

PERSONNEL POLICIES INTRODUCTION AND PURPOSE

Policy 200

.1 INTRODUCTION

The rules and regulations contained in Section 200 of the Clallam County Administrative Policies are known as Personnel Policies and set forth the policies that are to be followed by Clallam County in the administration of its Personnel System.

The County retains the absolute right to amend, delete, supplement, or rescind these policies based upon its professional and business concerns and to do so with or without notice. These policies are intended for use as guidelines and do not represent an employment contract, nor any aspect of an employment contract and should not be construed as such. The County reserves, in its sole discretion, the right not to follow these policies in any particular case. No member of County management has the authority to bind the County to any terms or conditions other than those specific to these policies.

To the extent that any of these policies and procedures are inconsistent with a specific provision of any applicable labor agreement, the provisions of the labor agreement shall control, provided that the requirements of Washington law shall be paramount.

To the extent that any of these policies and procedures are inconsistent with a specific provision of the Civil Services Rules in the Clallam County Sheriff's Department, the provisions of the Civil Service Rules shall control, provided that the requirements of Washington law shall be paramount.

.2 GENERAL STATEMENT OF PURPOSE

The purpose of these policies, rules, regulations, and procedures is to implement a County system of uniform personnel administration based upon merit, principle and scientific methods governing the appointment, tenure, promotion, transfer, layoff, removal, and discipline of employees and other incidents of County employment. The policies establish and maintain a uniform plan of classification and pay based upon the relative duties and responsibilities of the positions, provide an equal opportunity to enter County employment on the basis of demonstrated fitness as ascertained by competitive examination, and a program of recruitment, training, advancement and tenure that make a career in the County attractive to persons who possess qualities of ability, integrity, knowledge and professional understanding in their particular field of endeavor.

.3 AUTHORITIES

The following authorities are delegated by the Board of Commissioners for administration of the County's personnel system:

3.1 Authority of the Director

The Director of Human Resources has authority to administer the day to day matters of personnel administration as provided in the Clallam County Code, including approval of all personnel actions with the exception of approval of classifications or reclassifications.

3.2 Authority of the Administrator

The Administrator has the overall responsibility for administration of the County's personnel system including authority to approve classifications, reclassifications, and the filling of any vacancy.

3.2 Authority of the Board of Commissioners

The Board of Commissioners maintains final authority over decisions made by the Administrator and Director. The Board approves all labor agreements and approves by resolution, the County's Compensation Plan.

.4 POSITIONS DESIGNATED AS EXEMPT UNDER CLALLAM COUNTY CHARTER

Several positions are designated by the Clallam County Charter as exempt from certain provisions of Section 200 of these Administrative Policies. Persons in positions so designated serve as "at will employment" employees and are exempt from the merit and fitness based recruitment, selection, retention, and separation procedures contained in this section. All other provisions of Section 200 apply to Charter exempt positions and persons employed in those positions.

4.1 Charter Exempt Positions Designated

The following classifications/positions in Elected County Officials' Offices are designated by the Board of Commissioners as Charter Exempt:

- a. Assessor's Office – Chief Deputy Assessor
- b. Auditor's Office – Chief Deputy Auditor
- c. Board of Commissioners' Office – Budget Director, Administrative Assistant, and Clerk of the Board
- d. Community Development – Planning Manager
- e. District Court 1 – Court Administrator II
- f. District Court 2 – Court Administrator

- g. Prosecuting Attorney's Office – Administrative Assistant (by Charter) working title Manager, Administration and Support, Deputy Prosecuting Attorney I/II/III, Chief Civil Deputy Prosecutor, and Chief Deputy Prosecutor (all by RCW)
- h. Sheriff's Office – Undersheriff
- i. Superior Court Position 1 – Legal Assistant
- j. Superior Court Position 2 – Court Reporter
- k. Superior Court Position 3 – Court Administrator
- l. Treasurer's Office – Chief Deputy Treasurer

4.2 Job Descriptions and Qualifications to be Maintained

Job descriptions that include duties, essential job functions, and minimum educational and experience standards shall be maintained for all charter exempt positions. Persons appointed by the Elected County Official into a charter exempt position shall meet the minimum qualifications and be able to competently perform the job duties and essential job functions.