

**FILED**

**JUN 12 2000**

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF TRINITY  
BY: DONNA MEGNAHILL, DEPUTY CLERK**

**TRINITY COUNTY GRAND JURY**

**1999-2000**

**FINANCE AND ADMINISTRATION COMMITTEE  
FINAL REPORT**

**TRINITY COUNTY HIRING PRACTICES**

**This report was approved  
On May 25, 2000**

**1999-2000 GRAND JURY  
FINANCE AND ADMINISTRATION COMMITTEE  
TRINITY COUNTY HIRING PRACTICES  
FINAL REPORT**

**PURPOSE:**

The Grand Jury is charged with reviewing County Government.

**BACKGROUND:**

As one of the largest employers in Trinity County, the Grand Jury believes that the County should have a comprehensive system of personnel policies and procedures in place and that personnel matters should be administered in a highly professional manner. Every attempt should be made to insure that the most qualified people are selected to fill County jobs and that good personnel practices are followed to make sure that the selection, hiring, performance, compensation, benefits, opportunities and recognition of employees are without bias, are equitable and in full compliance with applicable laws and developed policies

**METHODOLOGY:**

The Grand Jury formed a sub-committee of the Finance and Administration Committee, along with representatives from the other standing committees of the Grand Jury, to develop an outline of areas of County personnel practices that should be reviewed. A detailed listing of these areas has been developed and documented. Due to the complexity and the amount of time anticipated to be required to thoroughly review the elements listed, it was determined that the 1999/2000 sub-committee would confine itself to an initial review of the County hiring practices. The full listing of additional areas that should be reviewed will be forwarded to the 2000/2001 Grand Jury for subsequent review and action.

To conduct an investigation of the County's hiring practices, the Finance and Administration Committee interviewed the head of the County Personnel Department, the County Administrative Officer and the Director of Health and Human Services. In addition the committee interviewed the head of the personnel office at the County Hospital, the Trinity County Counsel and District Attorney. The committee also reviewed the various documents provided by some of the individuals interviewed.

**FINDING #1:**

It appears to the Grand Jury that adequate procedures are in place to protect against nepotism or other favoritism when hiring county employees. The Grand Jury found that during the selection process a team is formed that conducts interviews of qualified

applicants and generates recommendations for the selection of individuals to fill any given vacancy. It appears to the Grand Jury that in almost all cases no one individual within Trinity County government is able to hire anyone without the concurrence of at least two or more other persons.

**RECOMMENDATION #1:**

The Grand Jury commends the County for the steps it has taken to protect against favoritism in the hiring process. The Grand Jury encourages those in position of authority to continue to be vigilant and to make every effort to protect against nepotism and favoritism.

**FINDING #2:**

The County continually accepts applications and maintains a list of applicants. As vacancies or new positions arise the County looks to fill these positions either through current employees, existing applicants or by advertising the position in various media. These media include the County Web Page ([www.TrinityCounty.org](http://www.TrinityCounty.org)), The Trinity Journal, The TradeMark, and The Redding Record-Searchlight. The Personnel Department also maintains a list of public locations throughout Trinity County at which vacancy notices are posted. However this list does not seem up to date and complete. Current employees are given ample opportunity to advance up the ranks of county government

When new job openings occur, the county attempts to hire the best-qualified person available. In situations where the qualifications of two or more applicants are essentially equal, preference is given to Trinity County residents." The County also has a program that provides on the job training for people on welfare in various entry positions throughout County Government on a trial basis. Many of these trainees receive enough training and become qualified to gain full and permanent employment through the competitive selection process.

**RECOMMENDATION #2:**

The Grand Jury commends the County in its practice of encouraging current employees to advance up through the ranks. The Grand Jury also commends the County in its efforts to publicize job openings throughout Trinity County. However, the Grand Jury recommends that the Personnel Department contact individual members of the Board of Supervisors in order to generate a more complete list of locations throughout Trinity County where job notices should be placed.

The Grand Jury believes that the taxpayers are best served by County's policy of hiring the best-qualified person regardless of where they live. However, the Grand Jury encourages efforts to employ Trinity County residents whenever appropriate. The Grand Jury commends the County practice of hiring low skilled workers and giving them the training necessary to become more productive citizens.

**FINDING #3:**

It appears that background checks are currently done on job applicants, but there have been problems associated with obtaining criminal background information. A very specific set of conditions must be met before criminal background information on applicants may be legally obtained. A number of state and federal regulations, designed to protect individual rights and insure fair employment, are also in place and must be complied with. County Counsel is currently in the process of reviewing these requirements and is drafting a specific resolution for action by the Board of Supervisors that is intended to facilitate the obtaining of criminal background information on County job applicants.

**RECOMMENDATION # 3:**

The Grand Jury recommends that the necessary process for obtaining criminal background information be adopted and implemented. The Grand Jury also recommends that individuals within the County charged with the responsibility of administering personnel policies and carrying out personnel related duties receive ongoing training and support to insure that good hiring practices are followed and that all applicable laws and policies are understood and adhered to.

