

SECTION 103: DELEGATION OF AUTHORITY

103.1 PURPOSE: Proper organization and delegation of authority are essential to effective personnel administration and management. These policies assign the role for which each segment of County government is accountable and are designed to create a sound, functional personnel program.

103.2 SCOPE: The responsibilities designated herein are not exhaustive of those required of each position. Responsibilities may be added through Board action, legislation, or by the terms of a collective bargaining agreement. This policy applies directly to those positions specifically delineated, but it applies to all County employees to the extent that the responsibilities herein affect their responsibilities or state of employment. Whenever the provisions of this policy are in conflict with federal or state laws or regulations, or with a current collective bargaining agreement between the County and a certified bargaining unit, the provisions of the collective bargaining agreement and/or the laws or regulations shall prevail.

103.3 BOARD OF SUPERVISORS: The Board of Supervisors shall have the responsibility and authority to:

- A. Review the *Black Hawk County Employee Handbook's* personnel policies and amendments developed by the Human Resources Department, conduct hearings thereon, and approve or reject said policies.
- B. Make any investigation that it considers desirable concerning personnel administration in the County's service.
- C. Appoint department directors and approve the appointment of other personnel to positions in the County's service.
- D. Review and approve, reject, or modify the recommendations of the Human Resources Department regarding the classification and compensation plans of the County.
- E. Approve work rules established for the efficient operation of the County's workforce.
- F. Assign additional duties to the Human Resources Department as it deems necessary.

103.4 HUMAN RESOURCES DEPARTMENT: The Human Resources Department, under the authority of the Board of Supervisors, shall have the responsibility and authority to:

- A. Develop and administer the personnel policies adopted by the Board of Supervisors.

- B. Establish and maintain a roster of all employees of the County, which shall include the class title, pay, status, and other pertinent data.
- C. Appoint employees to the Human Resources Department and other special assistants as are deemed necessary to effectively implement the provisions of the personnel program of Black Hawk County, subject to approval of the Board of Supervisors.
- D. Foster and develop, in cooperation with appointing authorities and others, programs for the improvement of employee effectiveness. Potential programs encompass employee training, counseling, and well-being.
- E. Investigate the operation and effect of personnel policies and report findings and recommendations to the Board of Supervisors.
- F. Make an annual report regarding the work of the Human Resources Department and such special reports as deemed necessary.
- G. Develop, modify, and administer the County's classification and compensation plans, subject to approval of the Board of Supervisors and the provisions of the collective bargaining agreements.
- H. Develop and administer the County's recruitment and selection program.
- I. Act as chief spokesperson in collective bargaining unless the Board of Supervisors designates otherwise.
- J. Participate in grievance meetings at the appropriate step.
- K. Ensure uniformity in the application of discipline and the processing of grievances.
- L. Inform Department Heads of personnel policies affecting the operation of their respective departments.
- M. Prepare and adopt any forms, reports, and/or procedures necessary to carry out the County's Personnel Program.
- N. Administer the County's Health and Safety Program.
- O. Ensure compliance with Affirmative Action and Equal Employment Opportunity policies, as well as other applicable employment laws.
- P. Provide guidance and assistance to employees, supervisors, Department Heads, and the Board of Supervisors to ensure proper procedures are followed

in personnel administration.

103.5 DEPARTMENT HEADS: Department Heads, under the authority of the Board of Supervisors, shall have the responsibility and authority to:

- A. Enforce the personnel policies contained in the *Black Hawk County Employee Handbook* in their respective departments.
- B. Adopt additional rules and regulations governing the conduct of employees in their departments, consistent with the merit principles cited in Section 102.4 "Objectives and Scope" of this handbook.
- C. Inform employees in their respective departments of current policies.
- D. Conduct grievance meetings at the appropriate step.
- E. Appoint employees to positions within their respective departments, subject to the approval of the Board of Supervisors.
- F. In cooperation with the Human Resources Department, develop orientation and training programs for employees within their respective departments.
- G. Administer discipline within their departments and delegate such authority to supervisory personnel as deemed necessary.
- H. Inform the Human Resources Department of personnel actions being considered or being implemented in their respective departments to ensure proper procedure is followed for all personnel actions.

103.6 SUPERVISORY PERSONNEL: To the extent that superiors delegate authority to them, supervisors shall have the responsibility and authority to:

- A. Interview and select applicants for positions under their supervision.
- B. Implement personnel policies in the units under their supervision.
- C. Administer discipline to employees under their supervision.
- D. Conduct first-step grievance meetings.
- E. Inform their department head of personnel actions being considered or being implemented under their supervision to ensure proper procedure is followed for all personnel actions.