

CHAPTER 2 – PERSONNEL POLICIES AND PROCEDURES**DIVISION 000 – DEPARTMENTAL OPERATING AUTHORITY****2.010 Purpose**

The purpose of these rules is to define the extent of, and limitations on, Department Heads' and Elected Officials' operating authority in personnel matters, and to set forth applicable procedures.

2.020 Definitions

The following definitions are applicable to the terms set forth below when they appear capitalized in Chapter 2 of the Coos County Rules.

“Board” means the Coos County Board of Commissioners.

“Department Heads and/or Elected Officials” means those persons identified as Department Heads or Elected Officials in Section 1.005 of the Chapter 1 of these Coos County Rules.

“Post-Action Notification” means a report provided by a Department Head or Elected Official regarding an action already taken, such report to be made at the next scheduled meeting of the Interdepartmental Work Group of which that Department Head or Elected Official is a member, as set forth in CR 1.055(2).

“Pre-Action Notification” means a written notification provided by a Department Head or Elected Official to their assigned Commissioner Liaison regarding a proposed action not yet taken. The Commissioner Liaison may accept the notification or require the notification to be presented to the Board of Commissioners.

2.030 Departmental Operating Authority Generally

Notwithstanding any other provisions of the County Rules:

- (1) Department Heads and Elected Officials are required to consult with Human Resources and to follow Human Resources procedures and the applicable provisions of any Collective Bargaining Agreement prior to:
 - (a) Advertising a position;
 - (b) Filling a vacant position;
 - (c) Reclassifying or promoting an employee;
 - (d) Providing a step increase for an employee;
 - (e) Changing a pay scale;
 - (f) Changing a job description;
 - (g) Creating a new position;
 - (h) Disciplining an employee;
 - (i) Terminating an employee.

- (2) The Board may, at any time, require that a particular instance of the above actions, or categories thereof, be subject to additional or lesser oversight. Modifications in oversight which are intended to be applicable other than in a specific instance must be reduced to writing and incorporated into these Rules.

2.040 Departmental Operating Authority in Specific Instances

(1) Advertising a position:

- (a) Subject to prior written Liaison approval and the requirements of CR 2.030, Department Heads and Elected Officials may, without Board approval, advertise a vacant or soon-to-be vacant position at its existing pay scale, and fill that position at Step 1 on the pay scale.
- (b) In all other instances, approval by the Board is required prior to taking this action.

(2) Filling a vacant position with a new hire:

- (a) To start a new hire at Step 2 on the current pay scale, Department Heads and Elected Officials shall obtain written Liaison approval.
- (b) Except as set forth below, approval by the Board is required prior to starting a new hire at Step 3 and above on the current pay scale. Prior to extending a final offer of employment, Department Heads and Elected Officials shall complete the Agenda Item Coversheet “Request to Start New Hire Above Step 2” and place it on the next available agenda. Department Heads and Elected Officials shall not extend a final offer of employment without first obtaining Board approval. Human Resources shall maintain, update, and make available the “Request to Start New Hire Above Step 2” Agenda Item Coversheet in order to ensure compliance with applicable law. However, Board approval to start a new hire at Step 3 and above shall not be required in the following circumstances:
- i. A new hire is a current county employee subject to a collective bargaining agreement that requires any promoted employee to be placed at a new salary step greater than the employee’s current salary step; and
 - ii. The new hire is being hired into a position covered by the applicable collective bargaining agreement.

(3) Reclassifying or promoting an employee:

- (a) Subject to prior written Liaison approval, and the requirements of CR 2.030, Department Heads and Elected Officials may reclassify or promote employees in a manner that is within budget.
- (b) In all other instances, approval by the Board is required prior to taking this action.

(4) Providing a performance step increase for an employee:

- (a) Subject to a Resolution prepared by Human Resources to be approved by the Board of Commissioners on the consent calendar, Department Heads and Elected Officials may, without Board approval, provide budgeted step increases to the next step on the pay scale.
- (b) In all other instances, approval by the Board is required prior to taking this action.

(5) Changing a pay scale:

In addition to meeting the requirements of CR 2.030, approval by the Board is always required prior to taking this action.

(6) Changing a job description:

In addition to meeting the requirements of CR 2.030, approval by the Board is always required prior to taking this action.

(7) Creating a new position:

In addition to meeting the requirements of CR 2.030, approval by the Board is always required prior to taking this action.