



Contra
Costa
County

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: February 13, 2018

Subject: Acknowledgement of receipt of Administrative Bulletin No. 437 on Pre-Employment Screening Policy

RECOMMENDATION(S):

ACKNOWLEDGE receipt of Administrative Bulletin No. 437 on Pre-Employment Screening Policy

FISCAL IMPACT:

This item is informational only. The cost of pre-employment screening will continue to be covered by the hiring department.

BACKGROUND:

On November 7, 2017, the Board of Supervisors accepted the report on Administrative Bulletin No 437 on Pre-Employment Screening Policy and requested that staff return to the Board with a revised Administrative Bulletin that incorporates civil background checks, in particular for those positions that work with children. The attached revised Administrative

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **02/13/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

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 13, 2018

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

Contact: Dianne Dinsmore,
(925) 335-1766

By: June McHuen, Deputy

cc:

BACKGROUND: (CONT'D)

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Bulletin includes the following addition under Section V. Pre-Employment Background Investigations:

"Positions engaged in direct services to protect children from abuse and neglect will include broader screening, such as inquiries regarding whether they are or have been the subject of a restraining order."

The master list of background screening requirements for each active County classification has been revised to include this requirement. All candidates for positions requiring civil background screening will, as part of the post-offer screening process, be asked the following question:

"At any time during the past 10 years, has a court issued a temporary, preliminary, or permanent injunction or restraining order under Code of Civil Procedure 527 et seq., to restrain you from harassing, intimidating, threatening, or injuring another person? If yes, please explain."

Human Resources staff have been meeting with County departments to finalize the master list and establish standards and procedures to meet the requirements of Administrative Bulletin 437.

CONSEQUENCE OF NEGATIVE ACTION:

The Administrative Bulletin will not include a civil background check requirement for positions that work with children.

CHILDREN'S IMPACT STATEMENT:

The revised policy includes a civil background check requirement for positions that work with children in assist the County in evaluating finalists' suitability for such positions.

ATTACHMENTS

Administrative Bulletin 437 Employment Screening