



County of Santa Cruz ⁰¹⁴³

PERSONNEL DEPARTMENT

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DANIA TORRES WONG, DIRECTOR

November 9, 1999

Agenda: November 16, 1999

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

DECENTRALIZED PERSONNEL REPORTING

Dear Members of the Board:

During the budget hearings in June, 1999, your Board directed the Personnel Department to report back on the reporting authority of decentralized personnel staff.

The central Personnel Department has decentralized contracts with the Health Services Agency, Human Resources Agency and the Department of Public Works. The contract allows the decentralized departments to conduct recruitment and examination activities for department specific classifications. The central Personnel Department audits each department annually to ensure that recruitment and examination activities conform with County policies and procedures. Currently, each decentralized department has personnel dedicated staff which report either directly to the Department Head or Department Director of Administration.

As a result of recent staffing changes in all decentralized personnel departments, the central Personnel Department has established ongoing bimonthly working meetings with each decentralized department with the Personnel Director, the Department Head and appropriate personnel and EEO staff from each department. This additional oversight by the central Personnel Department has greatly improved the communications and efficiency between the central Personnel Department and decentralized agencies. These working meetings have been beneficial to addressing critical employee relations, risk management and equal employment opportunity issues in addition to recruitment and examination issues.

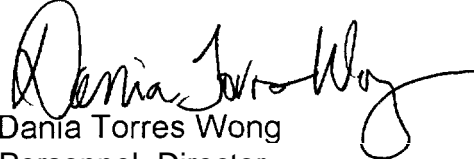
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Additionally, the incoming Health Department Administrator has requested that the central Personnel Department jointly supervise the personnel functions for the rest of this fiscal year. Likewise, the Personnel Department will work closely with the Human Resources Agency to help with the transition of new personnel staff in that agency. As long as these team meetings continue, the current reporting requirements should remain with the decentralized agencies.

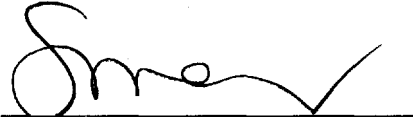
In order to provide the additional resources to the decentralized agencies, the central Personnel Department has restructured assignments to allow EEO staff, supervising and associate personnel analysts to work with the decentralized agencies on a day-to-day basis.

It is THEREFORE RECOMMENDED that your Board accept and file this report regarding the reporting requirement of decentralized personnel functions.

Very truly yours,


Dania Torres Wong
Personnel Director-

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

cc: Auditor-Payroll (2); Personnel (3)