

CHAPTER 3

UNIFORM DEPARTMENTAL RESPONSIBILITIES

1.0 DEPARTMENT PERSONNEL ADMINISTRATION. Each Administrative Officer shall be responsible for the internal personnel administration and for the operation of the Merit System in their department, which shall include all matters pertaining to requests for certifications, appointments, promotions, demotions, reassignments, reclassifications, rehires, probations, separations, suspensions, tenure and reinstatements. Each Administrative Officer shall develop and implement procedures for carrying out the personnel policies of the department, to maintain records of all personnel actions, to administer a system of performance ratings, to notify the County Personnel Director as promptly as practicable regarding vacancies which may occur in the department, training of employees, and to perform such other duties as are prescribed by the Davis County Merit System Rules and Regulations and the Personnel Policies and Procedures.