



COUNTY OF YOLO

Office of the County Administrator

Patrick S. Blacklock
County Administrator

625 Court Street, Room 202 Woodland, CA 95695
(530) 666-8150 FAX (530) 668-4029
www.yolocounty.org

To: Honorable Judge Daniel P. Maguire
Superior Court of California, County of Yolo
725 Court Street, Room 303
Woodland, CA 95695

June 24, 2014

To: Yolo County Grand Jury
P.O. Box 2142
Woodland, CA 95776

via e-mail: grand-jury@sbcglobal.net

RE: 2013-14 Yolo County Grand Jury Report – Yolo County Promotional Practices: Need for Standards and Oversight

Honorable Judge Maguire:

The following is the response to the 2013-2014 Yolo County Grand Jury Report titled, “Yolo County Promotional Practices: Need for Standards and Oversight” from the Yolo County Board of Supervisors, Director of Human Resources and County Administrator. The Interim Director of Planning & Public Works responded under separate cover. For purposes of readability, we have included the Grand Jury’s recommendations in **bold**.

R1 Within the next 90 days, HR should conduct a survey of each department’s current promotion practices to identify problem areas and to learn from departments that have created successful internal models that address promotional processes.

Director of Human Resources response: This recommendation will be implemented by August 29, 2014.

R2 By October 1, 2014, HR should use the information obtained from the survey to develop and adopt, as part of its Personnel Rules and Regulations, unified policies that create minimum written standards for department promotion processes. These policies should address selection and training of oral interview panelists, confidentiality and feedback to selected and non-selected candidates.

Director of Human Resources response: Written standards that address selection and training of oral interview panelists, confidentiality, and feedback to selected and non-selected candidates will be developed and implemented by October 1, 2014.

- R3 HR should work with Roads Division immediately to create comprehensive written guidelines covering department promotion and hiring and to provide training to department hiring managers and oral interview panelists. These guidelines should be shared with Roads Division employees to restore transparency and trust that the department promotion process is operating in a fair manner.**

Director of Human Resources response: In addition to the standards above, effective immediately and continuing until this recommendation can be implemented fully, a Human Resources staff person will sit as an oral interview panel member for every promotional interview process conducted at the Planning & Public Works department.

May 28, 2014 response from Interim Planning & Public Works Director: The department concurs with Recommendation #R3. Because of the comprehensive nature of this recommendation, the department will need additional time to work with the Yolo County Department of Human Resources to implement this recommendation. This recommendation will be implemented on or before October 15, 2014.

- R4 HR should ensure that courses recently added to the Yolo Training Academy on how to properly conduct hiring or promotional interviews become part of the Academy's permanent curriculum and that all county staff participating in hiring or promotion interviews be required to attend.**

Director of Human Resources and County Administrator response: This recommendation has partially been implemented. Hiring Interview Panel training has been a part of the ongoing curriculum offered through the Yolo Training Academy since February 2014. An online option for oral interview panel training will also be developed by December 1, 2014, and every oral panel member will be required to complete training prior to participating in hiring or promotion interviews.

- R5 Within the next 60 days, HR should develop and publicize a process by which complaints regarding personnel issues can be reviewed, evaluated and acted upon with results reported to complainants.**

Director of Human Resources response: This recommendation has been implemented. The County already has the AVENUES program in place for this purpose, and will continue to market and advertise the program to County employees.

R6 By December 1, 2014, HR should complete the Personnel Rules & Regulations and develop a specific timeline for review by employee union groups and adoption by the Board of Supervisors. HR should report bi-monthly to the Board of Supervisors on its progress until such time as the Rules & Regulations are finally adopted.

Director of Human Resources and Board of Supervisors response: Human Resources will complete the Personnel Rules & Regulations, and submit them to employee union groups for meet and confer by December 1, 2014.