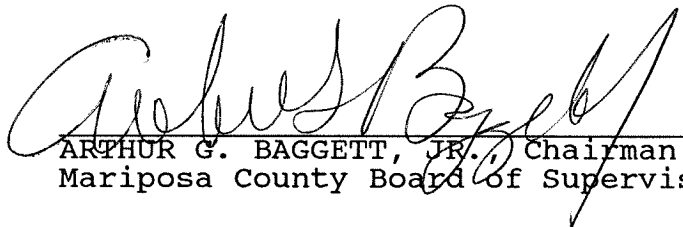
The Board of Supervisors finds and declares that the authority and purpose of this Ordinance is intended to facilitate and to promote uniform personnel rules and regulations. It is also the intent of the Board of Supervisors in enacting this Ordinance to establish a centralized personnel function and systems in order to efficiently carry out the provisions of this Ordinance.

This Ordinance and any amendments thereto shall be effective upon approval of the Board of Supervisors and shall have the force and effect of any other County ordinance. Amendments shall require the approval of the Board of Supervisors."

SECTION X. This Ordinance shall take effect thirty (30) days from final passage pursuant to California Government Code Section 25123.

PASSED AND ADOPTED this 20th day of November, 1990 by the Mariposa County Board of Supervisors by the following vote:

AYES:	BAGGETT, PUNTE, ERICKSON, RADANOVICH
NOES:	NONE
ABSENT:	TABER
ABSTAINED:	NONE



ARTHUR G. BAGGETT, JR., Chairman
Mariposa County Board of Supervisors

ATTEST:



MARGIE WILLIAMS, Clerk of the Board

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:



JEFFREY G. GREEN, County Counsel