

**ORDINANCE NO. \_\_\_\_\_**

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,

STATE OF CALIFORNIA

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AN ORDINANCE AMENDING THE SAN MATEO COUNTY ORDINANCE CODE TO  
IMPLEMENT THE COUNTY REORGANIZATION

The Board of Supervisors of the County of San Mateo, State of California, **ORDAINS** as follows:

**SECTION 1. Section 2.00.020 of Title 2 of the San Mateo County Ordinance Code is amended to read as follows:**

**2.00.020 COUNTY DEPARTMENTS**

- (a) Administrative Services
- (b) Assessor-County Clerk-Recorder
- (c) Child Support Services
- (d) Community Services
- (e) Controller
- (f) Coroner
- (g) County Counsel
- (h) County Manager/Clerk of the Board of Supervisors
- (i) District Attorney-Public Administrator
- (j) Health Department
- (k) Housing
- (l) Human Resources
- (m) Human Services
- (n) Information Services
- (o) Intergovernmental and Public Affairs
- (p) Probation
- (q) Public Works

- (r) San Mateo Medical Center
- (s) Sheriff
- (t) Tax Collector-Treasurer
- (u) Five departments, one for each Office of Supervisor

**SECTION 2. Section 2.00.050 of Title 2 of the San Mateo County Ordinance Code is amended to read as follows:**

**2.00.050 ORGANIZATIONAL STRUCTURE**

Department heads are responsible for the supervision and administration of the Department. All department heads appointed by the County Manager, or those specifically exempted by the Board of Supervisors, shall report directly to and be supervised by the County Manager or the Deputy County Manager, as determined by this code or the County Manager. In order to permit effective coordination of County activities, elected department heads and those appointed by the Board of Supervisors and Superior Court shall ordinarily report and respond to the Board of Supervisors through the County Manager. (Prior code § 2003; Ord. 2393, 09/20/76)

**SECTION 3. Section 2.04.060 of Title 2 of the San Mateo County Ordinance Code is amended to read as follows:**

**2.00.060 DUTIES OF DEPARTMENT HEADS**

Duties of department heads shall include the effective management of assigned areas of responsibility as well as those duties provided by applicable State law, County Charter, County ordinance or resolution, order of the Board of Supervisors or appointing authority. Those duties shall include, when not otherwise prohibited, the appointment of heads of divisions and other principal administrative staff; however, nothing set forth in this ordinance shall diminish, alter or relieve any County officer or employee, of whatever position, from the duties and responsibilities imposed by Federal or State law, County Charter, ordinance or resolution. The Deputy County Managers are department heads whose power of appointment shall include heads of Offices reporting to them, but the power of appointment of department heads reporting through a Deputy County Manager shall be retained by the County Manager. (Prior code § 2004; Ord. 2393, 09/20/76)

**SECTION 4.** Chapters 2.11, 2.12, 2.12, 2.13, are hereby renumbered to be 2.12, 2.13 2.14 and 2.15 respectively. There is hereby added to the San Mateo County Ordinance Code Chapter 2.11 which reads as follows:

## **Chapter 2.11 Deputy County Managers**

### **2.11.010 DEPARTMENT OF ADMINISTRATIVE SERVICES**

There is hereby created a Department of Administrative Services, the director of which shall be a Deputy County Manager. The Department of Administrative Services shall be responsible for the Human Resources Department, the Director of which shall be report to the Deputy County Manager, and the Office of Budget and Performance and the Office of Shared Services, including internal administrative services.

### **2.11.020 DEPARTMENT OF COMMUNITY SERVICES**

There is hereby created a Department of Community Services, the director of which shall be a Deputy County Manager. The Department of Community Services shall be responsible for the Department of Public Works and Housing, the Director of which shall report to the Deputy County Manager. The Department of Community Services shall also be responsible for the Office of Public Safety Communications and the Office of Economic Development/Real Property.

