

COUNTY OF SACRAMENTO

Inter-Departmental Correspondence

Date: June 10, 2009

To: Agency Administrators
Department Heads

From: Nav Gill
Chief Operations Officer

Subject: **LAYOFF PROCESS UPDATE**

In an effort to keep you apprised of the layoff process, listed below our current efforts:

- The Department of Personnel Services (DPS) PAID teams are creating the seniority lists and sending them to departments as they are completed
- Craig Kramer, Deputy Agency Administrator, ISA is reviewing the seniority lists for any additional 71J issues
- Departments/(DGS for countywide) are expected to send out 71J notification to contractors with a cc: to Craig Kramer by June 10th
- Lay off letters with the Director of Personnel Services signature, as the County's representative, will be ready for distribution the week June 15th
- Departments with layoffs will be contacted by their DPS Department Services teams for coordination of letter distribution
- Any layoff notices not hand-delivered by June 19th will be mailed to department employees

The Office of Budget and Debt Management has worked hard to accurately reflect the positions the departments submitted for unfunding or deleting. However, we know there may be some discrepancies when the seniority lists and layoff letters are distributed. We ask for your patience while those issues are sorted out. Should you discover any discrepancies, please contact your budget analyst.

Should you have any questions regarding the layoff process, please call David Devine at 874-4383.

cc: Board of Supervisors
County Executive
County Counsel
Human Resource Managers and Representatives