

MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE
COUNTY OF PLACER

TO: Honorable Board of Supervisors
FROM: Thomas M. Miller, County Executive Officer
DATE: August 24, 2010
SUBJECT: Placer Administrative Manual

ACTION REQUESTED

Authorize the County Executive Officer to develop and implement the Placer County Placer Administrative Manual (PAM), a comprehensive, consolidated Countywide policies and procedures manual.

BACKGROUND

Placer County has numerous codes, rules, policies and procedures that serve to direct and guide countywide operations and practices for conducting County business. Updates or additions to existing rules, policies, and procedures tend to occur at varying and infrequent intervals and are not currently compiled and maintained in a single location for ease of use.

In 2009 as part of overall efforts to enhance operations efficiency, the County Executive Officer:

- Initiated evaluation of countywide policies and procedures, considered recent policy amendments and directives from your Board, proposed measures of the cost savings task force, and recommendations from internal audit reports
- Established a workgroup for policy formation
- Promoted a more uniform and comprehensive reconstruction of policy and procedures to standardize business practices and processes countywide

The proposed policies and procedures and policy directive documents are to be titled the Placer Administrative Manual ("PAM"). This would be one manual, formatted to be searchable online. A draft copy of the proposed table of contents is provided as Attachment A.

An early focal point in the process was update of the current Administrative Rules; an often used and quoted compilation of policy and procedures documents enacted by resolution over decades. While some chapters of these rules are more current than other chapters, staff found that overall this collection is out of date and needs to be reframed within a broader context of a consolidated policies and procedures and code.

PLACER ADMINISTRATIVE MANUAL PROJECT

Due to the size and complexity of this project, a coordinated workgroup was formed comprised of Administrative Services, Auditor-Controller's Office, Personnel, CEO Risk Management, County Counsel, and CEO Administration, jointly known as the PAM Committee

("Committee"). The Committee meets regularly and solicits subject matter expertise and input from departments.

Summary of the work plan:

- Reframe the content of the Administrative Rules
Review each Administrative Rule for relevance, need for update or replacement, and determine if it is best consolidated into the PAM and/or as code amendment. Ultimately, staff will request your Board to eliminate all Administrative Rules and replace them with policies in the PAM and/or in the County Code as appropriate.
- Update, amend and develop new policies as necessary
The construction of the PAM will be comprised of existing (some to be updated) and new policies as may be necessary. This is considered an ongoing task.
- Develop easily accessible and usable PAM format
While there will be early posting of what constitutes the PAM in order to enhance availability as soon as possible, ultimately the goal is to implement a system for update and document retrieval.
- Update Chapter 2 of Placer County Code
Chapter 2 of Placer County Code currently contains numerous provisions addressing County administration. As staff is reviewing cross over policy and Administrative Rules, we will bring forward elements of Chapter 2 for amendment. While that will serve to advance clean up of code, we do anticipate further and more comprehensively updating Chapter 2 in the future.
- Review/Clarify County Code, Chapter 3, Personnel Rules
Chapter 3 of Placer County Code contains numerous provisions addressing Personnel issues. The Committee intends to develop guidance documentation for departmental use to support implementation of existing policy. As labor negotiations which will likely affect the provisions of Chapter 3 are currently ongoing, that task will not be complete until the negotiations have concluded.
- Conduct policy training, as needed

The County Executive Office will coordinate enactment of the PAM and any new policies, and ensure that timely updates occur.

FISCAL IMPACT

Although not readily quantifiable at this time, it is anticipated that savings will be realized in several ways, including reduced staff costs searching for policies, enhanced policy retrieval capacity for staff, and enhanced compliance with policies, policy standardization, and other resulting benefits that will help to mitigate County liability. Additionally, it is expected that productivity enhancements/organizational efficiencies will result countywide from the uniform administration of policies and procedures.

Attachment: A. Draft Placer Administrative Manual Table of Contents

Placer County Placer Administrative Manual
Table of Contents DRAFT (not all inclusive) 8/16/2010

I. General Government and Administration

- Board of Supervisors – Procedures
- Board of Supervisors - Agenda Review Processing (include Fiscal Impact Statement Policy)
- Board of Supervisors - Legislative Advocacy / Procedures
- County Charter
- County Complaint Policy & Procedure
- County Offices
- Code of Ethics
- Legal Advertising
- Meals, Lodging, Travel & Transportation Policy
- Records Management Policy
- Vehicle Policy

II. Finance, Accounting and Purchasing

- Accounting Manual for Cash
- Accounting Policies and Procedures
- Budget & Financial Policy
- Capital Assets – Policies & Procedures Guide
- Cash Handling Handbook
- Credit Card Program Policies & Procedures
- Debt Management Policy
- Fee Waiver Policy
- Fees –Charge-Out Rate Policy
- Internal Control Manual
- Other Post Employment Benefit Policy (OPEB)
- Performance Accounting Standards (PAS) Procedures
- Purchasing Handbook
- Purchasing Policy
- Tuition Reimbursement
- Unclaimed Funds

III. Disaster Assistance /Business Recovery/Emergency Services Procedures

- Multi-Hazard Mitigation Plan

IV. Information Technology

- Information Technology Security Policy
- Mobile Communication Devices Policy
- Network Access Standards
- Website Management
- Voicemail/Email/Internet & Computer Use Policy

V. County Facilities and Properties / Land Use

- Americans with Disabilities Act: Accessible Programs and Facilities
- Resources Policies
 - Energy Policy
 - Reuse and Recycling Policy
- Stormwater Management Manual
- Use of County Facilities

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VI. Personnel – Policies / Regulations / Practices

- ACORN Pay-related Guidelines and Administrative Procedures
- Authorization for Recruitment/Extend Offer of Employment Procedures
- Classification Review & Position Exemption Forms & Procedures
- County Offices
- Employee Performance Management
- Employer/ Employee Relations Policy
- Equal Employment Opportunity Program
- Policy against Workplace Discrimination, Harassment & Retaliation Policy
- Reclassification Request
- Snow Day Policy & Procedures
- Voluntary Time Off Program
- See County Code – Chapter 3

VII. Risk Management / Training/Safety

- Alcohol & Drug Policy (add Reasonable Suspicion Procedures)
- Cal-OSHA Inspection Policy
- Dept. of Transportation Drug & Alcohol Testing Program
- Disability Management Program
- Emergency Procedures
- Employee Recognition Awards Program
- Injury and Illness Prevention Program
- New Employee Orientation Manual
- Policy against Workplace Violence
- Reasonable Accommodation Policy & Procedures
- Return to Work Program
- Risk Management Guidelines
- Safety & Health Program
- Tuition Reimbursement Policy
- Violence in the Workplace Prevention Policy
- Volunteers Policy
- Workers' Compensation Procedures