

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**  
**Certified Copy of Portion of Proceedings for the Meeting of September 23, 2025**

**ORDINANCE NO. \_\_\_\_\_**

**ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF HUMBOLDT  
AMENDING SECTIONS 241-2 THROUGH 241-9 OF CHAPTER 1 OF DIVISION 4 OF TITLE II  
OF THE HUMBOLDT COUNTY CODE RELATING TO THE DUTIES, RESPONSIBILITIES  
AND AUTHORITIES OF THE COUNTY ADMINISTRATIVE OFFICER**

The Board of Supervisors of the County of Humboldt ordains as follows:

SECTION 1. Sections 241-2 through 241-9 of Chapter 1 of Division 4 of Title II of the Humboldt County Code are hereby amended as shown on Attachment A, which is attached hereto and incorporated herein by reference as if set forth in full.

SECTION 2. This ordinance shall take effect and be in force thirty (30) days from the date of its passage. A summary shall be published at least five (5) days before the date set for adoption and again fifteen (15) days after passage of this ordinance. It shall be published once with the names of the Board of Supervisors voting for and against the ordinance in a newspaper of general circulation published in the County of Humboldt, State of California.

PASSED, APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by the following vote, to wit:

AYES: Supervisors-  
NOES: Supervisors-  
ABSENT: Supervisors-  
ABSTAIN: Supervisors-

\_\_\_\_\_  
Michelle Bushnell, Chair  
Humboldt County Board of Supervisors

(SEAL)

ATTEST:

Tracy Damico, Clerk of the Board of Supervisors  
of the County of Humboldt, State of California

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**ATTACHMENT A**

**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, 12/10/1969)

**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, 12/10/1969)

**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, 1/11/1972)

**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, 12/10/1969; Ord. 2274, 5/21/2002)

**241-6. Duties and Responsibilities.**

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, and shall act as the primary advisor to the Board of Supervisors on all matters related to the efficient and effective administration of county government. (Ord. 2274, 5/21/2002)

(b) *Agenda Management.* Review and make recommendations on board agenda items; make periodic reports to the board on county matters and assure that items proposed for placement on the board's agenda are in-line with Board adopted policies and government code, complete and sufficient for board decision-making; in consult and with the approval of the Board Chair, the County Administrative Officer may withhold items from an agenda as necessary. This provision does not apply to members of the Board of Supervisors, each of whom has an unfettered ability to place items on the board agenda.

(~~b~~c) *Supervision.* Supervise the general affairs of the county as ~~charged~~ directed by the Board of Supervisors and provide general oversight to supervise all departments, services, institutions, and districts

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of the County for whom or for which the Board of Supervisors is required to adopt an annual budget, except with the exception of the Office of County Counsel. The County Administrative Officer shall also have the right authority to report on or to discuss to and confer with the Board of Supervisors on any matter concerning the operations or affairs of such the departments, services, institutions, or districts under County Administrative Officer supervision Board's jurisdiction. (Ord. 2274, 5/21/2002)

The County Administrative Officer, or the designated Assistant County Administrative Officer, shall exercise direct administrative and personnel oversight of the Agricultural Commissioner, Director of Child Support Services, Library Director, and Public Defender. This authority includes conducting annual performance evaluations (with the Board Chair participation) and administering disciplinary actions as necessary, but does not extend to appointments or terminations. At the time of appointment of a new County Administrative Officer or any of the appointed department directors, or as needed for operational efficiency, the Board of Supervisors may reevaluate the scope of authority granted under this section.

The County Administrative Officer shall assist the Board in scheduling and evaluating appointed Department Head performance who remain under their supervisory authority. The CAO shall confer with department heads as necessary to discuss any issues noted and to suggest remedial action.

The County Administrative Officer shall confer with and regularly apprise the Board Chair of significant developments, challenges, or concerns arising within any department. In addition, the County Administrative Officer will provide to the full Board, on a quarterly basis, a written report addressing departmental performance in the areas of budget management, operational effectiveness, and personnel administration. These reports shall highlight notable achievements, identify emerging issues, and recommend corrective actions or policy adjustments as appropriate to ensure alignment with Board priorities and countywide strategic goals.

(hd) 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.

(ee) Coordination of Resources. Coordinate the administration of resource allocations in all departments, services, institutions or districts under his or her supervision of the county with the power and responsibility and authority to transfer—assign work areas, space planning, technology infrastructure, 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.

The County Administrative Officer shall coordinate with the Director of Emergency Services in directing all county operations in the event of a disaster or emergency when there is not sufficient opportunity for the Board of Supervisors to appropriately act. Nothing in this section shall infringe on the authority, granted through state or federal law, to elected and appointed officers to carry out certain functions.

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(df) *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.

(eg) *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, 5/21/2002)

The County Administrative Officer shall conduct research and make studies, investigations and recommendations that could result in greater economy, efficiency and effectiveness in county government or improvement to county operations. The County Administrative Officer shall approve on the basis of management principles such organizational changes as proposed by departments. The County Administrative Officer shall recommend to the Board of Supervisors the creation, dissolution, merger or modification of organizational elements, departments or work programs as deemed necessary for the efficient, and effective operation of county government and budget management.

(fh) *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, 5/21/2002)

~~(g) *Performance Evaluations.* At the direct 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.~~

(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.

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~~(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.~~

~~(m)~~ *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, 12/10/1969)

~~(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.

(p) *Public Information.* The County Administrative Officer shall publicize information regarding matters of concern to the county and represent the Board of Supervisors in dealing with individuals or groups concerned with county affairs. The Board Chair and/or the District Supervisor will be consulted prior to release of information with matters that are politically sensitive and/or impactful to individual districts.

(q) Nothing contained in this article shall be construed as restricting the ability of county officers or appointed department directors from directly contacting members of the Board of Supervisors, and visa versa.

**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, 12/10/1969)

**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, 12/10/1969)

**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, 12/10/1969)