



Board Agenda Item 35

DATE: January 24, 2023
TO: Board of Supervisors
SUBMITTED BY: Robert W. Bash, Director, Internal Services/Chief Information Officer
SUBJECT: Salary Resolution Amendment - Internal Services Department

RECOMMENDED ACTION(S):

- 1. Approve Amendment to the Salary Resolution transferring one Staff Analyst I/II/III/Senior/Principal/Internal Services Division Manager position from the Internal Services Department Org 0440 to the Internal Services Department Org 8935, effective February 6, 2023 as reflected on Appendix "C".**
- 2. Adopt Budget Resolution increasing the FY 2022-23 appropriations and estimated revenues for the Internal Services Department - Facility Services Division Org 8935 in the amount of \$70,105 (4/5 vote).**

There is no additional Net County Cost associated with the recommended actions. Approval of the recommended actions will ensure the Internal Services Department (ISD) has the appropriate positions within the Internal Services Department - Facility Services Division (ISD-Facilities) to manage the County's real property assets and capital planning projects. The recommended Amendment to the Salary Resolution will transfer one (1) position from the Internal Services Department - Purchasing Division (ISD-Purchasing) to ISD-Facilities. This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended actions, the Salary Resolution Amendment and Budget Resolution will not be adopted. The position will remain in the ISD-Purchasing division for budget purposes.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. Approval of the first recommended action will allow ISD - Facilities to dedicate a position to manage the County's real property assets and capital planning projects within the division. Approval of the second recommended action will increase the FY 2022-23 appropriations and estimated revenues in the amount of \$70,105 in the ISD - Facility Services Division Org 8935, to cover the costs associated with the transfer of this position. All costs associated with the transfer of this position will be funded through chargebacks to user departments. Sufficient appropriations and estimated revenues will be included in future budget requests.

DISCUSSION:

ISD continues to evaluate workflow processes, classifications, and functions within each division to increase operational effectiveness and better serve County departments. ISD is seeking to transfer the Principal Staff Analyst position from ISD-Purchasing, Org 0440 to ISD-Facilities, Org 8935.

While the position has been housed in ISD-Purchasing, it has historically supported the department's administration and ISD-Facilities operations. Currently, the position is responsible for managing the County's real property assets and capital planning projects.

The recommended Amendment to the Salary Resolution is in line with the functions of the position and maintains consistency with the supervisory structure the position reports to.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix "C"
On file with Clerk - Resolution (Org. 8935)

CAO ANALYST:

Ahla Yang