



## Legislation Text

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**File #:** 21-1037, **Version:** 1

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Department of Transportation recommending the Board adopt and authorize the Chair to sign Resolution **078-2021**, thereby amending the FY 2021-22 Authorized Personnel Allocation Resolution for the Department of Transportation, adding one 1.0 FTE Administrative Technician - Limited Term.

**FUNDING:** Road Fund.

### **DISCUSSION / BACKGROUND**

The Department of Transportation (Transportation) proposes to add one 1.0 FTE Administrative Technician - Limited-Term to the Transportation Planning & Land Development Unit. One 1.0 FTE Administrative Technician - Limited-Term was included in the allocation for Transportation in FY 2020-21, and was filled in October 2020. In accordance with Personnel Rule 1105, limited term appointments terminate automatically at the end of the specific project for which the appointment is made, but can be extended at the request of the appointing authority based on a continued need in the department with approval by the Board of Supervisors. During the budget creation process for the Fiscal Year 2021-22, it was determined that one 1.0 FTE Administrative Technician - Limited-Term position was no longer needed, and Transportation requested that it be deleted. However, Transportation is currently understaffed due to a large influx of unexpected developer projects and the loss of several, difficult-to-fill, positions, since the submittal of the 2021-22 budget request, which has caused a backlog of work. Transportation requests to add temporary administrative staff to aid in their efforts.

Transportation is proposing to add one 1.0 FTE Administrative Technician - Limited-Term to assist with the backlog for the 2021-22 fiscal year, but reserves the right to end the term before the end of the fiscal year if the workload no longer justifies the position. It is estimated that this position would be needed for approximately four months.

This limited-term position will be funded by anticipated salary savings in the Road Fund.

### **ALTERNATIVES**

The Board could choose not to adopt the proposed resolution amending the Authorized Personnel Allocation Resolution; however, Transportation would have inadequate administrative support staff to effectively meet their obligations.

### **PRIOR BOARD ACTION**

N/A

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

Human Resources and County Counsel

### **CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

### **FINANCIAL IMPACT**

There is no change to Net County Cost associated with this item. The estimated annual cost of adding this 1.0 FTE Administrative Technician - Limited-Term is approximately \$8,000 per month. Transportation anticipates having sufficient salary savings to cover the Road Fund costs due to the timing of filling vacancies. No budget amendment is needed.

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

- 1) The Clerk of the Board to obtain the Chair's signature on one (1) original of the Resolution.
- 2) The Clerk of the Board will provide one (1) certified copy of the signed Resolution to the Human Resources Department, attention Lauren Montalvo and Jordan Meyer.
- 3) The Clerk of the Board will provide one copy of the certified Resolution to Transportation, Attn., Julie Millard.

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

Rafael Martinez, Director  
Department of Transportation