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TITLE II - ADMINISTRATION

DIVISION 4

COUNTY DEPARTMENTS AND OFFICES

Chapter 1

DEPARTMENT OF COUNTY ADMINISTRATIVE OFFICER
OF HUMBOLDT COUNTY

241-1. DEPARTMENT OF COUNTY ADMINISTRATIVE OFFICER.

There is hereby created a department of the County of Humboldt which shall be known and designated as the "County Administrative Office." (Ord. 701, § 1, 12/10/69; Ord. 2274, 05/21/2002)

241-2. COUNTY ADMINISTRATIVE OFFICER.

There is hereby created in and for the County of Humboldt a position to be known and designated as that of "County Administrative Officer." The Board of Supervisors, in governing the County of Humboldt, establishes the policies, procedures, rules, regulations and Code sections that are to be followed, and the County Administrative Officer is responsible for carrying out the decisions of the Board and seeing that policies and procedures are implemented and executed. (Ord. 701, § 2, 12/10/69)

241-3. APPOINTMENT AND TENURE.

The County Administrative Officer shall be appointed by and serve at the pleasure of the Board of Supervisors. (Ord. 701, § 3, 12/10/69)

241-4. QUALIFICATIONS.

In addition to other qualifications provided by law or Code section, the County Administrative Officer shall have demonstrated administrative ability evidenced by at least five (5) years of responsible administrative or executive experience requiring the planning and execution of work programs or administrative operations, the budgeting and control of expenditures, and the coordination of varied activities; at least two (2) of said five (5) years shall have involved responsibilities for reporting to or working with a legislative body or policy-making board. (Ord. 820, § 1, 1/11/72)

241-5. SALARY AND ALLOWANCES FOR DEPARTMENT.

The salary and benefits of the County Administrative Officer shall be determined by the Board of Supervisors. In order to implement the carrying out of duties, the County Administrative Officer shall have for the department such funds and personnel as are authorized by the Board of Supervisors. (Ord. 701, § 5, 12/10/69; Ord. 2274, 05/21/2002)

241-6. DUTIES.

Subject to the control and direction of the Board of Supervisors, the County Administrative Officer shall:

(a) Administration. Administer, enforce and carry out the policies, rules, regulations, orders and Code sections as implemented and directed by the Board of Supervisors relating to the administration of County departments, services, institutions or districts. (Ord. 2274, 05/21/2002)

(b) Supervision. Supervise the affairs of the County as charged by the Board of Supervisors and supervise all departments, services, institutions and districts of the County for whom or for which the Board of Supervisors is required to adopt an annual budget, except the County Counsel; and to have the right to report on or to discuss with the Board of Supervisors any matter concerning the affairs of the departments, services, institutions or districts under County Administrative Officer supervision. (Ord. 2274, 05/21/2002)

(c) Coordination. Coordinate the administration of all departments, services, institutions or districts under his or her supervision with the power and authority to transfer equipment, machinery, furnishings or supplies from one department, service or institution to another, and to make recommendations to the Board of Supervisors for the temporary transfer of such personnel between departments, services or institutions as are necessary to perform the functions and accomplish the work of the County with the greatest efficiency.

(d) County Budget. Supervise, in cooperation with the Auditor-Controller, the preparation of the County's annual budget. In this connection, review all departmental, services and institutional requests and make recommendations to the Board of Supervisors concerning decreases, increases and other changes in the preliminary and final budgets.

(e) Budget Control and Transfers. The County Administrative Officer, in cooperation with the Auditor-Controller, shall exercise continuous control over administration of the preliminary and final budget, and in connection, may establish policies and procedures for the transfer of funds and for the adoption of supplemental budgets. The County Administrative Officer, in cooperation with the Auditor-Controller and the respective department head, shall oversee departmental, services and institutional expenditures to assure that all expenditures are necessary and proper and that approved appropriations are not exceeded. (Ord. 2274, 05/21/2002)

(f) Personnel. Make recommendations concerning the County's personnel policies and practices that are intended to result in a more efficient personnel program. Review all requests for additional personnel and make recommendations concerning such requests to the Board of Supervisors. In connection with personnel matters, the County Administrative Officer may make such studies, surveys and recommendations, including comparative studies, surveys and recommendations, as necessary concerning the number, qualifications and compensation of employees in any of the various departments and offices. The County Administrative Officer shall also make such studies and surveys concerning personnel matters as requested to make by the Board of Supervisors. (Ord. 2274, 05/21/2002)

(g) Performance Evaluations. At the direction of the Board of Supervisors, the County Administrative Officer shall assist the Board in scheduling and evaluating appointed Department Head performance. The CAO shall confer with department heads as necessary to discuss any issues noted and to suggest remedial action.

(h) Recommendations Concerning Appointments and Dismissals. Upon direction from the Board, the County Administrative Officer shall recommend one or more qualified persons for appointment to any County office, department, service, institution or district when the Board of Supervisors is the appointing power, prior to the appointment being made. In the event that the County Administrative Officer, after investigation, is of the opinion that any appointee of the Board of Supervisors to a County office, department, service, institution or district is not properly carrying out his or her duties, the County Administrative Officer shall make recommendations to the Board of Supervisors regarding the continued employment status of said appointee including but not limited to reassignment, reduction, or discipline up to and including termination.

(i) Travel Requests. Approve all requests for out-of-state travel in accordance with the provision of Code Sections 254-1 to 254-13.

(j) Supervisors' Meetings. The County Administrative Officer, or a representative designee, shall attend all meetings of the Board of Supervisors, except when excused therefrom, and advise and make recommendations concerning matters falling within his or her jurisdiction.

(k) Legislative Recommendations. Make recommendations to the Board of Supervisors concerning the endorsement or opposition of any proposed local, State or Federal legislation for which the County Administrative Officer feels the County should take a position. The County Administrative Officer shall also recommend to the Board of Supervisors the adoption of new and revised ordinances, Code sections, orders and resolutions when it is believed that such action would be in the best interest of the County.

