Resolution 19 -07
Reorganization of the Department of Administration
and Creation of the Human Resources Department

WHEREAS, Resolution 75-06 was offered to restore to Polk County the Human Resources Department as a stand-alone department separate from the Department of Administration; and

WHEREAS, the separation of Human Resources from the Department of Administration involves the reorganization of the Department of Administration, a department which is presently supervised by the Finance Committee; and

WHEREAS, the reorganization of the Department of Administration for purposes of creating the Human Services Department requires, pursuant to Polk County Policy 881, the approval of the Finance Committee, the Personnel Committee and County Board of Supervisors; and

WHEREAS, the Personnel Committee has taken action to recommend to the County Board of Supervisors the reorganization of the Department of Administration with the objective of creating a separate, stand-alone Human Resources Department and that the establishment of the Human Resources Department be completed by May 1, 2007; and

WHEREAS, it is anticipated that on March 14, 2007 the Finance Committee will consider and take action to recommend to the County Board of Supervisors the reorganization of the Department of Administration with the objective of creating a separate, stand-alone Human Resources Department; and

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors authorizes and approves that the Department of Administration shall be reorganized as follows:

1. The reorganized Department of Administration shall have organization, functions and positions consistent with the organizational chart attached hereto and incorporated herein.

2. The Department of Administration s shall continue to report to the Finance Committee.

3. The Finance Committee shall continue to supervise and to govern the Department of Administration.

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes and approves of the establishment of the Human Resources Department as follows:

Dated Submitted to County Board: March 20, 2007
County Board Action: Adopted as Amended.

Submitted at the recommendation of the Personnel Committee.

Russell E. Arnold

Patricia M. Schmidt

Gerald H. Newville

K.J.

Res. Withdrawn by Motion & Second (Blake / Littlefield)

RESOLUTION 75-06

(Create Human Resources Department)

The county board of supervisors of the County of Polk does ordain as follows:

WHEREAS, the position of Human Resource Director is currently vacant ;and

WHEREAS, The Human Resource Director is currently in the Department of Administration under the Finance Committee ;and

WHEREAS, This arrangement can create conflicts when disciplinary issue come up in the Department of Administration ;and

WHEREAS, The Human Resource staff works closely with the Personnel Committee and should have the Personnel Committee as their governing committee ;and

WHEREAS, The Human Resources responsibilities need to be totally independent of other county departments in order to function effectively and without jurisdictional conflicts,

NOW, THEREFORE, BE IT RESOLVED, a Polk County Department of Human Resources be created,

BE IT FURTHER RESOLVED, the Human Resources Director position be redefined to reflect it's status as a department head position,

BE IT FURTHER RESOLVED, the governing committee for the Human Resources Department be the Personnel Committee of the Polk County Board of Supervisors,

BE IT FURTHER RESOLVED, The hiring of a Human Resources Director be placed on hold until the new job description is created and approved.

Amended to add:

Funding Amount -- To be determined by job study and placement in salary grid

Funding source (Polk County General Fund)

Date Finance Committee Advised_____ Effective Date (upon passage)

Approved as to form: Jeffrey B. Fuge

Jeffrey B. Fuge, Corporation Counsel

Date Submitted to County Board 12/12/06 **County Board Action** Referred back to Personnel Committee + bring back to Board in March 2007

