



Legislation Details (With Text)

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File created: 9/1/2020 **In control:** Board of Supervisors

On agenda: 10/6/2020 **Final action:** 10/6/2020

Title: Department of Transportation recommending the Board adopt and authorize the Chair to sign Resolution 154-2020, thereby amending the FY 2020-21 Authorized Personnel Allocation Resolution for the Department of Transportation to:
 1) Add 1.0 FTE Administrative Technician;
 2) Delete 1.0 FTE Services Operations Coordinator; and
 3) Delete 1.0 FTE Associate Civil Engineer.

FUNDING: Road Fund and Developer Funded.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Approved RRS, 2. B - Personnel Allocation Resolution, 3. Executed Resolution 154-2020

Date	Ver.	Action By	Action	Result
10/6/2020	1	Board of Supervisors	Approved	Pass

Department of Transportation recommending the Board adopt and authorize the Chair to sign Resolution **154-2020**, thereby amending the FY 2020-21 Authorized Personnel Allocation Resolution for the Department of Transportation to:
 1) Add 1.0 FTE Administrative Technician;
 2) Delete 1.0 FTE Services Operations Coordinator; and
 3) Delete 1.0 FTE Associate Civil Engineer.

FUNDING: Road Fund and Developer Funded.

DISCUSSION / BACKGROUND

The Department of Transportation, Maintenance and Operations Division (Transportation) proposes to add 1.0 FTE Administrative Technician and delete 1.0 FTE Vacant Services Operations Coordinator allocation and due to a potential slowdown in Land Development projects next year, delete 1.0 FTE Vacant Associate Civil Engineer allocation for one year to realize a cost savings. After one year, Transportation will evaluate the Department’s workloads, revenues and expenditures and if it is determined the Associate Civil Engineer is still warranted, Transportation will work with the Chief Administrative Office to determine if the position should be added back to the personnel allocation or if other organizational changes should be made to mitigate increases to salary and benefit costs as much as possible.

Transportation is recommending these position changes in order to better align staff and position classifications with the required workload and responsibilities, while also reducing salary and benefit costs so that additional funding is available for direct community services such as road maintenance. Based on discussions and correspondence with Human Resources the duties the position will be performing meet the requirements for an Administrative Technician.

ALTERNATIVES

The Board could choose not to adopt the proposed resolution amending the Authorized Personnel Allocation Resolution; however, Transportation would have inadequate administrative support staff to effectively complete the tasks assigned to the position for the Division and would be working out of class.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources, County Counsel

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

The cost associated with this change in allocations is approximately \$133,400 in salary savings, assuming Step 3 of the salary schedule. Should the preferred candidate be hired at Step 1 or 2, this amount would be more. If the candidate is an existing County employee with additional benefits such as longevity, the cost savings may be less. There is no change to Net County Cost associated with this item.

CLERK OF THE BOARD FOLLOW UP ACTIONS

- 1) The Clerk of the Board to obtain the Chair's signature on one (1) original of the Resolution.
- 2) The Clerk of the Board will provide one (1) certified copy of the signed Resolution to the Human Resources Department, attention to Katie Lee.
- 3) The Clerk of the Board will provide one copy of the certified Resolution to Transportation, Attn., Ashley Johnson.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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Department of Transportation