

**ORDINANCE NO. 9258 (NEW SERIES)**

**AN ORDINANCE AMENDING THE SAN DIEGO COUNTY  
ADMINISTRATIVE CODE RELATING TO THE  
CHIEF ADMINISTRATIVE OFFICER**

The Board of Supervisors of the County of San Diego ordains as follows:

**Section 1.** Sections 123, 124, 125, 125.6, 136, 137, 138, 138.1, 139 and 139.1 of the County of San Diego Administrative Code are hereby amended to read as follows:

**SEC. 123. APPROVAL OF REVENUE CONTRACTS AND ACCEPTANCE OF GRANTS.**

- (a) Except as otherwise provided by this Charter and general law, the Chief Administrative Officer shall have the power to approve the initiation and renewal of revenue contracts and the acceptance of grants to the County:
- (1) When the anticipated income or value from such a contract for the ensuing 12 months, or the amount of such a grant, does not exceed \$50,000;
  - (2) When Government Code Sections 29130 or 29130.5 are not applicable to require specific authorization by the Board of Supervisors;
  - (3) When the provisions of Board Policy A-37 with respect to criminal justice grant proposals are not involved; and
  - (4) When approval by the Board of Supervisors is not specifically required as a condition of the contract or grant.
- (b) After approvals by the Chief Administrative Officer as provided herein and at his request, the Clerk of the Board of Supervisors shall execute such revenue contracts or renewals thereof and the documents necessary to effect acceptance of such grants, on behalf of the Board.

For the purposes of this section, the terms “Revenue Contract” and “Grant” are defined as follows:

- (1) “Revenue contract” means a formal agreement between the County and a contractor providing for payments or income to the County as consideration for goods or services furnished by the County, when the payments or income to be received do not represent fees, licenses, permits, or proceeds of grants.

- 2) “Grant” means a formal arrangement between the County and a grantor pursuant to which the County is to receive funds, services, products, or income for the establishment and conduct of, or for the support of, a specific program or project during a stated period of time.

**SEC. 124. C.A.O. TO BE APPOINTING AUTHORITY FOR VARIOUS COUNTY OFFICERS.**

The Chief Administrative Officer shall be the appointing authority of the Auditor and Controller, Medical Examiner, Director of Health and Human Services Agency, Agricultural Commissioner, Director of Animal Control, Director, County Library, Director of Parks and Recreation, Director of Planning and Land Use, Director of Environmental Health, Director of Public Works, Director of General Services, Registrar of Voters, Director of Housing and Community Development, Director of Human Resources, Chief Technology Officer, Director of the Office of Disaster Preparedness and Director of Media and Public Relations. The Chief Administrative Officer shall exercise general supervision of said offices.

**SEC. 125. C.A.O. STAFF OFFICES.**

- (a) There shall be in the Office of the Chief Administrative Officer the following Staff Offices:
  - (1) Office of Strategy and Intergovernmental Affairs;
  - (2) Office of Internal Affairs.

The Chief Administrative Officer shall exercise general supervision of said staff offices.

- (b) The Chief Administrative Officer shall be the appointing authority of the Directors of the Office of Strategy and Intergovernmental Affairs and the Office of Internal Affairs each of whom shall be in the Unclassified Service of the County. Such appointments shall be in accordance with the County Charter, Rules for the Unclassified Service and County ordinances.

**SEC. 136. ACCIDENT PREVENTION AND SAFETY.**

The Board determines and declares that it is in the public interest for all County personnel to strive to eliminate accidents and injuries in all County activities. It shall be the responsibility of heads of all County agencies, departments, institutions and offices to insure safe working conditions and safety of personnel therein. In order to help accomplish these objectives a Risk Manager, Loss Prevention Committee and departmental safety officers are hereinafter provided.

### **SEC. 137. RISK MANAGER.**

The Risk Manager, appointed by and under the supervision and control of the Director, Human Resources, shall prepare and coordinate a loss prevention program for all County departments, institutions and offices to reduce and eliminate losses as they affect the County's workers' compensation, public liability, claims recovery, employee assistance and wellness, and employment medical standards and unemployment insurance; and as part of the loss prevention program, shall have the following powers and duties:

- (1) To prepare and conduct an educational and training program in loss prevention and first aid for all County departments, institutions and offices, and to advise and assist them in the development of safe operating practices and in the elimination of unsafe conditions.
- (2) To review and analyze all reports required by Section 60 and to investigate or assist in investigation all accidents reported therein to determine causes and responsibilities; and at regular intervals to prepare and distribute reports and summaries of the results of such investigation and review.
- (3) To act as a member and secretary of the Loss Prevention Committee, to advise said Committee on accident prevention and safety matters, and to call meeting of said Committee when its assistance is needed, or for the purpose of conducting hearings as hereinafter provided.
- (4) To call upon any County officer or employee and to call upon the Loss Prevention Committee for assistance in investigating accidents reported pursuant to Section 60.
- (5) To inspect County property and to make recommendations to County officers, departments and institutions for the use of proper safety equipment, for the correction of unsafe operating practices and procedures and unsafe physical or mechanical condition of County property and facilities, and to require such officers, departments and institutions to report back in writing as to the action taken to correct such unsafe conditions.
- (6) To establish and conduct a safety incentive program throughout the County service.

### **SEC. 138. LOSS PREVENTION COMMITTEE.**

There is in the County a Loss Prevention Committee. The Committee shall consist of the Risk Manager and various department heads by invitation as necessary. The Committee may prepare and adopt rules of procedure for its own government and shall elect a chair

from among its members at the beginning of each calendar year. Such rules may provide for committee members to be represented by alternates.

**SEC. 138.1. POWERS AND DUTIES OF LOSS PREVENTION COMMITTEE.**

The Loss Prevention Committee shall be an advisory body which shall hold meetings at such times and places as it shall determine. It shall review the findings and reports of the Risk Manager, and other County officers and make such recommendations thereon to those officers and the Chief Administrative Officer as it shall determine will promote safety, prevent accidents and reduce the County's exposure to risk.

**SEC. 139. DEPARTMENT SAFETY OFFICERS.**

The head of each County department, institution or office shall designate one or more officers or employees within the department or office to act as Departmental Safety Officers (DSO's) and shall immediately notify the Risk Manager of such appointments. These designations shall be made based upon criteria provided by the Risk Manager. Reasonable amounts of work time will be allocated to the DSO function by the department head to facilitate adequate participation in DSO related activities.

**SEC. 139.1. DUTIES OF DEPARTMENTAL SAFETY OFFICERS.**

It shall be the duty of each Departmental Safety Officer to:

- (1) Assist the appointing authority in promoting safety and in the development of an effective accident prevention program within the department, institution or office.
- (2) Observe conditions within the department, institution or office that might cause accidents and bring them to the attention of the Risk Manager through the head of the department, institution or office.
- (3) Review and analyze Section 60 for all accidents involving County property and personnel within the department, institution or office.
- (4) Assist the Risk Manager, and other County officers in their investigation.
- (5) Attend meetings at the call of the Risk Manager.

PASSED, APPROVED AND ADOPTED this 10<sup>th</sup> day of October, 2000.