

## **Attachment A:**

### **V. Definitions:**

#### **NEW:**

**Management Specialist and Executive Management Appointment:** An at-will, non-benefitted, non-regular temporary employee is appointed in absence of an eligible list but deemed qualified by the Human Resources Director and/or designee. An appointment to this status is limited to one (1) year and is terminable at any time by either party, as provided in Labor Code section 2922. Only the Human Resources Director and/or designee may authorize a Management Specialist or Executive Management Specialist appointment.

**Management Specialist or Executive Management Employee:** An at-will, non-benefitted, non-regular temporary employee filling a position as a Management Specialist or Executive Management Specialist.

#### **B. 5           Appointments**

##### **B.5.8 Management Specialist and Executive Management Specialist Appointments**

In isolated situations, where there is a threatened interruption of critical services and immediate action is deemed appropriate, the County Administrative Officer or Department Head, with concurrence of the Human Resources Director or designee may temporarily hire a Management Specialist when no classification exists. The Management Specialist appointment may not exceed one (1) year and requires approval from the Human Resources Director and/or designee. The Management Specialist must meet the minimum qualifications of the position (if appropriate), project, or services being requested. Administration of Management Specialist Appointments shall be in accordance with the Administrative Guidelines established by the County Administrative Officer and/or Human Resources Director.

Only the County Administrative Officer is authorized to appoint an Executive Management Specialist.

Management Specialist employees are not entitled to: benefits (health and paid leave benefits); do not have rights to the position temporarily filled including seniority or layoff rights as per the County layoff procedure.