

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

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
D-5	July 1, 2015	Departmental	1 of 3
SUBJECT: SJC WORKNET/EEDD MEMORANDUM FORMAT			

I. PURPOSE

The purpose of this Directive is to establish a format for and to standardize inter-department memoranda writing.

II. GENERAL INFORMATION

Standardization of memoranda will facilitate and expedite communication among staff.

III. POLICY

It is the administrative policy of the San Joaquin County WorkNet/Employment and Economic Development Department (EEDD) that all memoranda be brief, clear, complete and prepared in accordance with the policies and procedures set forth in this directive.

IV. PROCEDURE

When preparing memoranda, the following format is to be used:

A. Memoranda should be headed by the word "Memorandum" and contain a "To" line, a "From line and a "Subject" line. The "Subject" should be brief and clearly descriptive of the issue.

B. The text of the memorandum must be organized as follows:

I. Purpose

This section must clearly state the specific purpose for which the memorandum was written. It must be direct, clear and concise. If there is no purpose for a memorandum, the memorandum is not needed.

II. Recommendation

This section must clearly state the specific recommendation(s). It must be direct, clear and concise. In the rare situation where no recommendations apply, simply indicate "not applicable".

III. Reason(s) for the Recommendation

This section is used to explain why the recommendation is given. Include:

- Background Information
- Reference applicable rules, regulations, laws, procedures, etc.
- Options considered by discarded and reasons thereof.
- Justification for the recommendation (re: cost, San Joaquin County WorkNet/EEDD goals and objectives).

IV. Fiscal Impact

This section is used to specify the cost or savings of the recommendation and the specific grant(s) and cost categories affected. This information is essential for budgetary purposes and for compliance with applicable expenditure of funds guidelines.

VI. Action to Be Taken

This section is used to identify the action to be taken as a result of this memorandum. It will also identify the specific steps needed to accomplish the purpose and recommendation of the memorandum. Specific dates or time frames for each step must be given.

- C. The memorandum should be signed by the originator.
- D. If the memorandum was written by a person, other than the signator, the author's initials must precede the typist's initials.

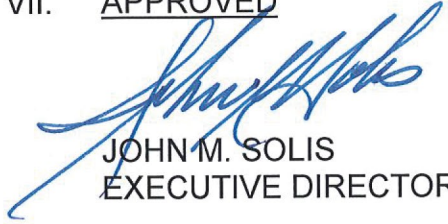
V. QUESTIONS REGARDING THIS DIRECTIVE

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

VI. UPDATE RESPONSIBILITY

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

VII. APPROVED



JOHN M. SOLIS
EXECUTIVE DIRECTOR

JMS:rg