



Board of Supervisors  
Meeting Date: February 14, 2017  
Prepared By: Dava Kohlman  
Preparer Phone: 530-527-4655  
Preparer Email: dkohlman@co.tehama.ca.us  
Regular Item

## **ADMINISTRATION - Chief Administrator Williams Goodwin**

### **Requested Action(s)**

- a) Board discussion and possible direction to staff regarding the appointment and supervision of the Personnel Director

### **Financial Impact:**

Modification of the class specification to department head level may result in an adjustment to the compensation for the position.

### **Background Information:**

The current Personnel Director classification is an unrepresented contract management position that serves at will to the Chief Administrator. The selection and appointment of the former incumbent was the sole responsibility of the Chief Administrator.

There is a current vacancy created by the retirement of the incumbent. A 60-day search was conducted and interviews were scheduled which included a panel of department heads. Prior to the interviews, Board members expressed the desire that the Board be directly involved with the selection. Individual members have asked that the full Board formally consider changing the position to a department head position reporting directly to the Board.

Six comparable counties were contacted to determine the relationship of the Personnel Director with the Board of Supervisors. The attached table summarized the finding that the Board appoints the position in three and the Chief Administrative Officer appoints in three. The position reports to the Chief Administrative Office in all but two, and one of those two does not have a Chief Administrative Officer in their organization.

Staff suggests that if the Board would like to have direct input in the selection process, they consider direction to make the Board appointing authority but allow the position to continue to serve under the Chief Administrator. This direction would not require a modification to the existing classification.

### **Attachment List:**

Personnel Director (PDF)  
Personnel Director Survey (PDF)