

ORDINANCE NO 8958 (NEW SERIES)

**AN ORDINANCE AMENDING THE ADMINISTRATIVE CODE
PERTAINING TO THE CHIEF ADMINISTRATIVE OFFICER.**

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

Section 1. Section 122 of Article VIII of the San Diego County Administrative Code regarding the Office of the Chief Administrative Officer is amended to read as follows:

“SEC. 122. CHIEF ADMINISTRATIVE OFFICER’S IMMEDIATE OFFICE.

There shall be in the office of the Chief Administrative Officer the position of Assistant Chief Administrative Officer, who shall be the principal assistant to the Chief Administrative Officer, positions of Deputy Chief Administrative Officer, a position of Director, Office of Internal Affairs and positions of CAO Project Manager. The Assistant Chief Administrative Officer, the Deputy Chief Administrative Officers, Director, Office of Internal Affairs and the CAO Project Managers shall be in the Unclassified Service. Said positions shall be filled by appointment by the Chief Administrative Officer in accordance with the County Charter, Rules for the Unclassified Service and County ordinances.

“The Assistant Chief Administrative Officer and the Deputy Chief Administrative Officers shall oversee, on behalf of the Chief Administrative Officer, and participate in the development and implementation of policies and programs for groupings of County departments; advise the Chief Administrative Officer on such policies and programs within such departmental groupings; direct major or complex special projects; evaluate the performance of department and program heads; serve as liaison between departmental groupings; provide direction and review of departmental budget; review departmental items of broad significance to go before the Board of Supervisors; represent the County and the Chief Administrative Officer in meetings with community agencies, commissions, committees and other public groups; appoint authorized Office or Group personnel in accordance with the County Charter, Rules for the Unclassified Service, Civil Service Rules and County ordinances; and perform related functions assigned by the Chief Administrative Officer.

“The CAO Project Managers shall, under the administrative direction of the Chief Administrative Officer, be responsible for providing administrative coordination, including planning and support, for highly complex special projects of a temporary nature in the Chief Administrative Office. Additionally, the Director, Office of Internal Affairs assigned to the Office of Internal Affairs shall be responsible to receive and investigate complaints of discrimination on the basis of race, color, religion, national origin, sex or other prohibited discriminatory acts under Federal or State law or County ordinances and policies, make appropriate recommendations, establish a written procedure which shall govern such complaints and be responsible to perform such other duties as the Chief Administrative Officer may from time to time assign.”

Section 2. Section 122.1 of Article VIII of the San Diego County Administrative Code regarding the appointment of personnel of the Chief Administrative Officer is amended to read as follows:

“SEC. 122.1 APPOINTMENT AND EMPLOYMENT OF PERSONNEL.

The Chief Administrative Officer shall appoint and employ such personnel as may be necessary to carry out the duties of the Office of the Chief Administrative Officer, except the personnel allocated to the Assistant Chief Administrative Officer, Deputy Chief Administrative Officers and the Director, Office of Internal Affairs who shall be appointed and employed by the Assistant Chief Administrative Officer, Deputy Chief Administrative Officer, or Director, Office of Internal Affairs of said Office or Group. All appointments and employments made by the Chief Administrative Officer shall be in accordance with the provisions of the County Charter, Rules for the Unclassified Service, Civil Service Rules and County ordinances.”

Section 3. Section 125 of Article VII of the San Diego County Administrative Code regarding C.A.O. Staff Offices is amended to read as follows:

“SECTION 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 Disaster Preparedness.
- (3) 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, Office of Internal Affairs and the Office of Disaster Preparedness 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.”

Section 4. Operative Date. This ordinance shall become operative on October 23, 1998.

PASSED, APPROVED AND ADOPTED this 22nd day of September, 1998.