MARIPOSA COUNTY RESOLUTION 78-109

POLICY RESOLUTION ESTABLISHING MARIPOSA COUNTY PERSONNEL COMMITTEE AND ESTABLISHING PERSONNEL POLICIES AND PROCEDURES

RESOLVED, by the Board of Supervisors of the County of Mariposa, State of California, that:

To provide direction and organization, the Board of Supervisors of the County of Mariposa, until such time as the County develops a central personnel office, designates the Mariposa County Personnel Committee, created by this resolution, as the official personnel committee responsible for the implementation and operation of the County's personnel program within the general framework of existing Mariposa County Personnel Policies and Procedures and County personnel policies and procedures subsequently adopted by the Board of Supervisors; the County Salary Ordinance, Salary Resolutions, and such other policies, procedures, and resolutions established, from time to time, by the Board of Supervisors.

I. MARIPOSA COUNTY PERSONNEL COMMITTEE RESPONSIBILITIES

The Mariposa County Personnel Committee shall be responsible for:

A. Implementing all policies, procedures, and resolutions of the Board of Supervisors pertaining to County personnel.

B. To review and make recommendations to the Board of Supervisors on all County positions, including new positions, vacancies in existing positions, deletion of existing positions, job descriptions, salary increases and decreases, establishment of
salary ranges, changes in salary ranges, and all
other personnel programs resulting in budget impact.

C. Recommending on all substantive change in County
personnel policies.

D. Conducting all grievance hearings in accordance
with adopted policies and procedures.

E. Recommending County rules and regulations regarding
job attendance, hours of work, overtime, promotions,
transfers, demotions, compensatory time, sick leave,
salary levels, bereavement leave, dismissals, vaca-
tion time, holidays, and all other matters affect-
ing an employee's status including employee ori-
tation, personnel evaluation, application for em-
ployment, employee counseling, and employee person-
al evaluation.

F. Assurance that all personnel policies, procedures,
and resolutions, as set from time to time by the
Board of Supervisors, are instituted and imple-
mented on a regular basis.

G. To develop and promulgate on a continuous basis an
aggressive affirmative action program.

H. To develop and promulgate a high quality of per-
sonnel staff services to the general public and
other County departments to provide courteous and
efficient service to the public having business with
County personnel.

I. To fairly and effectively administer County employee
programs based on a merit system of selection and
retention.

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J. To develop and administer employee conduct and public relations procedures.

K. To discharge duties as designated by County ordinances, resolutions, rules, and procedures.

II. MARIPOSA COUNTY PERSONNEL COMMITTEE MEMBERSHIP

The Personnel Committee shall consist of six (6) members. These members shall be two (2) County Supervisors appointed by the Chairman, Mariposa County Board of Supervisors, one (1) elected department head, one (1) appointed department head, one (1) member of the Mariposa County Employees Association, and one (1) County employee not a member of the County Employees Association. All members, other than the members of the Board of Supervisors, shall be chosen by their respective constituents and shall serve a term of one year. In the event a member is not selected by his constituents, the representative shall be appointed by the Board of Supervisors. A chairperson is elected from among the Committee members.

III. MEETINGS

The chairperson of the Personnel Committee shall call meetings as often as necessary, but at least once a month. All meetings shall be carried out as specified in State law relating to public agency meetings and Roberts' Rules of Order as last revised except where inconsistent with State law, County ordinance, or these rules.

IV. QUORUM

Three (3) Committee members shall constitute a quorum, provided no action shall be taken without the affirmative vote of at least three (3) members.
PASSED AND ADOPTED by the Board of Supervisors, County of Mariposa, this 13 day of June, 1978, by the following vote:

AYES: Long, Clark, Weber, Dalton, Owings

NOES: None

NOT VOTING: None

ABSENT: None

CARROLL N. CLARK, CHAIRMAN
BOARD OF SUPERVISORS

ELLEN BRONSON, COUNTY CLERK & EX OFFICIO CLERK OF THE BOARD