

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 416.3
Date: 9-1-15
Section: Personnel

SUBJECT: Project Positions

I. APPLICABILITY

This bulletin is applicable to all County departments regarding creating project positions.

II. PURPOSE:

Establish a policy for the creation and administration of project positions.

III. AUTHORITY:

In accordance with the provisions of Contra Costa County Ordinance Code Section 24-4.008, the County Administrator has the authority and the responsibility to establish and enforce personnel policies in County departments and agencies, including project positions.

IV. POLICY:

Departments shall confer with the Office of the County Administrator and the Human Resources Director, or designee, on all matters pertaining to project positions.

County Ordinance Code No. 33-5.323 exempts project positions from the merit system as follows:

“Employees in positions (project positions) established by the board for a specific limited period as part of an approved project are excluded. The county administrator and the director of personnel shall develop procedures, to be approved by the board, for designating these positions and employing persons to fill them.”

Project positions shall be designated by the County Administrator upon request of the department head when such positions are created to implement a specific project of limited duration financed in whole or in part by grants from federal, state, or private agencies.

Project positions shall be created and allocated to class titles by resolution (generally Position Adjustment Request Form P300) of the Board of Supervisors as recommended by the County Administrator.

Terms and conditions of employment expressed in the Salary Regulations, Resolution No. 2015/3 or applicable Memoranda of Understanding shall apply as the general rules of employment in project positions.

V. PROCEDURE:

I. In requesting the creation of a project position, the department and the County Administrator will provide the Board with specific information identifying the purpose and duration of the project, the funding sources for the project, the expected outcome and cost/benefit of the project, the specific duties of the project position and the method in which the project position is

to be filled. This information will be provided with the Position Adjustment Request in accordance with instructions entitled "Request for Project Positions" on the reverse of the P300 form.

II. In recommending to the Board of Supervisors the manner in which a project position is to be filled, departments and the County Administrator, in consultation with the Director of Human Resources, or designee, shall address the following questions:

- a. Are circumstances present which support exemption from the normal testing procedures and use of a direct appointment? Considerations should include:

Is the staff time needed to formulate and administer a competitive examination justifiable for the position(s) in question?

Would the eligible list resulting from the examination be used to fill several positions and/or be used by several departments?

How many candidates are expected to apply? (Difficult to recruit project positions may be best filled by direct appointment and the administration of an examination to fill a project position that will attract several hundred applicants may not be practical.)

Can a project position requiring unique skills and abilities that are not readily available in the job market be filled by placing a current merit system employee on leave of absence into the project position?

Will the continuity of a project be disrupted by hiring an individual(s) who is unfamiliar with the scope, organization and work being performed in the project?

How quickly does the project position(s) need to be filled? Do the funding conditions of the project position(s) require that it be filled immediately?

What is the likelihood that the project position(s) will be transferred into the merit system? (If it is highly likely that the position would be transferred, consideration should be given to administering an examination.)

What are the Affirmative Action implications, including representation in the current workforce, representation in the available marketplace, representation in the job class(es) in question and timetables and goals for the job class(es)?

- b. If a direct appointment is requested by a department, such direct appointment shall be in accordance with Resolution No. 96/293 "Policy on Avoiding Conflicts of Interest in Appointments by Department Heads to Authorized Positions," adopted by the Board of Supervisors on June 11, 1996.

III. The department head shall provide the Board of Supervisors with an updated cost/benefit analysis of each project position at the halfway point of the project duration. The reporting date for each position shall be estimated and established by the department in which the position is located at the time it is created by the Board of Supervisors. The Human Resources Department shall monitor the timely submittal of the report.

IV. The Human Resources Director shall maintain a classification plan and administer competitive examinations and selection processes for employment in project positions similar to those for positions in the merit service. The County's Affirmative Action commitments shall apply. At least three identified persons shall be interviewed for any project position, unless this requirement is waived in writing by the Director of Human Resources, with documentation on

the outcome of selection interviews to fill project positions, including the names of all interviewees, the names of all persons who waived an interview and the name(s) of the person(s) appointed.



David Twa
County Administrator

Orig. Dept.: Human Resources Department

References: Ordinance Code 33-5.323
Salary Regulations
Resolution No. 2015/3