



Legislation Details (With Text)

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File created: 10/18/2013 **In control:** Board of Supervisors

On agenda: 11/5/2013 **Final action:** 11/5/2013

Title: The Community Development Agency and Human Resources recommending the Board consider the following:
 1) Approve classification specification for the position of Right of Way Supervisor; and
 2) Adopt Resolution 168-2013 establishing salary range and bargaining unit designation for same and amend the Authorized Personnel Allocation Resolution for the Community Development Agency to add 1.0 Right of Way Supervisor.

FUNDING: Road Fund, TIM Fees, Developer Fees.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Right of Way Supervisor 11/5/13, 2. B - Resolution 11/5/13, 3. Fully executed Resolution 168-2013.pdf

Date	Ver.	Action By	Action	Result
11/5/2013	1	Board of Supervisors	Approved	Pass

The Community Development Agency and Human Resources recommending the Board consider the following:

- 1) Approve classification specification for the position of Right of Way Supervisor; and
- 2) Adopt Resolution **168-2013** establishing salary range and bargaining unit designation for same and amend the Authorized Personnel Allocation Resolution for the Community Development Agency to add 1.0 Right of Way Supervisor.

FUNDING: Road Fund, TIM Fees, Developer Fees.

BUDGET SUMMARY:	
Total Estimated Cost.....	\$55,781 FY 13-14
Budgeted.....	\$0
New Funding.....	
Savings.....	\$55,781
Other.....	
Total Funding Available.....	\$55,781
Change To Net County Cost.....	\$0

Fiscal Impact/Change to Net County Cost

The salary and benefits cost of the Right-of-Way Supervisor is estimated at \$111,562 for twelve

months. It is anticipated that the position will be filled for six months in the current fiscal year at a cost of approximately \$55,781.

Funding for the position is available from salary savings from vacant positions in the Right of Way program as well as savings from professional services contracts that will not be used as a result of work that will instead be performed by staff.

Background

Until 2010, the Right-of-Way section consisted of staff in the positions of Right-of-Way Manager, Associate Right-of-Way Agent and Assistant in Right-of-Way. In 2010, staff was reduced and the Right-of-Way Manager position was eliminated. The remaining Right-of-Way staff has since been supervised by a Senior Civil Engineer.

Reason for Recommendation

The Transportation Division has determined that the new classification of Right-of-Way Supervisor is needed to provide the specialized technical skill and supervision required for the Right-of-Way Program. The size and scope of the Right-of-Way Program at this time does not require a dedicated Right-of-Way Program Manager. Management oversight will be provided by a Deputy Director of Engineering.

The Right-of-Way Supervisor plans, organizes and directs the activities of the Program and handles the most difficult, complex advanced and sensitive work. The background and experience required for this position will qualify the incumbent to supervise staff performing specialized functions associated with right-of way acquisition and related activities. The minimum qualifications of the Right-of-Way Supervisor include the requirement for a Real Estate Broker's license, Certified General Appraiser's license or a Senior Right-of-Way designation from the International Right of Way Association and to be certified or have the ability to become a Certified Caltrans Right of Way Agent.

Action(s) to be taken following Board approval

Human Resources will update the salary schedule and add the classification to NEOGOV.

Contact

Bard Lower, Transportation Division Director
Mike Stella, Human Resources

Concurrences

Community Development Agency, Human Resources, EDCEA Local #1 has been notified.