

Environmental Management Restructure

March 23, 2010

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Issues

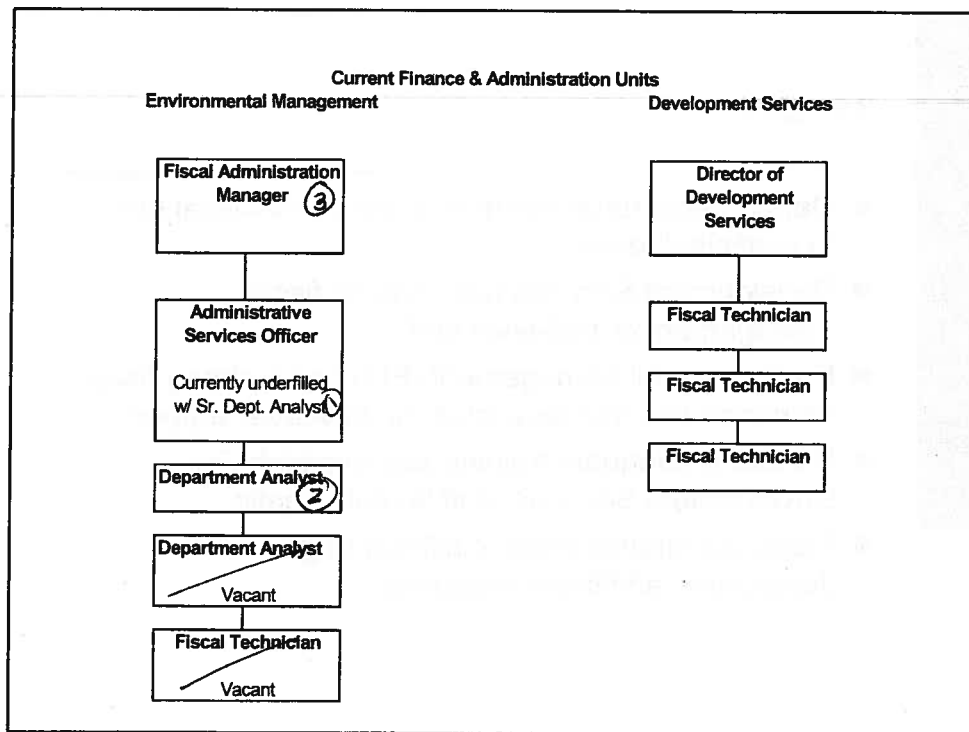
- Departments have downsized the admin/fiscal units to inefficient levels
- Development Services (DS) has no fiscal management or mid-level staff
- Environmental Management (EM) has a strong fiscal manager, two mid-level staff, no low-level support
- Providing adequate training and oversight for Development Services staff is problematic
- Fiscal constraints make it difficult to give each department additional resources

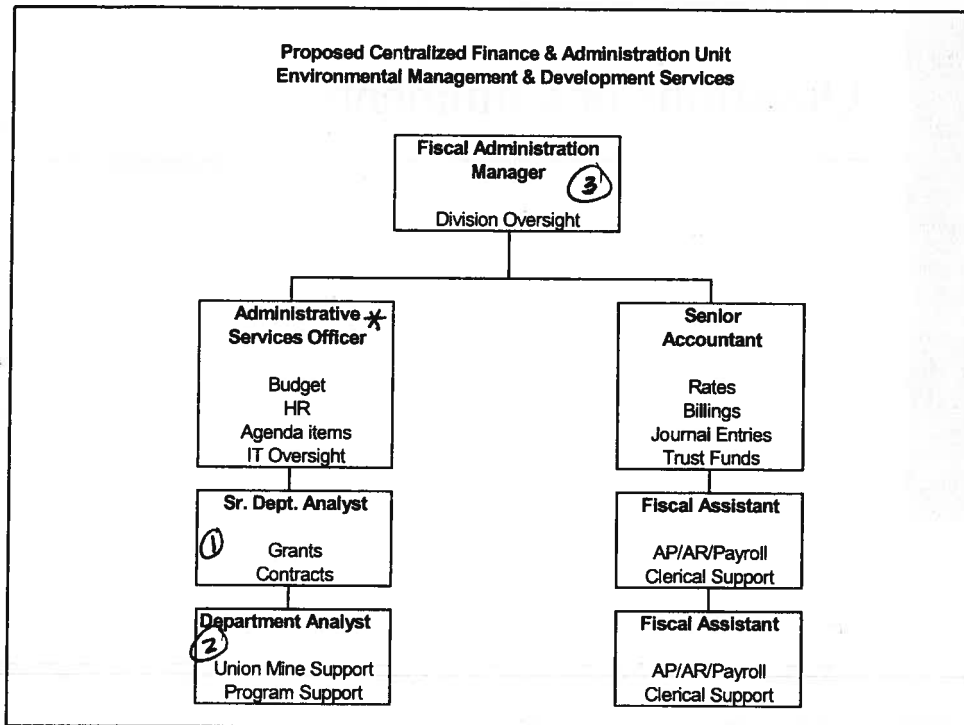
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Purpose of restructure

- Provide support for the fiscal and administrative needs of DS and EM
- Create a centralized unit with depth and capacity
- Create consistent systems and work products that meet the needs of Auditor-Controller and Chief Administrative Office
- Utilize existing strong Fiscal Administrative Manager within EM to train and oversee all staff

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Next Steps

- Adopt amended personnel allocation resolution creating central unit within EM
- Establish an MOU between DS and EM outlining the service agreement
- EM will recruit for Administrative Services Officer, Sr. Accountant, and (2) Fiscal Assistants
- RIF of Fiscal Technicians in DS would not happen until new unit in Environmental Management is up and running

Questions or Comments