**30-DAY RESPONSE REQUESTED FROM:**

Trinity County Board of Supervisors; County Counsel; Head of County Personnel Department; County Administrative Officer; Trinity County Sheriff; Trinity County Hospital Administrator.



# TRINITY COUNTY

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AUG - 8 2000

SUPERIOR COURT  
JUDGE'S CHAMBERS

## OFFICE OF THE COUNTY ADMINISTRATOR

Administration — Human Resources — Risk Management

Grant Management — Information & Technology

P. O. Box 1613 Weaverville, CA 96093-1613

County Administrator Phone: (530) 623-1382

Human Resources Phone (530) 623-1325 FAX (530) 623-4222

JEANNIE NIX-TEMPLE, County Administrative Officer

To: Honorable John K. Letton, Presiding Judge of Superior Court

From: *Jeannie Nix-Temple*  
Jeannie Nix-Temple, County Administrative Officer

Date: August 7, 2000

RE: Grand Jury report on Trinity County hiring practices

In my role as County Administrative Officer, which includes management of the human resources for the county, I have been asked to respond to the above titled report from the 99/00 Grand Jury. My responses are as follows:

### Recommendation #1:

I appreciate the Grand Jury's recognition of our efforts to protect against favoritism in the hiring process. Trinity County recruited for over 100 jobs this past year. We received 779 applications for jobs. We are committed to continuing to be an equal opportunity employer.

### Recommendation #2

I appreciate the Grand Jury's recognition of our efforts to encourage current employees to advance, to hire the best-qualified applicants for the job, and to hire low-skilled workers to whom additional training is given. I have requested that the Board members provide additional ideas to me on recruitment efforts throughout Trinity County.

### Recommendation #3

Several months ago we added a release to the county application form which will allow us to check on an applicant's criminal background. Prior to that time, we had no mechanism in place to acquire criminal history. There are many jobs within the county that would be considered sensitive and would require a criminal background check.

I thank the Grand Jury for your ongoing investigation of these matters.

**Trinity Hospital**  
**A Service of Trinity County**

P.O. Box 1229  
Weaverville, California 96093

Telephone: 530.623.5541  
Fax: 530.623.6421

August 14, 2000

Hon. Judge John Letton  
Superior Court of California, County of Trinity  
P. O. Box 1258  
Weaverville, California 96093

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AUG 14 2000

SUPERIOR COURT  
JUDGE'S CHAMBERS

Dear Sir:

The purpose of this correspondence is to comply with California Penal Code Sections 933 and 933.05(f), that in pertinent part require written response to the findings and recommendations of the 1999-2000 Trinity County Grand Jury Report. This response is on behalf of the Trinity Hospital Administrator.

**GENERAL OVERVIEW**

The identified purpose of the Grand Jury was to perform an investigation regarding the County's hiring practices.

**FINDING #1**

I concur with the Grand Jury's findings.

**RECOMMENDATION #1**

Hospital human resource activities are, and will continue to be, practiced in compliance with federal, state and county regulations.

**FINDING #2**

I concur with the Grand Jury's findings.

**RECOMMENDATION #2**

The Hospital Human Resource department will implement whatever changes in procedures the County Human Resource Department directs.

**FINDING #3**

I concur with the Grand Jury's findings.

**RECOMMENDATION #3**

The Hospital Human Resource department will implement whatever changes in procedures the County Human Resource Department directs. The Hospital will continue to follow the guidelines for pre-employment checks required for acute care hospitals.



David L. Yarbrough  
Administrator



# **TRINITY COUNTY SHERIFF'S DEPARTMENT**

P.O. BOX 1228, WEAVERVILLE, CA 96093 Phone: (530) 623-2611

PAUL SCHMIDT, Sheriff  
CHARLES DOWNEN, Undersheriff

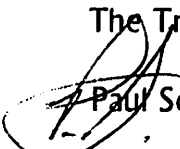
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AUG 14 2000

SUPERIOR COURT  
JUDGE'S CHAMBERS

August 11, 2000

TO: The Honorable John Letton  
The Trinity County Board of Supervisors

FROM:  Paul Schmidt, Sheriff

SUBJECT: Response to 1999-2000 Grand Report;  
Trinity County Hiring Practices

This letter is in response to the above titled Grand Jury report prepared by the Finance and Administration Committee. I have reviewed the Grand Jury's findings regarding hiring practices within Trinity County and agree with their recommendations.

