<table>
<tr><td colspan="3">COUNTY OF SAN DIEGO, CALIFORNIA
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Responsibilities and Duties of the Chairperson and Vice Chairperson of the San Diego County Board of Supervisors</td><td>Policy Number</td><td>Page</td></tr>
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Responsibilities of the Chairperson
The Chairperson shall preside at all meetings of the Board and be responsible for calling and scheduling conferences and special meetings of the Board. These Conferences may be suggested by other Board members through the office of the Chairperson. Prior to the scheduling of conferences and special meetings, the Chairperson will contact each Board office to insure the other members' awareness as well as their concurrences as to time and place.

The Chairperson will be recognized as the focal point of County government. The Supervisor serving as Chairperson has ample opportunity during public meetings to relate personal positions on issues discussed and decided by the Board. While representing the Board of Supervisors on major issues, the Chairperson shall seek out and obtain, prior to publishing any statement or participating in any meetings representing the County, Board concurrence after determining the position of the majority of the members through appropriate means.

The Chairperson shall communicate by message to the Board of Supervisors a statement of the conditions and affairs of the County, and make recommendations on such matters as deemed expedient and proper, at a date, time and place at the discretion of the Chairperson giving the statement.

Responsibilities of the Vice Chairperson
The Vice Chairperson shall assume the responsibilities of the Chairperson during absence. The Vice Chairperson will act as Office Manager in the Board offices.

Upon the election of a new Supervisor or upon the departure of an existing Supervisor, the Vice Chairperson shall solicit requests from Supervisors to relocate Supervisorial District Offices within Room 335. Requests to relocate to the newly vacated office shall be fulfilled based on tenure. The Supervisor with the most tenure on the Board shall have the first opportunity to request to relocate to the vacated office or remain in his/her existing office. The next most tenured Supervisor shall have the option to relocate to the vacated office or remain in his/her existing office. This process shall continue until all incumbents have had an opportunity to make an office selection. If Supervisors have the same tenure, then the Vice Chairperson will determine the office selection through a random process, such as a coin toss.

Assigned staff office space at the County Administration Center for each District will remain unchanged following a vacancy on the Board, regardless of any office relocations by members of the Board of Supervisors.

Responsible Departments
1. Clerk of the Board of Supervisors

Sunset Date

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This policy will be reviewed for continuance by 12-31-25.

Board Actions
7-31-73 (145)
4-29-75 (73)
1-5-77 (5)
10-30-84 (84)
3-24-87 (17)
12-12-89 (49)
6-5-90 (43)
10-23-90 (45)
05-11-04 (04)
12-09-08 (33)
11-08-11 (24)
10-30-18 (23)

ATTACHMENT A

COUNTY OF SAN DIEGO, CALIFORNIA BOARD OF SUPERVISORS POLICY		
Subject	**Policy Number**	**Page**
Publication of Ordinance Summaries and Display Advertisements	A-80	1 of 2

Purpose

To establish the Board of Supervisors' Policy concerning the publication of ordinance summaries and display advertisements.

Background

The Government Code was amended in 1978 to permit the publication of ordinance summaries in lieu of full ordinance texts if a fair and adequate summary can be prepared. Such summaries must be published twice in a newspaper of general circulation; once, at least 5 days prior to adoption and once within 15 days following adoption. If it is not feasible to prepare a fair and adequate summary, the Board of Supervisors may order the publication of display advertisements, indicating the general nature of and providing general information about the ordinance. The use of summaries or display advertisements will, in many instances, result in saving in publication costs.

Policy

A. Ordinance Summaries

It is the policy of the Board of Supervisors that ordinance summaries be published in lieu of the full ordinance texts whenever a fair and adequate summary can be prepared and cost savings are anticipated from such action.

It shall be the responsibility of each County officer introducing an ordinance exceeding two pages in length to:

1. Determine if a fair and adequate summary of the ordinance can be prepared and that the preparation and publication of such summary will result in a cost savings;
2. If a fair and adequate summary can be prepared, file such summary with the Clerk of the Board at the time the ordinance is docketed; or
3. If a fair and adequate summary cannot be prepared, evaluate the use of a display advertisement per Section 25124(b)(2) of the Government Code and advise the Board of Supervisors accordingly.

