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DEPARTMENT OF HUMAN RESOURCES



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July 10, 2015

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SOLANO COUNTY
GRAND JURY

The Honorable E. Bradley Nelson
Presiding Judge of the Superior Court
Solano Superior Court
600 Union Avenue
Fairfield, CA 94533

Regarding: Response to the FY2014/15 Grand Jury Report –
Procedures for Hiring Solano County Employees

Dear Honorable Presiding Judge Nelson:

Pursuant to Penal Code sections 933(c) and 933.05, I am responding to the findings and recommendations in the FY2014/15 Grand Jury report received June 25, 2015 on Procedures for Hiring Solano County Employees that pertain to matters under my control as the Director of Human Resources.

Finding 1

As a result of the 2009 economic downturn, there was a reduction in staffing in the Human Resources Department. Requests have been made to fill three vacant positions with only one filled.

Response to Finding 1

The Director of Human Resources partially agrees with the finding.

There have been vacancies within the Human Resources Department, and positions have been filled. Two Human Resources Analyst positions were filled, with one hired in October 2014 and the other in January 2015. The Employment Relations Manager was hired effective March 2015. The remaining vacancy within the Human Resources Department is the Administrative Secretary, which supports the Director and Assistant Director.

Recommendation 1

The Human Resources Department immediately fill the two vacant positions in HR to bring the department to full complement to expedite the hiring process.

Response to Recommendation 1

The Director of Human Resources partially agrees with the finding.

All Human Resources Analyst vacancies are filled, with the vacancies filled in October 2014 and January 2015.

Finding 2

Some of the Solano County leadership other than the Human Resources Department do not have an accurate understanding of the hiring process.

Response to Finding 2

The Director of Human Resources agrees with the finding.

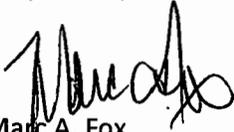
Recommendation 2

Human Resources leadership should be more engaged in educating their peers about the complexities involved in the hiring process. The education will help stem some of the negative perceptions as to how HR performs its duties.

Response to Recommendation 2

The Director of Human Resources partially agrees with the finding. As part of the County's leadership academy, the Human Resources Department trains supervisors and managers on "Interview and Hiring Guidelines." Bimonthly, the assigned Human Resources Analyst and either the Director or Assistant Director of Human Resources meet with each department director to review existing vacancies, recruitment efforts, and those recruitments anticipated during the following 60 days. Additionally, in September and October 2014 the Human Resources Department sponsored two hiring summits for all County hiring managers to better educate managers on the hiring process. In addition to these efforts, the Human Resources Department will prepare and distribute information to all County departments on the hiring process.

Respectfully submitted,



Marc A. Fox
Director of Human Resources

Copy:

- ✓ Grand Jury
- Board of Supervisors
- Birgitta Corsello, County Administrator
- Dennis Bunting, County Counsel
- Michelle Heppner, Legislative, Intergovernmental and Public Affairs Officer
- Chris Rogers, Management Analyst