

Sec. 30-81. - Manager.

The manager, in addition to the powers and duties given in the Charter, shall administer the personnel system provided by this article and shall administer it by means of the rules and regulations authorized by this article or other applicable law. The manager shall perform the duties and have the powers concerning personnel matters as follows:

- (1) Recommend such new or revised personnel rules and regulations as deemed desirable;
- (2) Recommend such new or revised rules and regulations dealing with reimbursement for travel and related expenses as deemed desirable;
- (3) Administer and maintain the merit personnel system and other rules and regulations established in or by the authority of this article;
- (4) As necessary for all personnel in the competitive service, develop, maintain and apply procedures for the recruitment, compensation, promotion, training and disciplinary and related aspects of personnel management in the county departments under his jurisdiction, subject to the provisions of this article, council policy and personnel rules and regulations adopted pursuant to this article;
- (5) Issue supplemental personnel rules and regulations as are necessary for the effective implementation of this article, council policy and rules and regulations adopted pursuant to this article;
- (6) Recommend contractual arrangements with any qualified person for the performance of such technical services as may be desired in the establishment and operation of the personnel program; and
- (7) Delegate in writing, to the human resources manager, responsibility for administering various procedural phases of the personnel program.

(Code 1985, § 3.04.010; Ord. No. 02-256, § 45, 7-7-2015)

Cross reference— Officers and employees, § 2-61 et seq.