Ordinance summaries shall include a statement of the subject and intent of the ordinance and provide notice that the full text of the ordinance is posted in the office of the Clerk of the Board of Supervisors.

Ordinance summaries shall be approved by County Counsel prior to filing with the Clerk of the Board of Supervisors. Not withstanding Government Code Section 66018, pertaining to fees, the Clerk of the Board of Supervisors shall publish the ordinance summary and post a certified copy of the full text of the ordinance (1) at least 5 days prior to adoption, and (2) within 15 days following adoption. The second posting shall include the names of the Supervisors voting for and against the ordinance.

B. Display Advertisements

It is the policy of the Board of Supervisors that display advertisements be published when it is not feasible to prepare a fair and adequate summary and cost savings can be anticipated from such action.

If a County Officer, introducing an ordinance, determines it is not feasible to prepare a fair and adequate summary of a proposed ordinance, but a cost savings may be anticipated by use of a display advertisement in lieu of publishing the full ordinance text, said officer shall advise the Board of Supervisors accordingly.

The Board of Supervisors may then order the publication of display advertisements, which shall indicate the general nature of and provide information about the ordinance including information sufficient to enable the public to obtain copies of the complete text of the ordinance.

Upon order of the Board of Supervisors, the Clerk of the Board of Supervisors shall publish a display advertisement of at least one-quarter of a page in a newspaper of general circulation in the County, at least five (5) days prior to adoption and within fifteen (15) days after adoption. The second display advertisement shall include the names of the Supervisors voting for or against the ordinance. The Clerk shall also make available to the public, copies of the complete text of the ordinance.

Sunset Date

This policy will be reviewed for continuance by 12-31-25.

Board Action

1-2-79 (73)
10-6-82 (58)
10-18-88 (48)
11-29-94 (40)
6-15-04 (25)
12-9-08 (33)
11-08-11 (24)
10-30-18 (23)

CAO Reference

1. County Counsel

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject	Policy Number	Page
Non-Acceptance of Surety Bonds	B-26	1 of 1

Purpose

To establish a policy for the Clerk of the Board of Supervisors to follow on behalf of the Chief Administrative Officer when presented a surety bond from property subdividers.

Background

Government Code Sections 66492, et. seq., provide that before a final subdivision or parcel map can be filed, all real estate taxes which constitute a lien on the property being subdivided, must be paid. The Code further provides that, if the map is being filed after the taxes are a lien, but not yet payable, a bond to guarantee payment of taxes must be posted with the Clerk of the Board of Supervisors in the amount estimated by the Tax Collector.

In recent years, the number of subdividers not paying real estate taxes has been increasing and may be why more insurance companies are refusing to pay on their bonds without legal action by County Counsel. Since the initiation of litigation constitutes a substantial cost to the County, steps should be taken to insure that the number of nonpayments on bonds is minimized.

Policy

It is the policy of the Board of Supervisors that:

Acting on behalf of the Chief Administrative Officer the Clerk of the Board shall not accept a surety bond from a company that has refused to pay a demand on an existing bond.

Sunset Date
This policy will be reviewed for continuance by 12-31-25.

Previous Board Action
2-10-76 (66)
11-6-84 (8)
1-31-89 (28)
05-11-04 (04)
12-09-08 (33)
11-08-11 (24)
10-30-18 (23)

CAO Reference
1. Clerk of the Board of Supervisors

ATTACHMENT A

COUNTY OF SAN DIEGO, CALIFORNIA BOARD OF SUPERVISORS POLICY		
Subject	**Policy Number**	**Page**
Tuition Refund Program	B-38	1 of 2

Purpose

To provide a policy for use by department heads regarding reimbursement to County officers and employees for tuition costs of job-related courses at accredited educational institutions.

