

**EL DORADO COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL  
Meeting of October 3, 2006**

**AGENDA TITLE:** Amendment to the Authorized Personnel Allocation for the Department of Transportation and New Salary Range

<b>DEPARTMENT:</b> Transportation	<b>DEPT SIGNOFF:</b>	<b>CAO USE ONLY:</b>
<b>CONTACT:</b> Linda Bloodsaw	<i>[Signature]</i>	<i>[Signature]</i> 10/4/06
<b>DATE:</b> 9/13/06	<b>PHONE:</b> 5930	

**DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:**  
The El Dorado County Department of Transportation recommends the Board of Supervisors: 1) approve the attached Personnel Allocation Resolution deleting one Senior Planner and adding one Principal Planner; and 2) approve the attached Salary Resolution revising the salary range for the Chief Engineering Technician.

**CAO RECOMMENDATIONS:** Recommend approval. *Laura D. Hill* 10/5/06

Financial impact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Funding Source: <input type="checkbox"/> Gen Fund <input checked="" type="checkbox"/> Other
<b>BUDGET SUMMARY:</b>		Other: Road Fund and developer fees
Total Est. Cost	\$17,025.00	<b>CAO Office Use Only:</b>
<b>Funding</b>		4/5's Vote Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Budgeted	\$0.00	Change in Policy <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Funding	\$0.00	New Personnel <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
*Savings	\$17,025.00	<b>CONCURRENCES:</b>
Other	\$0.00	Risk Management _____
Total Funding	\$17,025.00	County Counsel _____
<b>Change in Net County Cost</b>	\$0.00	Other <u>HIR</u>

\*Explain There are sufficient salary savings to cover costs.

**BOARD ACTIONS:**

**Vote:** Unanimous \_\_\_\_\_ Or \_\_\_\_\_  
**Ayes:** \_\_\_\_\_  
**Noes:** \_\_\_\_\_  
**Abstentions:** \_\_\_\_\_  
**Absent:** \_\_\_\_\_

**I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors**  
**Date:** \_\_\_\_\_  
**Attest:** Cindy Keck, Board of Supervisors Clerk  
**By:** \_\_\_\_\_



**MAINTENANCE DIVISION:**  
2441 Headington Road  
Placerville CA 95667  
Phone: (530) 642-4909  
Fax: (530) 642-9238

**RICHARD W. SHEPARD, P.E.**  
Director of Transportation  
  
Internet Web Site:  
<http://co.el-dorado.ca.us/dot>

**MAIN OFFICE:**  
2850 Fairlane Court  
Placerville CA 95667  
Phone: (530) 621-5900  
Fax: (530) 626-0387



September 14, 2006

Board of Supervisors  
330 Fair Lane  
Placerville, California 95667

**Title:** Amendment to the Authorized Personnel Allocation for the Department of Transportation and New Salary Range

**Meeting Date:** October 17, 2006

**District/Supervisor:** All Districts

Dear Members of the Board:

**Recommendations:**

Staff recommends that the Board of Supervisors approve:

- 1) the attached Personnel Allocation Resolution deleting one Senior Planner and adding one Principal Planner; and
- 2) the attached Salary Resolution revising the salary range for the Chief Engineering Technician.

**Reasons for Recommendations:**

In July of 2006, your Board approved a staffing plan for the Department of Transportation (DOT) to address an increasing workload in a number of areas. Subsequently, we have become aware of an allocation that was overlooked in that effort. During that time there was also a proposal being evaluated by the Human Resources Department that was not incorporated into the staffing plan. We are bringing this item forward to address these issues, which are explained below.

**Delete Senior Planner/Add Principal Planner**

The Chief Administrative Officer approved an underfill of a Supervising Civil Engineer allocation with a Principal Planner, based on DOT's statement that this would be corrected with DOT's budget. At the time the underfill was requested, there was no vacant Senior Planner allocation, however, a vacancy was created through an internal promotion. The change was not included with our Budget submission pending the

staffing plan, however, it was overlooked. We are, therefore, requesting approval for the change at this time.

