

# **EL DORADO IRRIGATION DISTRICT**

## **HIRING PROCESS**

### **GJ 05-029**

#### **Reason for the Report**

The 2005/2006 Grand Jury received a complaint regarding the hiring, by the El Dorado Irrigation District (EID), of a high level employee with an alleged criminal background. This matter was reported locally in the newspaper.

#### **Background**

EID had a procedure in place requiring prospective employees to fill out an application. This procedure was not followed in this case.

#### **Scope of the Investigation**

##### **People Interviewed**

- None

##### **Documents Reviewed**

- Copies of newspaper articles
- Employment agreements between the employee and EID
- Job description of affected employee's position
- Current employment packet for new applicants to EID
- Letter from EID Counsel

#### **Facts**

1. In January 2004, an agreement was entered into by EID and the employee to perform the duties of Human Resources Director.
2. In June 2005 the employee's alleged criminal past came to light and he was placed on administrative leave while the matter was investigated by EID.
3. In June 2005, the employee and EID entered into a new agreement for the employee to resign as Human Resources Director and to assume the duties of Assistant to the General Manager.
  - The new duties were to perform organizational analysis and other duties as assigned by the General Manager
  - The employee has no supervisory duties and no district employees report to him

## **Findings/Recommendations**

**1F. Finding:** By EID's own admission, in a letter dated November 7, 2005, they failed to follow their own procedure for a completed employment application in the hiring of the employee in question.

**1R. Recommendation:** Training of department managers to ensure compliance with established procedures.

**2F. Finding:** New procedures have been put in place for a completed employment application, as well as a full background check, on all new employees. Applicants must also sign a Certification of Information/Release when filing an application for employment.

**2R1. Recommendation:** Clearly establish a central repository in Human Resources for all employment applications filed with EID

**2R2. Recommendation:** Periodic review of all applications to ensure procedures are followed by all department managers.

A response is required by the El Dorado Irrigation District within sixty (60) days. See Table of Contents, "*Notice to Respondents.*"