(l) Investigations, Studies and Surveys. Make such investigations, studies and surveys as ordered by the Board of Supervisors or as deemed necessary by the County Administrative Officer.

(m) Recommendations Concerning Efficiency and Coordination. Make recommendations to the Board of Supervisors that the County Administrative Officer believes will result in greater efficiency and economy in the administration of County affairs. Such recommendations shall include, but not be limited to, matters involving the coordination of all County offices, departments, institutions, services or districts.

(n) Contracts. Make such recommendations to the Board of Supervisors regarding the feasibility of entering into any contracts, agreements, arrangements or other legal relationships as the County Administrative Officer believes will result in the greatest benefit to the County.

(o) Office to be Available for Contacting Supervisors. Operate the County Administrative Office so that it will be available as a place for the public to contact members of the Board of Supervisors and leave messages for them.

(p) Other Duties. Perform such other duties as may be assigned from time to time by the Board of Supervisors. (Ord. 701, § 6, 12/10/69)

(q) Intergovernmental Affairs. The County Administrative Officer shall represent the Board of Supervisors in the County's intergovernmental relationships and activities in accordance with Board policies and directive.

241-7. NO AUTHORITY OR DUTY OF OTHERS GIVEN TO COUNTY ADMINISTRATIVE OFFICER.

No provision of this chapter shall be deemed or construed to grant any authority to or impose any duty upon the County Administrative Officer which is by law or any section of this Code imposed upon any other officer, department, agency, commission or employee, nor to delegate to the County Administrative Office any duty or authority required to be performed or exercised by the Board of Supervisors. (Ord. 701, § 7, 12/10/69)

241-8. AUTHORITY TO SECURE REPORTS AND INFORMATION.

The County Administrative Officer shall have the authority to secure reports and information from all County officers, employees and department heads necessary to enable the County Administrative Officer to make studies, reports and recommendations to the Board of Supervisors. (Ord. 701, § 8, 12/10/69)

241-9. COPY OF REPORT OR RECOMMENDATION TO AFFECTED HEAD.

A copy of any report or recommendation made by the County Administrative Officer shall be sent to the head of each County department, institution, service or district that is affected, by said report or recommendation. (Ord. 701, § 9, 12/10/69)

CHAPTER 2

CONSOLIDATION OF THE OFFICES OF PUBLIC ADMINISTRATOR
CORONER OF HUMBOLDT COUNTY

242-1. CONSOLIDATION OF OFFICES.

The Public Administrator of the County of Humboldt shall be elected at each general election and shall be the ex officio Coroner thereof. (Ord. 94, § 1, 1/15/05)

CHAPTER 3

SEPARATION OF THE OFFICES OF AUDITOR AND RECORDER OF HUMBOLDT COUNTY**243-1. SEPARATION OF OFFICES.**

The public interest will best be served by separating the duties of the offices of Auditor and Recorder of the County of Humboldt by providing that the duties of each of said offices shall be performed by a separate person. Therefore, at each general election there shall be a separate person elected for the office of Auditor of the County of Humboldt, and at each general election there shall also be a separate person elected for the office of Recorder of the County of Humboldt. (Ord. 94, §§ 2 & 3, 1/15/1905)

243-2. QUALIFICATIONS FOR COUNTY AUDITOR.

(a) No person shall hereafter be elected or appointed to the office of County Auditor of the County of Humboldt unless the person meets at least one of the following criteria: (Ord. 2190, § 1, 02/23/1999)

(1) The person possesses a valid certificate issued by the California State Board of Accountancy under Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code showing the person to be, and a permit authorizing the person to practice as, a certified public accountant or as a public accountant. (Ord. 2190, § 1, 02/23/1999)

(2) The person possesses a baccalaureate degree from a accredited university, college, or other four-year institution, with a major in accounting or its equivalent, as described in subdivision (a) of Section 5081.1 of the Business and Professions Code, and has served within the last five years in a senior fiscal management position in a county, city, or other public agency, a private firm, or a nonprofit organization, dealing with similar fiscal responsibilities, for a continuous period of not less than three years. (Ord. 2190, § 1, 02/23/1999)

(3) The person possesses a certificate issued by the Institute of Internal Auditors showing the person to be a designated professional internal auditor, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance. (Ord. 2190, § 1, 02/23/1999)

(4) The person has served as county auditor, chief deputy county auditor, or chief assistant county auditor for a continuous period of not less than three years. (Ord. 2190, § 1, 02/23/1999)

(b) Any person serving in the capacity of County Auditor shall complete at least 40 hours of qualifying continuing education, pursuant to subdivision (c), for each two-year period, and completing at least 10 hours in each of the two-year period. At least 20 of the 40 hours of continuing education shall be obtained in governmental accounting, auditing, or related subjects. (Ord. 2190, § 1, 02/23/1999)

(c) Qualifying continuing education may be obtained in the areas of accounting, auditing, or related subjects. In addition, qualifying continuing education may be obtained in any other subject, if it can be demonstrated that the specific educational program contributes to professional competence. (Ord. 2190, § 1, 02/23/1999)

(d) With respect to a county auditor who is a licensee of the California Board of Accountancy, or of the accountancy licensing authority of any other state, or who possesses a certificate issued by the Institute of Internal Auditors, continuing education obtained for purposes of renewal of the license or certificate may be applied to satisfy the requirements of this section. (Ord. 2190, § 1, 02/23/1999)

CHAPTER 4

CONSOLIDATION OF THE OFFICES OF TAX COLLECTOR AND
TREASURER OF HUMBOLDT COUNTY

§ 244-1. CONSOLIDATION OF OFFICES.

The offices of Tax Collector and Treasurer of the County of Humboldt shall be and the same are hereby consolidated.