**Chief Engineering Technician Salary Range**

The position classification of Chief Engineering Technician was created in 1996 to address the need for supervision and oversight, meet training needs, and to reflect the increasing complexity of projects in Construction Unit. Initially part of the Supervisory Bargaining Unit, the position was moved into Unrepresented Management in 1998. In 2003, the position of Construction Manager was created and since that time the Chief Engineering Technician classification has not been used.

DOT's approved staffing plan includes two allocations for the position of Chief Engineering Technician, however, before we initiate recruitments, we feel that the salary range should be adjusted to be consistent with other relationships in the engineering technician series. The Human Resources Department has completed a review of the organization and responsibilities and recommends that the salary be placed 15% above the Principal Engineer per the attached salary resolution. The job specification has been reviewed and no changes are required.

**Fiscal Impact:**

The fiscal impact is estimated to be \$17,025. There are sufficient salary savings to cover the additional costs. Funding is provided through Traffic Impact Mitigation and developer fees.


**Net County Cost:**

There is no cost to the County General Fund.

**Action to be Taken Following Approval:**

The Human Resources Department will amend the Personnel Allocation Resolution and will amend the Salary Resolution. DOT will initiate requisitions for the two Chief Engineering Technician allocations.

Sincerely,



Richard W. Shepard, P. E.  
Director of Transportation



RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO  
AMENDING THE AUTHORIZED PERSONNEL ALLOCATION RESOLUTION  
WITHIN EL DORADO COUNTY**

**BE IT RESOLVED AND ORDERED**, that the El Dorado County Board of Supervisors authorize the Director of Human Resources to make any technical corrections if needed;

**NOW BE IT FURTHER RESOLVED AND ORDERED**, that the Board of Supervisors of El Dorado County does hereby amend, modify and/or alter its Authorized Personnel Allocation Resolution of Positions of El Dorado County as set forth below:

Department	Class No.	Class Title	Departmental Total Positions			
			Allocated	Filled	Proposed	Grand Total
Transportation	4203	Senior Planner	4	2	-1	3
Transportation	4204	Principal Planner	1	2	+1	2

Laura A. Gies  
Director of Human Resources

10/5/06  
Date

Department Head confirms that the above represents the department's current and proposed allocation of positions.

[Signature]  
Department Head

9/19/06  
Date

**PASSED AND ADOPTED** by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the \_\_\_\_\_ day of \_\_\_\_\_, 2006, by the following vote of said Board:

**Attest:**  
Cindy Keck  
Clerk of the Board of Supervisors

**Ayes:**  
**Noes:**  
Absent:

By: \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Chairman, Board of Supervisors

**I CERTIFY THAT:**  
THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

**DATE:** \_\_\_\_\_

**Attest:** CINDY KECK, Clerk of the Board of Supervisors  
of the County of El Dorado, State of California.

By: \_\_\_\_\_  
Deputy Clerk



RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO  
AMENDING THE SALARY SCHEDULE OF EL DORADO COUNTY

**WHEREAS**, regulation of compensation of officers and employees of the County may be fixed by resolution of the Board of Supervisors; and

**WHEREAS**, the Salary Schedule of El Dorado County requires modification from time to time;

**BE IT RESOLVED AND ORDERED** that the El Dorado County Board of Supervisors of El Dorado County authorize the Director of Human Resources to make any technical corrections if needed;

**NOW, THEREFORE, BE IT FURTHER RESOLVED AND ORDERED** that the El Dorado County Board of Supervisors amends the El Dorado County Salary Schedule as follows

Class#	Class Title	BU	Hourly Salary Range
41 03	Chief Engineering Technician	MA	\$32.64 - \$39.67

Laure A. Gill  
Director of Human Resources

10/5/06  
Date

**PASSED AND ADOPTED** by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the \_\_\_\_\_ day of \_\_\_\_\_, 2006, by the following vote of said Board:

**A ttest:**  
Cindy Keck  
Clerk of the Board of Supervisors

**Ayes:**  
**Noes:**  
**Absent:**

By: \_\_\_\_\_  
Deputy Clerk Chairman, Board of Supervisors

**I CERTIFY THAT:**  
THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

**DATE:** \_\_\_\_\_

**A ttest:** CINDY KECK, Clerk of the Board of Supervisors  
of the County of El Dorado, State of California.

By: \_\_\_\_\_  
Deputy Clerk