



## Legislation Details (With Text)

**File #:** 20-0147      **Name:** New Administrative Policy 78 - Employment Background Check Process

**In control:** Administrative Office

**On agenda:** 2/25/2020      **Final action:** 2/25/2020

**Enactment date:**      **Enactment #:**

**Title:** Approve and Adopt Administrative Policy 78 - Employment Background Check Process

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Agenda Item, 2. AP - 78 Employment Background Check Process

Date	Ver.	Action By	Action	Result
2/25/2020	1	Board of Supervisors	Approved as Recommended	Pass

**DATE:** February 25, 2020

**TO:** Board of Supervisors

**SUBMITTED BY:** Jean M. Rousseau, County Administrative Officer

**SUBJECT:** New Administrative Policy Number 78 - Employment Background Check Process

**RECOMMENDED ACTION(S):**

**Approve and Adopt Administrative Policy 78 - Employment Background Check Process.**

Administrative Policy (AP) 78 would provide for the implementation of a consistent, legally compliant employment background check process for new hire applicants and existing employees making a change in job duties. This item is countywide.

**ALTERNATIVE ACTION(S):**

If your Board does not approve and adopt the recommended AP, the current hiring and job change processes for County employees would remain unchanged.

**FISCAL IMPACT:**

There is no increase in Net County Cost associated with the recommended action. Departments will include the necessary appropriations to conduct the background process in their requested budgets.

**DISCUSSION:**

The recommended AP was developed in conjunction with the Department of Human Resources (HR). The purpose of this AP is to ensure honesty, accountability, and maintain integrity in the County's recruitment and selection process; select the most qualified job candidates to provide the public quality service; and maintain a high level of professionalism in the County's workforce. The AP also provides for the consistent use of a standard background check process for new hire applicants and existing employees subject to job

classification changes such as promotion, demotion, or transfer.

Working towards these efforts, background workgroups were formed comprised of the following County departments: County Administrative Office, HR, County Counsel, the Sheriff's Office, Child Support Services, Internal Services, and Social Services. It was found that departments use different methods to perform background checks and there is a need for consistency. In order to implement the background check process on a consistent basis countywide, the groups recommended development of an AP and associated Guidelines for Conducting Background Checks. The Guidelines are to ensure the selection of the most qualified applicants through a sound, consistent, and legally defensible process. Prior to implementation, the Department of HR - Labor Relations will meet and confer with bargaining unit representatives regarding the potential impacts of the Guidelines for Conducting Background Checks.

It should be noted; the countywide Guidelines for Conducting Background Checks does not apply to safety departments. However, HR will work with safety departments to review their background process to ensure compliance with the Guidelines and make a recommendation to the County Administrative Officer if the safety department's process should continue as is or if changes are required for compliance.

Your Board's approval of the recommended AP 78 will ensure that the County follows a consistent process when backgrounding applicants and existing employees making a change in duties.

ATTACHMENTS INCLUDED AND/OR ON FILE:

AP 78 - Employment Background Check Process

CAO ANALYST:

Samantha Buck