Background

The Tuition Refund Program as authorized by Section 77 of the Administrative Code was established by the Board of Supervisors by resolution on July 2, 1957 (Item No. 35), and amended by resolutions adopted March 13, 1962 (Item No. 34), May 14, 1963 (Item No. 42), December 5, 1967 (Item No. 35), and August 11, 1970 (Item No. 51). The Board of Supervisors adopted by resolution, a fifth amendment to the Tuition Refund Program Resolution and codifies said resolution through this policy.

Policy

It is the policy of the Board of Supervisors that:

1. Tuition actually paid for professional and technical courses taken in accredited educational institutions is refunded to the officer or employee provided that the following conditions are met:

a. The subject matter of the course or the required coursework for a degree program should:

- Relate to a function of a County department; and
- Directly contribute to the performance of the officer or employee of their County position or a County position to which he/she may become eligible for promotion.

b. The department head has approved the application for tuition refund.

c. The County of San Diego Request for Training / Tuition Reimbursement application has been submitted to and approved by the department head **prior to** enrollment in the course by the officer or employee. Where such prior approval cannot practicably be obtained, approval may be granted subsequent to enrollment.

d. All tuition refund requests submitted for approval must list all outside educational assistance funding sources. A copy of the notice of award from the funding agent must be submitted with the request.

COUNTY OF SAN DIEGO, CALIFORNIA BOARD OF SUPERVISORS POLICY		
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Tuition Refund Program	B-38	2 of 2

e. Before requesting reimbursement, the officer or employee shall furnish evidence satisfactory to the department head of completion of the course with a grade C or better or, if no grade is given, of satisfactory completion of the course.

2. The allowable maximum refund per year is set by the cost of six (6) credit hours at San Diego State University. Each year the Department of Human Resources computes and publishes this amount and updates the DHR Policy 801, which states the specific amount reimbursable per fiscal year.

3. To receive reimbursement, the officer or employee shall: (1) complete the County of San Diego Request for Training / Tuition Reimbursement and obtain department approval for reimbursement; (2) file County of San Diego Request for Training / Tuition Reimbursement; (3) file a claim for reimbursement using the Auditor and Controller's Form ORCAPO22 (NT) or ORCAAPO09 (GC) through the department; and (4) furnish, upon completion of the course, receipts showing payment of tuition and the grade received or, if no grade is given, a certificate of completion.

Sunset Date
This policy will be reviewed for continuance by 12-31-25.

Board Action
1-23-79 (20)
3-6-79 (21)
10-6-82 (58)
11-6-84 (13)
7-26-88 (43)
12-12-89 (49)
6-5-90 (43)
10-23-90 (45)
12-18-90 (50)
5-15-96 (11)
6-15-04 (25)
12-9-08 (33)
11-08-11 (24)
10-30-18 (23)

CAO Reference
1. Department of Human Resources

COUNTY OF SAN DIEGO, CALIFORNIA BOARD OF SUPERVISORS POLICY		
Subject	**Policy Number**	**Page**
Audit Follow-up	B-44	1 of 3

Purpose

To establish the Board of Supervisors Policy concerning the follow-up of audit recommendations, disallowances, and questioned costs.

Background

The audit function is an integral part of the County's management system. It provides the public, this Board, the Grand Jury and County management an independent review of operations, functions, and programs of interest. These examinations may cover financial and compliance, economy and efficiency, and program effectiveness.

An audit may result in recommendations, disallowances, and questioned costs. Timely action in response to these audit results by responsible officials is an integral part of our management system and is important to its effectiveness.

An audit may be performed pursuant to County Charter provisions or as required by the Grand Jury, legislation or County contract agreements. These audits may be performed by the Auditor and Controller's Office of Audits and Advisory Services, independent CPA's employed by the Board of Supervisors, Grand Jury, or auditors employed by external agencies including the State and Federal Government. In view of the importance of audit findings and recommendations, it has been determined that a definitive statement of Board of Supervisors Policy establishing responsibility for the handling and disposition of each audit by all of these auditors is appropriate (Administrative Manual Section 0030-05).

