

Administrative Topics

**A whirlwind tour through
bureaucracy**

Hiring Steps

- Position Review
- Personnel Requisition
- Administrative Office Approval
- Human Resources Approval
- Recruitment
- Certification List
- Interview
- Physical
- Bunches of paperwork



Termination Steps

- Counsel
- Document
- Written Warning
- Improvement Plan
- Suspension
- Reduction in Grade
- Termination



Removal From Office

- **Neglect, incompetence, misconduct**
- **Trial Board**
 - **Director**
 - **President of CACASA/County appointee**
 - **Impartial 3rd party/OAL Hearing Officer**
- **Due Process Administrative Hearing**
- **Move to disqualify Director**
- **Flaming torches and pitchforks at midnight**

Mandated Duties

- Record of official acts
- Report efforts to control pests
- Learn about pests
- Attend annual meeting
- Consult
- Compile statistics
- Enforce areas of joint responsibility
- Attend annual meeting
- Inspect all commercial devices
- Report activities
- Maintain/preserve standards
- Verify packed goods
- Inspect automotive products

Non-Mandated

- **May report additional information**
- **May prepare exhibits**
- **May report to Supervisors**
- **May publish statistics**
- **May assist in surveys**
- **May contract, correspond or meet**
- **May inspect non-commercial devices**
- **May test parking meters**

Mandated?

**California law requires
funding for any new mandate.
If a new mandate is not funded
do you have to do it?**

(Commission of State Mandates)

SB 90

Making a Law

- Concept
- Sponsor
- Leg. Counsel
- First Reading
- Committee
- 2nd & 3rd Reading
- Repeat in other House
- Dispute Resolution
- Both Houses vote
- Governor approval
- Chaptered into Law, effective Jan. 1

Making a Regulation

- Notice of Rule
- Public Hearings (45 day period)
- Evaluate Comments
- 15 or 45 day period
- Final Statement
- Summary, Response to Comments
- Required Changes
- OAL Review
- Adoption of Rule
- Effective in 30 days

Board Agenda Items

- **Contracts**
- **Budgetary Issues**
- **Policy Issues**
- **Resolutions**
- **Ordinances**

Contract Steps

- **Proposal/Workplan**
- **State Contract Office**
- **Risk Management Review**
- **County Counsel Review**
- **Administrative Office Review**
- **Board Agenda Item**
- **State Approval**

Budgetary Issues

- **New programs**
- **Personnel changes**
- **Insufficient appropriations**
- **Takes four “aye” votes**

Policy Issues

- **Sponsor legislation or take position**
- **Change program direction**
- **Set County priorities**
- **Establish County-wide procedures**
- **Set goals/objectives**

Resolutions

- **Acknowledge**
- **Memorialize**
- **State a general position**
- **Publicity**

Ordinances

- Establish local laws
- Set fees
- First reading
- Publish
- Adopt two weeks after first reading

Board Agenda Item Steps

- **Department Preparation**
- **Risk and Legal Review**
- **Administrative Office Approval**
- **Calendared**
- **Open Meeting Agenda**
- **Public Comment**
- **Board Decision**
- **Certified by Board Clerk**

- **Subject**
- **Recommendation**
- **Background Information**
- **Review By Others**
- **Financial Impact**
- **Supervisorial District**
- **Presenter**

**Subject: Pesticide Application
Reporting Agreement, State
Agreement No. 01-0033C**

Recommendation: Approve agreement with the California Department of Pesticide Regulation providing for the Agricultural Commissioner to submit pesticide application information to the State, from July 1, 2001 through June 30, 2002, for compensation in the amount of \$28,456.

Background: In 1990, the State mandated that all agricultural pesticide usage be reported through county agricultural commissioners to CDPR. This information is submitted electronically on computer disks to CDPR, as required, and the Department is reimbursed for its data submission costs. San Bernardino County has annually entered into agreements with CDPR for this purpose since the initial mandate. This agreement renews these services performed for CDPR.

Review By Others: This item has been reviewed by the CAO (Norman Kanold, Deputy Administrative Officer), approved as to legal form by Susan Nash, Deputy County Counsel, on June 21, 2001, and reviewed by County Counsel on behalf of Risk Management.

Financial Impact: Revenue to the County resulting from this agreement was included in the Department's FY 2001/02 budget. The revenue offsets the cost of performing services related to this agreement.

Supervisory District: All

**Presenter: Edouard Layaye,
Agricultural Commissioner, 387
-2105**

Outside Bureaucracies

- EEOC
- Cal-OSHA
- DMV
- DOT
- USDA
- CDPR
- CDEA
- CACASA
- NIST
- NCWM
- Board of Equalization
- Fish and Game
- AQMDs
- RWQBs
- Cities
- Other Counties