



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

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
D-6	July 1, 2015	Departmental	1 of 4
SUBJECT: COUNTY ADMINISTRATIVE MANUAL			

I. PURPOSE

The purpose of this directive is to inform all staff of the existence and availability of a County Administrative Manual designed to provide assistance in the conduct of daily County business.

II. GENERAL INFORMATION

Purpose of the Administrative Manual

The purpose of the Administrative Manual is to inform all County officers and employees of the routine information and procedures deemed necessary for the implementation of various County ordinances, resolutions, board orders and policies adopted by and/or expressed by the Board of Supervisors for the conduct of intra-County business. The County ordinances, resolutions or board orders are not quoted verbatim although they are cited as the basis for the pertinent instructions and procedures that may be set forth herein. Changes in the manual will be subject to the approval of the County Administrator, except that substantive changes will be based upon Board of Supervisors action.

Distribution and Updating of the Administrative Manual

The County Administrator's Office is responsible for updating the Administrative Manual. Updates to the manual will reflect additions, deletions and/or revisions to the various information contained in the manual.

Assigned Departmental/Divisional Section Responsibility

The following list sets forth the section(s) of the Administrative Manual and the County Department and/or Division that is responsible for writing and maintaining them in an accurate and up-to-date manner:

<u>SECTION</u>	<u>PREPARING DEPARTMENT/DIVISION</u>
100 SAFETY, ACCIDENT PREVENTION & REPORTING	PERSONNEL DIVISION
300 MANUAL OVERVIEW & REVISION PROCESS	ADMINISTRATOR
500 BOARD OF SUPERVISORS & CLERK OF THE BOARD	BOARD CLERK
700 BUDGET & FISCAL	AUDITOR-CONTROLLER
800 FACILITY SECURITY & OPERATING POLICIES	ADMINISTRATOR
900 CASUALTY INSURANCE PROGRAM	ADMINISTRATOR
1100 CONFLICT OF INTEREST	COUNTY COUNSEL
1300 COUNTY COUNSEL SERVICES	COUNTY COUNSEL
1500 INFORMATION SYSTEMS SERVICES	INFORMATION SYSTEMS
1700 EDUCATIONAL REIMBURSEMENT PRGM.	PERSONNEL DIVISION
1900 EMERGENCY SERVICES	EMERGENCY SERVICES
2100 LEGISLATIVE ACTIVITIES	ADMINISTRATOR
2300 PAYROLL	AUDITOR-CONTROLLER
2500 HUMAN RESOURCES SERVICES	HUMAN RESOURCES
2700 PURCHASING & SUPPORT SERVICES	PURCHASING
2900 RADIO SYSTEMS	ADMINISTRATOR
3100 MEDIA RELATIONS, SOLICITATION & ADVERTISING	ADMINISTRATOR
3300 TELEPHONE SYSTEMS	INFORMATION SYSTEMS
3500 TRANSPORTATION, TRAVEL & MEALS	ADMINISTRATOR
3700 VEHICLE USE FOR COUNTY BUSINESS	ADMINISTRATOR

3900 FORMS & DOCUMENTS	DEPT. RESPONSIBLE
4000 BOARD ACTIONS & MISCELLANEOUS COMMUNICATIONS	BOARD

III. POLICY

It is the administrative policy of the Employment and Economic Development Department (EEDD) that the County Administrative Manual:

1. Be available to all staff.
2. Be reviewed when conducting business addressed therein.
3. Be complied with.
4. Be considered in relation to the development and the implementation of the WorkNet/EEDD Policies and Procedures Directives.
5. Be incorporated into WorkNet/EEDD Policies and Procedures Directives.

IV. PROCEDURE

Responsibility for Maintaining the County Administrative Manual

1. It shall be the responsibility of those assigned an Administrative Manual to ensure that it is complete and up to date.
2. The following will be assigned an Administrative Manual:
 - Executive Director's Secretary
 - Manager, Client Management
 - Manager, Financial Management
 - Manager, Grants Management
 - Manager, Employment Preparation Division
3. Supervisory staff are responsible for ensuring that staff under their supervision are aware of the existence, availability and applicability of the County Administrative Manual. The Administrative Manual must be accessible and available to all staff at all times.
4. All staff are responsible, via their supervisor, for informing the Executive Director of any inconsistencies between the County Administrative Manual and any San Joaquin County WorkNet/EEDD policies and procedures and/or practices.
5. When preparing PPDs, staff are responsible for reviewing the County Administrative Manual to ensure compliance with County policies and procedures.

6. Revisions and/or additions to the County Administrative Manual must be quickly routed to the staff assigned a manual who must in turn update their manual.
7. The County Administrative Manual is also available on-line via the San Joaquin County Employee Portal at sjhome.sjgov.net.

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