

COUNTY ADMINISTRATOR'S OFFICE

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August 12, 2015

Honorable E. Bradley Nelson
Presiding Judge of the Superior Court
County of Solano
600 Union Avenue
Fairfield, CA 95433

The Honorable Judge Nelson,

RE: Response to Grand Jury Report on June 25, 2015: Procedures for Hiring Solano County Employees

Pursuant to Penal Code sections 933(c) and 933.05, the Solano County Administrator responds to all Findings and all Recommendation contained in the 2014/2015 Grand Jury Report of June 25, 2015, 2015 regarding the Procedures for Hiring Solano County Employees.

Finding 1

As a result of the economic downturn, there was a reduction in staffing in the Human Resources Department. Requests have been made to fill three vacant positions with only one filled.

Response to Finding 1

County Administrator: I agree with this finding as of June 25, 2015 regarding Human Resource Analyst positions.

Recommendation 1

The Human Resources Department immediately fills the two vacant positions in HR to bring the department to full complement to expedite the hiring process.

Response to Recommendation 2

County Administrator: The recommendation has been implemented. It should be noted that all Human Resource Analyst positions have been filled with one in October 2014 and the other January 2015.

Finding 2

Some of the Solano County leadership other than the Human Resources Department does not have an accurate understanding of the hiring process.

Response to Finding 2

County Administrator: I agree with this finding. Not all managers have the same familiarity with the requirements for recruitments or the civil service process.

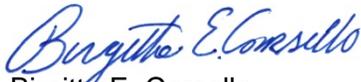
Recommendation 2

Human Resources leadership should be more engaged in educating their peers about the complexities involved in the hiring process. The education will help stem some of the negative perceptions as to how HR performs its duties.

Response to Recommendation 2

County Administrator: The recommendation has been implemented. Under my direction, County department heads are encouraged to meet regularly with the Human Resources Director (or Assistant Human Resource Director) to discuss staffing needs including recruitments, existing and anticipated vacancies. Additionally, Human Resource Department Analysts work with County hiring managers to educate them on the "best practices" when it comes to recruitment and interviewing techniques.

Respectfully,



Birgitta E. Corsello
County Administrator, Solano County

cc: Clerk of the Board, Solano County Board of Supervisors
Marc A. Fox, Human Resources, Solano County
Dennis Bunting, County Counsel, Solano County
Grand Jury Office