

AMEND ARTICLE IV COUNTY MANAGER 1-31.

Delete 1-31, Office of Affirmative Action, in its entirety. Include the Office of Affirmative Action in ARTICLE XVII Department of Administrative Services, Division of Personnel Management and Labor Relations.

- [1-31. Office of Affirmative Action. (Added 7-26-84 by Ord. No. 211)
- A. Functions and responsibilities. The Affirmative Action Officer shall:
- (1) Develop a productive affirmative action program to meet federal compliance requirements.
 - (2) Interpret and monitor the county's performance and progress relative to equal employment laws and regulations and implementation of the county's policy against discrimination.
 - (3) Establish and monitor an effective and positive equal employment program with the public and enforcement agencies.
 - (4) Prepare and submit the annual equal employment opportunity forms to federal authorities.
 - (5) Perform all other duties as required under Article XXVII of this code.
 - (6) Perform such other duties as may be required by the County Manager for the effective operation of the office.
- B. Office head. The Affirmative Action Officer shall be the head of the Office of Affirmative Action and in all matters relating to affirmative action shall be directly responsible to the County Manager.]

AMEND ARTICLE IV COUNTY MANAGER to include the Office of Policy and Planning.

Office of Policy and Planning

- A. Functions and Responsibilities. The Office of Policy and Planning shall:
- (1) Develop a long term strategic plan for Union County to address major public policy issues confronting county government;
 - (2) Establish an on-going program of legislative advocacy at the federal, state and/or local levels; lobby for and/or develop legislation as needed; provide analysis of legislation as needed; and act as liaison with municipal, state and federal levels of government;
 - (3) Serve as the driving force to implement the principles of Reinventing Government by developing objectives and benchmarks to measure and achieve the goals of reinventing government;
 - (4) Maximize federal, state and foundation grant dollars and reduce property tax burden by increasing revenues into the county to fund existing and/or new programs and services as consistent with the needs of the county;

(5) Establish a program of Quality Assurance to improve government services, become more competitive and cost effective, become more customer-focused and bring quality into daily government operations;

(6) Perform special projects/assignments as deemed appropriate by the County Manager.

B. Office Head. The head of the Office of Policy and Planning shall be directly responsible to the County Manager.

AMEND ARTICLE XVII DEPARTMENT OF ADMINISTRATIVE SERVICES 1-98.

1-98. General purpose; departmental organization.

B. The Department of Administrative Services shall include the following divisions:

(1) The Division of Personnel Management and Labor Relations;

(2) The Division of Telecommunications and Information Systems;

(3) The Division of Purchasing;

(4) The Division of Motor Vehicles;

(5) The Division of Risk Management, Loss Prevention and Employee Benefits.

AMEND ARTICLE XVII DEPARTMENT OF ADMINISTRATIVE SERVICES 1-99.

1-99. Division of Personnel Management and Labor Relations.

A. Under the direction and supervision of the Director of Administrative Services, the Division of Personnel Management's functions and responsibilities shall include:

(1) Consulting with department heads and making recommendations regarding departmental classifications and manpower utilization;

(2) Being responsible for developing and maintaining a county-wide position control inventory;

(3) Supervising, coordinating and reviewing all requests for personnel actions;

(4) Being responsible for proper disposition of all civil service certifications;

(5) Complying with civil service personnel requirements;

(6) Maintaining complete records for all personnel;

(7) Preparing and maintaining the County Employee Classification and Pay Plan;

(8) Conducting periodic salary surveys and recommending adjustments and improvements;

(9) Providing technical data during labor negotiations;

(10) Providing an employee handbook and maintaining personnel rules;

(11) Administering an orderly procedure for the consideration, review and adjustment of employee grievances and complaints;