



Board Agenda Item 66

DATE: October 17, 2017

TO: Board of Supervisors

SUBMITTED BY: Steven E. White, Director
Department of Public Works and Planning

SUBJECT: Salary Resolution Amendment - Department of Public Works and Planning

RECOMMENDED ACTION(S):

Approve Salary Resolution amendment to:

- 1. Allocate one (1) Senior Staff Analyst for Public Works and Planning - Development Services 43600200, as reflected on Appendix C, effective October 23, 2017.**
- 2. Add one (1) Senior Staff Analyst and delete one (1) Senior Planner for Public Works and Planning - Capital Projects 43601150, as reflected on Appendix C, effective October 23, 2017.**

Approval of the recommended action and filling of the Senior Staff Analyst positions are intended to consolidate agreement administration within the Department's Development Services Division in order to achieve operational and oversight efficiencies including monitoring expenditures and timelines, consultant oversight, mitigation measure monitoring, and agreement close-out, with no increase in allocated positions, as well as initiate preparation of a detailed American with Disabilities Act (ADA) transition plan for the County and act as a coordinator for any ADA work identified by the transition plan.

ALTERNATIVE ACTION(S):

The Board may choose not to approve the recommended action in which case the Department's organizational structure would remain unchanged.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. While the cost associated with Recommended Action No. 1 is approximately \$7,306, the cost saving associated with Recommended Action No. 2 would result in a saving of approximately \$10,000. Sufficient appropriations have been included in FY 2017-18 Department of Public Works and Planning Org 4360 Adopted Budget and will be included in subsequent budget recommendations.

DISCUSSION:

For the past year, the Department has been evaluating the organizational structure and function of the Department with the goal of creating a fully integrated, customer service, team orientated model for delivering Public Works and Planning services. As it relates to Recommended Action No. 1, currently, the Development Services Division maintains several consultant services and grant application agreements. Administration of these agreements are performed by several staff members throughout the Division and Department. Approval of

the recommended action would allow the Department to implement consolidation of agreement administration in order to achieve operational and oversight efficiencies including monitoring expenditures and timelines, consultant oversight, mitigation measure monitoring, and agreement close-out. In addition, the proposed position would provide supervision of administrative support for Site Plan Review Application processing and GIS/graphic production. The position will directly supervise a Staff Analyst, Program Technician, and Office Assistant and will serve as a member of the management team within the Division with the ability to assist and supervise Division staff as needed.

As it relates to Recommended Action No. 2, a Senior Planner position was added by the Board for the FY 20017-2018 budget. The position was added to initiate and address the preparation of a detailed ADA transition plan for the Department and County. The position was also added to act as the Department's coordinator for any ADA work identified by the transition plan. Since approval of the budget, the Department has determined that the skill sets required for implementation of this effort would be best achieved with a Senior Staff Analyst rather than a Senior Planner. The Senior Planner is focused more towards land use and environmental planning, whereas the Senior Analyst is a more generalized position and would likely result in a greater candidate pool. This determination was made in consultation and is supported by the County's Human Resources Department. Approval of both recommended actions would not result in an increase in the number of allocated positions within the Development Services or Capital Projects Division.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Appendix C

CAO ANALYST:

John Hays