

COUNTY PERSONNEL COMMITTEE MEETING
JULY 13, 1994, 2:00 P.M.

PRESENT: Tom Bacote
Johnnie Evans
Juanita Gonzalez
Cliff Strassenburg, County Manager
Danny Higgins, Deputy County Attorney
Pat Jones, Personnel Director
Rhonda R. Davis, Deputy Clerk
Press

AGENDA ITEMS

1. Discussion: Evaluations for Senior Staff

Mr. Strassenburg presented an appointment matrix indicating the method of appointment for key personnel. He reviewed the list with the committee members. He noted one thing that came in to play in the evaluation is how these people get appointed. With evaluation and accountability, it all plays in with authority. He noted mental health employees are technically employees of the local board. However, they are treated as county employees. He feels the method of appointment for this key personnel will have an influence on how they are evaluated.

Commissioner Bacote stated he feels the intent of the board of commissioners is to obtain an instrument whereby the County Manager can make a recommendation to the board on salaries. He feels the recommendation should come from the person or persons the individual is accountable to.

Mr. Strassenburg advised that as they design a system, they need to be cognizant of this situation. He has spoken with another county and their salary recommendations for people appointed by boards come from the appointing board and is almost always accepted by the governing board.

Commissioner Bacote stated once the instrument is designed, they will need to decide when to use it, (yearly or some other time frame).

Mr. Strassenburg stated as he receives information from the state, he will come to this committee with recommendations. He feels the Institute of Government may be able to assist him with information from other counties and states as well as information on the authority the board has to making such decisions. He noted the Board of Commissioners' most exacting authority is their budgetary authority.

Commissioner Evans asked if John Carlilse's position should be on this list.

After discussion of the matter, it was decided it maybe it should be added to the list. No decision was made.

Mr. Strassenburg stated he will be looking at legal aspects and talking to the Institute of Government on this matter. As he works on this he will bring information to the committee.

Commissioner Bacote again stressed the importance of developing an instrument to do these evaluations.

2. Discussion: Job Descriptions for Senior Staff.

A. Deputy County Manager Position

B. Reorganization

Mr. Strassenburg noted the job descriptions for the senior staff will change when the reorganization is done. Some of the job descriptions are outdated. However, some have been changed as the job changes. He advised he first wanted to discuss reorganization. He presented a handout to the committee members of his reorganization objectives and a reorganization matrix of the agencies, departments and key functions in county government and his recommendation of the responsible managers for them. He stated that in the future, they may want to consider the consolidation of some departments. This information is on the handout. As they reorganize, they may want to do further consolidation in the years ahead.

He explained in his reorganization matrix, the first cut is on where this group of departments should go. He feels the County Manager should maintain liaison coordinator-type functions. He stated he would appreciate their review of these documents and subsequent feedback.

Commissioner Evans advised he does not immediately see any problems and feels it is very good.

Mr. Strassenburg stated copies of these documents will be distributed to the other commissioners for their feedback as well. Once the reorganization is done, they can get on with the job descriptions.

Commissioners Bacote and Gonzalez stated they felt the Planning, Inspections and Engineering departments should be under the County Manager.

Mr. Strassenburg explained the Engineering department is involved in a lot of things but is also involved in internal support. He was thinking there should be a Public Works category and some of these types of departments could be under it.

Commissioner Bacote questioned whether or not Smart Start should be listed on the Reorganization Matrix.

Mr. Strassenburg advised it should be listed under Human Services.

Mr. Strassenburg noted that in regards to the Deputy County Manager position, once the reorganization is done, they will move forward with filling this position. He hopes he will be able to hire this person.

Commissioner Bacote stated he feels this person should be someone with management experience and the Board of Commissioners should give some recommendations on what qualifications this person should have.

MOTION: Commissioner Evans offered a motion to adopt the reorganization plan in concept and present the information to the full board.

SECOND: Commissioner Gonzalez

DISCUSSION: Commissioner Evans stated he feels the Planning and Engineering departments should definitely be placed under the County Manager or Deputy County Manager. In response to a question concerning placement of the Building Inspections department, Mr. Strassenburg stated Inspections and Planning work closely together. Commissioner Gonzalez stated she also feels the Planning, Inspections and Engineering departments should be placed under the County Manager or the Deputy County Manager.

Mr. Strassenburg noted his objective is to not have too many departments that report directly to him so the three departments in question could be placed under the Deputy County Manager.

Commissioner Evans recommended the committee make no adjustments to the reorganization plan as presented until it goes to the full board.

Mr. Strassenburg noted this plan could be changed at any time.

VOTE: UNANIMOUS

Mr. Strassenburg advised they need to come up with something to help the Health Department as they are having trouble hiring a soil scientist. The person that was working on contract did not stay with the county. Another qualified person has been located, but a salary problem exists. Even with his authority to hire someone at the fifth step will not give this person a higher salary than what they are already making. This person is currently working for the State. They may have to consider classifying this position in a higher pay grade. He and Pat Jones are currently working on this. In order to hire this person, they would have to hire at a step seven, but the county personnel ordinance will not allow that. They may reclassify this position to a higher pay grade.

Commissioner Evans noted this position is badly needed at the Health Department.

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Pat Jones stated changing the grade of this position would be the easiest and simplest thing to do. However, according to state law, they must look at every other position in this grade. She does not know at this point if there are any positions in this particular grade.

Mr. Strassenburg also advised he and Ms. Jones are still working on the pay plan and will bring the committee information as soon as possible.

Meeting adjourned at 3:00 PM.