

ORDINANCE NO. _____(N.S.)
**AN ORDINANCE AMENDING ARTICLE VIII OF THE SAN DIEGO COUNTY
ADMINISTRATIVE CODE, RELATING TO THE CHIEF ADMINISTRATIVE OFFICER**

The Board of Supervisors of the County of San Diego ordains as follows:

Section 1. Section 122 of the San Diego County Administrative Code is hereby amended to read as follows:

SEC. 122. CAO'S IMMEDIATE OFFICE.

a) There shall be in the Office of the Chief Administrative Officer the following positions:

- (1) Asst. CAO, who shall be the principal assistant to the CAO;
- (2) Director, Office of Ethics, Compliance and Labor Standards;
- (3) Director, Economic Development and Government Affairs;
- (4) Director, Office of Equity and Racial Justice;
- (5) Chief Evaluation Officer, Office of Evaluation, Performance and Analytics;
- (6) CAO Chief of Staff;
- (7) CAO Project Manager;
- (8) CAO Policy Director;
- (9) Chief Binational Affairs Officer;
- (10) Chief Financial Officer; and
- (11) Chief People Officer

These positions shall be in the Unclassified Service and shall be filled by appointment by the CAO in accordance with the County Charter, County ordinances, and of the rules and policies established thereunder.

Section 2. Section 122.1 of the San Diego County Administrative Code is hereby amended to read as follows:

SEC. 122.1. APPOINTMENT AND EMPLOYMENT OF PERSONNEL.

The CAO shall appoint and employ such personnel as may be necessary to carry out the duties of the Office of Chief Administrative Officer. The authority of the CAO to appoint and employ personnel may be exercised by the Asst. CAO, Deputy Chief Administrative Officers, and the Deputy Chief Administrative Officer/Director of the Health and Human Services Agency with respect to the personnel allocated to each official or that official's Office or Group. All appointments and employments made pursuant to this section shall be in accordance with the provisions of the County Charter, Civil Service Rules, County ordinances and of the rules and policies established thereunder.

Section 3. Section 125 of the San Diego County Administrative Code is hereby amended to read as follows:

SEC. 125. CAO STAFF OFFICES.

(a) There shall be in the Office of the Chief Administrative Officer the following Staff Offices:

- (1) Office of Economic Development and Government Affairs
- (2) Office of Ethics, Compliance and Labor Standards;
- (3) Office of Equity and Racial Justice;
- (4) Office of Evaluation, Performance, and Analytics.

The CAO shall exercise general supervision of said staff offices.

(b) The CAO shall be the appointing authority of the Directors of the Office of Economic Development and Government Affairs, the Office of Ethics, Compliance and Labor Standards, Office of Equity and Racial Justice, and Office of Evaluation, Performance, and Analytics, each of whom shall be in the Unclassified Service of the County. Such appointments shall be in accordance with the County Charter, County ordinances, and of the rules and policies established there under.

Section 4. Section 125.1 of the San Diego County Administrative Code is hereby amended to read as follows:

SEC. 125.1. FUNCTIONS OF THE OFFICE OF ECONOMIC DEVELOPMENT AND GOVERNMENT AFFAIRS

The Office of Economic Development and Government Affairs, under the direction of its Director, shall oversee on behalf of the CAO, the County's legislative advocacy; manage the Legislative Program of the Board; monitor and evaluate federal and state legislation and policies impacting the County; manage the activities of the County representatives in Washington, DC and Sacramento; facilitate, recommend, implement and communicate legislative policy positions; serve as a liaison with offices of federal and state elected officials and stakeholders on legislative matters; create and implement a vibrant economic development strategy; coordinate regional opportunities in arts and culture; administer County grant programs; update and implement the County's Strategic Plan and governance documents; and be responsible to perform such other duties as the CAO may from time to time assign.

Section 5. Section 125.2 of the San Diego County Administrative Code is hereby amended to read as follows:

SEC. 125.2. FUNCTIONS OF THE OFFICE OF ETHICS, COMPLIANCE AND LABOR STANDARDS.

The Office of Ethics, Compliance and Labor Standards, under the direction of its Director, shall be responsible for managing the ethics, compliance, and labor standards and enforcement programs for the County. The ethics and compliance program will be a division within the Office of Ethics, Compliance and Labor Standards, titled the Office of Ethics and Compliance, with an emphasis on program oversight, education, training, monitoring, reporting and corrective action; responsibilities include facilitation and support to assure compliance with applicable federal and state laws, rules, regulations, ethical standards, statutes and County-specific policies and procedures, and the identification of alleged non-compliance for corrective action purposes. This includes receiving and investigating complaints alleging improper government activity including, but not limited to: abuse of authority, gross mismanagement, significant waste of County

funds, improper billings, conflicts of interest, patient and client privacy, patient and client safety, alleged violations of federal and state funding requirements and potential danger to public safety or health; and, shall be responsible for receiving and investigating complaints of discrimination and harassment on the basis of characteristics protected by State or Federal anti-discrimination laws, County Charter or County ordinances and policies and shall make appropriate recommendations, establish written procedures to address such complaints; and, perform other duties as assigned by the CAO. The labor standards and enforcement program will be a division within the Office of Ethics, Compliance and Labor Standards, titled the Office of Labor Standards and Enforcement, and will emphasize education and outreach for non-County employee workers and employers in matters related to workers issues; encourage compliance with labor standards and regulations including receiving and investigating complaints of non-compliance and enforcement of standards and regulations; and, data-driven research and analysis to provide recommendations for advancing fair and safe workplaces. The Director shall be authorized to enforce applicable labor standards, policies, regulations, ordinances, and laws impacting non-County employee workers and employers to the extent permitted by state and federal law.

Section 6. Section 125.25 of the San Diego County Administrative Code is hereby amended to read as follows:

SEC. 125.25. WORKPLACE JUSTICE FUND.

The Workplace Justice Fund is established and shall be administered by the Office of Labor Standards and Enforcement. Disbursements will be made in compliance with Office of Labor Standards and Enforcement Workplace Justice Fund policy. Applicable Wage Judgments must be assigned to the County of San Diego for collections.

Section 7. Section 125.4 of the San Diego County Administrative Code is hereby amended to read as follows:

SEC. 125.4. FUNCTIONS OF THE OFFICE OF EVALUATION, PERFORMANCE, AND ANALYTICS

The Office of Evaluation, Performance, and Analytics, under the direction of the Chief Evaluation Officer, shall provide leadership, coordination, and capacity building to oversee the County's efforts around evidence-based policymaking, program evaluation, data governance, and metrics; create, implement and oversee an Annual Strategic Research Plan to align research and data analyses to the County's strategic planning process; budget and supervise a team that evaluates programs across the entire County enterprise, develops performance metrics for the County's programs and strategic goals, and operationalizes advanced data analytics methods to support County operations and decision-making. These functions shall enable the Board of Supervisors and County leadership to make evidence-based policy decisions that are most in line with the County's priorities; and perform other duties as assigned by the CAO.

ATTACHMENT AT

Section 8. This ordinance shall take effect and be in force thirty days after its passage, and before the expiration of fifteen days after its passage, a summary hereof shall be published once with the names of the members of this Board voting for and against it in a newspaper of general circulation published in the County of San Diego.

APPROVED AS TO FORM AND LEGALITY

CLAUDIA G. SILVA

COUNTY COUNSEL

By: Walter J. de Lorrell III, Chief Deputy County Counsel