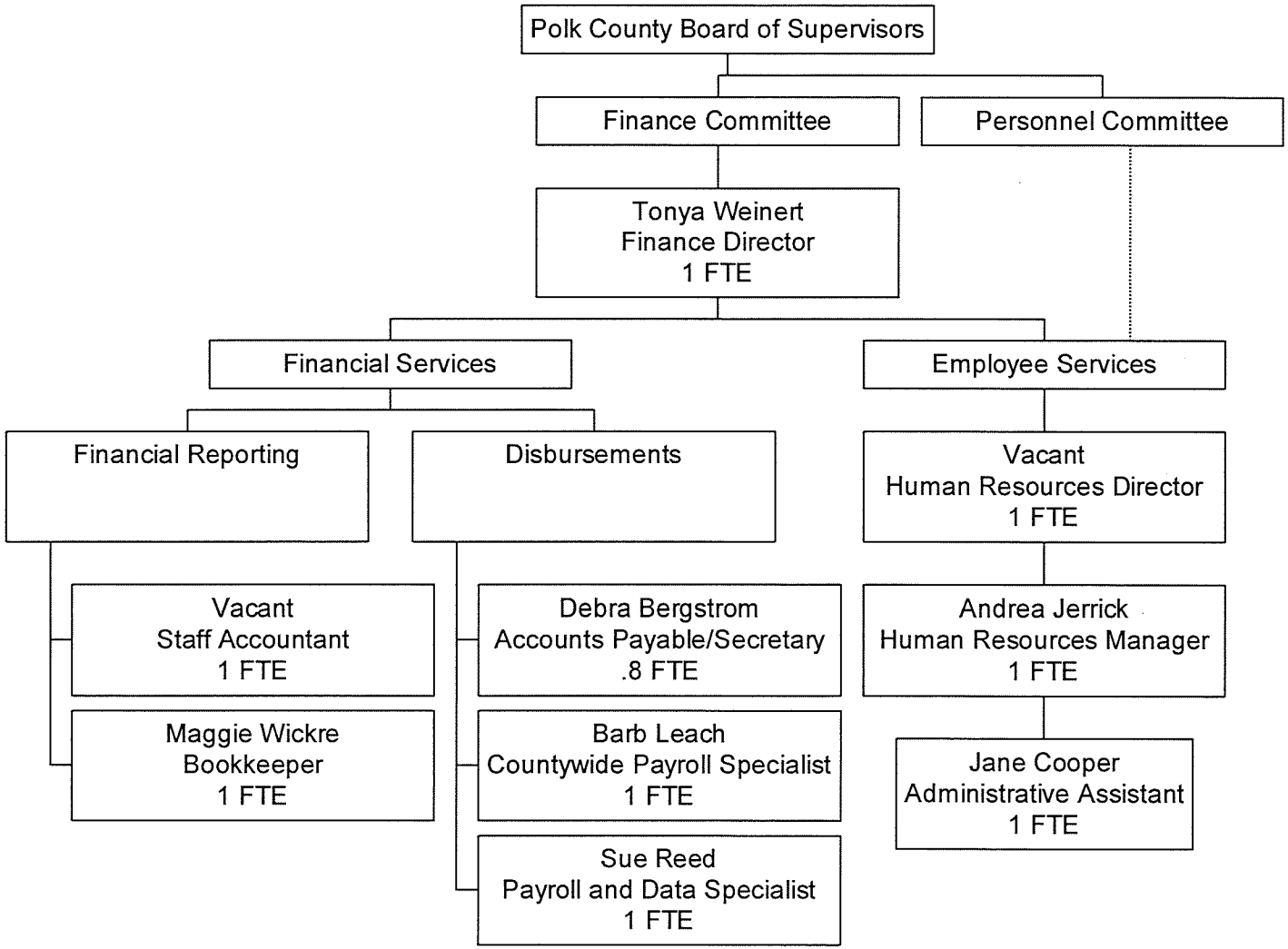
SUBMITTED BY:

Robert A. Blake

Be It Further Resolved That, upon adoption of this resolution by the Polk County Board of Supervisors, Current interim Deputy Director of Human Resources, Andrea Jerrick, assume the responsibilities of Interim Department Head of Human Resources Department.

