



SAN JOAQUIN COUNTY WORKNET EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT POLICIES AND PROCEDURES DIRECTIVE

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
23-05	February 26, 2024	Departmental	1 of 4
SUBJECT: POLICIES AND PROCEDURES DIRECTIVES			

I. PURPOSE

The purpose of this directive is to install a system to establish uniform policies and procedures through a series of directives to document, standardize and promote clear and uniform administrative practices.

II. GENERAL INFORMATION

Policies and procedures directives (PPDs) will allow the Employment and Economic Development Department (EEDD) to communicate information to staff in a consistent format and structure.

This PPD supersedes PPDs D-1 Policies and Procedures Directive System, D-2 Instructions and Format for Preparing Policies and Procedures Directives, and D-3 Directive Numbering for PPDs all dated July 1, 2015.

III. POLICY

It is the administrative policy of the San Joaquin County WorkNet/EEDD that Policies and Procedures Directives (PPDs) be developed and maintained to provide staff with clear guidance and direction. PPDs will be established on a departmental or unit basis in accordance with the policies and procedures set forth in this directive.

IV. PROCEDURE

A. Departmental Policies and Procedures Directive

A Departmental PPD requires the written approval of the Executive Director of EEDD. A Departmental PPD is one which has a department-wide effect.

B. Unit Policies and Procedures Directive

Unit PPDs require the signature of the Executive Director or Deputy Director EEDD. A Unit PPD affects the operational aspects of a unit and as such differs from Departmental PPDs.

C. All PPDs must be prepared on the standard San Joaquin County WorkNet/EEDD PPD form (Attachment 1). When preparing PPDs complete all fields according to these instructions:

- DIRECTIVE NO.

Enter the current program year (PY) and number sequentially for the year, e.g. PPD 23-02 refers to the second PPD issued during PY 2023. A program year is defined as July 1 through June 30. Note: This numbering system was implemented during PY 2023, and all previously issued PPDs have been renumbered based upon the date and sequence of issue.

- EFFECTIVE DATE

Enter the date the PPD becomes effective.

- APPLICABILITY

Enter the staff impacted by the PPD using these abbreviations:

DEPT	Departmental
EMD	Executive Management Division
CMD	Client Management Division
EDA	Economic Development Association
FMD	Financial Management Division
GMD	Grants Management Division
ISD	Information Systems Division

- PAGE 1 OF

Enter the total number of pages, e.g.

1 of 2
1 of 4
Etc.

- SUBJECT

Enter the subject of the directive as clearly and briefly as possible.

- I. PURPOSE
Identify the object or end to be attained by the PPD.
- II. GENERAL INFORMATION

Provide any information applicable to the PPD that may clarify or expand upon the purpose, policy, or procedure statements. If none is necessary, enter "NONE". This section should also include linked references to relevant federal, state, and local policies whenever possible. Note: Including links was not standard practice prior to PY 2023, so links will be added to previously issued PPDs as they are revised. If a policy supersedes a previous policy or policies, it should be noted at the end of the General Information section.
- III. POLICY

Explain the policy. A policy is interpreted as the definite course or method of action, adopted, and transmitted in the PPD, which will guide and determine decision making. The policy statement must embrace the goals and procedures of San Joaquin County WorkNet/EEDD.
- IV. PROCEDURE

A procedure is a particular way of accomplishing the purpose of the directive in accordance with the policy.
- V. QUESTIONS REGARDING THIS DIRECTIVE

Enter the title of the person who can answer any questions about the directive. Do not use names.
- VI. UPDATE RESPONSIBILITY

Enter the title of the person who is responsible for ensuring the PPD is always maintained current or eliminated when it becomes obsolete. Do not use names.
- VII. APPROVED

Department PPDs require the signature of the Executive Director of San Joaquin County WorkNet/EEDD. Unit PPDs require the signature of the Executive Director or Deputy Director EEDD.

D. An electronic directory of active PPDs will be available to every EEDD

employee on the intranet. Prior to the end of PY 2023, an electronic directory of active PPDs will be available on the public WorkNet website.

- E. All Division Managers and Unit Supervisors must ensure that all staff under their supervision have unrestricted and immediate access to a PPD directory.

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director of EEDD via Managers or designee.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee will be responsible for updating this directive, as appropriate.

VII. APPROVED



PATRICIA VIRGEN
EXECUTIVE DIRECTOR

PV:jl

Attachment 1: San Joaquin County WorkNet/EEDD PPD form



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 EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT
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PATRICIA VIRGEN
 EXECUTIVE DIRECTOR

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