



Legislation Details (With Text)

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Type: Agenda Item **Status:** Approved

File created: 12/1/2023 **In control:** Board of Supervisors

On agenda: 12/12/2023 **Final action:** 12/12/2023

Title: Chief Administrative Office recommending the Board adopt and authorize the Chair to sign Resolution 195-2023, amending the Authorized Personnel Allocation Resolution 088-2023, deleting 1.0 Full Time Equivalent (FTE) Communications and Outreach Manager and adding 1.0 FTE Principal Management Analyst to the Chief Administrative Office.

FUNDING: General Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Resolution Add PriMA Delete Comm Mang 12-12-23.pdf, 2. B - Blue Route Add PriMA Delete Comm Mang 12-12-23 (1).pdf, 3. Executed Resolution 195-2023

Date	Ver.	Action By	Action	Result
12/12/2023	1	Board of Supervisors	Approved	Pass

Chief Administrative Office recommending the Board adopt and authorize the Chair to sign Resolution **195-2023**, amending the Authorized Personnel Allocation Resolution 088-2023, deleting 1.0 Full Time Equivalent (FTE) Communications and Outreach Manager and adding 1.0 FTE Principal Management Analyst to the Chief Administrative Office.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

On September 19, 2023 (Legistar file 23-1749), the Board approved a staffing plan to enhance the delivery of the County’s emergency preparedness, response and recovery services, which included the dedication of 1.0 FTE vacant Deputy Chief Administrative Officer to serve as a liaison to the Board, Department heads, and impacted non-governmental organizations during emergency preparedness, response, and recovery. At the time, it was contemplated that the Deputy CAO would also take on the Emergency Medical Services and Office of Wildfire Preparedness and Resilience programs. The Deputy CAO position was filled through promotion of the Communications and Outreach Manager. As a result, it has been determined that the Deputy CAO should retain the communications and outreach functions, as they are critical to the OES liaison function, and the incumbent has an extensive skill set and existing relationships in this area. It is recommended that the vacated Communications and Outreach Manager allocation be deleted and replaced with a Principal Management Analyst to assist with the Emergency Medical Services and Office of Wildfire Preparedness and Resilience programs. This position will also likely provide support as needed to the OES liaison and other projects and programs in the Chief Administrative Office.

There is no impact to Net County Cost. The Principal Management Analyst and Communications and Outreach Manager have the same salary range.

ALTERNATIVES

The Board could choose to reject or make changes to the proposed staffing change.

PRIOR BOARD ACTION

02/01/2023 Legistar Item 23-0248

02/14/2023 Legistar Item 23-0346

08/29/2023 Legistar Item 23-1567

09/19/2023 Legistar Item 23-1749

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources supports the classification change and County Counsel approved the resolution.

FINANCIAL IMPACT

There is no impact to Net County Cost. The Principal Management Analyst and Communications and Outreach Manager have the same salary range.

ALTERNATIVES

The Board could choose to not approve this item.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

N/A

CONTACT

Sue Hennike, Assistant CAO