

**COUNTY OF LOS ANGELES  
QUALITY AND PRODUCTIVITY COMMISSION**



**Administrative Policy Manual**

**Policy No.:** 1.0

**Approved:** December 14, 2015

**Revised:** December 17, 2018

**Distribution:** Commissioners

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**SUBJECT:** COMMISSION OFFICERS

**PURPOSE:** To establish the titles and duties of the Officers of the Commission

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**OBJECTIVE:** To implement the Commission's strategic direction, carry out Commission decisions, and ensure Commission operations and administration.

**OFFICERS:** The Officers of the Commission are the Chair, the First (1<sup>st</sup>) Vice Chair, and the Second (2<sup>nd</sup>) Vice Chair.

**RESPONSIBILITIES:**

1. The Officers of the Commission are responsible for:
  - a. Preparing agendas for Commission meetings
  - b. Ensuring implementation and evaluation of the strategic direction, decisions, policies, programs, and activities of the Commission
  - c. Addressing internal administrative, operational and programmatic matters such as expenditures, personnel, office arrangements, communications, and publications.

In fulfilling these duties, the Officers may consult with the Immediate Past Chair, Chairs Emeriti, Chair of the Productivity Managers Network (PMN), and the Executive Director.

2. In addition to the duties outlined in §1 above, the Chair shall:
  - a. Preside at all Commission meetings, provide executive leadership to the Commission, and serve as the Commission's primary representative and spokesperson
  - b. Review all Commission agendas, publications and other public documents prior to distribution, and review and sign all correspondence on behalf of the Commission
  - c. Serve as the primary liaison for the Commission to the Board of Supervisors, the Executive Office of the Board, the Chief Executive Office, Board Offices, Departments, related agencies, countywide committees, and other public bodies, and represent the Commission in meetings with the CEO and with the Executive Officer of the Board
  - d. Serve as a voting member of all Commission committees and task forces
  - e. In conjunction with the Chief Executive Officer (CEO), recommend to the Board of Supervisors appointments to the Commission

- f. Ensure liaison between the Commission and the PMN by
  - i. appointing one or more Commissioners as liaison(s) to the PMN, and
  - ii. affording the PMN the opportunity to appoint PMN liaisons to Commission committees and task forces, and, as needed, to participate in special Commission activities and assignments
- g. Appoint a 2nd Vice Chair to the Commission, in the event of a vacancy in that office
- h. In collaboration with the Executive Office of the Board, coordinate the selection and periodic evaluation of the Commission Executive Director and, as needed, other Commission staff
- i. Following her/his service as Chair, serve as Immediate Past Chair and subsequently as Chair Emerita/Emeritus.

The Chair also may:

- j. Establish committees and task forces (and appoint Chairs, Vice Chairs, and members thereof), from time to time, to advise and assist the Commission
  - k. Appoint Commissioners to special assignments, as needed
3. In addition to the duties outlined in §1 above, the First (1<sup>st</sup>) Vice Chair shall:
    - a. Perform the duties of the Chair in the Chair's absence, as needed, or at the request of the Chair
    - b. Assume the Chair's position if the Chair's position becomes vacant
    - c. In the absence of and/or at the request of the Chair, preside at Commission events and programs and represent the Commission before the Board of Supervisors
    - d. Serve in at least one of the following capacities:
      - Coordination of the annual Strategic Learning Report
      - Coordination of Department Visits
      - Chair of a committee or task force
  4. In addition to the duties outlined in §1 above, the Second (2<sup>nd</sup>) Vice Chair shall:
    - a. Perform the duties of the 1st Vice Chair in the 1st Vice Chair's absence, as needed, or at the request of the Chair or 1st Vice Chair
    - b. Assume the 1st Vice Chair position if the 1st Vice Chair's position becomes vacant
    - c. In the absence of and/or at the request of the Chair and 1st Vice Chair, preside at Commission events and programs and represent the Commission before the Board of Supervisors
    - d. Serve in at least one of the following capacities:
      - Coordination of the annual Strategic Learning Report
      - Coordination of Department Visits
      - Chair of a committee or task force