



OFFICE OF THE
COUNTY ADMINISTRATOR

Matthew H. Hymel
COUNTY ADMINISTRATOR

December 6, 2016

Daniel Eilerman
ASSISTANT COUNTY
ADMINISTRATOR

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

Angela Nicholson
ASSISTANT COUNTY
ADMINISTRATOR

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

Marin County Civic Center
3501 Civic Center Drive
Suite 325
San Rafael, CA 94903
415 473 6358 T
415 473 4104 F
CRS Dial 711
www.marincounty.org/cao

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: County Administrator Human Resources
 County Counsel

Respectfully Submitted,


Angela Nicholson
Assistant County Administrator