

Section: ORGANIZATIONAL STRUCTURE      Number: I.1.

PURPOSE:

To define the organizational structure of the Personnel Department including functional responsibilities for carrying out personnel related activities.

LEGAL BASIS:

County Code Sections 2.08 and 2.16

POLICY:

I.      The Personnel Department is organized into four divisions - Employee Relations/Salary and Benefits Administration, Personnel Services Division, Equal Employment Opportunity / Non-Discrimination and Risk Management. The administrative function for the department is carried out by the Personnel Director and Division Managers, supported by a .6 Administrative Services Officer II, .75 Accounting Technician, 1 Secretary, 2 Sr Receptionists and 1 Typist Clerk II/I.

II.     The functional responsibilities are as follows:

- A.      Administration: 5100
  - Budget
  - Policy Development
  - Procedure Development
  - Program Monitoring
  - Negotiations with employee organizations
  - Board of Supervisors Interface
  - Civil Service Commission Secretary
  - Civil Service Commission Rules
  
- B.      Employee Relations/Salary & Benefits Admin Division: 5110
  - Salary Plan
  - Grievances
  - Disciplinary actions
  - Internal Salary Relationships
  - External Salary Relationships
  - Salary Administrations
  - Negotiations
  - Surveys related to salary reviews
  - Turnover Reports
  - Personnel Regulations
  - Memoranda of Understanding
  - Performance Evaluation System
  - Benefit Administration
  - Dental Self Insurance Program
  - Records/Transaction Processing

County Training Programs: 5120  
County Tuition Reimbursement Program  
Employee Recognition Program  
Voluntary Time Bank

C. Personnel Services Division: 5130

Recruitment Program  
Testing Program  
Certification  
Employee Selection Program  
Classification Plan  
Volunteer Initiative Program

D. Equal Employment Opportunity/Non-Discrimination Division: 5140

Equal Employment Opportunity/Non-Discrimination Program Administration  
Equal Employment Opportunity/Non-Discrimination Plan Development  
Equal Employment Opportunity/Non-Discrimination  
Plan and Program Monitoring  
Equal Employment Opportunity/Non-Discrimination Policies  
Equal Employment Opportunity/Non-Discrimination Education and Training  
Workforce Diversity and Cultural Competency  
Accessibility and Reasonable Accommodation  
Prevention of Harassment and Sexual Harassment  
Discrimination or Harassment Complaint Resolution  
Contract Compliance Program Oversight  
Outreach Recruitment Oversight  
Equal Employment Opportunity Commission

E. Risk Management Division: 5150

Liability Self Insurance Program  
Property Insurance  
Worker's Compensation Self Insurance Program  
Unemployment Insurance Self Insurance Program  
Occupational Safety and Health Program: 5160  
County Safety Program  
County Hazardous Materials Management Program  
County Safety Inspection Program  
Facility Employee Security Program  
County Safety Training Program  
County Labor/Management Safety Task Force