File #: 21-0676, **Version:** 1

To: Board of Supervisors

From: Human Resources

Meeting Date: June 22, 2021

Department Contact: William Schurtz **Phone:** 234.6600
Department Contact: Juanie Cranmer **Phone:** 234.6600

Item Type: Consent Agenda **Time Allocated for Item**: N/A

Agenda Title:
Adoption of Resolution Authorizing a Title Change and Salary Revision of General Services Agency Director, Salary No. D46B to Director General Services Agency, Salary No. 6298; Re-Establishment of the Classification of Director Social Services, Salary No. 6214 and Amending Position Allocation Table as Follows: Budget Unit 5010 - Add 1.0 FTE Director Social Services

Recommended Action/Motion:
Adopt Resolution authorizing a title change and salary revision of General Services Agency Director, Salary No. D46B to Director General Services Agency, Salary No. 6298; re-establishment of the classification of Director Social Services at Salary No. 6214 and amend Position Allocation Table as follows: Budget Unit 5010 - add 1.0 FTE Director Social Services; and authorize Chair to sign same.

Previous Board/Board Committee Actions:
On June 22, 2021 the Board of Supervisors adopted the Master Position Allocation Table for the FY 2021-2022 Budget, Resolution Number 21-090.

Summary of Request:
The Human Resources Department is charged, as part of the overall maintenance of the classification and compensation plan, to evaluate current classifications, create new classifications (including appropriate salary levels), reclassify positions, examine requests for salary grade adjustments, analyze allocations, and make recommendations for additions, modifications, and corrections.

Based on the Board of Supervisor's June 9, 2021 adoption of Proposed Position Allocation Changes (Attachment D) during the Fiscal Year 2021-22 proposed budget hearings, which included the addition of 1.0 FTE General Services Agency Director, and the Board's adoption of the Master Position Allocation Table for Fiscal Year 2021-22 on June 22, 2021, this item proposes a title change to the Director General Services Agency and salary revision to Salary Number 6298 ($130,998.40-$159,244.40/annually). This classification has not been utilized since 2015 due to the reorganization of the GSA into the Executive Office. Since the time of the reorganization of the GSA, Deputy Chief Executive Officer positions have been fulfilling the former tasks and responsibilities of the GSA Director. Since 2015, the Executive Office has been assessing the various functions of the GSA, implementing various efficiencies within the operations, and working with the Executive Office Budget Team to re-centralize many of the common administrative functions. With the mandated

requirements associated with the Five Year Capital Improvement Plan, and updating the County's ADA transition plan, centralizing the oversight of the Facilities, Fleet, Space Planning, Purchasing, Real Property and Parks Administration functions has been determined to be in the best interest of the County and in alignment with the Board's strategic goals related to ensuring adequate resources be allocated to the County's capital priorities.

Further, given the increased demands on the County's internal support operations since 2017 due to disaster response, PSPS response, pandemic response, and addressing the 20+/- years of deferred capitalized maintenance, the Executive Office can no longer sustain providing the leadership and responsibilities of the former GSA Director.

This classification has received no pay adjustment since 2018 and was not part of the Compensation/Market Study conducted by Koff and Associates and received no market or Cost of Living (COLA) adjustments during years 1 and 2 of the 3-year implementation of current Department Head Association (DHA) MOU. The proposed pay range is $130,998.40-$159,244.40/annually. This classification will receive the 3% COLA effective September 5, 2021, in accordance with provisions of DHA MOU.

This item also recommends the re-establishment of the classification of Director Social Services due to the separation of Social Services from Health and Human Services Agency (HHSA). This classification has been dormant since the establishment of the HHSA in 2006. Due to its dormancy, the salary has not been reviewed, nor has it received any pay adjustment consideration since prior to 2006. The recommended pay range is $129,251.20-$157,102.40/annually. This classification should receive a pay adjustment effective September 5, 2021, in accordance with provisions of DHA MOU that maintains the distance above Deputy Director - Social Services Childrens' established by the adoption of the proposed pay range.

The County has fulfilled its obligation with the affected bargaining unit pursuant to Meyers-Milias-Brown Act (MMBA).

The current year fiscal impacts and annual recurring costs shown below reflect increased wages (including cost of benefits) at Step 5.

Alternative Action/Motion:
Do not adopt recommendations and direct staff

Supervisorial District: All

vote requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: Budget Units 1160 and 5010
current f/y cost: $510,034
annual recurring cost: $553,878
budget clarification: Budgeted in FY 2021-22

budgeted in current f/y: Yes
if no, please describe:
revenue agreement: N/A

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Cherie Johnson, Deputy CEO
CEO Review: Yes
CEO Comments:

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Executed By: Atlas Pearson, Deputy Clerk I

Date: July 14, 2021

Final Status:Adopted

Executed Item Type: Resolution Number: 21-103

