

ORDINANCE NO. 10186 (NEW SERIES)

AN ORDINANCE AMENDING COUNTY OF SAN DIEGO ADMINISTRATIVE  
CODE ARTICLE XII-D RELATING TO DEPARTMENT OF HUMAN RESOURCES

The Board of Supervisors of the County of San Diego ordains as follows:

Section 1: ARTICLE XII-D of the County of San Diego Administrative Code is hereby amended to read as follows:

SEC. 200. RECOGNITION OF DEPARTMENT.

There is in the County a Department of Human Resources, hereafter in this Article referred to as the Department, under the supervision of the Chief Administrative Officer.

SEC. 200.1. RECOGNITION OF DIRECTOR, HUMAN RESOURCES.

There is in the County and in the Department a position of Director, Human Resources, hereafter in this Article referred to as the Director. Such position shall be in the Unclassified Service of the County and shall be filled by appointment of the Chief Administrative Officer in accordance with the County Charter and of the rules and policies established thereunder, and County ordinances. The Director shall be ex officio Director of Personnel and the Risk Administrator.

SEC. 200.2. DUTIES OF THE DIRECTOR.

The Director shall act under the supervision of the Chief Administrative Officer and shall exercise general supervision of all functions of the department; shall maintain or cause to be maintained an official record of each employee's service; and shall perform such other duties as assigned by the Chief Administrative Officer.

SEC. 200.3. APPOINTMENT OF PERSONNEL.

The Director shall appoint and employ such personnel as may be necessary to properly conduct the business of the Department. All appointments shall be in accordance with provisions of the County Charter and of the rules and policies established thereunder, Civil Service Rules, and County ordinances.

SEC. 200.4. FUNCTIONS OF THE DEPARTMENT.

The Department shall perform such functions as may be assigned to it including the following:

(a) Implement and maintain a personnel system which will assure recruitment, selection, promotion and retention of employees on the basis of merit.

(b) Administer the personnel program including recruitment and examination, position classification, wage and salary determination, diversity plan, in-service training

and employee development, performance appraisals, a customer service program, employee incentives, leaves of absence, and maintenance and development of various other personnel programs and standards.

(c) Administer risk management programs including management of workers' compensation and unemployment insurance claims against the County of San Diego; perform loss prevention duties described in Section 137 of this Administrative Code; develop program to protect the County against liability risk; provide assistance to County departments to assure that the County is adequately protected from liability in its dealings with others through appropriate insurance requirements and other mechanisms; provide an employee assistance and wellness program, and monitor and evaluate the results of such risk management programs.

(d) Administer the employee benefits programs including health, life, dental, accidental death and dismemberment, vision, long-term disability and related health and welfare benefits; act as liaison between the County and insurance carriers to insure contract compliance; and assist County departments in modifying County policies and procedures due to changes in the law.

(e) Administer the labor relations program including handling all matters arising under the Labor Relations Ordinance, provide case advocacy for grievance arbitrations and unfair labor practice charges, handle representation matters, provide assistance and advice to County departments on labor-management issues, and represent the Board of Supervisors in the meet and confer process with recognized employee organizations as required by law.

#### SEC. 200.5. DIRECTOR TO PREPARE BUDGET AND SUPERVISE EXPENDITURES.

The Director shall prepare and submit to the Chief Administrative Officer the required annual itemized estimates of the expenditures and revenues for the Department, and shall supervise the expenditure of all funds allotted to the Department.

#### SEC. 200.6. CERTIFICATION BY DIRECTOR.

The Auditor and Controller shall withhold payment of any salary or compensation for services from any person holding or performing the duties of a position in the County Service unless the Director has certified that the person has been appointed or employed in accordance with the County Charter and of the rules established thereunder, and unless the head of the office, department or institution in which the person is employed, or the authorized representative of such head, certifies that such services have been performed in accordance with the County Charter and said rules.

#### SEC. 200.7. REPORTS OF PERSONNEL TRANSACTIONS.

Each appointing authority shall be responsible for reporting, in writing or via electronic communication, personnel transactions to the Director including, but not limited to, the following:

- (a) Requisitions for Personnel;
- (b) Appointments;
- (c) Terminations;
- (d) Transfers and Demotions;
- (e) Leaves of Absence;
- (f) Employee Performance;
- (g) Changes in Duties; and
- (h) Disciplinary Action

SEC. 200.8. PROCESSING OF WORKERS' COMPENSATION CLAIMS.

(a) The Director is authorized to allow, deny, compromise or settle any Workers' Compensation claim or case that is filed against the County, provided:

1. The claim or action is for benefits as defined under the Workers' Compensation Laws of the State of California;

2. The claim or action is not subject to the terms of an insurance policy wherein the insurer is granted the authority to allow, deny, compromise or settle claims or actions within the scope of such policy;

3. That any such compromise or settlement is approved by the Workers' Compensation Appeals Board (WCAB).

(b) In all Workers' Compensation claims or actions that are allowed, compromised or settled, the Auditor shall, upon the Director's presentation of the forms required by Section 95.1(h) of this Code, cause the necessary warrant to be issued upon the treasury of the County in an amount for which any Workers' Compensation claim or action has been allowed, compromised or settled by the Department and approved by the WCAB.

(c) The Director shall provide the Chief Administrative Officer with a quarterly status report relating to pending Workers' Compensation claims and actions.

Section 2: Effective Date. This ordinance shall take effect thirty (30) days after its adoption. Within fifteen days after the date of adoption of this ordinance, a summary shall be published once with the name of those members voting for and against the same in the newspaper of general circulation published in the County of San Diego.

PASSED, APPROVED AND ADOPTED by the Board of Supervisors of the County of San Diego this 6<sup>th</sup> day of December, 2011.