



Agenda Submittal

Agenda #: 2 **Status:** Consent Calendar
Type: Resolution **Department:** Human Resources
File #: 20-803 **Contact:** Kimberly Williams, 784-2552
Agenda date: 11/10/2020 **Final action:** 11/10/2020
Title: Adopt a resolution approving an amendment to the Alphabetical Listing of Classes and Salaries to add a new classification of Support Services Manager with a monthly salary of \$8,420.08 - \$10,234.66
Governing body: Board of Supervisors
District: All
Attachments: 1. A - Resolution, 2. Minute Order, 3. Adopted Resolution

Date	Ver.	Action By	Action	Result
11/10/2020	1	Board of Supervisors	Adopted	

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Department of Human Resources recommends that the Board of Supervisors adopt a resolution to amend the Alphabetical Listing of Classes and Salaries to add the classification of Support Services Manager with a monthly salary of \$8,4820.08 - \$10,234.66.

SUMMARY:

The Department of General Services was allocated one full-time equivalent (FTE) position during the County's Fiscal Year 2020/2021 Budget Hearing held on June 25, 2020 for the classification of Support Services Manager (TBD). The new position is to provide management duties for all support services (administrative, accounting, personnel, purchasing, records management, and mail services) for the Department as well as County-wide services provided.

FINANCIAL IMPACT:

There is no fiscal impact in adopting the resolution as the recommended action to add the new classification and set the salary for the classification was included during the Department's FY2020/21 Adopted Budget. The anticipated cost in filling the position would depend on the starting salary step, as well as any additional costs associated with taxes, benefits, and negotiated cost of living adjustments.

DISCUSSION:

The Department received the Board of Supervisors' approval of the proposed reorganization to create a more effective organizational structure to support a more cohesive operation and associated position allocation changes on June 25, 2020. The Department requested that the Department of Human Resources review and develop a classification needed to strengthen cross-functional leadership capacity. The new classification of Support Services Manager was developed as part of the proposed reorganization.

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