



## Legislation Text

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**File #:** 18-1670, **Version:** 1

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Community Development Services, Department of Transportation, recommending the Board adopt and authorize the Chair to sign Resolution **236-2018**, amending the Authorized Personnel Allocation Resolution 132-2018, thereby adding 1.0 full time equivalent (FTE) Administrative Technician in the Department of Transportation.

**FUNDING:** Various Department of Transportation funding streams. (Non-General Fund)

### **DISCUSSION / BACKGROUND**

The Department of Transportation (Transportation) has been updating its staffing plan to place a strong emphasis on staff and service integration, including moving toward a more efficient organizational structure. An Executive Assistant (EA) position is mainly a secretarial type classification and currently, Transportations' EA position is limited to providing only advanced-level administrative and secretarial duties. Transportation is in need of a position with more technical capabilities than those typically found in the EA classification. Over the past year, the Director has had projects that needed to be delegated to a more technical position that, due to job classification limitations, could not be handled by the current EA position. Duties that will become the responsibility of this new Administrative Technician include but are not limited to:

- Provide information to the public and County staff that requires the use of independent judgment, compliance with laws, and interpretation of policies, rules and procedures.
- Attend meetings, discuss analysis and conclusions with professional, management staff and outside agencies and create reports or studies.
- Assist in developing and monitoring budgets, including gathering and reviewing financial data.
- Verify and review calculations, forms, invoices, contracts, grants, reports, etc. for accuracy, completeness and conformance with established regulations.
- Evaluate office and inter-departmental procedures and make recommendations for modifications and assist in developing and implementing department/division objectives, policies, procedures and work standards.
- Prepare long and short-term administrative projects for professional staff, which require statistical research, accounting, budget, organizational, and legislative analysis.
- Confer with representatives of other governmental agencies, business, professional and citizens' groups, vendors and the public.

It is projected that assigning multi-skilled staff, along with advancements in information technology, will lead to less staff allocations, lower overhead expenses, continuous quality improvement, and efficiency in project delivery.

Furthermore, on October 1, 2018, the Zones of Benefit (ZOB) and Community Service Area (CSA) Programs were reassigned from the Community Development Services (CDS) Finance Division to Transportation, due to the programmatic link between the Zones and the technical abilities in Transportation, which will make the Zone program more effective. This recent transition has resulted in additional duties being transferred to Transportation. Prior to the transfer, CDS Finance staff

supported the ZOB and CSA programs with some assistance from Transportation.

If approved, Transportation will conduct a recruitment to fill this position. If an internal candidate is selected, the vacant allocation they leave will immediately be deleted.

### **ALTERNATIVES**

The Board could choose to not approve this Resolution. However, Transportation will not be able to progress in its Transportation efficiency implementation and support the Director or ZOB programs effectively.

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

Human Resources, County Counsel

### **CAO RECOMMENDATION / COMMENTS**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

On March 6, 2018, Item 19 (Legistar 18-0127), the Department made staffing allocation changes resulting in an annual reduction of \$59,073 and on June 5, 2018, Item 12 (Legistar 18-0893), the Department made staffing allocation changes resulting in an annual reduction of \$180,268 for a total annual reduction of \$239,341. The requested allocation has an annual salary of approximately \$91,844. Therefore, Transportation will still see a cost savings of at least \$147,497. Funding for the new allocation will come from various Transportation funding streams.

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

- 1) Clerk of the Board to obtain the Chair's signature on the original resolution.
- 2) Clerk of the Board will provide one (1) copy of the signed Resolution to Human Resources and one (1) copy to Transportation, Attention Rafael Martinez.

### **STRATEGIC PLAN COMPONENT**

Infrastructure, Good Governance

### **CONTACT**

Rafael Martinez, Director

Department of Transportation