

## **ARTICLE IX--COUNTY EMPLOYMENT PRACTICES**

### **SECTION 9.01 PERSONNEL REVIEW COMMISSION.**

There shall be a Personnel Review Commission. The Council shall appoint the members of the Personnel Review Commission, consisting of three electors of the County having experience in personnel matters or personnel administration and who are supportive of equal opportunity considerations. No more than two of the three members of the Personnel Review Commission shall be members of the same political party. The Personnel Review Commission is authorized to employ persons in the service of the County. The Personnel Review Commission shall be responsible for administering, for and in cooperation with the officers, agencies, boards and commissions of the County, an efficient and economical system for the employment of persons in the public service of the County according to merit and fitness. The County's human resources policies and systems, including ethics policies for County employees, shall be established by ordinance and shall be administered in such manner as will eliminate unnecessary expense and duplication of effort, while ensuring that persons will be employed in the public service without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity/expression, disability, age or ancestry. The Personnel Review Commission shall submit a recommendation regarding any ordinance concerning County personnel policies prior to passage by County Council. In the event the Personnel Review Commission does not endorse an ordinance, the Personnel Review Commission may provide a Statement of Non-Endorsement to the County Council.

The term of office of each member of the Personnel Review Commission shall be six years. The terms shall be staggered so that no term expires within less than two years of the expiration of any other term. The Council shall fill a vacancy occurring for an unexpired term in the same manner as a regular appointment.

The members of the Personnel Review Commission serving as of the effective date of this provision may serve until their existing term expires and may be subject to reappointment by Council.

No member of the Personnel Review Commission shall hold any other public office or public employment with the County. The Council shall establish a per diem compensation for the members of the Personnel Review Commission.

The Council may remove any member of the Personnel Review Commission for inefficiency, neglect of duty or malfeasance in office after notice and public hearing before the Council, provided that two-thirds of the members of the Council concur.

[Effective January 1, 2010; Article IX, Section 9.01 amended by the electors on November 5, 2013; Article IX, Section 9.01 amended by the electors on November 6, 2018]

## **SECTION 9.02 AUTHORITY OF PERSONNEL REVIEW COMMISSION.**

The Personnel Review Commission shall have:

- (1) Responsibility for the resolution or disposition of all personnel matters, with authority to appoint hearing officers to hear all employee appeals previously under the jurisdiction of the State Personnel Board of Review, including those of classified employees who work for the County Executive, Prosecuting Attorney, County Planning Commission, and the County Public Defender.
- (2) Responsibility for reviewing and auditing compliance with federal, state and local laws regarding personnel matters within the County Executive's organization and departments. This responsibility shall include the authority to submit reports and recommendations to the County Executive and County Council on issues of compliance.
- (3) For the County Executive's organization and departments, authority to review, audit, report and make recommendations regarding the following:
  - Pay equity for like positions;
  - Standardization of benefits;
  - Approval of qualifications;
  - Consistent discipline;

- Training of management in personnel practices;
- Training of employees in job functions; and
- Consistent administration of performance management system.

(4) Responsibility for creation of rules and policies related to the Personnel Review Commission's authority set forth in this Charter in accordance with the human resources policies established by ordinance.

(5) Sole responsibility for civil service testing for initial and promotional appointments within the classified service of the County in cooperation with the Department of Human Resources.

(6) Such other functions as may be deemed necessary by the Council for the Personnel Review Commission to carry out its mission and purpose.

[Effective January 1, 2010; Article IX, Section 9.02 amended by the electors on November 5, 2013; Article IX, Section 9.02 amended by the electors on November 6, 2018]

### **SECTION 9.03 CLASSIFICATION.**

(1) The Personnel Review Commission shall administer a clear, countywide classification and salary administration system for classified employees of the charter government, and pay ranges for each classification that are adopted by Council resolution. A change to the pay range assigned to a classification may not be enacted until an analysis of the budgetary impact has been conducted. The PRC in collaboration with the Human Resources Department will conduct the budgetary impact analysis.

(2) The unclassified service shall include those employees who are unclassified pursuant to general law and Council ordinance.

[Effective January 1, 2010; Article IX, Section 9.03 amended by the electors on November 5, 2013; Article IX, Section 9.03 amended by the electors on November 6, 2018]

#### **SECTION 9.04 APPOINTING AUTHORITIES.**

The County Executive and the officers, offices, agencies, departments, boards and commissions and other public bodies, who under this Charter or under general law are authorized to employ persons in the service of the County, shall be appointing authorities. Persons interested in employment with the County shall make application to the Department of Human Resources. No appointing authority shall appoint a person to fill a vacancy in the classified service who does not meet the qualifications for that position approved by the Personnel Review Commission. All Appointing Authorities shall strive in making appointments in both the classified and the unclassified service to ensure that the diversity of the population of the County is reflected in the persons who are employed by the County.

[Effective January 1, 2010; Article IX, Section 9.04 amended by the electors on November 5, 2013]

#### **SECTION 9.05 DEPARTMENT OF HUMAN RESOURCES.**

There shall be a Department of Human Resources, which shall report to the County Executive and be responsible for management of all personnel matters for employees of the County Executive.

[Effective January 1, 2010; Article IX, Section 9.05 amended by the electors on November 5, 2013; Article IX, Section 9.05 amended by the electors on November 6, 2018]

#### **SECTION 9.06 DIRECTOR OF HUMAN RESOURCES: POWERS, DUTIES AND QUALIFICATIONS.**

The Director of Human Resources shall be appointed by the Executive, subject to confirmation by Council, and shall serve at the pleasure of the County Executive. The Director of Human Resources shall manage employment matters for employees of the County Executive including, but not limited to, recruitment, hiring, firing, discipline, layoffs, training, benefits, time and attendance, HR compliance, drafting policies and procedures, and individual compensation decisions within the framework of the classification and salary administration system and/or any rules established by ordinance. The Director shall be responsible for offering support to the Law Department on all labor and employment matters.

The Director of Human Resources shall have a minimum of five years of experience advising or working in the public sector, experience in employment related matters, management experience or related relevant experience.

[Effective January 1, 2010; Article IX, Section 9.06 amended by the electors on November 5, 2013; Article IX, Section 9.06 amended by the electors on November 6, 2018]