



Legislation Text

File #: 18-1874, **Version:** 1

Human Resources Department and Planning and Building Department, recommending the Board adopt and authorize the Chair to sign Resolution **259-2018**, amending the Authorized Personnel Allocation Resolution 132-2018 for the Planning and Building Department, to:

- 1) Delete 1.0 vacant full-time equivalent Administrative Secretary allocation;
- 2) Add 1.0 full-time equivalent Executive Assistant allocation with Confidential Status;
- 3) Direct that the above changes be added to the Fiscal Year 2018-19 Position Allocation Schedule; and
- 4) Provide authorization to the Director of Human Resources to make, if needed, any technical corrections to the authorized personnel allocations for the Planning and Building Department.

FUNDING: General Fund (offset with some Planning and Building fees).

DISCUSSION / BACKGROUND

The Planning and Building Department (Department) consists of four Divisions: Current Planning, Long Range Planning, Building, and Code Enforcement and currently has 72 allocated permanent positions and 10 Extra Help positions. None of these positions provide support to the Department Head and none are classified as Confidential. The Department's vacant Administrative Secretary position is the only position in the Department that is classified to provide secretarial assistance to management or professional staff. All other office support positions in the Department are in the Office Assistant class series.

With the recent change in the Department's leadership resulting in a focus on communication, transparency, public engagement, and process improvement, as well as the transition of CDS personnel to the Human Resources Department, the Department is requesting to delete 1.0 vacant full-time equivalent Administrative Secretary and to add 1.0 full-time equivalent Executive Assistant allocation with Confidential Status.

The Executive Assistant position would absorb some of the duties of the vacant Administrative Secretary while others would be absorbed by existing office support staff. This transition in responsibilities will allow the Executive Assistant to provide direct executive support to the Department Head and to take on additional duties that require a higher-level skill set than an Administrative Secretary, including but not limited to:

- ☐ Providing confidential administrative support that includes personnel matters involving Human Resources and Risk Management;
- ☐ Serving as the Department's Liaison for Human Resources;
- ☐ Assisting the Director with annual Budget preparation;
- ☐ Serving as the primary contact and Department Liaison for CDS Fiscal;
- ☐ Preparing Fee Waiver response memos from the Director to the Chief Administrative Office;
- ☐ Maintaining and updating the Department's webpages;
- ☐ Preparing and processing Legistar items;

- ☐ Researching, analyzing and recommending new service delivery methods and process improvements;
- ☐ Serving as the initial contact for calls, visitors, and incoming emails to the Director;
- ☐ Serving as the initial contact for Department's Public Records Act Requests; and
- ☐ Serving as the main contact for the Board of Supervisors and Chief Administrative Office.

ALTERNATIVES

The Board could decline to adopt the attached Resolution amending the Authorized Personnel Allocation Resolution, and maintain the current personnel structure.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

The staffing allocation changes result in an approximate annual increase of \$11,752. This amount includes adding the Confidential Status to the Executive Assistant position. The Planning and Building Department has sufficient funds to cover the increase in FY 2018-19. The Planning and Building Department will budget the difference in the FY 2019-20 budget. The Planning and Building Department budget is offset with some Planning and Building fees.

CLERK OF THE BOARD FOLLOW UP ACTIONS

- 1) Clerk of the Board to obtain the Chair's signature on one (1) original of the Resolution.
- 2) Clerk of the Board will provide one (1) certified copy of the signed Resolution to the Human Resources Department, attention to Katie Lee.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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