Policy

It is the policy of the Board of Supervisors that:

Departmental Role

Primary responsibility for audit follow-up rests with department heads or other County officers responsible for managing programs which are audited. In carrying out this responsibility, these officers shall provide for a formal audit follow-up system which includes the following elements:

1. For all audits conducted on County operations or programs, within 10 business days after a draft audit is delivered to the departments, departments will respond in writing to the Chief, Office of Audits and Advisory Services (if the audit is done by other than County audit personnel, to that outside auditor also), regarding

any audit recommendations, disallowances, and questioned costs (Section 72, Administrative Code). It should be noted that if a funding source or law creates a shorter response time requirement, such requirement should be met.

2. When an audit results in questioned costs, departments will determine the allowability. If necessary, the departments will obtain final resolution from funding sources. If questioned costs are determined to be disallowed, the departments will take the necessary actions as delineated in paragraph 3 below.

3. When an audit results in disallowance, the departments will:

   a. Immediately establish Accounts Receivable and, when necessary, notify the Accounts Payable Division, Auditor and Controller, to hold any payments in process pending the execution of a formal repayment settlement agreement acceptable to the County. If the disallowance pertains to the County, as opposed to one of our contractors, establish an Accounts Payable.
   b. Refer Accounts Receivable amounts to the Office of Revenue and Recovery, Auditor and Controller, or seek the assistance of County Counsel when it is no longer effective or feasible to conduct collection efforts. However, follow-up should be continued with regard to the progress and ultimate outcome of this assistance.
   c. When disallowances are considered uncollectible, apply to the Financial Accounting and Reporting Division, Auditor and Controller, for a discharge of accountability (Section 69 of the Administrative Code).

   In all cases, departments should maintain adequate documentation relative to collection efforts and results. Departments should refer to paragraph 1 above for resolution of time frames.

4. On a quarterly basis, departments will provide to the Chief, Office of Audits and Advisory Services, a summary listing on the status of audit recommendations.

5. Departments will ensure that fiscal impact statements submitted to the Board of Supervisors, for new contracts and contract renewals, reflect any outstanding audit problems of the subject department, as well as other departments for that contractor (Administrative Manual Section 0020-07).

6. Departments will maintain accurate records of all audit reports and related significant findings.

7. If deviation from above policy is considered necessary, departments will obtain approval from the Auditor and Controller and the Chief Administrative Officer.

Office of Audits and Advisory Services Role

As part of the regular work program, the Chief, Office of Audits and Advisory Services, will provide for a review of audit follow-up actions instituted by County officers. Unless otherwise directed (or when circumstances clearly indicate that some earlier review is warranted), the Office of Audits and Advisory Services review will be made as part of any subsequently scheduled audit of the County Department or officer involved.

The Office of Audits and Advisory Services role in the follow-up process is to ascertain that departments are in compliance with the Board Policy. On a quarterly basis, the Chief, Office of Audits and Advisory Services, will provide the Board of Supervisors and the Chief Administrative Officer with a summary of the status of audit recommendations, disallowances, and questioned costs. In addition, whenever appropriate, the Auditor and Controller will inform the Board of Supervisors and the Chief Administrative Officer of any individual follow-up problem regarding audit recommendations, disallowances, and questioned costs.

Sunset Date
This policy will be reviewed for continuances by 12-31-2025.

Board Actions
10-2-79 (27)
11-4-84 (17)
4-25-89 (34)
211-7-95 (34)
8-11-98 (33)
12-09-08 (33)
11-08-11 (24)
10-30-18 (23)
10-29-19 (26)

CAO Reference
Auditor and Controller

ATTACHMENT A

ARTICLE IV SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS*

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*Note--Article IV, Airport Commission, renumbered by Ord. No. 3523 (N.S.), adopted 5-26-70, and repealed by Ord. No. 3784 (N.S.), adopted 11-2-71; a new Article IV, consisting of Sections 85 through 85.10, titled San Diego County Commission on the Status of Women, added by Ord. No. 4552 (N.S.), effective 9-4-75. Title changed to San Diego County Commission on the Status of Women and Girls by Ord. No. 10458 (N.S.), effective 2-9-17.

