COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

January 13, 2003

To: All Department Heads

From: Michael J. Henry
Director of Personnel

David E. Janssen
Chief Administrative Officer

Subject: **CREATION OF A JOINT HUMAN RESOURCES EXECUTIVE MANAGEMENT COMMITTEE**

This is to inform you that the Chief Administrative Office (CAO) and the Department of Human Resources (DHR) have established a joint Human Resources Management Committee to address critical departmental classification, compensation and employee relations issues requiring collaboration of the CAO, DHR, and line departments.

The creation of this Committee is consistent with Countywide Strategic Plan Goal 3 (Organizational Effectiveness) and is designed to provide a mechanism for departments to expedite the resolution of classification, compensation, and other organizational **issues deemed critical** to departmental operations. Issues that are regarded as critical include those that may result in serious impediment to the department's ability to fulfill its mission; cost reduction proposals that would result in significant financial savings to the department; or new State or Federal mandates that have short implementation deadlines.

The Committee is scheduled to meet on a monthly basis, or as needed, and will calendar agenda items based on the submissions from Department Heads. The co-chairs of the Committee will be executive level DHR and CAO managers and the focus will be on addressing and resolving multi-faceted issues, which require the close integration of line department, and DHR and CAO staff members.

The first scheduled meeting of this Committee will be on Wednesday, February 19, 2003 at 10 a.m. in Room 579 at the Hall of Administration. Subsequent meetings will be on the third Wednesday of each month. Departments may submit issues to the Director of Personnel two (2) weeks prior to the scheduled meeting. Each request will be reviewed by the CAO and DHR to determine if it is appropriate for the Committee or should be referred to the appropriate division for evaluation and resolution.

We believe the formation of this Committee will increase our ability to deliver more timely and effective human resources and central administrative staff services.

If you have questions or need additional information, please contact either us.

MJH:DEJ
AW:tm

c: Each Supervisor