



## Legislation Text

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**File #:** 08-1609, **Version:** 1

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General Services Director recommending adoption of Resolution **298-2008** amending the Authorized Personnel Allocation Resolution; and authorizing Human Resources Department to implement a reduction in force for the class titles being eliminated in the General Services Department.

Fiscal Impact/Change to Net County Cost: None

Background/Reason for Recommendation:

On January 8, 2008, the BOS approved a General Services reorganization submitted by the previous CAO, Laura Gill. This proposal provided for a Maintenance Division and a Facilities or Capital Division. The documents from the January 8th Board item are attached. After some discussion, the Board approved an alternative structure, with the Maintenance and Capital divisions as proposed, while adding a separate Parks division consisting of one FTE Parks Administrator, one FTE Parks Project Coordinator, and one FTE River Recreation Supervisor.

The Director of General Services has conducted a review of the organization and the status of the capital improvement program, and has concluded that the approved structure does not lend itself to effective project development and delivery.

The capital program is currently compartmentalized in two separate divisions, creating redundancies and inefficiencies. To correct this problem, the responsibilities of the Parks Division have been assigned to the Capital Projects Division. Under this structure, the Parks Administrator, which served as the Parks Division manager, is redundant and is recommended for deletion. The duties of this position will be assumed by the Facilities Service and Capital Program Manager. This manager will serve as the main point of contact for all parks-related issues, and will be responsible for compliance with the General Plan Parks and Recreation element. In addition, the proposal replaces the Parks Project Coordinator with an Assistant in Civil Engineering. While the job specification for Parks Project Coordinator includes many technical tasks, the minimum qualifications for the job do not ensure that applicants will possess the skill sets required to perform the job.

The Capital Projects Division, although assigned eight staff members with varying technical capacity, has no civil engineers. Civil engineers possess a higher level of expertise in project development, design, award, design review, environmental compliance, construction management, and resolution of design and construction problems and issues with contractors than is currently provided for in the current job specification minimum qualifications. These skills are critical to the successful development and delivery of capital projects. To better align the personnel allocation with the work requirements, the deletion of one FTE Architectural Project Manager and the addition of one FTE Senior Civil Engineer and one FTE Assistant in Civil Engineering is recommended. The deletion of the Architectural Project Manager and the addition of the Sr. Civil Engineer do not appear on the personnel allocation resolution today; these changes will be made later this fiscal year, following the retirement of the incumbent in the position of Architectural Project Manager.

In summary, the Director of General Services recommends:

Delete one (1) FTE Parks Administrator (currently overfilled by the Manager of Airports, Parks and Grounds), one (1) FTE Parks Project Coordinator (vacant), and add two (2) FTE Assistant in Civil Engineering. These changes will not affect the department's Net County Cost.

Action to be taken following Board approval: Human Resources will notify the affected employees and bargaining units.

Contact: Thomas Heck, Director of General Services

Concurrences: Human Resources