



# Board Agenda Item 50

DATE: July 10, 2018

TO: Board of Supervisors

SUBMITTED BY: Paul Nerland, Director of Human Resources

SUBJECT: Amendment to Personnel Rule 4

RECOMMENDED ACTION(S):

**Approve the amendment to Fresno County Personnel Rule 4: Selection Process, as shown on Appendix "A", on file with the Clerk to the Board, effective July 16, 2018.**

The recommended amendment is consistent with the Department of Human Resources (HR) ongoing effort to update the Personnel Rules. This amendment will codify a formal appeal process for applicants who do not meet the minimum qualifications and identify the Director of Human Resources as the final adjudicator of these appeals. Additionally, consistent with Merit System Services (MSS) regulations, a Personnel Rule has been included which codifies HR's practice of certifying candidates without an examination when the number of names is less than or equal to the number entitled to the department. This item is countywide.

ALTERNATIVE ACTION(S):

If your Board does not approve the recommended action, Personnel Rule 4 would remain unchanged. Disqualified applicants will continue to submit appeals through Human Resources staff and may ultimately appeal to the Civil Service Commission as an advisory hearing and the certify without exam practice would continue without being formally codified in the Personnel Rules.

FISCAL IMPACT:

There is no Net County Cost associated with the recommended action. Approval of the amendment will revise Personnel Rule 4 to codify a formal appeal process for disqualified applicants and the certify without exam process.

DISCUSSION:

The Department of Human Resources continues to review and revise the Personnel Rules in an effort to streamline processes and improve efficiencies. The impetus for the revisions before your Board today are to codify a formal application appeal process and the certify without examination practice.

The addition of Personnel Rule 4014.1 is intended to define a formal appeal process for applicants who did not meet the minimum qualifications for a classification and identify the Director of Human Resources as the final adjudicator. Currently, the Civil Service Commission (CSC) can determine to set a hearing for these cases although CSC rulings are advisory in matters pertaining to application process appeals. The addition of Personnel Rule 4100 is consistent with a MSS audit conducted in April 2016 to codify HR's practice of certifying candidates without an examination when the number of candidates is less than or equal to the number entitled to the department.

REFERENCE MATERIAL:

BAI #27, December 12, 2017

ATTACHMENTS INCLUDED AND/OR ON FILE:

Appendix A

CAO ANALYST:

Juan Lopez