The consolidation of offices hereby established shall be effective commencing with the next term for said offices, which commences on the first Monday following the first day of January, 1955. (Ord. 310, §§1 & 2, 2/1/54)

CHAPTER 5

THE PURCHASING AGENT OF HUMBOLDT COUNTY

245-1. PURCHASING AGENT.

The Purchasing Agent, who shall have the powers and duties of County purchasing agent as prescribed by law, this Code and any other resolutions and orders of the Board of Supervisors, shall be the County Administrative Officer or his/her designee. (Ord. 681, § 1, 7/1/69; Ord. 2344, § 1, 06/07/2005; Ord. 2456, § 1, 08/23/2011)

245-2. SPECIFIC DUTIES.

The Purchasing Agent shall administer his or her duties, stores, funds and accounts, and, except as otherwise provided herein or by law or by specific order of the Board of Supervisors, shall: (Ord. 2344, § 1, 06/07/2005)

(a) Purchase for the County and its departments all materials, supplies, furnishings, equipment, livestock and other personal property. (Ord. 2456, § 1, 08/23/2011)

(b) Rent for the County and its departments all materials, supplies, furnishings, equipment, livestock and other personal property. (Ord. 2456, § 1, 08/23/2011)

(c) Engage independent contractors to perform services for the County and its departments, including the furnishing of materials, subject to statutory limits and procedures.

(d) Sell or exchange any item of personal property declared surplus to County needs or he/she may, when purchasing personal property, accept advantageous trade-in allowances for county personal property which has scrap value of less than ten thousand dollars (\$10,000) and which has been previously determined surplus. (Ord. 2456, § 1, 08/23/2011)

(e) Perform the above services for special districts organized under general law within the County and governed ex officio by the Board of Supervisors.

(f) Make purchases and dispositions of personal property for other public officers or agencies pursuant to authority of law.

(g) Allow participation at their will by cities and other independent political subdivisions in continuing purchase contracts with the County, providing that this is permissible under the terms of said contract, and subject to such conditions as he/she deems necessary. Such necessary conditions may include the adoption by governing body and filing of a true copy with him/her of a resolution which requests the privilege of participating and provides that for the period of such participation the subdivision:

- (1) Will make all purchases, for public use only; (Ord. 2344, § 1, 06/07/2005)
- (2) Will be responsible for payment directly to the vendor and for tax liability and will hold the County harmless therefrom;
- (3) Has not and will not have in force any other contract for like purchases;

- (4) Has not obtained and does not have under consideration written bids or quotations from other vendors for like purchases.

The Purchasing Agent may terminate any such participation on reasonable notice for willful violation of the terms of such resolution or other conditions, or if required to do so pursuant to the contract with the vendor.

(h) May destroy or dispose of any written requisition received by the Purchasing Agent which is more than three years old. Such requisitions need not be photographed, reproduced, or microfilmed prior to destruction and no copy thereof need be retained. For the purposes of this section, a requisition is a formal request (written or electronic) submitted to the Purchasing Agent by the department for a product or service. (Ord. 2344, § 1, 06/07/2005; Ord. 2456, § 1, 08/23/2011)

(i) Have control over procurement of personal property by one department from another, exclusive of documents. (Ord. 2344, § 1, 06/07/2005)

(j) Perform such other services as the Board of Supervisors requires.

245-2.5. EMERGENCY DUTIES.

Pursuant to Government Code Section 25502.7, the Board of Supervisors, whenever it has proclaimed a local emergency, hereby authorizes the Purchasing Agent to engage independent contractors to perform services related to the local emergency for the County, with or without furnishing of materials, where the aggregate cost does not exceed One Hundred Thousand Dollars (\$100,000.) (Ord. 2456, § 2, 08/23/2011)

The Purchasing Agent shall implement policies and procedures for this section. The policy and procedures shall include provisions for informal bidding procedures to the extent that such procedures are feasible under emergency circumstances. (Ord. Ord. 2456, § 2, 08/23/2011)

245-2.6. NON-BINDING PURCHASES AND CONTRACTS.

Except where otherwise provided by law or by the Board of Supervisors, no purchase of personal property or contract for services by any county officer or employee other than the Purchasing Agent shall bind the County or constitute a lawful charge against county funds. (Ord. 2456, § 2, 08/23/2011)

245-3. CENTRAL PURCHASING; EXCEPTIONS.

No purchases as described in Section 245-2 shall be made by any county officer or department head without a purchase order or other written authority first obtained from the Purchasing Agent, except the following: (Ord. 2456, § 1, 08/23/2011)

(a) Election supplies necessary for election day procedures pursuant to Election Code Sections 14100 and 14105; (Ord. 2456, § 1, 08/23/2011)

(b) Legal brief printing; transcripts and the like; (Ord. 2456, § 1, 08/23/2011)

(c) Road equipment rental that the County Road Commissioner is authorized by law to rent pursuant to Streets and Highways Code Section 2009; (Ord. 2456, § 1, 08/23/2011)

(d) Subscriptions to publications; (Ord. 2456, § 1, 08/23/2011)

(e) Public utility services and supplies including telephone or telecommunications services obtained through the County Communications Division of the County Administrative Office; (Ord. 2456, § 1, 08/23/2011)

(f) Common carrier transportation including freight carriers and delivery services; (Ord. 2456, § 1, 08/23/2011)

(g) Ordinary travel expense items; (Ord. 2456, § 1, 08/23/2011)

(h) Small value purchases of goods/materials not to exceed Five Hundred Dollars (\$500); (Ord. 2456, § 1, 08/23/2011)

(i) Emergency purchases of supplies, which shall be limited to those immediately necessary for protection from substantial hazard to life or property, or occasions when the Purchasing Agent or his/her designee is not accessible and the need is unforeseeable and immediate for continued operation of a County function. Every emergency purchase shall be promptly reported to the Purchasing Agent with the facts constituting the emergency. Emergency purchases shall be subsequently approved and confirmed by the Purchasing Agent. If the Purchasing Agent refuses to confirm, the Board of Supervisors may subsequently approve and confirm the purchase. Unless purchases are approved and confirmed either by the Purchasing Agent or the Board of Supervisors, the cost is not a legal charge against the County. (Ord. 681, § 3, 7/1/69; Ord. 2456, § 1, 08/23/2011)

(j) Professional memberships; (Ord. 2456, § 1, 08/23/2011)

(k) Items exempt by law or by specific order by the Board of Supervisors.

