

ORDINANCE 2007 - 01

**ORDINANCE TO ESTABLISH
HUMAN RESOURCES DEPARTMENT AND
HUMAN RESOURCES REVIEW BOARD**

WHEREAS, the County of LaPorte is an equal opportunity employer; and

WHEREAS, it is the intent of LaPorte County to apply with the applicable Federal and State laws and regulations; and

WHEREAS, it is necessary that LaPorte County create a Department of Human Resources to provide such expertise and knowledge to all office holders and department heads regarding employment activities; and

WHEREAS, a Human Resources Review Board should be created to oversee such department and to serve as a liaison between the various office holders, department heads, LaPorte County Council and the LaPorte County Commissioners.

NOW THEREFORE, be it ordained and established by LaPorte County Council that:

SECTION I: A LaPorte County Department of Human Resources is hereby established and the position of Human Resource Director is created.

SECTION II: The LaPorte County Department of Human Resources will have the following responsibilities:

1. Review and develop personnel policies as applied to all County personnel. Develop procedures and personnel forms and make recommendations for revisions, additions and deletions as deemed necessary concerning such policies and procedures.
2. Review and monitor job classification, compensation of County employees. Review any needs regarding the creation of new positions or requesting changes in job classifications or pay.
3. Maintain all employment files of all County employees, assist all office holders and department heads regarding disciplinary actions and to provide adequate records regarding vacations, time off and insurance needs of all County employees.
4. Prepare and submit an annual budget in the same manner as all other departments of the LaPorte County government regarding

the operations of the Human Resources Department and to employ any additional personnel as provided by the LaPorte County Council.

SECTION III:

The LaPorte County Human Resources Review Board is hereby established to monitor and assist the LaPorte County Human Resources Department.

1. Such Board will consist of three (3) LaPorte County Council Members selected by the LaPorte County Council to serve on an annual term to begin on the 1st of January of each year and continue until a successor is appointed by the LaPorte County Council.

2. Two (2) members of the LaPorte County Commissioners selected by the LaPorte County Commissioners to serve on an annual term beginning on the 1st of January of each year and continuing until a successor is appointed by the LaPorte County Board of Commissioners.

SECTION IV:

LaPorte County Human Resource Board will have the following responsibilities:

1. The LaPorte County Human Resources Director will serve as a liaison between the LaPorte County Council and the LaPorte County Board of Commissioners regarding an assistant in the development of any County personnel policies, and recommendation regarding the general supervision of LaPorte County employees.

2. Review all recommendations of the Human Resources Director concerning job classifications, salaries, personnel policies revisions and make recommendations to the LaPorte County Council or the LaPorte County Commissioners as the case may be.

3. Establish qualifications for the Human Resources Director subject to the approval of the LaPorte County Council and interview all applications for such position and make recommendations to the LaPorte County Council and the LaPorte County Board of Commissioners as the case may be.

SECTION V.

This ordinance shall be in full force and effect after its publication and adoption.

DATED this _____ day of _____, 2007.

LAPORTE COUNTY COUNCIL

ATTEST

LAPORTE COUNTY BOARD OF COMMISSIONERS

Barbara Houston

MRBO

William H. ...

ATTEST

Doreen M. ...