

# General Services & DOT Reorganization

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April 21, 2009

## Previous BOS actions

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- February 23, 2009
  - Adopted an amended Personnel Resolution
    - 33 positions transferred from GS to DOT
    - 1 position transferred from GS to EM
    - 2.5 positions RIF'd effective March 27<sup>th</sup> (.5 vacant)
    - 16 positions RIF'd effective April 24<sup>th</sup> (3 vacant)
  - CAO to return to BOS by the end of April with recommendations for remaining GS functions

## Review process continued

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- Reorganizing these functions under DOT required a review of the current administrative and fiscal staffing at General Services and the duties being performed
- DOT staff interviewed General Services staff regarding the duties being performed and returned to the Chief Administrative office with recommendations regarding the appropriate staffing mix to perform these functions

## Review process continued

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- Keeping in mind that the DOT organization model is very different than the General Services model, new job classifications are being proposed
- The overarching goal of the reorganization is to provide a more efficient, focused organization with centralized finance, greater management capacity and more technical depth

## Amended Personnel Resolution #2

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- Net addition of 7 FTE's to DOT
  - Maintenance Division
    - Add one Department Analyst – Rubicon & Contracts
    - Create a Fleet Manager – Delete Equipment Superintendent
    - Create a Sr. Fleet Services Technician – Delete a Fleet Services Technician
    - Create 3 Services Operations Coordinators – Delete one Parts Technician and one Sr. Office Assistant
    - Create a Building and Grounds Superintendent – Delete the Support Services Manager

## Amended Personnel Resolution #2

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- Facilities Engineering Division (NEW)
  - Add a Deputy Director of Engineering
  - Delete a Sr. Civil Engineer
  - Add an Associate Civil Engineer
  - Create a Real Property Agent
  - Create a Facilities Supervisor – CAO is recommending that this position initially be an extra-help position and re-evaluated once a master plan is created

## Amended Personnel Resolution #2

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- Administration & Finance Division
  - Delete a Transportation Fiscal Services Manager and add a Chief Fiscal Officer
  - Delete one Sr. Department Analyst and add an Administrative Services Officer
  - Add one Supervising Accountant/Auditor
  - Add one Fiscal Services Supervisor
  - Delete one Fiscal Technician and add one Sr. Fiscal Assistant and one Fiscal Assistant

## Final General Services staffing outcome:

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- 15 filled positions remained in the Department as of 2/23
  - 6 positions are recommended to be transferred to DOT with amended personnel resolution #1
  - 7 positions are RIF'd (2 effective 3/27, 5 effective 4/24)
  - 1 FTE transferred to another department
  - 1 FTE left the County voluntarily

## Next Steps

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- The CAO and DOT will work with Human Resources to create new job specifications and salary schedules for the following:
  - Fleet Manager
  - Buildings and Grounds Superintendent
  - Sr. Fleet Services Technician
  - Services Operations Coordinator
  - Real Property Agent
  - Facilities Supervisor
- Return to BOS for adoption and implementation

## Recommended BOS Action

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- Approve amended Personnel Resolution #1 transferring six (6) positions to DOT
- Approve amended Personnel Resolution #2 adding a net of seven (7) positions to DOT
- Direct the CAO to work with DOT and Human Resources to create new job specifications and salary schedules and return to the BOS for adoption and implementation