



## Legislation Details (With Text)

**File #:** 21-1215      **Version:** 1

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

**File created:** 7/16/2021      **In control:** Board of Supervisors

**On agenda:** 8/10/2021      **Final action:** 8/10/2021

**Title:** Chief Administrative Office recommending the Board adopt and authorize the Chair to sign Resolution 099-2021, to approve the following:  
1) The deletion of 1.0 full time equivalent (FTE) Deputy Chief Administrative Officer allocation; and  
2) The addition of 1.0 full time equivalent (FTE) Assistant Chief Administrative Officer allocation in the Chief Administrative Office.

**FUNDING:** General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Approved Blue Route, 2. B - Resolution, 3. Executed Resolution 099-2021

Date	Ver.	Action By	Action	Result
8/10/2021	1	Board of Supervisors	Approved	Pass

Chief Administrative Office recommending the Board adopt and authorize the Chair to sign Resolution **099-2021**, to approve the following:

- 1) The deletion of 1.0 full time equivalent (FTE) Deputy Chief Administrative Officer allocation; and
- 2) The addition of 1.0 full time equivalent (FTE) Assistant Chief Administrative Officer allocation in the Chief Administrative Office.

**FUNDING:** General Fund.

### DISCUSSION / BACKGROUND

In October 2020, the Assistant Chief Administrative Officer resigned from El Dorado County. The decision to underfill the position with a Deputy Chief Administrative Officer was made for the following two reasons:

- 1) Due to the potential of negative fiscal impacts as a result of the COVID pandemic, the Chief Administrative Officer had instructed all departments to reduce costs where feasible. Consistent with this direction, underfilling the Assistant Chief Administrative Officer position resulted in a budgetary savings of \$44,500 annually.
- 2) At that time, the Chief Administrative Officer was not aware of any internal employees who were both interested in and qualified to serve as the Assistant Chief Administrative Officer. As a result, underfilling the Assistant Chief Administrative Officer position provided an opportunity to identify and develop existing staff as well as identifying a well-qualified Deputy CAO who could also potentially become an Assistant CAO.

It should be noted that this organizational model of not having an Assistant CAO was never intended to be a long term solution. The intent was always to appoint a well-qualified individual who desired the opportunity to serve as the Assistant CAO. However, Personnel Rule 505.1 requires all positions

that are 'underfilled' at the end of the fiscal year be adjusted to accurately reflect the position of the incumbent. In order to comply with this requirement, the Assistant CAO position was downgraded to a Deputy CAO during the Recommended Budget process.

In July 2021, one of the three Deputy CAO positions became vacant. Considering the COVID pandemic did not have the negative fiscal impacts that were anticipated, and considering the Chief Administrative Officer is now aware of multiple internal candidates who are likely well-qualified and desire an opportunity to serve as the Assistant CAO, for organizational purposes as well as succession planning purposes the CAO is requesting reinstatement of the Assistant CAO position.

### **ALTERNATIVES**

The Board could choose not to reinstate the Assistant CAO position and direct staff to return with an alternative.

### **PRIOR BOARD ACTION**

June 22, 2021 adoption of the Personnel Allocation. Legistar # 21-0994, Resolution 064-2021

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

Human Resources

### **CAO RECOMMENDATION**

Approve as recommended.

### **FINANCIAL IMPACT**

The addition of an Assistant CAO allocation and deletion of a Deputy CAO allocation will result in a maximum increased cost of \$44,500 a year. Due to changes in staff at the end of Fiscal 2020-21, after the Fiscal Year 2021-22 Recommended Budget had been finalized, it is estimated that the change in allocations will increase net county cost by \$8,500. If approved, staff will incorporate the costs in the FY 2021-22 Adopted Budget recommended changes.

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

N/A

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

Don Ashton, Chief Administrative Officer