



2020 COUNTY HIRING FREEZE GUIDELINES

5/8/2020

BACKGROUND

On March 19, 2020, in response to a growing COVID-19 pandemic, Governor Newsom issued Executive Order N-33-20, ordering all California residents to stay at home, except as needed to maintain the continuity of operations in infrastructure sectors critical to protect the health and well-being of all Californians. The California Legislative Analyst's Office forecasts that the abrupt reduction in consumer spending associated with the closure of businesses and the "stay-at-home" order, coupled with the stock market decline and rising unemployment, will result in significantly lower sales and capital gains tax revenue than assumed in the Governor's proposed January budget. The California Department of Finance expects the economic impact of the pandemic on State revenue to be immediate, affecting fiscal years 2019/20 and 2020/21, and possibly continuing into future years depending on the pace of recovery.

In anticipation of reduced State and local sales and property tax revenue to support key County services, on May 5, 2020, the County Board of Supervisors approved a hiring freeze of existing vacant positions and future vacancies, effective May 8, 2020, directed the County Administrative Officer (CAO) to develop hiring freeze guidelines, and authorized the CAO to approve exemptions on a case-by-case basis.

PURPOSE

The purpose of the hiring freeze guidelines is to provide County Departments specific direction regarding communication protocol between departments, the County Administrative Office, and Human Resources & Development (HRD); current recruitments; transfers; flexible and other promotions; the use of Extra Help employees; and the process for requesting exemptions for the duration of the hiring freeze.

GUIDELINES

1. Effective Date

A hiring freeze of existing vacant positions and future vacancies is effective on May 8, 2020, per the adoption of Board Resolution 2020-0227 on May 5, 2020. Employment offers made before 5:00 p.m. on May 8, 2020 will be honored.

On Monday, May 12, 2020, departments will provide the offices of CAO and HRD with the status of all vacancies, Extra Help staff, and pending employment offers.

2. Recruitments

Upon the effective date of the hiring freeze, all new recruitment activities will be suspended unless exempted from the hiring freeze as outlined in Section 6. HRD will process any open recruitments through the establishment of the employment list. However, certifications from the employment list will only occur if a position has been exempted from the hiring freeze through the process outlined in Section 6. For the duration of the hiring freeze, all other recruitment activities may only occur for positions determined to be exempt through the process outlined in Section 6. Departments that conduct their own recruitments and hiring processes independently of HRD are expected to abide by the hiring freeze guidelines.

3. Transfers

Transfers from subvented positions to vacant exempted general fund positions will be permitted.

4. Promotions

All promotions, including internal Countywide and within a flexibly allocated classification, are permitted during the hiring freeze.

5. Extra Help

New Extra Help employees may not be hired to fill vacant positions. As of May 8, 2020, currently employed Extra Help employees may work the remainder of their permitted hours before June 30, 2020. Beginning July 1, 2020, Extra Help staff may not be hired unless as exempted below; seasonal and COVID-related Extra Help employees



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are exempted from this hiring freeze. If not exempted explicitly below, other exemptions for hiring Extra Help staff may be obtained through the exemption request process outlined in Section 6.

6. Exemptions

For the duration of the hiring freeze, it is understood that mission-critical operations require continued staffing to serve the public effectively. As such, the positions listed in the table below are exempted from this hiring freeze policy. Only those positions listed below may be recruited during the effective period of this policy without CAO approval. The CAO may approve other requested exemptions to the hiring freeze on a case-by-case basis. All administration, accounting, training, human resources, and support positions are not exempted from this policy.

Requests for additional exemptions may be made utilizing a Hiring Freeze Exemption Form (Exhibit A), which identifies position numbers, criteria for exemption, and funding sources. Criteria for exemptions include, but are not limited to grant-funded or mission-critical positions. Departments requesting exemption for multiple positions utilizing the same exemption criteria are encouraged to submit one form that lists multiple position numbers.

Exemption requests are to be submitted simultaneously to Anita Spaulding of HRD for review and the department CAO Analyst for approval. CAO staff will consult with HRD regarding requests within one week of receipt. Decisions will be provided by CAO staff to the requesting department and HRD in writing within two weeks of receipt. Questions regarding the hiring freeze may be directed to department CAO Analysts.

Department	Exemptions
Agricultural Commissioner	State-mandate-related positions only
Assessor/Clerk-Recorder	No exemptions
Auditor-Controller/Treasurer-Tax Collector	No exemptions
Board of Supervisors	No exemptions
Child Support Services	No exemptions
Cooperative Extension	No exemptions
County Administrative Office	No exemptions
County Counsel	CWS-related positions only
District Attorney	Attorneys and grant-funded positions only
County Fire	Safety personnel, dispatchers, investigators, and inspectors only
General Services Agency	No exemptions
Health & Human Services Agency	Mandated functions and positions directly related to case management; public health and clinics; WIC; Child Welfare Services; Adult Protective Services; Public Guardian; Environmental Health inspections; and IHSS Provider Registry are exempt
Human Resources & Development	No exemptions
Information & Communications Technology	No exemptions
Library	No exemptions
Probation	Safety personnel only
Public Defender	Attorneys only
Resource Management Agency	Transportation and roads positions only
Registrar of Voters	Extra Help Poll Workers only
Sheriff-Coroner	Safety personnel, dispatchers, and investigators only. Detention positions are not exempt.
Solid Waste	Refuse site workers exempt
TCAG, LAFCo, WIB, Grand Jury, Law Library, Retirement	All positions exempt



COUNTY HIRING FREEZE EXEMPTION FORM

Rev. 5/8/2020

1. Request Date: _____

2. Department Name: _____

3. Position(s) Requested for Exemption:

Position #	Position Class Title	Position Cost	Funding Source (Federal, State, General Fund, Other)	Funding %
Ex: 00000	Sample Worker III	\$66,224	State Grant General Fund (001-XXX-XXXX-XXXX)	90% 10%

4. Criteria for exemption(s): *(i.e. grant-funded, critical to department mission, etc.)*

5. What alternatives to filling the position have been considered?

6. Possible consequence if exemption(s) not granted:

Agency Director or Department Head Signature: _____

I certify that the above requested action has been evaluated and that the needs described above cannot be met in any other manner than by obtaining this exemption.

CAO Action: Approved Denied CAO Initials: _____ Date: _____

Position #(s) Approved:

cc: Requesting Department
 Anita Spaulding, Human Resources & Development