245-4. BIDDING PROCEDURES.

Except as required by law, the Purchasing Agent may make any purchase and/or rental of personal property or perform any other act hereunder without notice, advertisement or securing competitive bids. If the Purchasing Agent does call for competitive bids or quotations and accepts any bid or quotation other than the lowest on any individual item costing more than Five Hundred Dollars (\$500), the basis for the decision shall be documented in writing and retained by the Purchasing Agent. (Ord. 2456, § 1, 08/23/2011)

In the performance of his/her functions hereunder, the Purchasing Agent shall comply with all applicable statutes, Code sections and regulations. (Ord. 681, § 4, 7/1/69; Ord. 2456, § 1, 08/23/2011)

The Purchasing Agent shall implement a policy consistent with Government Code Section 54202 governing the purchase/rental of supplies and equipment. The policy shall set forth methods and procedures for the acquisition of supplies and equipment which in the judgment of the Purchasing Agent will secure the lowest price consistent with the quality desirable for the use intended and the needs of the County. The policy shall also establish methods and procedures for the functioning of the purchasing division in an effective and economical manner. The policy shall be adopted by the Board of Supervisors. (Ord. 2456, § 1, 08/23/2011)

245-4.5. DEVIATION FROM SPECIFICATIONS.

The Purchasing Agent may allow an insubstantial or inconsequential deviation from prescribed specifications by the successful bidder, provided that (a) the bid substantially conforms to the request for quotations, (b) the variance cannot have affected the amount of the bid, (c) the bidder does not gain an advantage or benefit not allowed other bidders. If the Purchasing Agent allows a deviation pursuant to this section, the basis for the decision shall be supported by written documentation and retained by the Purchasing Agent. (Ord. 2456, § 2, 08/23/2011)

245-5. AVAILABILITY OF FUNDS.

Except as to purchases initiated by him/her, the Purchasing Agent shall have no responsibility to determine that funds are budgeted or available for any purchase. This responsibility shall belong to the officer or department head initiating the purchase. (Ord. 681, § 5, 7/1/69; Ord. 2456, § 1, 08/23/2011)

245-5.5 PURCHASING PROCEDURE.

All purchases, rentals, and contracts shall be made only on proper documentation and consistent with this Chapter and the Purchasing Policy. The head of any county office or department is authorized to initiate purchases for the office or department in accordance with current budget accounts. The department head may delegate this authority to one or more of his or her deputies, assistants or employees within the department by filing an authorization with the Purchasing Agent and Auditor. (Ord. 2456, § 2, 08/23/2011)

245-6. SURPLUS PROPERTY.

Any item of personal property of an estimated value of One Thousand Dollars (\$1,000) or less may be declared surplus to County needs by the Purchasing Agent. Any other item may be declared surplus by the Board of Supervisors. The Purchasing Agent shall maintain a pool of extra equipment deemed usable and shall make it available to any department having a need. In disposing of surplus property, the Purchasing Agent shall use such methods and procedures as in his/her judgment will return the greatest value to the County. (Ord. 681, § 6, 7/1/69; Ord. 2456, § 1, 08/23/2011)

Notices of sales of surplus property by the Purchasing Agent shall be posted for at least five (5) business days preceding the day of sale in the County Courthouse and in the office of the Purchasing Agent. (Ord. 2456, § 1, 08/23/2011)

In the disposition of surplus personal property, the Purchasing Agent may advertise the proposed sale or other disposition of the personal property pursuant to Government Code § 25507. (Ord. 2456, § 1, 08/23/2011)

245-7. STANDARDS.

The Purchasing Agent may organize one or more committees to assist him/her in establishing standards of type, design, quality or brand of purchases. He/she shall be the chair of any such committee, which may include the heads of departments which will utilize the materials or equipment to be purchased, or their representatives, and others concerned. As to purchases for special needs or particular uses, the Purchasing Agent shall consult with and give consideration to the recommendations of the department head initiating the purchase. (Ord. 681, § 7, 7/1/69; Ord. 2456, § 1, 08/23/2011)

245-8. INSPECTION.

Upon receipt, the receiving office, department, institution or public entity shall inspect deliveries or supplies, materials and equipment or the furnishing of contractual services to insure their conformance with the specifications set forth in the purchase order or contract. (Ord. 681, § 8, 7/1/69; Ord. 2456, § 1, 08/23/2011)

245-9. RETURN OF MERCHANDISE.

Except in emergencies as defined in § 245-3(i), no supplies, materials or equipment shall be returned to a vendor for trade, credit or repair, or for any other reason without the approval of the County Purchasing Agent. (Ord. 691, §9, 7/1/69; Ord. 2456, § 1, 08/23/2011)

245-10. RECORD RETENTION.

The Purchasing Agent will maintain written purchase requisitions for a period of three (3) years. Purchase orders will be retained for a period of five (5) years, except those for purchases of fixed assets which will be retained for a period of ten (10) years. A written record of all competitive solicitations, including bid deviations pursuant to §§ 245-4 and 245.4.5. will be maintained for a minimum of five (5) years. A written record of sales of surplus property will be maintained for a minimum of five (5) years. (Ord. 2456, § 2, 08/23/2011)

CHAPTER 6

**THE DEPARTMENT OF PUBLIC WORKS AND THE OFFICE OF THE
DIRECTOR OF PUBLIC WORKS OF HUMBOLDT COUNTY**

246-1. ESTABLISHMENT OF DEPARTMENT OF PUBLIC WORKS.

