



Human Resources  
*People & Culture*

Personnel Board Overview



# Personnel Board

- Members of the Personnel Board include: The Board of County Commissioners, the Jefferson County Sheriff, the Jefferson County Clerk and Recorder, the Jefferson County Assessor, the Jefferson County Treasurer/Public Trustee, the District Attorney of the First Judicial District, the Jefferson County Coroner, the Executive Director for Jefferson County Public Health, the Executive Director of the Jefferson County Public Library, and the County Manager. Members may authorize a designee to act on their behalf.
- Who is covered Except as otherwise provided in these Rules or by statute, the Rules are applicable to employees of the following agencies: a. The Board of County Commissioners b. The Jefferson County Sheriff c. The Jefferson County Clerk & Recorder d. The Jefferson County Treasurer/Public Trustee e. The Jefferson County Assessor f. The District Attorney of the First Judicial District g. Jefferson County Public Health h. The Jefferson County Coroner i. The Jefferson County Public Library
- Any Department/Division Director, County Manager, County Attorney or Board, may establish supplemental staff directives applicable to the employment unit or units so long as such directives do not conflict with the Rules. In the event of a conflict between these Rules and an Elected Official's or Appointed Official's internal policies governing their employees, the Elected Official's or Appointed Official's internal policies govern, so long as such policies do not exceed allocated budgets, supersede authority under the Board of County Commissioners, conflict with applicable laws and regulations or create conflicting procedures outside of centralized processes such as the classification system, salary administration, employment benefits, and leave programs. These directives shall be routed through the County Attorney's office for review along with any applicable county functions such as Human Resources, Finance, BIT, and Operations, and be posted such that they are accessible.
- The Personnel Board meets as part of the Elected Officials monthly meeting.

# Key Topics in the Personnel Rules

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- Compliance
- Classification of Jobs
- Work Schedules and Holidays
- Salary Administration
- Benefits
- PTO, Vacation, and Sick Leave
- Leave of Absence
- Employee Conduct
- Discipline, separation & Grievance Processes (employees who are not at-will)
- Changes to the rules and approvals required per the rules come before the Personnel Board for a resolution.





# Updated Business Processes

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- Ensure like pay for like work.
- Require recruitments for job openings and promotional opportunities.
- Review salary changes including one-time payments.
- Prohibit using pay history for prospective employees.
- Ensure job postings include hiring salary range.
- Continue to review updated opinions and changes in partnership with the County Attorney.



## Colorado's Equal Pay for Equal Work Act



# Questions

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*Please reach out if you would like a meeting with us to discuss any specific questions.*