



County of El Dorado

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Legislation Details (With Text)

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On agenda: 4/17/2012 **Final action:** 4/17/2012
Title: Chief Administrative Officer recommending the Board authorize the advanced step placement for Brent Collins for the position of Principal Administrative Analyst at Step 5 of the salary schedule for a limited term position to provide project management services for the West Slope Animal Shelter.

FUNDING: Tobacco Settlement Funds / Accumulated Capital Outlay Funds.

Sponsors:

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Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
4/17/2012	1	Board of Supervisors	Approved	Pass

Chief Administrative Officer recommending the Board authorize the advanced step placement for Brent Collins for the position of Principal Administrative Analyst at Step 5 of the salary schedule for a limited term position to provide project management services for the West Slope Animal Shelter.

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BUDGET SUMMARY:		
Total Estimated Cost		\$150,000
Funding		
Budgeted	\$150,000	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$150,000	
Change To Net County Cost		\$0

Fiscal Impact/Change to Net County Cost: There is no change to Net County Cost for the current fiscal year. The annual costs including salaries and benefits is approximately \$150,000 for this position. The current budget for the Animal Shelter project includes \$100,000 for a project manager. The remaining \$50,000 will be funded from Accumulated Capital Outlay Funds or if project management services are provided for specific projects related to the jail, funding from the Criminal Justice special revenue fund.

Background: On March 20, 2012 (Legistar item 10-1235), the Board gave direction to move forward with researching additional sites for the new West Slope Animal Shelter and appointed a subcommittee of Supervisors Knight and Briggs to move through this process. One of the first things that the subcommittee determined was that there was a critical need for a project manager dedicated to this project. This will be a limited term position scheduled for the duration of the Shelter project. This individual will also be available to help manage other critical facility projects as time allows, however their first priority will be the West Slope Animal Shelter.

Reason for Recommendation: The subcommittee quickly identified Brent Collins for the position of project manager. Brent has a Bachelor of Science Degree in Construction Engineering Technology with a minor in Business and over 20 years of experience in designing and building commercial and industrial projects. Brent has the required skills, knowledge and experience to lead the West Slope Animal Shelter project.

Currently the County does not have a Sr. Project Manager job specification. In the interest of moving quickly due to the time sensitive nature of the West Slope Animal Shelter project, the Chief Administrative Office determined that the job specification of Principal Administrative Analyst fit the needs for this project manager position.

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