There is hereby established a Department of Public Works of the County of Humboldt. (Ord. 340, § 1, 5/6/57)

246-2. DUTIES OF DIRECTOR OF PUBLIC WORKS.

There shall be a Director of Public Works of the Department of Public Works of the County of Humboldt. The Director of Public Works shall be a civil engineer, registered as such by the State of California.

The offices of Road Commissioner of the County of Humboldt shall be filled by one person, who shall serve ex officio as Director of Public Works. (Ord. 340, § 2, 5/6/57; Ord. 2413, § 1, 04/14/2009)

246-3. FUNCTIONS OF DEPARTMENT OF PUBLIC WORKS.

The following functions shall be carried out by the Department of Public Works:

(a) All of the duties of the office of Road Commissioner. (Ord. 340, § 3, 5/6/57; Ord. 2413, § 1, 04/14/2009)

(b) All matters pertaining to parks, including maintenance thereof. (Ord. 458, § 1, 8/6/63)

(c) The construction, maintenance and operation of all County airports. (Ord. 340, § 3, 5/6/57)

(d) The construction, maintenance and operation of all County dumps. (Ord. 340, § 3, 5/6/57)

(e) All County operations in connection with drainage and flood control work, either by direct County action or through special districts of which the Board of Supervisors of the County of Humboldt is the governing body. (Ord. 340, § 3, 5/6/57)

(f) The negotiation for the acquisition of real property for roads and Public Works facilities, and the searching of titles to real property, either in connection with acquisition of real property by Public Works or in connection with any other purposes for which the County shall require a search of the title to real property. (Ord. 340, § 3, 5/6/57; Ord. 2351, § 3, 12/06/2005)

(g) Engineering and supervision of construction in connection with public works projects performed by or for the County, except when private consultants have been employed. (Ord. 340, § 3, 5/6/57)

(h) Such duties as are designated by statute to be performed by the County Surveyor, where the statute also provides that the duty may be performed by an engineer or other county officer. The Public Works Director shall perform engineering surveys as authorized under the laws of the State of California. (Ord. 2413, § 2, 04/14/2009)

(h) All matters pertaining to the operation of the County Garage. (Ord. 405, § 2, 7/18/61)

(i) Such other duties as may be from time to time prescribed by the Board of Supervisors. (Ord. 405, § 2, 7/18/61)

246-4. PURCHASE OF REAL PROPERTY LESS THAN \$50,000.

a. Pursuant to the provisions of Government Code § 25350.60 and subject to the procedures specified in this Section, the Public Works Director is hereby authorized to perform all acts necessary to approve and accept for the County the acquisition of any interest in real property where the purchase price for such interest does not exceed fifty thousand dollars (\$50,000). (Ord. 2378, § 1, 01/02/2007)

b. The Public Works Director may approve and accept the acquisition of any interest in real property only if funds have been appropriated by the Board of Supervisors for the acquisition and such acquisition (1) is in furtherance of a project which the Board of Supervisors has previously determined to undertake or (2) is in furtherance of a project undertaken by the Director of Public Works. (Ord. 2378, § 1, 01/02/2007)

c. In acting pursuant to this section, the Public Works Director shall comply with all applicable laws pertaining to the acquisition of the property as otherwise apply to board action, including but not limited to: notice to the property owner(s), determination of fair market value or appraisal of the subject real property, offer to purchase, recordation of deed(s), submittal to appropriate planning agency in accordance with Government Code § 65402 and environmental assessment and review pursuant to NEPA or CEQA, as may be appropriate. (Ord. 2378, § 1, 01/02/2007)

d. Upon acceptance of any deed or grant the Public Works Director shall promptly execute a certificate of acceptance substantially in the form specified in Government Code § 27281 and shall transmit same to the County Recorder for recording. (Ord. 2378, § 1, 01/02/2007)

e. Nothing in this grant of authority shall divest the board of supervisors of its authority to acquire interests in real property. (Ord. 2378, § 1, 01/02/2007)

246-5. ACQUISITION OF INTEREST IN REAL PROPERTY AS CONDITION OF DEVELOPMENT/LAND USE PROJECT(S) OR BUILDING PERMIT(S).

a. Where the interest in real property is conveyed to the County of Humboldt in conjunction with approval of a development or land use project or the issuance of a building permit the Public Works Director is authorized to accept the grant deed(s) or easement deed(s) on behalf of the County of Humboldt without compliance with the provisions of Section 246-4. Interests in real property include, but are not limited to, deeds for road right-of-way, public utility, drainage and/or aviation easements. (Ord. 2378, § 1, 01/02/2007)

b. Upon acceptance of any deed or grant the Public Works Director shall promptly execute a certificate of acceptance substantially in the form specified in Government Code § 27281 and shall transmit same to the County Recorder for recording. (Ord. 2378, § 1, 01/02/2007)

246-6. DELEGATION TO SUBORDINATES.

The Public Works director may delegate the authority granted by sections 246-4 and 246-5 to appropriate department of public works staff under the director's direction and control. Thereafter, or until revoked, such subordinate may exercise any and all authority delegated by the board of supervisors to the director in these sections. (Ord. 2378, § 1, 01/02/2007)

246-7. FIVE (5) YEAR LIMITATION ON AUTHORITY.

The authority granted to the Public Works Director in sections 246- 4 and 246-5 shall not be effective for more than five (5) years from the date of adoption of this ordinance. (Ord. 2378, § 1, 01/02/2007)

CHAPTER 6.5

OFFICE OF COUNTY SURVEYOR

246.5-1. ESTABLISHMENT OF THE OFFICE OF THE COUNTY SURVEYOR.

