



Legislation Text

File #: 23-1347, **Version:** 1

Chief Administrative Office (CAO) recommending the Board:

- 1) Adopt and authorize the Chair to sign Resolution **109-2023** to:
 - a) Delete 1.0 vacant full-time equivalent (FTE) Accountant I/II; and
 - b) Add 1.0 FTE Assistant Chief Administrative Officer allocation in the Chief Administrative Office; and
- 2) Direct the CAO to reduce the CAO's Extra Help appropriations by \$39,000 in the FY 2023-24 Adopted Budget.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

CAO is recommending the Board delete 1.0 vacant FTE Accountant I/II, add 1.0 FTE Assistant Chief Administrative Officer allocation, and decrease the extra help budget by \$39,000.

Pursuant to the County's Charter, the Chief Administrative Officer has primary responsibility to the Board of Supervisors for the proper and efficient administration of the County which includes:

- a. Coordinating the work of all offices and departments, both elective and appointive, and devising ways and means to achieve efficiency and economy in all county operations;
- b. Formulating and presenting to the Board plans to implement policies and accomplish goals established by the Board;
- c. Recommending an annual budget after reviewing requests of all departments and agencies for which the Board is responsible or which request county funds;
- d. Having responsibility for the administration of the budget after its adoption by the Board;
- e. Providing in-depth analysis and review of all county programs on a regular basis in such a manner that the Board may make policy decisions;
- f. Providing and implementing systems of adequate checks and controls to safeguard county money and property;
- g. Working with all other government entities, federal, state, regional and local, in the best interest of the entire county;
- h. On at least an annual basis, reviewing and appraising the performance of all appointed department heads, except County Counsel, and submitting the appraisal to the Board of Supervisors; and
- i. Coordinating the review and publication of a county long-range fiscal plan and the annual statement of goals as adopted by the Board of Supervisors.

Furthering the intent expressed in the County Charter, the County's ordinance code and Board-adopted policies include additional responsibilities for the Chief Administrative Officer, such as reviewing and providing recommendations on each agenda item (excluding those brought by Board Members or the Planning Commission), coordinating the Board of Supervisors response to the annual Grand Jury report, approving certain budget transfers, and analyzing proposed state and federal legislative impacts on the County, for example. In addition, the CAO provides direct program oversight for the Parks, River and Trails Division, the Emergency Medical Services and

Preparedness Division, the Office of Wildfire Preparedness and Resilience (OWPR), the Facilities and Maintenance Division, the Procurement and Contracts Division, the Central Administration and Finance Division, the Community Development Finance and Administration Division, County Communications, and support to the County's Emergency Operations Center for recovery efforts. Lastly, the CAO provides project management support for priority County initiatives as they arise. Examples of current initiatives include Biomass, Strategic Planning, Ranch Marketing, Homelessness, Health and Human Services Agency restructuring, Charter Review Committee, and the Emergency Medical Services System Assessment.

The proposed staffing changes would balance the span of control, allow for the continued management of existing responsibilities, and promote long-term sustainability and succession planning.

ALTERNATIVES

The Board could choose not to approve this item and direct staff to return with an alternative.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources and County Counsel

FINANCIAL IMPACT

There is no change to Net County Cost associated with this item. In the FY 2023-24 Recommended Budget, 1.0 FTE Deputy Chief Administrative Officer assigned to the OWPR was deleted and replaced with a Program Manager. The savings from that change along with the deletion of 1.0 FTE Accountant I/II and the reduction in Extra Help in the ~~GAO-Parks Division~~ Office of Wildfire Preparedness and Resilience will fully offset the addition of 1.0 FTE Assistant Chief Administrative Officer.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Obtain the Chair's signature on the Resolution and return one copy to the Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tiffany Schmid, Chief Administrative Officer