

**ORDINANCE NO. 442
(AS AMENDED THROUGH 442.3)
AN ORDINANCE OF THE COUNTY OF RIVERSIDE AMENDING ORDINANCE NO.
442 RELATING TO THE POSITION OF COUNTY EXECUTIVE OFFICER FOR THE
BOARD OF SUPERVISORS**

The Board of Supervisors of the County of Riverside, State of California, Ordains as follows:

SECTION 1. POSITION CREATED

The Board of Supervisors has determined the need for a position in Riverside County which has the responsibility and authority to manage and administrate the affairs of the County, to provide long-range planning which integrates all County activities, and to serve the Board as its chief of staff in both internal and inter-governmental affairs.

There is hereby established the position of County Executive Officer for the Board of Supervisors.

SECTION 2. EMPLOYMENT

The County Executive Officer shall be employed by contract, the term of which shall be two years and shall provide that the contract of employment may be terminated earlier than the two year term by a majority vote of the Board of Supervisors.

SECTION 3. POWERS AND DUTIES

The County Executive Officer shall report directly to and be responsible to the Board of Supervisors for the proper and efficient administration of all County departments, agencies, and special districts under the jurisdiction of the Board of Supervisors. The County Executive Officer shall have no responsibility or control over the Local Agency Formation Commission (LAFCO) or any of the employees of LAFCO. To this end, the County Executive Officer shall have those powers and duties set forth in this ordinance and as reasonably implied therefrom, and with the specific approval of the Board of Supervisors shall be authorized to assign or delegate the administration of those duties to any department or person under the Board's control, subject to the limitations imposed by law.

SECTION 4. GENERAL ADMINISTRATION

The County Executive Officer shall:

- a. Administer and enforce policies established by the Board of Supervisors; promulgate rules and regulations as necessary to implement Board policies, subject to prior approval by the Board.
- b. Represent the Board of Supervisors in the County's intergovernmental relationships and activities in accordance with Board policies and instructions; when directed, represent the Board in dealing with individuals or groups concerned with County affairs.
- c. Attend all meetings of the Board of Supervisors, except when excused.
- d. Review and exercise final placement authority on all items recommended for placement on any agenda of the Board of Supervisors excepting matters initiated by Board of Supervisors members. This shall include all agendas for which the Board functions as the governing body. The County Executive Officer shall formulate

- agenda policies which insure adequate time for the review of requests without unnecessary delays.
- e. When necessary, exercise decision making authority on matters requiring Board of Supervisors' approval and obtain Board of Supervisors' ratification of such approvals as soon as possible on a subsequent consent calendar.
 - f. Propose necessary revisions of the Board of Supervisors' Policy Manual and Code of Administrative Regulations in conjunction with the County Counsel.
 - g. Develop a program of regular review of County programs which could result in greater economy and efficiency in County government. Recommend to the Board the creation, dissolution, merger or modification of organizational elements or work programs as deemed necessary for the efficient and economical operation of County government. Recommend to the Board policies and procedures for the orderly conduct of the County's administrative affairs.
 - h. Manage the County's legislative program. This shall include, but not be limited to:
 - i. Preparation of a long-range legislative program for both State and Federal legislation.
 - ii. Liaison with County legislators and State and Federal officials.
 - iii. Supervision of any legislative representatives hired by the County.
 - iv. Coordination of departmental legislative issues.
 - i. Recommend to the Board employee relations policies and positions. Recommendations shall be made following consultation with the County Personnel Director.
 - j. Establish and apply minimum qualifications for all appointed department heads.
 - k. Appoint or dismiss appointive department heads, except County Counsel, upon confirmation by the Board of Supervisors of such appointment or dismissal.
 - l. Prepare multi-year plans for annual Board approval. Such plans shall address the major responsibilities of County government, and shall include at least the following subject areas:
 - i. Capital projects, including community infrastructure.
 - ii. Information management needs, including data processing.
 - iii. Financial issues, including the impact of community development.
 - iv. Legislative and inter-governmental strategy.
 - v. Any other plans as deemed necessary by the County Executive Officer or as directed by the Board of Supervisors.

SECTION 5. BUDGETARY MATTERS

The County Executive Officer shall under general direction of the Board of Supervisors:

- a. Develop budget instructions and policies, revenue estimates, and departmental budget targets to guide departments in budget preparation, and submit a proposed budget to the Board of Supervisors.
- b. Recommend to the Board of Supervisors a proposed capital budget based upon long range plans for acquiring, constructing, or improving buildings, roads, and other County facilities, make recommendations to the Board on the acquisition, leasing and disposition of new and replacement equipment and real property, except for county roads, easements, and rights of way, which shall be the responsibility of the County Road Commissioner.
- c. Establish control systems to assure that the various County departments and other agencies under the jurisdiction of the Board of Supervisors are operating within their respective budgets; make regular reports, including a mid-year budget report on the status of the budget and any unusual expenditures or changes in revenue and make recommendations to the Board regarding requests for unforeseen and unbudgeted expenditures; approve fund transfers and budget revisions within appropriations, including additional fixed assets in accordance with Government Code Section 29125; make recommendations to the Board for fund transfer requests which require Board action under state law, and approve out of state travel requests.

SECTION 6. DEPARTMENTAL SUPERVISION

The County Executive Officer shall:

- a. Require all appointed department heads, excepting County Counsel, to report directly to the County Executive Officer on all Board related matters.
- b. Annually evaluate all appointed department heads. Such evaluations shall be submitted to the Board for Review and comment. The criteria for evaluations shall be provided, in writing, to all appointed department heads.
- c. Annually assign each appointed department head to a salary step within a range adopted by the Board.
- d. Provide training and orientation for new department heads.
- e. Meet on a regular basis with each department head for the purpose of communicating County policies and issues.
- f. Implement a system for developing goals and objectives for the County and for each County department. Progress toward those goals shall be regularly reviewed.
- g. Assist departments to mediate issues and coordinate activities at the lowest organizational level possible.
- h. With the assistance of the Personnel Director develop and implement a training program for County Managers.

SECTION 7. SPECIAL DISTRICTS AND LOCAL AGENCIES

The duties herein provided and the services to be rendered shall be performed for the Board of Supervisors in connection with any district, authority or agency for which the Board is the governing body.

SECTION 8. PUBLIC AGENCIES - BOARD MEMBERSHIP

When directed to do so by the Board of Supervisors, the County Executive Officer shall assist the Chief Executive Officer of any public agency governed by a body on which at least one member of the Board of Supervisors sits. The County Executive Officer shall make such reports and recommendations concerning such agencies as may be required by the Board of Supervisors.

SECTION 9. LIMITATIONS

No provision of this ordinance shall be deemed or construed to grant any authority to or impose any duty upon the County Executive Officer which is by law or ordinance vested in or imposed upon any other officer, board, commission, employee, or department; nor to delegate to the County Executive Officer any duty or authority required to be performed or exercised by the Board of Supervisors. It is the intention of the Board only to establish the position of an executive officer to assist the Board in the performance of its lawful functions, and the County Executive Officer shall have no power to bind, obligate or commit the Board of Supervisors or the County of Riverside in any manner.

Adopted: 442 07/15/1957 (Eff: 08/14/1957)

Amended: 442.1 Item 3.2 of 11/08/1983 (Eff: 12/08/1983)
442.2 Item 3.19 of 09/05/1989 (Eff: 10/05/1989)
442.3 Item 3.1 of 01/09/1996 (Eff: 02/8/1996)