Pursuant to the provisions of Section 27550 of the Government Code of the State of California, the Office of County Surveyor of the County of Humboldt is hereby made an appointive office. (Ord. 2413, § 3, 04/14/2009)

246.5-2. APPOINTMENT AND SUPERVISION.

The County Surveyor shall be appointed by the Board of Supervisors and shall serve at the will of the Board of Supervisors. The County Surveyor shall be under the supervision and direction of the County Director of Public Works. (Ord. 2413, § 3, 04/14/2009)

246.5-3. QUALIFICATIONS.

The County Surveyor shall meet the qualifications set by law for the Office of County Surveyor. (Ord. 2413, § 3, 04/14/2009)

246.5-4. DUTIES.

The County Surveyor shall perform all duties required or authorized to be performed by a County Surveyor under the laws of the State of California and the County Code. The County Surveyor may delegate to others the duties and authority of the County Surveyor, provided that the person(s) meets the qualifications in Section 246.5-3. When the laws of the State of California permit a duty to be performed by the County Surveyor or the Public Works Director/Road Commissioner, such duty shall be performed by the Public Works Director/Road Commissioner, who may delegate such duty to the County Surveyor. (Ord. 2413, § 3, 04/14/2009)

246.5-5. REFERENCES TO COUNTY SURVEYOR.

In every case in which the County Code or any uncodified ordinance of the County refers to the "County Surveyor," or imposes any duties on or grants any powers to such specified officer, such reference shall be deemed to be a reference to the Office of the County Surveyor of the County of Humboldt. (Ord. 2413, § 3, 04/14/2009)

CHAPTER 7

THE BUILDING DEPARTMENT OF HUMBOLDT COUNTY

247-1. FUNCTIONS OF THE BUILDING DEPARTMENT.

There is hereby created a Building Department of the County of Humboldt under the direction and control of the Board of Supervisors. Said department shall be charged with the enforcement of all laws, ordinances and Code sections regarding the erection, construction and alteration of buildings and shall have the duty of issuing any and all building permits which are or may hereafter be required and of making any and all inspections which may be incidental thereto. (Ord. 449, § 2, 3/19/63)

247-2. STAFF, SUPPLIES AND OFFICE SPACE PRESCRIBED BY BOARD.

The Board of Supervisors may provide such personnel, office space and budget items as it deems necessary for said Building Department, with the salaries and duties of such personnel to be prescribed by the Board of Supervisors. (Ord. 449, § 3, 3/19/63)

CHAPTER 8

THE DEPARTMENT OF BUILDINGS AND GROUNDS OF HUMBOLDT COUNTY

[Repealed by Ord. 1611 § 1, 8/16/83]

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CHAPTER 9

THE DEPARTMENT OF AGRICULTURE OF HUMBOLDT COUNTY

249-1. CONSOLIDATION OF THE OFFICES OF COUNTY AGRICULTURAL COMMISSIONER AND COUNTY SEALER OF WEIGHTS AND MEASURES INTO DEPARTMENT OF AGRICULTURE.

The offices of County Agricultural Commissioner and County Sealer of Weights and Measures of the County of Humboldt are consolidated. Such consolidated offices shall be known as the Department of Agriculture of the County of Humboldt. (Ord. 358, §§ 1 & 2, 1/27/59)

249-2. FUNCTIONS OF DEPARTMENT OF AGRICULTURE.

The Department of Agriculture of the County of Humboldt shall be headed by one individual, who shall carry out the mandated duties of County Agricultural Commissioner and County Sealer of Weights and Measures of the County of Humboldt as found in State law and regulation. (Ord. 358, § 3, 1/27/59; Ord. 2308, § 4, 9/23/2003)

CHAPTER 10

THE OFFICE OF PUBLIC DEFENDER OF HUMBOLDT COUNTY

2410-1. QUALIFICATIONS.

(a) The office of Public Defender of the County of Humboldt shall be created and be filled by appointment of the Board of Supervisors of an attorney at law licensed to practice in all the courts of the State of California, said attorney to be so licensed for at least one (1) year immediately preceding his/her appointment pursuant to Government Code §§ 27200 et seq. (Ord. 2308, § 5, 9/23/2003).

(b) The attorney at law appointed to said office of Public Defender shall serve at the pleasure of the Board of Supervisors pursuant to their appointment. (Ord. 316, §§ 1 & 2, 6/7/1954)

2410-2. AUTHORIZATION.

The Public Defender so appointed by said Board shall serve in the capacity of Public Defender of said County pursuant to § 27700 et seq. of the Government Code of the State of California and shall further serve in his/her capacity of Public Defender pursuant to the terms and conditions set forth in this chapter. (Ord. 316, § 4, 6/7/1954; Ord. 2308, § 5, 9/23/2003)

CHAPTER 11

THE OFFICE OF PUBLIC GUARDIAN OF HUMBOLDT COUNTY

[§§ 2411-1 THROUGH 2411-4 REPEALED BY ORD. 2318, § 1, 06/08/2004]

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CHAPTER 12

THE DEPARTMENT OF HEALTH AND HUMAN SERVICES OF HUMBOLDT COUNTY

2412-1. CREATION OF THE DEPARTMENT OF HUMBOLDT COUNTY HEALTH AND HUMAN SERVICES.

The Humboldt County Department of Health and Human Services is hereby created, which department shall be under the supervision of a Department Head to be known as Director of the Health and Human Services Department, who shall be employed by the Board of Supervisors. (Ord. 210, § 2, 9/30/41; Ord. 1879, § 1, 10/24/89; Ord. 2237, 1/9/2001)

2412-2. CONTROL OF PUBLIC WELFARE PROGRAMS.