Cross reference(s) -- Definitions, § 20 et seq.; general rules, § 50 et seq.; affirmative action program. § 83 et seq.; affirmative action program for vendors, § 84 et seq.; affirmative action advisory board, § 84.50 et seq.; affirmative action program -- employment, § 84.70 et seq.; equal opportunity management office, § 305.

SEC. 85. COMMISSION ON THE STATUS OF WOMEN AND GIRLS.

The Board of Supervisors of the County of San Diego declares that it is the policy of the County to take action to identify needs and problems of women and girls in the County that are affected by public policy decisions; and furthermore, to eliminate the practice of discrimination and prejudice on the basis of sex within the County. In order to promote this policy and to provide an open forum for discussion and action, there is hereby established a San Diego County Commission on the Status of Women and Girls in the Chief Administrative Office.

(Amended by Ord. No. 4907 (N.S.), effective 6-16-77; amended by Ord. No. 7308 (N.S.), effective 7-2-87; amended by Ord. No. 10458 (N.S.), effective 2-9-17)

Cross reference(s) -- Chief administrative officer, § 120 et seq.

SEC. 85.1. MEMBERSHIP AND SELECTION.

Each member of the Board of Supervisors shall appoint two members to the Commission, all of whom shall be residents of the County of San Diego.

The Commission shall have the authority to nominate up to three additional members for appointment by the Board of Supervisors, in order to assure comprehensive and balanced representation. These members are hereafter designated as ”at-large members.“

(Amended by Ord. No. 7308 (N.S.), effective 7-2-87)

SEC. 85.2. APPOINTMENTS.

Each Supervisor shall: 1) consider nominations made by interested community organizations or citizens if submitted at least two weeks prior to appointment, 2) attempt to reflect in Commission appointments comprehensive representation of age, socio-economic status, ethnic background and geographical distribution, 3) consider the prospective members' knowledge and awareness of the problems and rights of women and girls and their commitment to the betterment of the status of women and girls in San Diego County.

Public notice and publicity shall be given on intention to appoint members of the Commission. An application form shall be provided to the public. A record shall be kept of all applications filed for a period of one year.

(Amended by Ord. No. 10458 (N.S.), effective 2-9-17)

Cross reference(s) -- Appointment and removal, § 52.

SEC. 85.3. TERM OF OFFICE.

Each Commissioner, except at-large appointees recommended by the Commission, shall serve a term which shall run concurrently with the term of the member of the Board of Supervisors who appointed that Commissioner. The term shall expire on the date of expiration of the term of the appointing member of the Board of Supervisors, or at such time as he or she ceases to hold office, whichever first occurs. Any Commissioner whose term has expired hereunder shall continue to discharge his or her duties as a Commissioner until his or her successor has been appointed and qualified. The reelection of a member of the Board of Supervisors for a succeeding term shall not automatically extend the term of any member of the Commission.

At-large members shall serve a two-year term beginning April 1 and ending on March 31.

A Commission member shall be appointed for no more than two consecutive terms. For purposes of this limitation, a term shall include any appointment to fill a vacancy for one-half or more of a term.

Each member of the Commission shall represent the entire area and population of the County in performing the Commissioner's duties.

(Section 85.3 repealed and new section added by Ord. No. 4627 (N.S.), effective 1-29-76; amended by Ord. No. 4787 (N.S.), effective 12-30-76; amended by Ord. No. 4907 (N.S.), effective 6-16-77; amended by Ord. No. 6433 (N.S.), effective 10-14-82; amended by Ord. No. 7308 (N.S.), effective 7-2-87)

SEC. 85.4. VACANCIES.

A vacancy shall occur on the happening of any of the following events before the expiration of the term:

(1) The death of the incumbent,

(2) The resignation of the incumbent,

(3) The ceasing of the incumbent to be a resident of the County of San Diego, or

(4) Absence from more than one-third of the regular scheduled meetings in any 12-month period or three consecutive meetings.

When a vacancy occurs as the result of missing one-third of regular scheduled meetings in one 12-month period or three consecutive regular meetings both the member and the appointing Supervisor shall be notified. Vacancies shall be filled by the appointing Supervisor when a vacancy occurs.

