

Section: ORGANIZATIONAL STRUCTURE

Number: I.2.

PURPOSE:

To provide for coordination of key personnel functions with appropriate departmental representatives.

POLICY:

It is the policy of Santa Cruz County to identify Departmental Personnel Liaisons for the purpose of coordinating:

- Employee Relations actions
- Risk Management employee insurance notification
- Outreach/Recruitment
- Testing and Job experts
- Classification studies

This is typically one individual that has the authority to assign departmental resources and coordinate key actions for the department. Personnel staff will coordinate through this individual although some activities will require work with other staff in the department.

PROCEDURE:

- I. Personnel on an annual basis will request departments to identify the correct Departmental Liaison. Personnel will publish this to all personnel staff which will be instructed to coordinate activities through that individual.
- II. In general, information in relation to personnel matters will be forwarded to this individual.
- III. All Departmental Liaisons will have access to PROFS and Information Center functions.
- IV. Personnel staff will take instruction from this individual as to who within the department is the appropriate person to work with on various projects.
- V. Additional liaisons will be designated for affirmative action and safety specific activities.