All social services, public assistance and work relief programs shall hereafter be under the authority of the Director of Health and Human Services, who is hereby authorized to hire employees and initiate any and all administrative actions as are necessary for the proper conduct of the affairs of the department subject to the approval of the Board when necessary and pursuant to the applicable rules and regulations of the County, State and Federal governments. (Ord. 220, § 1, 9/19/43; Ord. 1879, § 1, 10/24/89; Ord. 2237, § 1, 1/9/01)

2412-3. CONTROL OF PUBLIC HEALTH PROGRAMS

All public health services and programs shall hereafter be under the authority of the Director of Health and Human Services, who is hereby authorized to hire employees and initiate any and all administrative actions as are necessary for the proper conduct of the affairs of the department subject to the approval of the Board when necessary and pursuant to the applicable rules and regulations of the County, State and Federal governments. The Health Officer of the County of Humboldt, who is appointed by the Board of Supervisors, under Section 2415-1, will function as part of the staff of the Department of Health and Human Services. (Ord. 1879, § 1, 10/24/89; Ord. 2237, § 1, 1/9/2001)

2412-4. CONTROL OF PUBLIC MENTAL HEALTH PROGRAMS

All mental health, alcohol and other drug services and programs shall hereafter be under the authority of the Director of Health and Human Services, who is hereby authorized to hire employees and initiate any and all administrative actions as are necessary for the proper conduct of the affairs of the department subject to the approval of the Board when necessary and pursuant to the applicable rules and regulations of the County, State and Federal governments. (Ord. 2237, § 2, 1/9/2001)

2412-5. CONTROL OF EMPLOYMENT TRAINING PROGRAMS

All employment training services and programs shall hereafter be under the authority of the Director of Health and Human Services, who is hereby authorized to hire employees and initiate any and all administrative actions as are necessary for the proper conduct of the affairs of the department subject to the approval of the Board when necessary and pursuant to the applicable rules and regulations of the County, State and Federal governments. (Ord. No. 2273, 05/07/2002)

2412-6. CONTROL OF PUBLIC GUARDIAN/CONSERVATORSHIP PROGRAMS.

All public guardian and conservatorship services and programs shall hereafter be under the authority of the Director of Health and Human Services, who is hereby authorized to hire employees and initiate any and all administrative actions as are necessary for the proper conduct of the affairs of the Department subject to the approval of the Board when necessary and pursuant to the applicable rules and regulations of the County, State and Federal governments. (Ord. 2318, § 2, 06/08/2004)

2412-7. PUBLIC GUARDIAN BOND.

Director of Health and Human Services, Public Guardian, shall file an official bond in an amount fixed, from time to time, by the Board of Supervisors. The bond shall be for the joint benefit of the several guardianship or conservatorship estates and the County of Humboldt. The Director of Health and Human Services, Public Guardian, shall not be required to file bonds in individual guardianship estates. (Ord. 2318, § 2, 06/08/2004)

2412-8. PUBLIC GUARDIAN FEES.

All fees accruing to the Director of Health and Human Services, Public Guardian, under the provisions of §§ 2900, 2902 and 2942 of the Probate Code or otherwise shall belong to the County of Humboldt and shall be deposited in the County Treasury. (Ord. 2318, § 2, 06/08/2004)

2412-9. CONTROL OF VETERANS SERVICES OFFICE

All veterans services and programs shall hereafter be under the authority of the Director of Health and Human Services, who is hereby authorized to hire employees and initiate any and all administrative actions as are necessary for the proper conduct of the affairs of the Department subject to the approval of the Board when necessary and pursuant to the applicable rules and regulations of the County, State and Federal governments. (Ord. 2318, § 2, 06/08/2004)

CHAPTER 13

EMPLOYMENT TRAINING DEPARTMENT AND
OFFICE OF DIRECTOR

[Repealed by Ordinance 2273, § 2, 05/07/2002]

[Next Page is 78.1]

CHAPTER 14

OFFICE OF DIRECTOR OF THE HUMBOLDT MEDICAL CENTER - HOOPA

[§ 2414-1 repealed by Ord. No. 2298, § 1, 04/01/2003]

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CHAPTER 15

THE HEALTH OFFICER OF THE COUNTY OF HUMBOLDT

2415-1. APPOINTMENT.

Pursuant to § 101000 of the Health and Safety Code, the Health Officer of the County of Humboldt shall be appointed by the Board of Supervisors. It shall be the duty of the Health Officer to enforce in the unincorporated areas of the County all orders of the Board of Supervisors pertaining to public health and all rules and regulations prescribed by this Code and by State law. (Ord. 1228, § 1, 5/16/78; Ord. 2308, § 6, 9/23/2003)

2415-2. DEFINITIONS.

For the purpose of the enforcement of the provisions of this chapter, whenever the words "Health Officer" appear they shall include the Health Officer of the County of Humboldt or any duly appointed and authorized representative of the Health Officer. (Ord. 1228, § 1, 5/16/78)

2415-3. PREPARATION AND PROMULGATION OF RULES AND REGULATIONS.

The Health Officer shall prepare and promulgate rules and regulations for the purpose of control and regulations of the various places and businesses subject to the provisions of this Code, and for the information and guidance of the owners, operators and employees of such places and businesses. Such rules and regulations shall include and be in accord with the provisions of this Code and all other applicable ordinances, statutes and recognized public health and safety practices. (Ord. 1228, § 1, 5/16/78)

2415-4. PROVISIONS SUPPLEMENTARY TO STATE LAW.

The provisions of this chapter are not intended to conflict with, but shall supplement all statutes contained in the Government Code and the Health and Safety Code of California relating to health officers in particular and the public health in general. (Ord. 1228, § 1, 5/16/78)

2415-5. PROVISIONS REGARDING COMMUNICABLE DISEASE.

It shall be the duty of the Health Officer to utilize and coordinate all measures necessary to prevent the spread of communicable diseases made reportable by regulation of the State Department of Health and as enumerated in § 120175 of the Health and Safety Code of California of any other contagious, infectious or communicable disease. (Ord. 1228, § 1, 5/16/78; Ord. 2308, § 6, 9/23/2003)

2415-6. POWERS REGARDING QUARANTINE.

