



COUNTY CONVERSION PROCESS FROM INTERAGENCY MERIT SYSTEM TO APPROVED LOCAL MERIT SYSTEM

Revised 01/2023

Introduction/ Policy

Pursuant to the California Code of Regulations, section [§ 17012. Approved Local Merit Systems for Program Employees](#), upon request by a county, the Department shall review the county's Personnel System, may require additional information as it deems necessary, and shall decide as to the adequacy of the Personnel System and advise the county of the Department's decision.

Any Interagency Merit System (IMS) county that wishes to convert to an Approved Local Merit System (ALMS) county must meet all the following standards:

1. Open competition for initial permanent employment in county service, including satisfactory completion of a probationary period.
2. The development and implementation of an equal opportunity program.
3. Development and documentation of adequate job-related examination processes which maximize to the extent practicable validity, reliability, and objectivity, and which rank applicants for entry into the career service based on their relative ability, knowledge, and skills.
4. Use of eligible lists (when available) for temporary appointments and reasonable time limits on such appointments (not to exceed one year).
5. Provision for selection from among the best-qualified candidates.
6. A current and systematic position classification plan.
7. Retention based on job performance, with provision for continuing performance appraisal and methods for separating employees whose inadequate performance cannot be corrected.
8. Adequate layoff provisions based on type of appointment and other relevant factors
9. Written procedures for resolving grievance and discrimination complaints
10. An impartial process (such as an arbitrator or civil service commission) for the binding resolution of appeals of disciplinary actions or discrimination appeals, and for the binding or recommendatory resolution of appeals from reduction in force.
11. Adequate publicity on the political rights and restrictions on employees under the Hatch Act and applicable state laws.



- 12. Records maintenance sufficient to establish adherence to Local Agency Personnel Standards (LAPS) and the county's own rules.
- 13. Rules, ordinances, or other formal written materials and procedures that allow for all of the above.

Upon receipt of a formal written request from an IMS county to include County Board of Supervisors approval, the Merit System Services (MSS) program will review the personnel system of the requesting county and make a determination as to the adequacy of the Personnel System and notify the county in writing.

**Roles and
Responsibilities**

The IMS county is responsible for initiating the request in writing to MSSProgram@calhr.ca.gov. The request should clearly indicate that the Board of Supervisors has approved the request of the county to assume full responsibility for direct administration of a merit system for the federally aided departments. The request should be brought to the attention of: (a) all employees in the federally aided departments, and (b) the employee organizations representing those employees prior to submitting to MSS. Copies of the Board of Supervisors approval and confirmation of notification to the employee organizations should be attached to the written request. Upon request for materials by the MSS program, the county is responsible for providing all documentation related to the request by the specified deadline. Failure to submit all documentation may result in closure of the request.

The MSS Program is responsible for conducting a thorough evaluation of the county personnel system to determine the adequacy and compliance with Federal merit principles. The MSS Program is responsible for notifying the county in writing of the determination.

Process Steps

Upon receipt and acceptance of the request to convert, the MSS Program will take the following steps:

Step	Action
Acceptance	The MSS Program formally accepts the request from the county by providing written notification of the acceptance to the county along with a Material Request Form.
Submission of Materials	The county personnel department forwards to MSS for review the personnel plan that will govern employment in the federally aided departments and all documentation pertaining to the Materials Request.
Program Review & Determination	The MSS Program reviews the response and all documentation. <ul style="list-style-type: none"> o After initial review, the MSS Program may



**Merit System
Services Program**

	<p>conduct a more detailed review and request additional personnel records to evaluate compliance with federal principles and the county's own processes and rules.</p> <p>Upon completion of the review, the MSS Program finalizes the determination.</p>
Notification & Report of Findings	The MSS Program notifies the county in writing of the determination and provides a report of findings.
If conversion to ALMS is approved:	
Transfer of Jurisdiction	When a county-administered system is approved, all county employees in the federally funded departments are transferred by appropriate documentation from the jurisdiction of the IMS to the jurisdiction of the county ALMS. The documents for this transaction are prepared by MSS and signed by the MSS Manager and the responsible county official.
If conversion to ALMS is denied:	
Re-application	When a county-administered system is denied, the county will be provided with detailed reasoning for the denial. The county may re-apply at any time.

For questions regarding this process, contact MSSProgram@calhr.ca.gov.