

Ordinance No. 2023-02

AN ORDINANCE AMENDING SECTION 5-RECRUITING AND HIRING FOR NEW AND VACANT POSITIONS OF THE SAN JUAN COUNTY PERSONNEL POLICY CREATING A PARAGRAPH G. APPOINTED POSITIONS IDENTIFYING APPROVED APPOINTED POSITIONS WITHIN THE SHERIFF'S, SURVEYOR'S, RECORDER'S, ATTORNEY'S, TREASURER'S, CLERK/AUDITOR'S, ASSESSOR'S OFFICES, AND PUBLIC HEALTH DEPARTMENT, AND CREATING THE AUTHORITY TO MAKE APPOINTMENTS AS PART OF THE ADOPTED FISCAL BUDGET

Whereas, the San Juan County Personnel Policy is established by the Board of County Commissioners for the purpose of providing elected officials and department heads direction in dealing consistently and fairly with all employees and supporting advancement and appointment of employees according to their qualifications, knowledge and skill levels; and

Whereas, the Board of County Commissioners may alter or amend the Personnel Policy at any time; and

Whereas, the Board of County Commissioners finds that authorizing specific appointed positions within the Sheriff's, Surveyor's, Recorder's, Attorney's, Treasurer's, Clerk/Auditor's, Assessor's Offices and Public Health Department is consistent with the goals and purposes of the Personnel Policy, including the following:

Sheriffs' Office: Chief Deputy and Undersheriff
Surveyor's Office: Chief Deputy
Recorder's Office: Chief Deputy
Attorney's Office: Chief Deputy
Treasurer's Office: Chief Deputy
Clerk/Auditor's Office: Chief Deputy Clerk and Chief Deputy Auditor
Assessor's Office: Chief Deputy
Public Health Department: Local Health Officer

Whereas, the Board of County Commissioners finds that effective management of each elected office and department referenced above will be enhanced if the elected official is allowed to make appointments to the authorized positions in coordination and confirmation of the San Juan County Chief Administrative Officer that the appointment of the individual is qualified in accordance with the position's job description, that the individual meets Employment Eligibility Verifications, and if that position has been approved by the Board of County Commissioners as part of the adopted fiscal budget.

The Board of San Juan County Commissioners, therefore, hereby ordains as follows:

A Chief Deputy and Undersheriff are authorized appointed positions within the Sheriff's Office and the elected official may make appointments to fill or vacate said positions with coordination and confirmation of the San Juan County Chief Administrative Officer that the appointment of the

individual is qualified in accordance with the position's job description, that the individual meets Employment Eligibility Verifications, and of which position has been approved by the Board of County Commissioners as part of the adopted fiscal budget.

A Chief Deputy is an authorized appointed position within the Surveyor's Office and the elected official may make appointment to fill or vacate said position with coordination and confirmation of the San Juan County Chief Administrative Officer that the appointment of the individual is qualified in accordance with the position's job description, that the individual meets Employment Eligibility Verifications, and if the position has been approved by the Board of County Commissioners as part of the adopted fiscal budget.

A Chief Deputy is an authorized appointed position within the Recorder's Office and the elected official may make appointment to fill or vacate said position with coordination and confirmation of the San Juan County Chief Administrative Officer that the appointment of the individual is qualified in accordance with the position's job description, that the individual meets Employment Eligibility Verifications, and if the position has been approved by the Board of County Commissioners as part of the adopted fiscal budget.

A Chief Deputy is an authorized appointed position within the Attorney's Office and the elected official may make appointment to fill or vacate said position with coordination and confirmation of the San Juan County Chief Administrative Officer that the appointment of the individual is qualified in accordance with the position's job description, that the individual meets Employment Eligibility Verifications, and if the position has been approved by the Board of County Commissioners as part of the adopted fiscal budget.

A Chief Deputy is an authorized appointed position within the Treasurer's Office and the elected official may make appointment to fill or vacate said position with coordination and confirmation of the San Juan County Chief Administrative Officer that the appointment of the individual is qualified in accordance with the position's job description, that the individual meets Employment Eligibility Verifications, and if the position has been approved by the Board of County Commissioners as part of the adopted fiscal budget.

A Chief Deputy Clerk and a Chief Deputy Auditor are authorized appointed position within the Clerk/Auditor's Office and the elected official may make appointment to fill or vacate said position with coordination and confirmation of the San Juan County Chief Administrative Officer that the appointment of the individual is qualified in accordance with the position's job description, that the individual meets Employment Eligibility Verifications, of which the Chief Deputy Auditor position has been approved by the Board of County Commissioners as part of the adopted fiscal budget.

A Chief Deputy is an authorized appointed position within the Assessor's Office and the elected official may make appointment to fill or vacate said position with coordination and confirmation of the San Juan County Chief Administrative Officer that the appointment of the individual is qualified in accordance with the position's job description, that the individual meets Employment

Eligibility Verifications, and if the position has been approved by the Board of County Commissioners as part of the adopted fiscal budget.

All terms and conditions of the Personnel Policy not in conflict with this Ordinance shall remain unchanged and in full force and effect. If there is a conflict, this Ordinance shall control.

Approved and adopted this 21st day of March 2023.

Board of County Commissioners:



By: BRUCE ADAMS

Its: COMMISSIONER CHAIR