Cc: Trinity County Grand Jury



# TRINITY COUNTY

## OFFICE OF THE COUNTY COUNSEL

Post Office Box 1428

Weaverville, California 96093

Phone: (530) 623-1382

FAX (530) 623-4222

DAVID R. HAMMER

County Counsel

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July 6, 2000

JUL 10 2000

The Honorable John K. Letton, Presiding Judge  
Superior Court

SUPERIOR COURT  
JUDGE'S CHAMBERS

Re: Response to 1999-2000 Grand Jury Finance and Administration Committee Report on Trinity  
County Hiring Practices

Dear Judge Letton:

The Grand Jury has requested a response from me as County Counsel. Pursuant to Penal Code Section 933.05, I respond as follows:

**Finding #1:** I agree.

**Recommendation #1:** The recommendation will be implemented by me, to the extent that I have input in the hiring practices of the County.

**Finding #2:** I do not have enough information to agree or disagree with this finding.

**Recommendation #2:** I have not authority to implement the recommendation.

**Finding #3:** I agree.

**Recommendation #3:** The recommendation is being implemented, and I will submit further written policy to be adopted by the Board of Supervisors no later than August 2000.

Very truly yours,

David R. Hammer

DRH/pt

Cc: Jeannie Nix-Temple, CAO  
Board of Supervisors





# TRINITY COUNTY

## OFFICE OF THE COUNTY ADMINISTRATOR

Administration — Human Resources — Risk Management

Grant Management — Information & Technology

P. O. Box 1613 Weaverville, CA 96093-1613

County Administrator Phone: (530) 623-1382

Human Resources Phone (530) 623-1325 FAX (530) 623-4222

JEANNIE NIX-TEMPLE, County Administrative Officer

October 13, 2000

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OCT 18 2000

SUPERIOR COURT  
JUDGES CHAMBERS

1999-00 Trinity County Grand Jury  
Finance & Administration Committee  
P. O. Box 2455  
Weaverville, CA 96093

Re: Trinity County Hiring Practices

Dear Finance & Administration Committee:

### *Recommendation # 1:*

*The Grand Jury commends the County for the steps it has taken to protect against favoritism in the hiring process. The Grand Jury encourages those in position of authority to continue to be vigilant and to make every effort to protect against nepotism and favoritism.*

### *Response:*

I appreciate the Grand Jury for commending the Personnel Department in our efforts to protect applicants and employees against nepotism and favoritism. We will continue to make every effort to ensure that nepotism and favoritism is not tolerated.

### *Recommendation #2:*

*The Grand Jury commends the County in its practice of encouraging current employees to advance up through the ranks. The Grand Jury also commends the County in its efforts to publicize job openings throughout Trinity County. However, the Grand Jury recommends that the Personnel Department contact individual members of the Board of Supervisors in order to generate a more complete list of locations throughout Trinity County where job notices should be placed.*

*The Grand Jury believes that the taxpayers are best served by County's policy of hiring the best-qualified person regardless of where they live. However, the Grand Jury encourages efforts to employ Trinity County residents whenever appropriate. The Grand Jury commends the County practice of hiring low skilled workers and giving them the training necessary to become more productive citizens.*

Response:

I welcome any observations or recommendations the 1999-00 Grand Jury may have. We have asked the Board members to assist us in distributing flyers in their district.

*Recommendation #3:*

*The Grand Jury recommends that the necessary process for obtaining criminal background information be adopted and implemented. The Grand Jury also recommends that individuals within the County charged with the responsibility of administering personnel policies and carrying out personnel related duties receive ongoing training and support to insure that good hiring practices are followed and that all applicable laws and policies are understood and adhered to.*

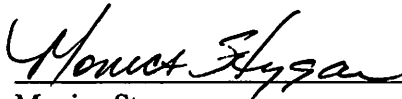
Response:

A release form has been added to the County application form, which will allow us to check on an applicant's criminal background. Not all positions in the county require a criminal background check and each position should be reviewed and identified to determine whether it should be subject to a criminal background check.

*Conclusion:*

We agree that an effective hiring process is necessary and thank the Grand Jury for their concerns and ongoing investigation.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Monica Stygar", is written over a horizontal line.

Monica Stygar  
Administrative Analyst



# TRINITY COUNTY

## BOARD OF SUPERVISORS

P.O. Drawer 1613 (530) 623-1217

WEAVERVILLE, CALIFORNIA 96093

*Dero B. Forslund, Clerk*

*Jeannie Nix-Temple, County Administrative Officer*

To: John K. Letton, Superior Court Judge

From: Board of Supervisors

Date: October 25, 2000

RE: 1999-2000 Grand Jury Finance and Administration Committee report on Trinity County Hiring Practices

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JUDGE'S CHAMBER

### Finding and Recommendation #1

The Board agrees and shares your appreciation of the good work in our Personnel Department.

### Finding and Recommendation #2

The Board agrees and will continue to encourage efforts to employ Trinity County residents whenever possible. Board members are assisting in posting county job openings throughout their supervisorial districts.

### Finding and Recommendation #3

The Board agrees. A release form has been added to our County application forms so that background checks can be done where appropriate. Continuing education and training for county employees is very important and is made available as required or requested.

DATE: November 9, 2000

APPROVED: Ralph Modine  
CHAIRMAN-Board of Supervisors