ORDINANCE NO. 1599

ORDINANCE TRANSFERRING THE DUTIES AND RESPONSIBILITIES
OF RISK MANAGEMENT AND LOSS PREVENTION PROGRAM TO THE
COUNTY ADMINISTRATOR FROM THE DEPARTMENT OF HUMAN RESOURCES

The Solano County Board of Supervisors ordains as follows:

Section 1. Section 2-44 of Chapter 2 of the Solano County Code is amended to read:

Sec. 2-44. General administration.

The county administrator shall:

(a) administer and enforce policies established by the board of supervisors; promulgate rules and procedures as necessary to implement board policies;

(b) refer policy matters and other matters beyond the county administrator’s authority to resolve to the board of supervisors for determination, direction or authorization;

(c) represent the board of supervisors in the county’s intergovernmental relationships under board policies and instructions; when directed, represent the board in dealing with individuals or groups concerned with county affairs;

(d) attend all meetings of the board of supervisors, except when excused; when directed, attend meetings of commissions and committees established by the board of supervisors;

(e) supervise preparation of the agenda; evaluate departmental and other submitted requests, and make recommendations to the board on all agenda items; propose necessary revisions to the code with the county counsel; report to the board on county matters as needed;

(f) implement the county’s legislative advocacy program, including both the initiation of legislation that will benefit the county and county administration, and the analysis of proposed state and federal legislation; recommend positions on proposed legislation; review all department head requests for legislation;

(g) subject to the limitations and procedures established by state law, negotiate, or supervise the negotiation of, and execute contracts that the board, through budget adoption, has approved for the board of supervisors; administer all county contracts and insure their faithful performance;

(h) conduct continuous research in administrative practices to achieve greater efficiency and economy in county government; develop and recommend to the board of supervisors long-range plans to improve county operations and to prepare for future growth and development;
be the incident commander for emergency services under the provisions of Chapter 7; exercise control of county government in extreme emergencies when there is insufficient opportunity for the board of supervisors to act; hire necessary extra personnel and purchase necessary equipment and supplies to meet such emergencies;

(k) be the clerk of the board of supervisors for the county and perform all the duties prescribed by law for the county clerk, as ex-officio clerk of the board of supervisors, for the clerk of the board of supervisors; and perform all duties of the county clerk under the provisions of the California Environmental Quality Act, including but not limited to, the Notice of Determination under Public Resources Code section 21152;

(l) administer and supervise the risk management and loss prevention program, which includes liability and property insurance, worker's compensation, safety and employee benefit programs.

Section 2. Section 2-172 of Chapter 2 of the Solano County Code is amended to read:

Sec. 2-172. Powers and duties.

The authority and duties of the director of human resources shall be as established by the applicable state and county law. The responsibilities specifically include personnel management.

Section 3. Section 2-173 of Chapter 2 of the Solano County Code is amended to read:

Sec. 2-173. Employment policies and practices.

Subject to the limitations of the civil service ordinance, the director of human resources shall administer employee relations, classifications, recruitment, selection and training, and other performance programs.

Section 4. This ordinance will be effective thirty (30) days after its adoption.

Section 5. A summary of this ordinance will be published once within fifteen (15) days after its adoption in the Fairfield Daily Republic, a newspaper of general circulation.
Introduced at a regular meeting of the Solano County Board of Supervisors on August 26, 1997 and adopted on September 9, 1997 by the following vote:

AYES: Supervisors Carroll, Kondylis, Silva, Thomson and Chairman Gojkovich
NO: Supervisors None
ABSTAINED: Supervisors None
ABSENT: Supervisors None

ATTEST:
Michael Johnson, Clerk
Board of Supervisors

By: [Signature]
Deputy

Gordon Gojkovich, Chair
Solano County Board of Supervisors