



Legislation Details (With Text)

File #: 12-0840 **Version:** 1
Type: Agenda Item **Status:** Adopted
File created: 7/2/2012 **In control:** Board of Supervisors
On agenda: 8/28/2012 **Final action:** 8/28/2012
Title: Human Resources and Department of Transportation recommending the Board adopt Resolution 121-2012 approving changes to the job specification and the salary range for Deputy Director of Maintenance and Operations.

FUNDING: Road Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Dep Dir Maint Job Spec.pdf, 2. B - Dep Dir Maint Cost Summary 8-28-12.pdf, 3. C - BOS_reso_Dep Dir Maint Salary_revised 8-28-12.pdf, 4. D - Dep Dir Maint Job Spec w/Changes 8-28-12.pdf, 5. Executed Resolution 121-2012

Date	Ver.	Action By	Action	Result
8/28/2012	1	Board of Supervisors	Adopted	Pass

Human Resources and Department of Transportation recommending the Board adopt Resolution **121-2012** approving changes to the job specification and the salary range for Deputy Director of Maintenance and Operations.

FUNDING: Road Fund.

BUDGET SUMMARY:	
Total Estimated Cost.....	\$14,570
Budgeted.....	\$14,570
New Funding.....	
Savings.....	
Other.....	
Total Funding Available.....	\$14,570
Change To Net County Cost.....	\$ 0

Fiscal Impact/Change to Net County Cost

There is no change to net County cost. Total increase in salary and benefits at step 1 of the salary range is estimated at \$14,570 and step 5 is estimated at \$17,753. Increased costs will be funded from the Road Fund. Salary and benefit appropriations in the current year Road Fund budget are sufficient to accommodate this increase due to a current vacancy at the Deputy Director of Maintenance and Operations position.

Background

The Department of Transportation includes four Divisions led by Deputy Directors, which are Transportation Planning & Land Development, Engineering, Construction, and Maintenance. Three of the four Divisions are managed by a Deputy Director of Engineering, with the fourth managed by a Deputy Director of Maintenance and Operations (M&O) with a ten percent difference in the salary range for the two positions. Through a recent market analysis of comparator agencies and a re-evaluation of the position responsibilities, the salary range for the Deputy Director of M&O position was determined to be inequitable.

Reason for Recommendation

The Divisions managed by the Deputy Director of Engineering classification have between twenty and twenty-two professional and technical staff, overseeing the planning, design and construction of multi-million dollar road construction projects. In contrast, the Deputy Director of M&O is responsible for a Division of over 100 employees, is responsible for the maintenance of over 1,070 miles of roadway, and management of a budget between \$14M - \$16M. In addition, the Deputy Director, the four Superintendents who report directly to the Deputy Director, and a rotation of other key staff are on-call to respond to emergency situations throughout the County.

The functional areas within the M&O Division include road maintenance and operations, traffic operations (signals, striping and signage), and fleet services. This encompasses annual and preventive maintenance of roadways, ditches, culverts, and storm drains; inspection and maintenance of bridges and roadside vegetation; snow removal; and the purchase and maintenance of all related equipment, including vehicles for all County departments.

An area of increased focus is the required clean up and maintenance of the Rubicon Trail, for which the Deputy Director of M&O is accountable. This project requires a coordinated work effort involving state and federal agencies to accomplish, with the Deputy Director in a lead role. The Deputy Director must work with the Chief Administrative Office, present updates to the Board of Supervisors, represent the department, and hold public meetings on a variety of projects and issues.

Approval of this recommendation will resolve the internal inequity, address the market analysis, and provide compensation commensurate with the responsibilities of the position.

Action(s) to be taken following Board approval

The Acting Clerk of the Board will obtain the Chair's signature on the Resolution.

The Human Resources Department will update the Salary Schedule and the Department of Transportation will open a recruitment to fill the Deputy Director of Maintenance and Operations position.

Contact

Kim Kerr, Interim Director Department of Transportation
Erin Hane, Principal Human Resources Analyst

Concurrences

Chief Administrative Office
Department of Transportation
Human Resources

