

OFFICE OF THE  
COUNTY ADMINISTRATOR

Matthew H. Hymel  
COUNTY ADMINISTRATOR

December 13, 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:** Merit Hearing 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](http://www.marincounty.org/cao)

Dear Board Members:

**RECOMMENDATION:**

1. Conduct Merit Hearing for December 13, 2016 to amend Personnel Management Regulation Section 1.2

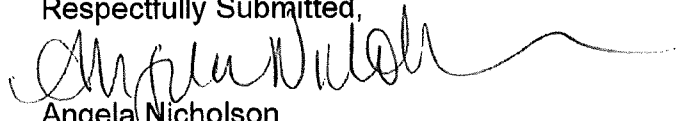
**SUMMARY:** As the attached ordinance indicates, we recommend amending Personnel Management Regulation (PMR) 1.2 to include the Assistant Director(s) in the following departments, if appointed after December 13, 2016: Agriculture, Weights and Measures; Assessor-Recorder County Clerk; Child Support Services; 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 Merit Hearing to consider adoption of the Ordinance at this time, then adopt the Ordinance change upon conclusion of this merit hearing and pending any comments or discussion.

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