

YOLO COUNTY DEPARTMENT OF EMPLOYMENT AND SOCIAL SERVICES



County of Yolo

OFFICE OF THE COUNTY ADMINISTRATOR

Mindi Nunes
DIRECTOR OF ADMINISTRATIVE SERVICES

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May 23, 2011

Honorable David W. Reed
Yolo County Superior Court
725 Court Street, Department 6
Woodland, CA 95695

Dear Judge Reed:

In response to the Grand Jury report of March 29, 2011, we respectfully submit our responses on behalf of General Services and Human Resources. Both departments have been consolidated into the Division of Administrative Services, a branch of the Office of the County Administrator.

Finding F3

We disagree in part with this finding. Human Resources ensures that the management of each department receives updates on new policies and policy changes. It is then the responsibility of the department to ensure their employees are made aware of the policy. County departments have generally fulfilled their responsibilities to communicate new policies to their employees, however, we do acknowledge there are areas for improvement with respect to the communication of new policies to employees. In addition, it is sometimes the case that individual employees do not pay attention to County communications regarding changes to policies.

Finding F4

We agree with this finding.

Finding F5

We agree with this finding.

Recommendation R1

Human Resources will create a system which will require department heads to verify they have kept employees up to date on policy and procedure changes. Additionally, Human Resources has developed a schedule of on-site office hours so that employees have access to human resource policies and procedures at their work location.

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Recommendation R2

Human Resources has implemented a process which notifies General Services management staff of evaluations due and will follow-up to ensure timely completion.

Recommendation R3

The County has researched automated payroll systems which would require electronic tracking of employee attendance. As soon as funds are available to purchase and implement this system, we will do so.

Sincerely,

Mindi Nunes
Director of Administrative Services

C: Kathleen Jean Stock, Grand Jury Foreperson