

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 02/26/2013 by the following vote:

AYES: ☐
NOES: ☐
ABSENT: ☐
ABSTAIN: ☐
RECUSE: ☐



Resolution No. 2013/114

In the Matter Of: Clarification of Reporting Relationships between Department Heads and the County Administrator.

WHEREAS, this Resolution, clarifying the lines of reporting responsibilities between current County Department Heads and the County Administrator, is adopted to update and supersede Resolution 2009/486 in its entirety;

WHEREAS, some officers should report directly to the Board of Supervisors and the Board should do their annual performance evaluations, while other Department Heads and employees should report directly to the County Administrator:

The Contra Costa County Board of Supervisors acting solely in its capacity as the governing board of the County of Contra Costa, **Now, Therefore, RESOLVES:**

Effective April 12, 2013:

1. Board Appointments of County Counsel and Appointment of Non-County Department Heads: To clarify the lines of reporting authority between Department Heads and the County Administrator, the following officers should continue to report directly to the Board of Supervisors Board of Directors, as designated, and the Board should do their annual performance evaluations. If requested by the Board, the County Administrator would provide assistance and input.
 - County Counsel
 - Fire Chief, Contra Costa Fire Protection District
 - Executive Director, Housing Authority of Contra Costa
2. Department Heads and Employees Currently Appointed by and Reporting Directly to the County Administrator: For these individuals whom the County Administrator currently hires, the process would remain as it currently exists – they will continue to report directly to the County Administrator, who will do the annual performance evaluations.
 - Chief Information Officer
 - Human Resources Director
 - Public Information Officer
 - Risk Manager
3. For the following Department Heads oversight and performance evaluation responsibility is delegated to the County Administrator:

- Agriculture Director
- Animal Services Director
- Conservation & Development Director
- Director of Child Support Services
- Employment & Human Services Director (including Community Services)
- Health Services Director
- County Librarian
- County Probation Officer
- County Veterans Services Officer
- Public Defender
- Public Works Director

For those Department Heads (in #3 above) who will report directly to the County Administrator, the following process will be in place:

a) Recruitment: The County Administrator would go through the recruitment process, as follows: during the recruitment process, the County Administrator would provide the Board of Supervisors with regular updates on the process, including background information on all individuals, as well as the final candidates selected to move forward for interviews with the County Administrator. Prior to the final interviews, the County Administrator will consult with the Board of Supervisors over any concerns, questions, or other input the Board of Supervisors may have concerning the candidates. The Board of Supervisors will retain the option to participate in the interview of the final candidates along with the County Administrator. If the Board of Supervisors elects not to participate in the final interviews, the County Administrator will conduct the final interviews and recommend a finalist to the Board of Supervisors. Finally, based on the recommendation of the County Administrator, the Board of Supervisors would consider, and appoint the recommended individual, or reject the recommendation and start the process anew.

This process may be reviewed annually by the Board of Supervisors at the same time that the Board of Supervisors reviews its other appointment processes.

b) Supervision: The County Administrator will have the line authority for oversight of the Department Heads, who would report to the County Administrator, and the County Administrator would be responsible for the annual evaluation. For each annual evaluation, the Department Head will provide a report detailing major issues and accomplishments for the past 12 months and a proposed work plan for the next 12 months. The County Administrator will conduct the annual evaluation and report back to the Board of Supervisors on the outcome of the evaluation.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 26, 2013

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Ted Cwiek, 925-335-1766

By: , Deputy

cc: David Twa, County Administrator

