



Legislation Text

File #: 18-1958, **Version:** 1

Department of Transportation recommending the Board:

- 1) Adopt and authorize the Chair to sign Resolution **005-2019**, amending the Authorized Personnel Allocation Resolution 132-2018 for the Department of Transportation to delete 1.0 vacant full-time equivalent Executive Assistant position from Transportation's position allocation; and
- 2) Change the bargaining unit of 1.0 full-time equivalent Administrative Technician Position from GE (Local 1) to CO (Confidential).

FUNDING: NA

DISCUSSION / BACKGROUND

On November 13, 2018, Item 25 (Legistar 18-1670), the Board approved Resolution 236-2018 adding a new Administrative Technician position to the Department of Transportation's (Transportation) allocations to provide more technical capabilities than what the advanced-level Executive Assistant position was limited to providing. At that time, Transportation informed the Board that if an internal candidate was chosen upon a successful recruitment to fill the Administrative Technician position, that Transportation would return to the Board to request to delete the Executive Assistant position. Transportation is now requesting the Board approve the Resolution amending the Authorized Personnel Allocation Resolution to delete 1.0 vacant full-time equivalent Executive Assistant position. Also, HR just informed Transportation of County Counsel's opinion that the Board has to approve all bargaining unit changes. Therefore, Transportation is requesting the previously approved Administrative Technician position be designated as Confidential.

ALTERNATIVES

The Board could choose to not approve the Resolution. Transportation would have to consider revising it's staffing plan and return to the Board for approval.

PRIOR BOARD ACTION

See Discussion / Background section above.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources and 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. On November 13, 2018, Item 25 (Legistar 18-1670), the Department added an Administrative Technician position and is now deleting an Executive Assistant position which is a net increase of \$3,780.

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, Attention Katie Lee and one (1) copy to Transportation, Attention Rafael Martinez.

STRATEGIC PLAN COMPONENT

Infrastructure, Good Governance

CONTACT

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Department of Transportation