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Governor, Gavin Newsom
Secretary Government Operations Agency, Yolanda Richardson
Director, Eraina Ortega

January 23, 2020

Tameka Usher, Director of Human Resources
County of El Dorado
330 Fair Lane, Building A
Placerville, California 95667

Re: Application for Conversion from Interagency Merit System (IMS) to Approved Local Merit System (ALMS); Assurances and Certification

Dear Ms. Usher,

Thank you for your application to establish and administer your own merit-based personnel system for your grant-in-aid departments. We have reviewed your application and accompanying documents submitted demonstrating your agency's compliance with the six federal merit-system principles. We are pleased to inform you that El Dorado County is approved to administer its own local merit system based on the information you submitted in support of your application.

As a condition of CalHR's approval of El Dorado County's administration of its own merit-based personnel system, the chief executive or head of El Dorado County must sign and return the attached certification. By executing the certification below and returning the original to CalHR, El Dorado County agrees that:

- 1) El Dorado County will comply with the six federal principles of the Intergovernmental Personnel Act of 1970 (42 U.S.C., Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of the OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- 2) El Dorado County is subject to audit by CalHR.
- 3) El Dorado County will maintain records of operations of its personnel management system and related human resources records in accordance with the county policy on Records Retention/Disposition Schedule passed and adopted by the County's Board of Supervisors on July 14, 2015.

Tameka Usher, Director of Human Resources
County of El Dorado
January 23, 2020
Page 2

Whenever any of the policies presented to and relied upon by CalHR in evaluating your operations are modified, please provide copies of new policies or procedures to CalHR and explain why the change will not affect your compliance with the six federal principles.

The effective date of the El Dorado County's conversion to an Approved Local Merit System (ALMS) county is March 1, 2020. This date coincides with El Dorado County's Merit System Services transition of program services from CPS HR to CalHR (effective March 1, 2020). El Dorado County will be fully responsible for any and all merit-based recruitments activities that occur subsequent to February 28, 2020. However, if you find that recruitments and related activities which are already in progress will not be completed by March 1, 2020, please discuss with Khanida Hunter of CPS HR, or contact me directly to discuss. We want to ensure a smooth transition for all involved.

Thank you again for your very thorough application and the materials submitted with your application. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,



Jacqueline Shepherd, Program Manager
Merit System Services Program
California Department of Human Resources

cc: Christina Peacock, MSS Program Manager, Cooperative Program Services

ASSURANCES AND CERTIFICATION

By signing this assurance and certification page, you certify that the County of El Dorado agrees to perform all actions and support all intentions listed above.

Agency Name

Program Name

Name and Title of Chief Executive or Agency Head

Signature

Date