December 6, 2016

Board of Supervisors
County of Marin
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: First Reading for Ordinance to Amend Personnel Management
Regulation Section 1.2

Dear Board Members:

RECOMMENDATION:
1. Conduct First Reading for Ordinance to Amend Personnel Management
   Regulation Section 1.2
2. Set Merit Hearing for December 13, 2016 to amend Personnel Management
   Regulation Section 1.2

SUMMARY: As the attached ordinance indicates, we recommend amending
Personnel Management Regulation (PMR) 1.2 to include the Assistant
Director(s) in the following departments, if appointed after December 13,
2016: Agriculture, Weights and Measures; Assessor-Recorder County Clerk;
Child Support Services; Community Development Agency; County Counsel;
Cultural Services; Elections; Farm; Fire; Health and Human Services;
Information Services and Technology; Library; Probation; Public Works; and
Retirement. It is recommended that your Board conduct a First Reading of the
Ordinance. If your Board agrees with the recommendation, we will set a Merit
Hearing on December 13, 2016 to amend the Ordinance at the Merit Hearing.
PMR 1.2 designates a limited number of positions that are outside of the merit
system, including assistants and chief assistants to elected officials. PMR 1.2
will now include assistants to every department head.

Please let me know if you have any questions or concerns.

Reviewed by: [x] County Administrator    [x] Human Resources
               [x] County Counsel

Respectfully Submitted,

Angela Nicholson
Assistant County Administrator