



Legislation Text

File #: 22-0482, **Version:** 1

Human Resources Department recommending the Board:

- 1) Approve and adopt the revised Fleet Services Supervisor department-specific class specification; and
- 2) Adopt and authorize the Chair to sign Resolution **045-2022** to approve adding 1.0 FTE Fleet Services Supervisor and delete a vacant 1.0 FTE Services Operations Coordinator.

FUNDING: Fleet Services Fund.

DISCUSSION / BACKGROUND

After collaboration with the Department of Transportation (Transportation), the Human Resources Department (HR) has determined that adding a Fleet Services Supervisor allocation to the Department of Transportation, Fleet Services Unit, and removing one (1) Services Operations Coordinator position is beneficial. This recommendation is based on a current need to have a supervisory role provide direct supervision to fleet staff, ensure fleet work orders are completed in a timely manner, and perform additional administrative duties. Currently, the Services Operations Coordinator position is vacant, and the Fleet Superintendent supervises fleet staff. The Fleet Services Supervisor position will, in addition to the above-listed duties, assist in performing mechanical work as workload increases. In reviewing Transportation's request, Human Resources determined that the class specification needed to be revised to align the classification with the work required. Transportation assisted in identifying areas of clarification and improvement to better represent the utilization of this classification. Subsequently, the class specification has been updated to align with the position's required duties.

ALTERNATIVES

The Board could choose not to approve any of the recommendations herein and direct Human Resources to make revisions or conduct additional analysis. If the Board chooses not to approve, it would cause continued delays in providing needed staffing for the backlog of work in Fleet.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Department of Transportation
Operating Engineers, Local #3 - Trades and Crafts

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

The additional funding required to add a Fleet Services Supervisor and delete a Service Operations Coordinator will increase costs by approximately \$14,500 in the Fleet Services Fund. Salary savings

will be utilized during Fiscal Year 2021-22 to cover the increased cost and the cost of the revised position will be included in Transportation's Fiscal Year 2022-23 Budget request.

CLERK OF THE BOARD FOLLOW UP ACTIONS

- 1) The Clerk of the Board will obtain the Chair's signature on one (1) original of the Resolution.
- 2) The Clerk of the Board will provide one copy of the Resolution to the Human Resources Department, attention of Heather Andersen for further processing.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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