The Health Officer shall have the power to quarantine any persons, premises or vessels in port if there exists grounds to support the reasonable belief that the persons or premises have contracted or been exposed to a communicable disease. The Health Officer shall have the power to detain or restrict said persons or premises until there is sufficient proof that the danger of contamination does not exist or no longer exists. (Ord. 1228, § 1, 5/16/78)

2415-7. RIGHT OF ENTRY AND INSPECTION.

(a) Duty and Power. It shall be the duty of the Health Officer to enter and examine any premises or vessel in port when necessary to secure the public health, to enforce any code section or resolution of the Board of Supervisors pertaining to the public health or when there are reasonable grounds to believe that there exists in any building, upon any premises, or on any railway car or vessel in port any condition dangerous to the public health, any condition which may lead to the spread of communicable disease, or a violation of any Code section or resolution pertaining to the public health.

(b) Notice. The Health Officer, upon presentation of his/her credentials, may enter such building, premises or vessel in port at all reasonable times to inspect the same or to perform any duty imposed on him/her by law. (Ord. 1228, § 1, 5/16/78)

2415-8. INTERFERENCE WITH HEALTH OFFICER.

Any person who shall physically resist or attempt to resist the entrance of the Health Officer into any premises, railway car or vessel in port in the County of Humboldt in the performance of his/her duty shall be guilty of a misdemeanor. (Ord. 1228, § 1, 5/16/78)

2415-9. PENALTY.

Any person who refuses to obey any lawful order of the Health Officer made in the performance of his/her duties within the power conferred on him/her by law or this Code or who refuses to permit the Health Officer to exercise any of the powers granted by law or this Code or who violates any of the provisions of this chapter shall be guilty of a misdemeanor. (Ord. 1228, § 1, 5/16/78)

CHAPTER 16

THE CLERK OF THE BOARD OF SUPERVISORS OF HUMBOLDT COUNTY

2416-1. OFFICE CREATED.

Pursuant to the provisions of Article 6 (commencing with Section 25100 of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code of the State of California, there is hereby created in the County of Humboldt the Office of Clerk of the Board of Supervisors. (Ord. 1510, §1, 1/12/82)

2416-2. DUTIES.

The duties of Clerk of the Board of Supervisors are to:

(a) Perform those duties prescribed by law for the County Clerk as ex officio Clerk of the Board of Supervisors or for the Clerk of the Board of Supervisors.

(b) Attend each session of the Board of Supervisors of this County and attend committee meetings when requested so to do.

(c) Keep and enter in the minute book of the Board a full and complete record of the proceedings of the Board at all regular and special meetings, including the entry of all decisions on questions concerning the allowance of accounts. The vote of each member on every question shall be recorded.

(d) In lieu of entering resolutions, ordinances and agreements in full in the minute book, the Clerk will keep a resolution book, ordinance book and agreement book in which he shall enter all resolutions, ordinances, and agreements in full. In such case, references in the minute book to resolutions, ordinances, and agreements will be made by number and subject references.

(e) Immediately after each meeting of the Board, the Clerk shall deliver to and leave with the Auditor all demands allowed for the payment of money.

(f) File and preserve, or dispose of pursuant to law, all petitions, applications, and other papers and records deposited with him/her.

(g) Authenticate with his/her signature and the seal of the Board and file each ordinance, resolution, agreement and Board order passed by the Board.

(h) Take acknowledgments and administer and certify oaths in the performance of his/her official duties.

(i) Prepare and maintain the appointment list provided for by §§ 54972 and 54975 of the Government Code, and prepare and post the notice required to be posted by § 54974 of the Government Code.

(j) Administer the provisions of County Code §§ 262-1 through 262-5 regarding scheduling of Courthouse facilities for meetings.

(k) Perform such other duties as may be assigned from time-to-time by the Board of Supervisors. (Ord. 1510, § 1, 1/12/82)

2416-3. APPOINTMENT.

(a) The office of the Clerk of the Board shall be a division of the Board of Supervisors.

(b) Clerk of the Board of Supervisors shall be appointed by and serve at the pleasure of the Board of Supervisors.

(c) The Clerk of the Board shall report directly to the Board of Supervisors. (Ord. 1510, § 1, 1/12/82)

CHAPTER 17

**CONSOLIDATION OF THE OFFICES OF
COUNTY CLERK AND RECORDER**

2417-1. CONSOLIDATION OF OFFICES.

The offices of County Clerk and Recorder of the County of Humboldt shall be and the same are hereby consolidated. (Ord. 2110, 2/13/96)

The consolidation of offices hereby established shall become effective commencing with the next term for said offices, which term begins on January 1, 1999. (Ord. 2110, 2/13/96)

CHAPTER 18

**THE HUMBOLDT COUNTY DEPARTMENT OF
CHILD SUPPORT SERVICES**

2418-1. CREATION OF THE HUMBOLDT COUNTY DEPARTMENT OF CHILD SUPPORT SERVICES.

The Humboldt County Department of Child Support Services is hereby created, which department shall be under the supervision of a Department Head to be known as the Director of the Child Support Services Department, who shall be employed by the Board of Supervisors. (Ord. No. 2262, 12/18/2001)

2418-2. DUTIES AND CONTROL OF CHILD SUPPORT PROGRAMS.

The new Department shall be responsible for establishing, modifying, and enforcing child support obligations, including medical support, enforcing spousal support orders, and determining paternity in the case of a child born out of wedlock. All child support services programs shall hereafter be under the authority of the Director of Child Support Services, who is hereby authorized to hire employees and initiate any and all administrative actions as are necessary for the proper conduct of the affairs of the Department subject to the approval of the Board when necessary and pursuant to the applicable rules and regulations of the County, State and Federal governments. (Ord. No. 2262, 12/18/2001)