



Legislation Details (With Text)

File #: 21-1399 **Version:** 1

Type: Agenda Item **Status:** Approved

File created: 8/17/2021 **In control:** Board of Supervisors

On agenda: 8/31/2021 **Final action:** 8/31/2021

Title: Chief Administrative Officer recommending the Board adopt and authorize the Chair to sign Resolution 109-2021 amending the current Personnel Allocation Resolution to add 1.00 FTE Administrative Analyst Supervisor and 1.00 FTE Sr. Administrative Analyst in the Chief Administrative Office.

FUNDING: American Rescue Plan Act.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Resolution, 2. B - County Counsel Approved Blue Route, 3. Executed Res. 109-2021

Date	Ver.	Action By	Action	Result
8/31/2021	1	Board of Supervisors	Approved	Pass

Chief Administrative Officer recommending the Board adopt and authorize the Chair to sign Resolution **109-2021** amending the current Personnel Allocation Resolution to add 1.00 FTE Administrative Analyst Supervisor and 1.00 FTE Sr. Administrative Analyst in the Chief Administrative Office.

FUNDING: American Rescue Plan Act.

DISCUSSION / BACKGROUND

At the July 13, 2021 Board meeting, the Board directed staff to amend the Personnel Allocation Resolution to include 1) an ARPA Ombudsman position and 2) an appropriately classified ARPA administrative support position.

After an analysis of department operations and future staffing needs, staff recommends that the Board approve the addition of 1.00 FTE Sr. Administrative Analyst to act as an ARPA Ombudsman and 1.00 FTE Administrative Analyst Supervisor to oversee the complex reporting and distribution requirements for ARPA funding.

The Sr. Administrative Analyst position was selected with approval from Human Resources due to the complexity and level of independent discretion needed to operate as a County ombudsman. This position was modeled after the ombudsman in Planning and Building.

The Administrative Analyst Supervisor was selected with approval from Human Resources due to the increase in workload needed to complete the complex reporting requirements from the Department of the Treasury. The Supervisor will oversee the reporting and expenditure tracking required by the Treasury.

ALTERNATIVES

The Board could not approve the Resolution and direct staff to find an alternative.

PRIOR BOARD ACTION

Legistar 21-1080

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources

County Counsel

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

The approximate maximum cost of adding a 1.0 FTE Sr. Administrative Analyst - Ombudsman is \$114,000 & 1 FTE Administrative Analyst Supervisor is \$118,000 for the remainder of FY 2021-22. This is the maximum cost to allow for the hiring of experienced staff, but it is likely that there will be savings once the allocations are filled. If approved the appropriations for these positions will be included in the Adopted Budget that is being brought back to the Board in late September and funded with ARPA funds, resulting in not increase to Net County Cost.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Provide a copy of the executed resolution to Human Resources and the CAO.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Don Ashton, Chief Administrative Officer