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# ADMINISTRATION COMMITTEE

## BACKGROUND

The Administration Committee received two letters of complaint during this term. Both letters addressed perceived issues within the Human Resources Department of Mono County. Unfortunately, the second letter was received in May, and details of the issues were only determined in June, so the committee has referred this complaint to the next grand jury.

## FINDINGS

Human Resources is a relatively new department, approximately three years old. The department was developed in response to a previous Grand Jury Final Report. The entire staff of the department has recently retired, effective June 30, 2003, or been transferred. This will leave one employee, who has been in the department for only two months. The County Administrative Officer is advertising for a department manager at this time. The complaints allege that Human Resources is operating without clear and defined policies. Specifically, the complaints allege that individuals are being treated improperly.

The committee conducted a series of interviews with county personnel and the complainants to help understand the issues. It appears that the County Administrative Officer is aware of the shortcomings of the Human Resources area. Given the magnitude of this department as it affects the morale and well-being of the entire county employee base, it is not receiving adequate management attention. Additional delays to implement a complete personnel system will expose the County to Workers Compensation claims and lawsuits.

## RECOMMENDATIONS

1. The update of the "County Personnel Policies and Procedures Handbook," currently in use since 1982, should be completed no later than September 2004.
2. All personnel records must be centrally maintained within a secure computer data base specifically designed for personnel records.
3. Personnel Action Forms, which form the nucleus of employee changes, must be discreetly maintained and promptly acted upon.
4. A review of the relationship between the Auditor-Controller and Human Resources should be conducted.
5. The incoming grand jury should continue this inquiry until adequate personnel procedures and policies are in place.