### **2.11.030 DEPARTMENT OF INTERGOVERNMENTAL AND PUBLIC AFFAIRS**

There is hereby created a Department of Intergovernmental and Public Affairs, the Director of which shall be a County Deputy Manager. The Department of Intergovernmental and Public Affairs shall be responsible for the Offices of legislation, communications, strategic planning and special projects.

**SECTION 5.** Section 2.20.020 of Title 2 of the San Mateo County Ordinance Code is amended to read as follows:

### **2.20.020 DUTIES OF DIRECTOR OF THE HEALTH DEPARTMENT**

The Director of the Health Department shall be charged with the enforcement of all County ordinances and State laws and applicable State regulations and shall administer all programs pertaining to the local Emergency Medical Services Agency, environmental health services, mental health, sanitation, public health, vital statistics, aging and adult services, animal licensing and animal control. The Director shall also formulate policies and procedures for the operation of the various health programs and services rendered by the Department. The Director shall also supervise and control the issuance of any permits required under County ordinance or State laws relating to health and sanitation programs rendered by the Department. (Ord. 4093, 01/29/02)

**SECTION 6. Section 2.50.010 of Title 2 of the San Mateo County Ordinance Code is amended to read as follows:**

### **2.50.010 DUTIES OF DIRECTOR OF PUBLIC WORKS**

The duties and responsibilities of the County Engineer set forth in state law and in this chapter shall be performed by the Director of Public Works or the Director's duly qualified representative. All references in state law and this Ordinance Code to "County Engineer" shall pertain to the Director of Public Works or the Director's duly qualified representative. The Director of Public Works or the Director's duly qualified representative shall be ex-officio Surveyor and Road Commissioner. It shall be the duty and responsibility of the Director of Public Works to manage capital projects of the County as assigned by the County Manager. (Prior code § 2289; Ord. 2552, 12/12/78; Ord. 3308, 03/12/91; catchline editorially created, 6/94)

**SECTION 7. Chapters 2.61, 2.62, 2.63, and 2.64 and the sections contained therein of Title 2 of the San Mateo County Ordinance Code are hereby renumbered to be 2.62, 2.63, 2.64 and 2.65 respectively.**

**SECTION 8. Chapter 2.61 of Title 2 of the San Mateo County Ordinance Code is hereby added to read as follows:**

**SECTION 9. Chapter 2.70 of Title 2 of the San Mateo County Ordinance Code is hereby amended to read as follows:**

## **Chapter 2.70 Department of Human Resources**

### **2.70.010 DUTIES OF THE DIRECTOR OF HUMAN RESOURCES**

The Director of Human Resources shall be responsible for services and activities related to personnel, including recruitment, selection, classification, and the amount of compensation of County employees, labor relations and employee benefits administration, organizational development and training; risk management; safety; insurance; and/or such services as may be assigned by the County Manager. (Prior code § 2686; Ord. 3142, 04/26/88; Ord. 3511, 10/05/93) (Prior code § 2685; Ord. 3142, 04/26/88; Ord. 3511, 10/05/93)

### **2.70.020 COUNTY INSURANCE POLICIES**

The Director of Human Resources shall be responsible for obtaining the County's insurance policies and official bonds and keeping all policies except title insurance policies on real property. Duplicates of all policies shall be furnished to the County Counsel. The Director of Human Resources shall annually review the County's insurance program and shall obtain renewals or extensions of policies upon expiration thereof. The amount and extension of insurance carried on the County, its officials and employees, and the County's buildings and equipment, shall be determined by the Director of Human Resources subject to the approval of the County Manager and the Board of Supervisors. The Director of Human Resources shall obtain the advice and approval of the County Counsel as to the forms of the insurance policies. (Prior code § 2687; Ord. 3142, 04/26/88; Ord. 3511, 10/05/93)

**SECTION 10. All references to the Director of Employee and Public Services in Chapter 2.71, Employee Compensation and Benefits, shall be changed to the Director of Human Resources.**

**SECTION 11. This Ordinance shall be effective thirty (30) days from the passage date thereof.**

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