

**AN ORDINANCE AMENDING  
THE ADMINISTRATIVE CODE**

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

**Section 1.** Section 122 of the 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, Office of Strategy and Intergovernmental Affairs;
  - (4) Director, Office of Equity and Racial Justice;
  - (5) Chief Evaluation Officer;
  - (6) CAO Chief of Staff; and
  - (7) CAO Project Manager.

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 125 of the 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 Strategy and Intergovernmental 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 Strategy and Intergovernmental 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 3.** Section 125.2 of the 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 on the basis of race, color, religion, national origin, sex, sexual orientation or other prohibited discriminatory acts under federal or state law, 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 4.** Section 125.4 of the Administrative Code is hereby added to read as follows:

**SEC. 125.4. FUNCTIONS OF THE CHIEF EVALUATION OFFICER.**

The Chief Evaluation Officer, under the direction of the CAO, shall create, implement and oversee an Annual Strategic Research Plan, budget and supervise a research team that evaluates programs across the entire County enterprise that 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.

**Section 5.** Subsection (a) of Section 494 of the Administrative Code is hereby amended to read as follows:

**SEC. 494. JOB-REQUIRED LICENSES.**

(a) The County shall reimburse any permanent employee in eligible classes who works at least eighty (80) hours per biweekly pay period, for the cost of renewing any license or certificate the employee is required to possess as a condition of employment by the County, which the employee is required to renew. This reimbursement shall not cover any costs to the employee of becoming eligible for, or initially obtaining, such license. Reimbursement shall also not apply to any license necessary for the legal operation of vehicles or mechanical equipment.

Eligible Classes: Classes designated AE, AM, AS, CL, CR, CM, DA, DI, DM, DS, FS, HS, MA, MM, PR, PS, RN, SS and SW

Eligible EM Classes:

000376 Chief Medical Officer

000922 Deputy Public Health Officer

002221 Public Health Officer

002267 Director, Agency Operations

Eligible UM Class:

000304 EMS Medical Director

000377 Chief Dental Officer

004128 Public Health Medical Officer

**Section 6.** Section 496 of the Administrative Code is hereby amended to read as follows:

**SEC. 496. AUTOMOBILE ALLOWANCE.**

Each of the Elected Officials and Executive Management Staff ("EMS") hereinafter designated, as such designation may be hereafter modified from time to time, are entitled to be paid a monthly allowance as hereinafter set forth for the use of a non-County- owned vehicle in the performance of their duties subject to the following conditions:

(a) The Elected Official or EMS possesses a valid California driver's license appropriate to the class of vehicle being operated.

(b) Each such Elected Official or EMS shall at his or her own expense for the period covered by such allowance provide insurance protecting such Elected Official or EMS in the use of such vehicle against liability for bodily injury and property

damage in not less than the following amounts: bodily injury, each person, \$100,000; each accident \$300,000; property damage \$25,000.

(c) In accordance with Board of Supervisors Policy H-10, Elected Officials and EMS may be provided a County-owned vehicle in lieu of the authorized automobile allowance if justified by their duties. Such request must be approved by the Chief Administrative Officer.

(d) Elected Officials and EMS who receive an automobile allowance shall not be entitled to be reimbursed for public transit within the County.

(e) Elected Officials or EMS covered by Board of Supervisors Policy H-10 shall not drive (except for a County-owned vehicle provided to the Elected Official or EMS in lieu of an automobile allowance) nor be transported in a County-owned vehicle, except on the rare occasion when such transport is unavoidable or would otherwise be extremely impracticable to avoid and in any event should not occur more than three times in any calendar month.

(f) Elected Officials and EMS who receive an automobile allowance or who have been provided a County-owned vehicle in lieu of an automobile allowance shall not be transported in a private vehicle owned by County staff while on County business except on the rare occasion when such transport is unavoidable or would otherwise be extremely impracticable to avoid and in any event should not occur more than three times in any calendar month.

(g) Elected Officials and EMS who receive an automobile allowance or who have been provided a County-owned vehicle in lieu of an automobile allowance shall not be entitled to mileage reimbursement for miles driven within the limits of San Diego County.

The following table of rates of automobile allowances is established for Elected Officials and EMS who are authorized to receive such allowances and who satisfy the conditions above. Such persons shall be paid that monthly amount set forth in the allowance rate appearing after the title of that Elected Official or EMS:

Rate Allowance	Monthly Allowance
A	\$1,000
B	750
C	675
D	600

and the following County officers be paid a monthly allowance at the rate herein specified:

<b>Elected Official</b>	<b>Rate Allowance</b>
Member, Board of Supervisors:	
First District	A
Second District	A
Third District	A
Fourth District	A
Fifth District	A
Assessor/Recorder/County Clerk	A
District Attorney	A
Sheriff	A
Treasurer-Tax Collector	A
<b>Executive Management Staff</b>	
Chief Administrative Officer	A
Assistant Chief Administrative Officer	B
Chief Information Officer	C
County Counsel	C
Deputy Chief Administrative Officer	C

<b>Executive Management Staff</b>	<b>Rate Allowance</b>
Deputy Chief Administrative Officer/Chief Financial Officer	C
Deputy Chief Administrative Officer/ Director, Health and Human Services Agency	C
Director, Human Resources	C
Agricultural Commissioner/Sealer of Weights and Measures	D
Air Pollution Control Officer	D
Auditor & Controller	D
Chief Evaluation Officer	D
Chief Medical Examiner	D
Chief Operations Officer, HHSA	D
Clerk of the Board of Supervisors	D
Director, Animal Services	D
Director, County Library	D
Director, Child Support Services	D
Director, County Communications Office	D
Director, Department of Public Works	D
Director, Environmental Health and Quality	D
Director, General Services	D
Director, Housing and Community Development Services	D
Director, Office of Emergency Services	D
Director, Office of Equity and Racial Justice	D
Director, Office of Ethics, Compliance and Labor Standards	D
Director, Office of Strategy and Intergovernmental Affairs	D
Director, Parks and Recreation	D
Director, Planning and Development Services	D
Director, Purchasing and Contracting	D
Director, Regional Operations	D
Executive Officer, Citizens Law Enforcement Review Board	D
Executive Officer, Civil Service Commission	D
Public Defender	D
Registrar of Voters	D
Retirement, Chief Executive Officer	D
Director, Child Welfare Services	D

**Section 7.** Amendments to this code shall take effect October 14, 2021. Within fifteen days after the date of adoption of this ordinance, a summary shall be published once with the name of those members voting for and against the same in the newspaper of general circulation published in the County of San Diego.

APPROVED AS TO FORM AND LEGALITY  
COUNTY COUNSEL

BY: Smitha R. Arons, Senior Deputy County Counsel