

Things you should know as a Department Head:

1. County Ordinances specifically the Personnel Code, Employer – Employee Relations Code and Purchasing Code
2. County Policy Manual specifically the Furlough Policy, Layoff Policy, Performance Evaluation Policy and Grievance Procedure Policy.
3. Government Code dealing with County Government Sections 23000 -25338+
4. Office of Management and Budget Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments."
<http://www.whitehouse.gov/omb/circulars/a087/a087-all.html>
5. "Meyers-Miliias-Brown Act", Government Code Sections 3500 – 3511.
6. Memorandum of Understanding of all your Recognized Employee Organizations.
7. Names of your U.S. Congressmen and Senators, California Assembly Members, Senators and their lead staff persons.
8. Legal Mandate of the Agricultural Commissioner and Sealer of Weights and Measures.