

**BOARD OF COMMISSIONERS SARPY COUNTY, NEBRASKA****RESOLUTION ESTABLISHING A PERSONNEL OFFICE AND  
APPOINTING KAREN BUCHE AS THE PERSONNEL OFFICER UNDER  
THE COUNTY CIVIL SERVICE ACT**

WHEREAS, pursuant to Neb. Rev. Stat. § 23-104 (Reissue 2007), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. § 23-103 (Reissue 2007), the powers of the County as a body are exercised by the County Board; and,

WHEREAS, Sarpy County recently became subject to the County Civil Service Act (the Act) set out at Neb. Rev. Stat. §§23-2517 – 23-2533; and,

WHEREAS, the Act's general purpose is to establish a system of personnel administration for the county government to ensure that all appointments and promotions are based on merit and fitness. Further, the Act requires the creation of policies and procedures not only relating to employee hiring, advancement, training, career development, discharge and fringe benefits but also position classification and salary administration; and,

WHEREAS, the Act requires the County Board to "create a personnel office in the office of the board of county commissioners, the executive head of which shall be the county personnel officer." Neb. Rev. Stat. §23-2520; and,

WHEREAS, the personnel officer "shall be a person experienced in the field of personnel administration and in known sympathy with the application of merit principles in public employment." Neb. Rev. Stat. §23-2523; and,

WHEREAS, this Board finds that Karen Buche has the necessary qualifications to be appointed as the personnel officer.

NOW, THEREFORE, BE IT RESOLVED BY THE SARPY COUNTY BOARD OF COMMISSIONERS THAT a personnel office in the office of the board of county commissioners is hereby created.

BE IT FURTHER RESOLVED, that Karen Buche is hereby appointed as the personnel officer, who will serve as the executive head of the personnel office, administer and fulfill the statutory duties as required under the Act as well as such other duties as may be assigned by the County Board.

BE IT FURTHER RESOLVED that the personnel office shall be known as the Human Resources Department and the personnel officer shall be known as the Human Resources Director.

The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the

27<sup>th</sup> day of September, 2011.

Tom Richard  
Sarpy County Board Chairman



Debra Houghtaling  
County Clerk



# Office of the County Attorney

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L. Kenneth Polikov  
Sarpy County Attorney

## MEMORANDUM

September 23, 2011

TO: Sarpy County Board of Commissioners

FROM: Nicole O'Keefe, Deputy Sarpy County Attorney

RE: Resolution establishing County Personnel Office and Appointing Personnel Officer

As you are aware, now that Sarpy County's population is greater than 150,000 residents, Sarpy County is subject to the County Civil Service Act set out at Neb. Rev. Stat. §§23-2517 to 23-2533, hereinafter "the Act". The Act's general purpose is to establish a system of personnel administration for the county government to ensure that all appointments and promotions are based on merit and fitness. Additionally, the Act requires the creation of policies and procedures not only relating to employee hiring, advancement, training, career development, discharge and fringe benefits but also position classification and salary administration.

In order to establish a system of personnel administration, the Act requires that the County Board establish a Personnel Office and appoint a Personnel Officer. The attached resolution accomplishes both of those goals.

Following the approval of the attached resolution, the next steps towards full compliance with the Act will be the establishment of the Personnel Policy Board and the creation of the Sarpy County Personnel Rules and Regulations. Karen Buche, the Personnel Officer, (known as the Human Resources Director) will likely be in communication with you regarding the County Board's two appointees to the Personnel Policy Board. Additionally, an employment contract for Karen Buche will likely be placed onto the County Board agenda within the next few weeks.

Please note that the attached resolution creates the Personnel Office and appoints the Personnel Officer pursuant to the Act. However, the County Civil Service Act was originally created in 1974 and the specific titles (Personnel Office and Personnel Officer) were changed simply to account for updated terminology of "Human Resources" which is more commonly used within the industry today.

Please contact me with any questions or concerns.