The chair will notify at-large members of their removal from the Commission after absences from three consecutive regular meetings or more than one-third of the regular scheduled meetings in a 12-month period. The Commission is then authorized to nominate an additional member for appointment by the Board of Supervisors.

If a midterm vacancy occurs, a new appointee shall serve for the unexpired term of the member being replaced.

(Amended by Ord. No. 4907 (N.S.), effective 6-16-77; amended by Ord. No. 7308 (N.S.), effective 7-2-87)

SEC. 85.5. ORGANIZATION.

(a) Officers. The Commission shall select annually from its membership a Chair and no more than three (3) Vice Chairs.

(b) Rules. The Commission shall prepare and adopt the necessary rules and regulations for the conduct of its business.

(c) Quorum. A majority of members currently appointed to the Commission shall constitute a quorum. A majority of members in attendance shall be required to carry any motion or proposal.

(d) Minutes. The Commission shall keep written minutes of its meetings, a copy of which shall be filed with the Clerk of the Board of Supervisors.

(e) Meetings. The Commission shall establish a regular meeting schedule and shall give public notice of the time and place of meetings. All meetings of the Commission, including any ad hoc committees or other committees appointed by the Commission, shall be open and public and all persons shall be permitted to attend any meetings of the Commission, including any ad hoc committees or other committees appointed by the Commission.

(Amended by Ord. No. 7308 (N.S.), effective 7-2-87)

SEC. 85.6. ESTABLISHMENT OF COMMITTEES.

(a) Ad Hoc Committees. The Commission may appoint committees for the purpose of carrying out the functions and duties of the Commission. Any committee appointed shall consist of not fewer than three members, including at least one Commission member. The actions and recommendations of committees shall not be deemed the action of the Commission and shall in no way bind the Commission or its members. The committee shall cease to exist on completion of its assignment.

(b) Volunteer and Consultant Services. The Commission shall engage the services of volunteer workers and consultants without salary as it may find necessary from time to time. Service of an individual as a volunteer worker or as a consultant shall not be considered as service for or employment by the County.

(Amended by Ord. No. 4907 (N.S.), effective 6-16-77)

SEC. 85.7. COMPENSATION.

Members of the Commission shall be compensated as provided by ordinance.

(Amended by Ord. No. 4907 (N.S.), effective 6-16-77)

SEC. 85.8. DUTIES AND RESPONSIBILITIES.

The Commission shall have the power and duty to:

(a) Study and evaluate County Charter provisions, ordinances, policies and proposed policies, and their implementation to determine if there are instances of discrimination against any person because of sex.

(b) Cooperate with Federal, State, County, City and other public agencies and refer to the respective agencies any matters, disputes, or controversies already in the jurisdiction of their existing powers, with the intent that duplication of efforts should be avoided. The Commission may initiate investigations of such matters and make recommendations to such agencies.

(c) Study areas of possible discrimination as they pertain to women's and girls' lives and needs. These may include, but not be limited to:

(1) Employment opportunities

(2) Education opportunities

(3) Medical and health services

(4) Legal services

(5) Credit and loan policies

(6) Criminal justice policies and procedures

(7) Housing and transportation facilities

(8) Child care needs

(9) Human care services

(d) Conduct workshops for County personnel and community groups to explore specific subject areas and improve relationships.

(e) Conduct public hearings dealing with matters before the Commission.

(f) Utilize County resources and facilities to accumulate information for the purpose of furthering the objectives of this Commission.

(g) Prepare and disseminate information on matters related to sexual discrimination and prejudice.

(h) Formulate programs or legislation to promote and insure equal rights and opportunities for all women.

(i) Provide liaison and assistance to citizen groups interested in the problems facing women.

(j) Apply for and administer grants from all levels of government and private sources for carrying out the functions of the Commission.

(Amended by Ord. No. 4907 (N.S.), effective 6-16-77; amended by Ord. No. 10458 (N.S.), effective 2-9-17)

Cross reference(s) -- Powers and duties of officers, boards, and commissions, § 51.

SEC. 85.9. ANNUAL REPORTS.

