

MARIPOSA COUNTY

Human Resources/Risk Management • (209) 966-3222



ORDINANCE 2014-1109

MEETING: December 9, 2014

TO: The Board of Supervisors

FROM: Steve Dahlem, County Counsel/Interim HR Director-Risk Manager

RE: Waive Second Reading & Adopt an Ordinance Relative to the County Administrative Officer

RECOMMENDED ACTION AND JUSTIFICATION:

Waive second reading and adopt an Ordinance removing portions of Section 2.92.040 entitled, "Administrative powers and duties" from Chapter 2.92 of the Mariposa County Code.

As a result of the Board of Supervisors' action in October of 2012 separating the Human Resources/Risk Management functions from the County Administrative Officer and establishing a new department of Human Resources/Risk Management, it is necessary to amend Chapter 2.92 of the Mariposa County Code entitled "County Administrative Officer."

Specifically, the Human Resources/Risk Management functions specified in Section 2.92.040 at paragraphs 11, 12, 14 and 17 should be deleted.

Please see the attached Ordinance for the recommended changes.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On October 2, 2012, the Board of Supervisors approved the separation of the Human Resources/Risk Management functions from the County Administrative Officer and established a new department of Human Resources/Risk Management. The job description for the Human Resources Director/Risk Manager was approved as part of this action.

On September 16, 2014, the Board approved amendments to the County Administrative Officer job description, which eliminated the job duties associated with the Human Resources/Risk Manager position.

The Ordinance was introduced at the November 25, 2014 meeting.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

A negative action would perpetuate the inconsistency between County Code and the recently amended job descriptions for the County Administrative Officer and the Human Resources

Director/Risk Manager. Alternatively, the Board could give staff direction to restore the Human Resources/Risk Management functions to the County Administrative Officer.

ATTACHMENTS:

County Administrative Officer Ordinance-2nd reading (PDF)

CAO RECOMMENDATION

Requested Action Recommended

Mary Hooson

Mary Hooson, Interim CAO 11/19/2014

RESULT: ADOPTED [4 TO 1]

MOVER: Merlin Jones, District II Supervisor

SECONDER: Lee Stetson, District I Supervisor

AYES: Lee Stetson, Merlin Jones, Janet Bibby, Kevin Cann

NAYS: John Carrier

MARIPOSA COUNTY ORDINANCE NO. 1109

AN ORDINANCE AMENDING SECTION 2.92.040 ENTITLED, "ADMINISTRATIVE POWERS AND DUTIES" IN CHAPTER 2.92 OF THE MARIPOSA COUNTY CODE

WHEREAS, the County's human resources/risk management functions were previously under the supervision of the County Administrative Officer; and

WHEREAS, on October 2, 2012 the Board of Supervisors approved the separation of the human resources/risk management functions from the County Administrative Officer and established a new department of Human Resources/Risk Management; and

WHEREAS, Chapter 2.92 of the Mariposa County Code contains Section 2.92.040 that discusses the administrative powers and duties of the County Administrative Officer and specifies duties associated with human resources/risk management functions; and

WHEREAS, as a result of the Board's action to separate the human resources/risk management functions from the County Administrative Officer and to establish a separate department, it is necessary to amend the County Code to reflect this action.

NOW, THEREFORE, THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, a political subdivision of the State of California, does ordain as follows:

SECTION I: Section 2.92.040 of Chapter 2.92 of the Mariposa County Code is hereby amended as follows:

2.92.40 Administrative powers and duties.

A. The county administrative officer shall be responsible to the board of supervisors for those specifically assigned activities concerning the administration of county offices, departments, and special districts under the jurisdiction of the board of supervisors. If designated by the board specific activities may include but not be limited to the following:

1. Attend all meetings of the board of supervisors and, when so directed, attend meetings of commissions and committees established by the board of supervisors;
2. Promulgate, monitor compliance, and report results of policies established by the board of supervisors;
3. Represent the board of supervisors in the county's intergovernmental relationships in accordance with board policies and instructions; and, when so directed, represent the board in dealing with individuals or groups concerned with county affairs;
4. Assist the clerk of the board in the preparation of the board's weekly agenda; evaluate departmental and other requests, and make recommendations on agenda items;
5. Conduct research in administrative practices so as to bring about greater efficiency and economy in county government; develop and recommend to the board of supervisors long-range plans to improve county operations;
6. Analyze proposed state and federal legislation, make recommendations to the board of supervisors for positions on proposed legislation;

7. Develop budget instructions and procedures, and when authorized or directed by the board of supervisors; recommend an annual operating budget based on revenue projections, proposed goals, work programs, and projects, when authorized or instructed by the board of supervisors;

8. Monitor and report to the board of supervisors the expenditures, revenues and changes that may be necessary to stay within the board's approved financial plan;

9. Prepare, at the board's request, a proposed capital improvement budget based on long-range plans for acquiring, constructing or improving buildings and other county facilities;

10. Supervise, when authorized by the board of supervisors, select services that have been reviewed and found advantageous to centralization by the board, including purchasing and personnel;

11. Assist department heads in solving problems which inhibit efficient operation within a department or create friction between departments;


12. Report quarterly to the board of supervisors the more significant activities performed as administrative officer; and

13. Periodically review and monitor the county policies and procedure manual and make recommendations to the board regarding revisions to the manual.

SECTION II: This Ordinance shall become effective thirty (30) days after final passage pursuant to Government Code §25123.

PASSED AND ADOPTED by the Mariposa County Board of Supervisors this 9th day of December, 2014, by the following vote:

AYES: STETSON, JONES, BIBBY, CANN
NOES: CARRIER
ABSENT: NONE
ABSTAINED: NONE



KEVIN CANN, Chair
Mariposa County Board of Supervisors

ATTEST:

APPROVED AS TO FORM:



RENE' LaROCHE, Clerk of the Board



STEVEN W. DAHLEM, County Counsel