



Legislation Details (With Text)

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Type: Agenda Item **Status:** Adopted

File created: 5/29/2013 **In control:** Board of Supervisors

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Title: Chief Administrative Office recommending the Board approve the job specification for a new Economic and Business Relations Manager position and adopt Resolution 065-2013 to establish the job classification number (JCN), salary schedule and bargaining unit for the new classification.

FUNDING: General Fund/Transient Occupancy Tax Revenues.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Job Specification - Economic and Business Relations Manager 6/4/13, 2. B - Resolution 6/4/13, 3. C - FY 2012-13 Budget Addenda 6/4/13, 4. Executed Resolution 065-2013

Date	Ver.	Action By	Action	Result
6/4/2013	1	Board of Supervisors	Adopted	Pass

Chief Administrative Office recommending the Board approve the job specification for a new Economic and Business Relations Manager position and adopt Resolution **065-2013** to establish the job classification number (JCN), salary schedule and bargaining unit for the new classification.

FUNDING: General Fund/Transient Occupancy Tax Revenues.

Background

BUDGET SUMMARY:		
Total Estimated Cost	Annual	\$141,050
Funding		
Budgeted	\$141,050	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$141,050	
Change To Net County Cost		\$0

Fiscal Impact/Change to Net County Cost:

The total estimated annual cost for the position is \$141,050. This position will be funded with General Fund Transient Occupancy Tax revenues. Funding for the position is included in the FY 2013-14 Recommended Budget.

Background

On September 25, 2012, the Board adopted the FY 2012-13 budget which included additional

Transient Occupancy Tax (TOT) funds for the Economic Development program as part of the County's overall strategic investment plan (Attachment C, pages 14-15). Funding for Economic Development was increased from 51% to 75% of the annual TOT revenues (an additional \$417,458 in FY 2012-13) and will be used to create a comprehensive Economic Development program to address a variety of issues and challenges related to business attraction and retention. The Board also gave conceptual approval for a new business relations manager position in the Office of Economic Development to develop and implement the program. This position will report to the Assistant Chief Administrative Officer.

Reason for Recommendation

The Economic and Business Relations Manager position will administer the County's economic development function under general policy direction from the Board of Supervisors. Approval of the proposed job specification and adoption of the Resolution will enable the Chief Administrative Office to initiate the recruitment for the position. Staff from the Chief Administrative Office, with input from the Community and Economic Development Committee (CEDAC) and other members from the community, has worked with Human Resources to develop the detailed job specification and recommended salary for this position.

Action(s) to be taken following Board approval

Chief Administrative Officer to work with Human Resources to initiate the recruitment and fill the position.

Contact

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