The Commission shall make available to the Board of Supervisors its findings and recommendations and submit, at least once each calendar year, a report of its activities.

SEC. 85.10. STAFF ASSISTANCE.

The Chief Administrative Officer shall appoint the administrative and clerical staff of the Commission, subject to the concurrence of the Commission.

(Amended by Ord. No. 4840 (N.S.), effective 3-3-79; amended by Ord. No. 5476 (N.S.), effective 5-3-79; amended by Ord. No. 7308 (N.S.), effective 7-2-87)

Cross reference(s) -- Chief administrative officer, § 120 et seq.

SEC. 85.11. ORDINANCE CHANGES.

Any proposed change in the provisions of this Article IV of the Administrative Code shall be submitted to the Commission for review and comment prior to said proposed change being considered by the Board of Supervisors.

(Added by Ord. No. 4907 (N.S.), effective 6-16-77)

ARTICLE L THE TREASURER-TAX COLLECTOR ELIGIBILITY AND EDUCATIONAL REQUIREMENTS*

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*Editor's note -- A new Article L, Sections 831--831.11, titled San Diego County Transborder Affairs Advisory Board, added by Ord. No. 7465 (N.S.), effective 5-19-88; article repealed by Ord. No. 8447 (N.S.), effective 9-15-94. New Article L, The Treasurer-Tax Collector Eligibility and Educational Requirements, §§ 840, 841, added by Ord. No. 8844 (N.S.), effective 11-4-97.

Cross reference(s) -- Definitions, § 20 et seq.; general rules, § 50 et seq.; chief administrative officer, § 120 et seq.; powers and duties of officers, boards, and commissions, § 51; appointment and removal, § 52.

SEC. 840. ELIGIBILITY REQUIREMENTS FOR TREASURER-TAX COLLECTOR.

(a) No person shall be eligible for election or appointment to the office of San Diego County Treasurer-Tax Collector unless that person meets at least one of the following criteria:

(1) The person served in a senior financial management position in a county, city, or other public agency dealing with similar financial responsibilities for a continuous period of not less than three years, including, but not limited to, treasurer, tax collector, auditor, auditor-controller, or the chief deputy or an assistant in those offices.

(2) The person possesses a valid baccalaureate, masters, or doctoral degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting, or a related field, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

(3) The person possesses a valid certificate issued by the California State Board of Accountancy pursuant to Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code, showing that person to be, and a permit authorizing that person to practice as, a certified public accountant.

(4) The person possesses a valid charter issued by the Institute of Chartered Financial Analysts showing the person to be designated a Chartered Financial Analyst, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

(5) The person possesses a valid certificate issued by the Treasurer Management Association showing the person to be designated a Certified Cash Manager, with a

minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

(b) This section shall only apply to any person duly elected or appointed as a county treasurer, county tax collector, or county treasurer-tax collector on or after January 1, 1998.

(Added by Ord. No. 8844 (N.S.), effective 11-4-97)

SEC. 841. EDUCATIONAL REQUIREMENTS FOR TREASURER TAX COLLECTOR.

Any person who is elected to the Office of San Diego County Treasurer-Tax Collector for a four-year term of office on or after July 1, 1997, shall complete a valid continuing course of study as prescribed in this section, and shall during the person's four-year term of office on or before June 30 of the fourth year, render to the State Controller a certification indicating that the person has successfully completed a continuing education program consisting of, at a minimum, 48 hours, or an equivalent amount of continuing education units within the discipline of treasury management or public finance or both, offered by a recognized state or national association, institute, or accredited college or university, that provides the requisite educational program prescribed in this section. The willful or negligent failure of any elected San Diego County Treasurer-Tax Collector to comply with the requirements of this section shall be deemed a violation of Government Code section 27000.8.

(Added by Ord. No. 8844 (N.S.), effective 11-4-97)

ARTICLE XXXIII COUNTY HEARING OFFICER*

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*Note -- A new Article added by Ord. No. 4222 (N.S.), effective 1-17-74.

