



## Legislation Details (With Text)

**File #:** 16-0969      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 9/15/2016      **In control:** Board of Supervisors

**On agenda:** 9/27/2016      **Final action:** 9/27/2016

**Title:** Chief Administrative Office and Human Resources recommending the Board;  
 1) Approve a reorganization of the Chief Administrative Office;  
 2) Adopt Resolution 167-2016 establishing a new job classification as a of Deputy Chief Administrative Officer at the recommended salary level and amending the Chief Administrative Office Personnel Allocation by adding 1 FTE Deputy Chief Administrative Officer and deleting 1 FTE Chief Budget Officer; and  
 3) Amend the Personnel Allocation by adding 1 FTE Deputy Chief Administrative Officer and deleting 1 FTE Chief Budget Officer; and  
 3) Pursuant to Personnel Rules section 205(b), Resolution 015-2014, waive recruiting requirements and appoint the Chief Budget Officer incumbent to the position of Deputy Chief Administrative Officer. (4/5 vote required to waive requirements.)

FUNDING: General Fund

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Deputy CAO Job Description 9-27-16, 2. B - Resolution 9-27-16, 3. B - Revised Resolution 9-27-16, 4. Public Comment Rcvd 9-19-16 BOS 9-27-16, 5. Executed Resolution 167-2016

Date	Ver.	Action By	Action	Result
9/27/2016	1	Board of Supervisors	Approved	Pass

Chief Administrative Office and Human Resources recommending the Board;  
 1) Approve a reorganization of the Chief Administrative Office;  
 2) Adopt Resolution **167-2016** establishing a new job classification as a of Deputy Chief Administrative Officer at the recommended salary level and amending the Chief Administrative Office Personnel Allocation by adding 1 FTE Deputy Chief Administrative Officer and deleting 1 FTE Chief Budget Officer; and  
~~3) Amend the Personnel Allocation by adding 1 FTE Deputy Chief Administrative Officer and deleting 1 FTE Chief Budget Officer; and~~  
 3) Pursuant to Personnel Rules section 205(b), Resolution 015-2014, waive recruiting requirements and appoint the Chief Budget Officer incumbent to the position of Deputy Chief Administrative Officer. (4/5 vote required to waive requirements.)

**FUNDING:** General Fund

**DEPARTMENT RECOMMENDATION**

Chief Administrative Office and Human Resources recommending the Board (1) approve a reorganization of the Chief Administrative Office, (2) adopt a new job classification as a Deputy Chief Administrative Officer at the recommended salary level, (3) amend the Personnel Allocation by adding 1 FTE Deputy Chief Administrative Officer and deleting 1 FTE Chief Budget Officer, (4) and, pursuant to Personnel Rules section 205(b), Resolution #015-2014, waive recruiting requirements

and appoint the Chief Budget Officer incumbent to the position of Deputy Chief Administrative Officer. (4/5 vote required to waive requirements.)

### **DISCUSSION / BACKGROUND**

Based on an assessment of the current organizational structure, the Chief Administrative Officer believes the County will be better served by deleting the Chief Budget Officer position allocation and replacing it with a Deputy Chief Administrative Officer position. The primary reason for this change is to enhance functionality in the Chief Administrative Office, including improving the Office's ability to provide for and distinguish between the oversight and management responsibilities for the Facilities Management, Central Fiscal/Admin Support, Procurement & Contracts, and Parks & Trails divisions, and the core budget and policy responsibilities of the Office. The recommended reorganization is intended to increase the flexibility of the Office and provide for the best use of existing staff resources.

Human Resources has completed a job analysis and classification/compensation study of the new position and has determined the scope of responsibility justify the same salary level as the Chief Budget Officer allocation. Therefore, no change in rate of pay is recommended. The Human Resources Department has confirmed that the incumbent Chief Budget Officer meets the minimum requirements of the Deputy Chief Administrative Officer allocation, and that because the Chief Budget Officer allocation is being deleted, it is appropriate to waive recruiting requirements and appoint the incumbent to the new Deputy Chief Administrative Officer position. The incumbent will also retain the Unrepresented Department Head classification status.

### **ALTERNATIVES**

The Board could choose not to approve these recommendations, which would result in no changes to the current organizational structure in the Chief Administrative Office.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

The Chief Administrative Office and Human Resources Department have worked jointly to develop this recommendation. County Counsel has reviewed this recommendation.

### **FINANCIAL IMPACT**

There is no fiscal impact associated with the recommendation. The salary for the Deputy Chief Administrative Officer position, which is being added, is the same as the Chief Budget Officer position, which is being deleted.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

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Pamela Knorr, Human Resources Director