

Amending Chapter 3.08, Personnel System, to rename the Department of Personnel & Risk Management to the Human Resources Department, the title of the Director of Personnel & Risk Management to Human Resources Director, and define career service

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS:

Section 1. Section .010 Purpose, is amended to read:

The purpose of this chapter is to establish and maintain a personnel system that provides for career service by assuring that recruitment, selection, promotion, retention and separation of County employees is based on merit and fitness.

In order to administer the personnel system, the Commissioners shall establish and maintain a Human Resources Department to oversee the personnel and risk management functions of the County.

The specific objectives of the personnel system shall include, but not be limited to the following:

- (1) Recruitment, selection and promotion of employees based on ability, knowledge and skills, within the spirit of equal employment opportunity and affirmative action;
- (2) Ensure that positions are placed in the appropriate classification with positions of same or similar duties and responsibilities requiring the same or similar recruitment and selection criteria;
- (3) Ensure that compensation remains competitive with other public and private employers in the appropriate labor market;
- (4) Ensure fair treatment of applicants and employees in selection, promotion, training and all other aspects of personnel administration, in accordance with the nondiscrimination principles of the Clallam County Home Rule Charter, Article X, Section 10.30 and the law;
- (5) Train employees to ensure high quality performance;
- (6) Retain employees on the basis of the adequacy of their performance, correct inadequate performance, and separate employees whose inadequate performance cannot be corrected; and
- (7) Ensure that employees are provided a fair treatment process for orderly disposition of problems and complaints.

Section 2. Section .030 Exemption for elected official's deputy, is amended to read:

(1) Each elected County Official shall designate, in accordance with County's Administrative Policies by January 15 of each calendar year, one position~~other person~~ in his/her office, whic~~he~~ shall be either a first deputy or administrative assistant, and whic~~he~~ shall be exempt from the personnel system.

(2) Such positions~~designations~~ shall be designated as charter exempt in the County's Administrative Policies. Changes shall be approved by the Board of Commissioners in accordance with procedures for policy changes. ratified by the Board of Commissioners by resolution.

~~(3) If an elected official fails to make his/her designation by January 15, then the designation may be made by the Board, by resolution.~~

~~(4) If a person in a position so designated under the terms of this section shall leave the County employ during a calendar year, then the elected County Official shall designate such deputy's successor, or another person in the elected official's office as the person who shall be exempt, all~~

~~within fifteen (15) days of the separation, and, failing that, the designation may be made by the Board, by resolution.~~

Section 3. Section .040 Definitions, is amended to read:

The following words and phrases as used in this chapter shall, unless the context clearly indicates otherwise, have the meanings as follows:

(1) "Board" means the Board of Clallam County Commissioners.

~~(2) "Career Service" means a system of uniform employment practices based on a collection of personnel policies and procedures as defined in this ordinance that include a multi-level merit-based salary system, and defines both entry level and promotional positions that are based on stated qualifications, merit, and fitness.~~

~~(32) "Class" means positions which are sufficiently alike with respect to duties and responsibilities to warrant the use of the same class title, qualification requirements, examinations, and pay grades.~~

~~(43) "Classified service" means all positions in County employ except those included under "unclassified service" as defined herein.~~

~~(54) "Director" means the Human Resources Director of Personnel and Risk Management for Clallam County.~~

~~(65) "Manager" means an elected official or department head.~~

~~(76) "Personnel policies and procedures" means rules and regulations for administering the personnel system, including sections on employee selection, classification, salary administration, employee development, performance improvement system, disciplinary action, termination, grievance procedures, benefits administration, and personnel records management.~~

~~(87) "Position description" means a statement of duties required of the individual positions that compose a classification, providing information about position duties, responsibilities, skills, and relationships with other positions.~~

~~(98) "Regular full-time employee" means an employee who is not serving a probationary period, and who is employed on a permanent, annual basis, requiring work on a regular schedule of at least thirty-five (35) hours per week.~~

~~(109) "Supervisor" means a position in the classified or unclassified service with the responsibilities and authority as set forth under CCC 3.08.050(4).~~

~~(110) "Unclassified service" means all positions in the County employ which are filled by:~~

~~(a) Temporary and contract employees;~~

~~(b) Volunteers, including members of boards and commissions appointed by the Board of Commissioners;~~

~~(c) Elected County officers and one other person in their office who shall be either the first deputy or administrative assistant as designated by such officer or by the Board, pursuant to CCC 3.08.030; and~~

~~(d) All reserve employees unless regularly employed, and such other employees as may be designated by State or Federal law or regulation.~~

Section 4. Section .050 Personnel administration – Personnel policies and procedures, is amended to read:

(1) The Board of County Commissioners through delegation to the County Administrator and the Human Resources Director of Personnel and Risk Management shall have the final responsibility and authority in all matters affecting personnel administration.

(2) The Board of County Commissioners shall adopt ~~by resolution~~, comprehensive personnel policies and procedures ~~which shall that~~ apply to all elected officials, appointed department heads, and employees of the County, and to volunteers as appropriate. The personnel policies and procedures adopted by the Board shall include, but not be limited to, provisions for classification and reclassification, position descriptions, salary administration, personnel recruitment, selection, retention, employee development and training, performance, evaluation, discipline and termination. Such policies and procedures shall also include provisions outlining the authority and responsibilities for the supervision of personnel and administration of personnel policies of elected officials, department heads, managers, supervisors, and employees. The policies and procedures shall include provisions for the fair treatment of all employees and a process to allow employees to report unfair treatment, harassment, and/or grievances and have such matters impartially investigated and resolved in a timely and consistent manner.

(3) The County Administrator shall have the responsibility and authority for the overall administration of the personnel function through delegation to the Human Resources Director of Personnel and Risk Management, elected officials, and department heads. The Administrator shall approve all appointments and classifications including changes.

(4) The Human Resources Director of Personnel and Risk Management shall have the responsibility and authority to:

(a) Prepare and recommend to the Board for approval personnel policies and procedures that are responsive to the needs of management, or as required by the provisions of law;

(b) Administer the personnel policies and procedures after adoption by the Board;

(c) Administer the provisions of the labor contracts;

(d) Establish and maintain the official record of all employees in the County service;

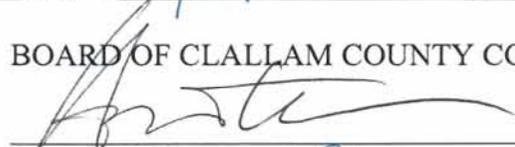
(e) Administer the classification and compensation system including, but not limited to, day-to-day maintenance and reclassification review for implementation recommendation to the County Administrator;

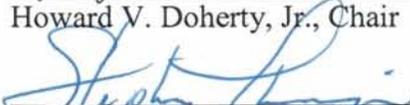
(f) Negotiate labor contracts and authorize tentative agreements subject to the ratification of the Board.

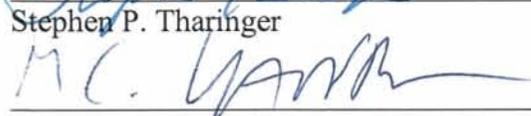
(g) Administer the County's risk and insurance management programs.

ADOPTED this eleventh day of April 2006

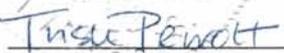
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Howard V. Doherty, Jr., Chair


Stephen P. Tharinger


Michael C. Chapman

ATTEST;



Trish Perrott, CMC, Clerk of the Board