

ELECTED OFFICIALS/PERSONNEL BOARD

June 11, 2020

9:00 - 11:00 a.m.

Chair: Dr. Mark Johnson

Join our virtual meeting via WebEx

<https://jeffco.webex.com/jeffco/onstage/g.php?MTID=e890f921a05c4fa45a0558361481199af>

Select the "Join by Browser" option

You can also join by telephone:

+1-408-418-9388 / Access code 146 076 6624

1. Approval of May 14, 2020 Minutes

All

2. Budget Updates

- CARES Act (10 mins)
- Total Rewards Overview (30 mins)

**Mary O'Neil
HR Team, Lockton,
Graves Consulting**

3. Personnel Rules Update

Jennifer Fairweather

- PB20-002 Public Trustee Consolidation with Treasurer (5 minutes)

4. Elected Officials Updates

Assessor
Clerk & Recorder
Commissioner, District One
Commissioner, District Two
Commissioner, District Three
Coroner
District Attorney
Library
Public Health
Public Trustee
Sheriff
Treasurer

Upcoming Events

Primary Election Day, Tuesday, June 30

Next meeting of the Elected Officials/Personnel Board is July 9, 2020 at 9:00am.
If you have any questions or comments regarding this agenda, please contact
Katie Burder in the County Manager's Office: kburder@jeffco.us

Board Member _____ moved that the following Resolution be adopted:

BEFORE THE PERSONNEL BOARD
OF THE COUNTY OF JEFFERSON
STATE OF COLORADO
RESOLUTION NO. PB20-002

RE: PUBLIC TRUSTEE

WHEREAS public trustees for class 2 counties (Adams, Arapahoe, Boulder, Douglas, El Paso, Jefferson, Larimer, Mesa, Pueblo, and Weld) are currently appointed by the governor; and

WHEREAS Commencing July 1, 2020, H.B. 19-1295 specifies that the county treasurer for each class 2 county will serve as the public trustee for the county.

NOW, THEREFORE, BE IT RESOLVED BY THE JEFFERSON COUNTY PERSONNEL BOARD that the Public Trustee is removed as a member of the Personnel Board and as an office in the Personnel Rules effective July 1, 2020.

Board Member _____ seconded the adoption of the foregoing Resolution. The roll having been called, the vote was as follows:

The Resolution was adopted by unanimous vote of the Personnel Board of the County of Jefferson, State of Colorado.

Dated: June 11, 2020

Section 1: Introduction

B. Applicability

1. Except as otherwise provided in these Rules or by statute, the Rules are applicable to employees of the following agencies:
 - a. The Board of County Commissioners;
 - b. The Jefferson County Sheriff;
 - c. The Jefferson County Clerk & Recorder;
 - d. The Jefferson County Treasurer/~~Public Trustee~~;
 - e. The Jefferson County Assessor;
 - f. The District Attorney of the First Judicial District;
 - g. Jefferson County Public Health;
 - h. The Jefferson County Coroner; [and](#)
 - i. ~~The Jefferson County Public Trustee~~; [and](#)
 - j. The Jefferson County Public Library.
2. In the event of conflict between the terms of the Rules and any applicable State or Federal law, the law shall prevail.
3. Any Department/Division Director, County Manager, Elected Official, Appointed Official, or Board, may establish supplemental staff directives applicable to the employment unit or units so long as such directives do not conflict with the Rules. A copy of all additional directives should be submitted to Human Resources for its information.
4. Nothing contained in these Rules shall be construed to authorize a Department/Division Director, County Manager, Elected Official, Appointed Official, or Board or any other person or spending unit to exceed its appropriated budget.

These Rules were adopted by the Personnel Board to apply to all employees of Jefferson County effective [January July 1, 2020](#)~~19~~.

Section 2: Administration

A. Authority

2. Members of the Personnel Board include: The Board of County Commissioners, the Jefferson County Sheriff, the Jefferson County Clerk and Recorder, the Jefferson County Assessor, the Jefferson County Treasurer/**Public Trustee**, the District Attorney of the First Judicial District, the Jefferson County Coroner, ~~the Public Trustee~~, the Executive Director for Jefferson County Public Health, and the Executive Director of the Jefferson County Public Library. Members may authorize a designee to act on their behalf.

5. Designated At Will

Designated At Will

The following Designated At Will Positions have At Will Status and serve at the will of the corresponding authority:

Positions with At Will Status	Authority
County Manager	Board of County Commissioners
Public Affairs Director	County Manager
County Attorney	Board of County Commissioners
All Attorneys of the County Attorney's Office	County Attorney
Chief Deputy Coroners and Deputy Coroners	Coroner
Coroner Investigators	Coroner
Deputy County Manager, Department, Deputy Department and Division Directors	County Manager
Public Health Executive Director	Public Health Board of Directors
Public Health Division Directors	Public Health Executive Director
Library Executive Director	Library Board of Trustees
Chief Deputy Clerk and Recorder	Clerk and Recorder
Chief Deputy Treasurer, Deputy Treasurer Public Trustee	Treasurer/ Public Trustee
Chief Deputy Public Trustee	Public Trustee
District Attorney's Office Employees	District Attorney
Sheriff's Office Employees	Sheriff
Deputy Assessors	Assessor

SECTION 10: Complaint and Grievance Procedures

B. 2.

d. Findings

- (1) The hearing officer shall render findings of fact and an initial decision which shall be submitted to Human Resources for final decision. All employees shall receive a copy of the hearing officer's findings of facts and initial decision. If the case involves an employee of a Department Director, County Attorney, or County Manager, Human Resources will send the decision to the Board of County Commissioners. If the case involves an employee of an Elected Official ~~or Public Trustee~~, Human Resources will send the decision to the Personnel Board. If the case involves the Library or Public Health, Human Resources will send the case to the appropriate Board.
- (2) Within 15 calendar days after receipt of the initial decision, the appropriate Board may overrule the hearing officer's initial decision or remand the case to the hearing officer for further findings. If the initial decision is submitted to the Personnel Board for the purpose of making the final decision, the Elected Official ~~or Public Trustee~~ involved shall not participate on the Personnel Board for the purpose of making the final decision.