

The Support Services Manager will, under the supervision of the Director of General Services or the Assistant Director of General Services, plan, organize, direct, and oversee the fiscal, procurement, and administrative duties in the Department; the incumbent will also act as the Deputy Purchasing Agent for the County. The incumbent will perform supervisory duties; review, assign, approve and sign all incoming purchase requests and contracts including proposals and requests for bids; oversee surplus storage and sales; negotiate and execute lease/purchase and rental agreements; engage independent service contractors on behalf of the County; and will collaborate with other departments and personnel regarding purchasing, mail services and records management.

The proposed monthly salary is \$8,420.08 per month (Step 1) through \$10,234.66 per month (Step 5).

ALTERNATIVES:

The Board of Supervisors could elect to not amend the Alphabetical Listing of Classes and Salaries to add the classification at the recommended salary; however, this is not recommended as the establishment of the classification and salary does not obligate funding a future position and Human Resources Department has met its obligation under Government Code section 3500 et. al. with Professional and Technical Engineers, Local 21.

The Board of Supervisors could elect to set the wage for Support Services Manager at a different value; however, this is not recommended as the proposed wage was accepted by, Professional and Technical Engineers, Local 21

OTHER AGENCY INVOLVEMENT:

Human Resources worked with staff from the Department of General Services in creating the new class specification of Support Services Manager.

On September 17, 2020, the Director of Human Resources notified all County bargaining units that the Director intended to assign the classification of Support Services Manager to bargaining Unit 19 - Professional and Technical Engineers, Local 21.

On September 17, 2020, the Director of Human Resources notified Professional and Technical Engineers, Local 21, the exclusive representative of bargaining Unit 19, of the proposed classification and wage. Local 21 and the County met and conferred on October 1, 2020, regarding the proposed classification specifications and wages. The parties concluded the meet and confer process on October 1, 2020.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION