

VI. EMPLOYEE / BARGAINING UNITS

Unit P

Unrepresented Board of Supervisor's ~~Secretaries~~ Executive Assistants as designated by the Board and the Administrative Officer.

A.38 BOARD OF SUPERVISORS STAFF ASSISTANTS

A.38.1 Board Member Staff Assistants

Each member of the Board of Supervisors may exercise any of the following options:

- a) Appoint an employee to a permanent County position in the class of ~~Principal Board Aide~~ Board of Supervisors Chief of Staff, Board of Supervisors Legislative Analyst, Board of Supervisors Executive Assistant or in a lower paid class in the clerical class family.

All employees appointed by members of the Board of Supervisors, under the provisions of this article, shall serve at the pleasure of the Board member making said appointment and shall be exempt from the requirements of Section A.2.1 and A.4.1 through A.4.5.

All appointments made pursuant to this article shall terminate when the appointing Board member leaves office unless a vacancy occurs during the term of the Board member making the appointment, in which case the appointment shall continue until a new Board member has taken office or the Board of Supervisors provides otherwise for the filling of that ~~Principal Board Aide~~ Board of Supervisors Chief of Staff, Board of Supervisors Legislative Analyst, Board of Supervisors Executive Assistant or ~~Clerical Assistant~~ position.

- b) Appoint temporary employees at a salary rate not to exceed the seventh step of the salary range for the Board of Supervisors Legislative Analyst ~~Board of Supervisors Aide~~ provided that in no case shall the total amount paid for temporary services exceed a full-time monthly equivalent of the seventh step of the salary range for ~~Principal Board Aide~~ Board of Supervisors Chief of Staff.
- c) Secure administrative or clerical services to be paid by claim provided that the hourly and monthly salary limits described in paragraph b) above are not exceeded.

A.38.2 Board Chairman Clerical Assistance

The Chairman of the Board may appoint additional temporary employees or secure additional services at a salary rate which in the aggregate, on an annual basis, will not exceed an amount equivalent to one-half (1/2) time of the annual seventh step salary of an Office Assistant II.

A.38.3 Board Aide Travel Expense

All persons paid for services under the provisions of this article shall be allowed reimbursement for actual and necessary mileage and travel expenses at the rates and under the conditions provided for in the County Travel Policy ~~is Resolution~~.