



Legislation Details (With Text)

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

**File created:** 4/25/2018      **In control:** Board of Supervisors

**On agenda:** 5/15/2018      **Final action:** 5/15/2018

**Title:** Chief Administrative Office, Central Fiscal and Facilities Divisions, recommending the Board approve and authorize the Chair to sign Resolution 091-2018 amending the Fiscal Year 2017-18 approved Personnel Resolution adding 1.0 Administrative Analyst I and deleting 1.0 Administrative Technician (vacant) in the Chief Administrative Office.

FUNDING: General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Personnel Resolution, 2. Executed Resolution 091-2018

Date	Ver.	Action By	Action	Result
5/15/2018	1	Board of Supervisors	Approved	Pass

Chief Administrative Office, Central Fiscal and Facilities Divisions, recommending the Board approve and authorize the Chair to sign Resolution **091-2018** amending the Fiscal Year 2017-18 approved Personnel Resolution adding 1.0 Administrative Analyst I and deleting 1.0 Administrative Technician (vacant) in the Chief Administrative Office.

**FUNDING:** General Fund.

**DEPARTMENT RECOMMENDATION**

The Chief Administrative Office is recommending the Board amend the FY 2017-18 approved Personnel Resolution adding 1.0 Administrative Analyst I and deleting 1.0 Administrative Technician (currently vacant).

**DISCUSSION / BACKGROUND**

The Central Fiscal Division currently has a vacant Administrative Technician. Over the past several months, the Division has seen an increase in complexity of the workload related to the multiple Facilities projects currently in process as well as a need to provide an expanded level of support for Information Technologies, Human Resources/Risk Management, Public Defender, Board of Supervisors, Surveyor, and District Attorney. Currently the Division does not have staff available to provide support for tasks such as writing agenda items or updating policies and procedures. An Administrative Analyst could provide this support.

The Division is proposing to delete a vacant Administrative Technician that was classified as a Confidential employee and add an Administrative Analyst I (non-Confidential). The Administrative Analyst I salary is approximately 11% higher than that of the Administrative Technician salary. However, because the current position is Confidential and the new position is not proposed to be Confidential, there is an offset to the difference in cost. This is due to a \$6,240 optional benefit credit

paid each year to Confidential employees.

### **ALTERNATIVES**

The Board could choose not to approve the add/delete for the Central Fiscal Division which could cause delays in processing the more complex Facilities invoices and the inability to provide support for Board agenda items and updated policies and procedures.

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

Human Resources

### **CAO RECOMMENDATION / COMMENTS**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

The add/delete of the Admin Analyst/Admin Tech, assuming Step 3 of the salary range, would result in an increased cost of approximately \$1,000 each year. The amount would be difference in cost would be lower if the employee were hired at Step 1 or 2. It should be noted that Confidential employees also receive special leave, which could result in use of fewer vacation hours and result in a higher pay-out of vacation upon the employee's resignation or retirement.

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

Clerk of the Board to return one copy of the signed Resolution to the Human Resources Department.

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

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