Cross reference(s) -- Definitions, § 20 et seq.; general rules, § 50 et seq.; powers and duties of officers, boards, and commissions, § 51; appointment and removal, § 52.

SEC. 650. ESTABLISHMENT OF POSITION.

This article establishes the position of County Hearing Officer, pursuant to Government Code sections 27720 et seq. This article does not apply to hearing officers hired to hear appeals of administrative citations, pursuant to San Diego County Code sections 18.101 et seq., or appeals of recording of notices of violation, pursuant to San Diego County Code sections 18.301 et seq.

(Amended by Ord. No. 9889 (N.S.), effective 10-26-07; amended by Ord. No. 10211 (N.S.), effective 6-1-12)

SEC. 651. HEARING OFFICER'S AUTHORITY AND DUTIES.

When any provision of the County Code or County Department policy provides that an appeal from an administrative action by a County officer shall be assigned to a hearing officer appointed under this article, the hearing officer shall have the authority to conduct a hearing, issue subpoenas, receive evidence, administer oaths, rule on the admissibility of evidence and upon questions of law. The hearing officer's authority on a particular matter, however, may be limited by the applicable County Code provisions or department policy. The hearing officer shall render a written decision, including any findings or conclusions required for the decision and submit the decision to the Clerk of the Board of Supervisors.

(Amended by Ord. No. 9889 (N.S.), effective 10-26-07)

Cross reference(s) -- Powers and duties of officers, boards, and commissions, § 51.

SEC. 652. HEARING OFFICER QUALIFICATIONS.

In order to qualify for the position of hearing officer pursuant to this article, a person must be an attorney at law admitted to practice before the courts of the State of California for at least five years prior to the appointment.

(Amended by Ord. No. 9263 (N.S.), effective 11-23-00; amended by Ord. No. 9889 (N.S.), effective 10-26-07)

SEC. 653. APPOINTMENT OF HEARING OFFICERS.

An applicant for appointment to the position of hearing officer shall submit proof of qualification under section 652. Each member of the Board of Supervisors shall nominate two applicants for appointment to the pool of hearing officers. Hearing officers shall be appointed by an affirmative vote of a majority of the members of the Board of Supervisors, from the persons nominated.

(Amended by Ord. No. 6566 (N.S.), effective 5-12-83; amended by Ord. No. 9263 (N.S.), effective 11-23-00; amended by Ord. No. 9889 (N.S.), effective 10-26-07)

SEC. 654. COMPENSATION OF HEARING OFFICER -- EXPENSES.

A hearing officer shall receive compensation as provided in the County Compensation Ordinance in effect on the date of hearing over which the hearing officer presides, and may be reimbursed for actual and necessary expenses, not including stenographic expenses, when approved in advance by the Board of Supervisors or the Chief Administrative Officer.

(Amended by Ord. No. 9889 (N.S.), effective 10-26-07)

SEC. 655. TERM OF HEARING OFFICER.

A hearing officer appointed under this article shall serve a term which shall run concurrently with the term of the member of the Board of Supervisors who nominated the hearing officer. The term shall expire on the date the term of the member of the Board of Supervisors who nominated the hearing officer expires or at that time that Supervisor ceases to hold office, whichever first occurs. A hearing officer whose term has expired shall continue to discharge the duties as a hearing officer until a successor has been appointed. A hearing officer who is in the process of hearing a matter when the hearing officer's term expires, however, shall continue to discharge the duties as a hearing officer for that matter until the matter is completed. The reelection of a member of the Board of Supervisors for a succeeding term shall not automatically extend the term of any hearing officer.

(Amended by Ord. No. 6566 (N.S.), effective 5-12-83; amended by Ord. No. 9263 (N.S.), effective 11-23-00; amended by Ord. No. 9889 (N.S.), effective 10-26-07)

SEC. 656. REMOVAL OF HEARING OFFICER.

A hearing officer shall serve at the will and pleasure of the Board of Supervisors and may be removed at any time, without cause. Suspension or revocation of a hearing officer's license to practice law in the State of California shall automatically revoke a hearing officer's appointment to serve.

(Amended by Ord. No. 9889 (N.S.), effective 10-26-07)