COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

January 24, 2005

To: Dr. Thomas L. Garthwaite
Director and Chief Medical Officer
Department of Health Services

From: Michael J. Henry
Director of Personnel

Subject: **KING/DREW HUMAN RESOURCES FUNCTIONS**

As a result of the many Human Resources issues in the recent Navigant Consulting report, the Department of Human Resources (DHR) will assist the Department of Health Services (DHS) by directing the day-to-day responsibilities of your department's human resources functions at King/Drew Medical Center (KDMC), as specified below.

Effective January 19, 2005, the Director of Personnel and DHR management staff will be the on-site Director of human resources functions at KDMC, for the Chief Executive Officer, Navigant Consulting. All assigned human resources managers and staff (both DHR and DHS) will report to the Director of Personnel/Chief Deputy Director, Human Resources, under the authority of the Director of Health Services, as delegated to the Director of Personnel. This agreement supersedes any and all prior delegation of authority by the Director of Personnel to the Director of Health Services regarding human resources functions, solely as they relate to KDMC.

The KDMC human resources functions to be directed by DHR include:

- Performance Management
  - Evaluation Completion
  - Discipline and Grievances
- Disability/Workers Compensation
- Management Training/Organization Development
  - Technical Training Needs Assessment/Plan
  - Supervision/Performance Management Training

- Regulatory Compliance
  - Competency Documentation
- Employee Relations
- Recruitment, Orientation, and Retention
  - Temporary/Contract
  -
- Compliance Reporting
- Operations
  - Provide needs HR reports and data
  - Develop KDMC HR Policies and Procedures
- Classification
- Technology-HRIS TimeKeeping

Under this agreement, the Director of Personnel and DHR management staff will have the authority and responsibility to direct the operations of the respective KDMC human resources functions, managers and staff noted above, ensure KDMC human resources staff receive appropriate training, identify appropriate staffing levels, and provide recommendations to Navigant Consulting regarding specific appointments to fill vacancies in KDMC's human resources functions.

The goal is to strengthen the human resources operations within KDMC under DHR's leadership and to ultimately return full authority and responsibility for all human resources operations to management of DHS/Navigant Consulting.

DHR will bill for all services rendered under this agreement, pursuant to standard County billing parameters.

It is Understood and Agreed:

Dr. Thomas L. Garthwaite	Date	Navigant Consulting	2/2/05 Date

c: Each Supervisor
Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors
Navigant Consulting

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