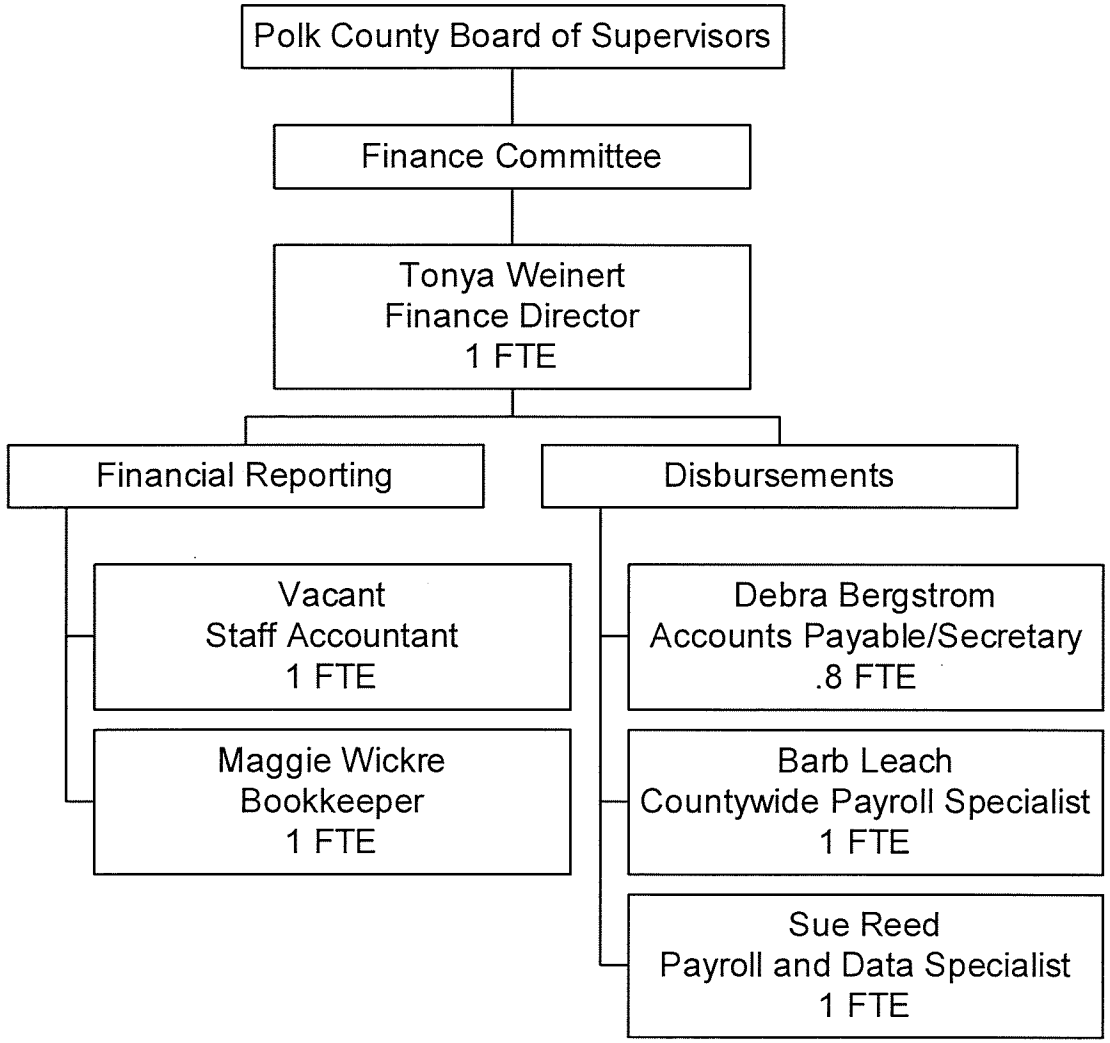
Department of Administration

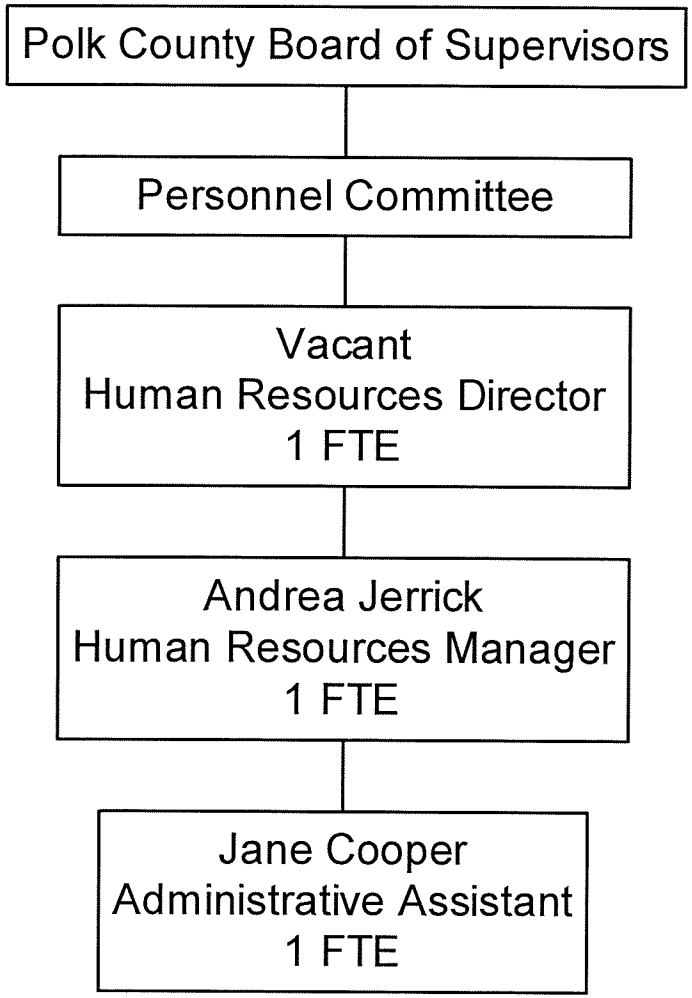
Current Structure



Department of Administration

Proposed Structure



Department of Human Resources

Proposed Structure