



Board Agenda Item 51

DATE: December 3, 2024
TO: Board of Supervisors
SUBMITTED BY: Hollis Magill, Director of Human Resources
SUBJECT: Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution, establishing the Code Enforcement Officer classification series, reclassifying one (1) Senior Planner upwards to Code Enforcement Manager, reclassifying two (2) Planner III downwards to Senior Code Enforcement Officer, reclassifying three (3) Planner I downwards to Code Enforcement Officer I within the Department of Public Works and Planning, and adding the Code Enforcement Officer classification series to Section 100 Footnote e. of the Salary Resolution effective December 9, 2024 as reflected in Appendix “E”.

The prorated cost for the remainder of FY 2024-25 is \$14,187, \$3,405 of which is NCC. Approval of the recommended action will create a new Code Enforcement Officer classification series and reclassify six (6) positions assigned to perform code enforcement functions within the Department of Public Works and Planning to the new positions. There is no net addition of positions. This item is countywide.

ALTERNATIVE ACTION(S):

If your Board were not to approve the recommended action, the existing classifications would remain unchanged, and the incumbents would not be reclassified to the more appropriate Code Enforcement Officer classifications.

FISCAL IMPACT:

The total estimated cost of the recommended action is \$25,509, \$6,123 of which is NCC. The prorated cost for the remainder of FY 2024-25 is \$14,187, \$3,405 of which is NCC. Sufficient appropriations and estimated revenues to absorb these costs are available in the Public Works and Planning Org 43600200 FY 2024-25 Adopted Budget and will be included in future budget requests.

DISCUSSION:

The County Administrative Office requested a classification and compensation study to create a code enforcement classification series in the Department of Public Works and Planning and develop distinct functions for the department’s code enforcement program.

Approval of the recommended action will create distinct classifications for code enforcement roles, setting them apart from the Planner series and formalizing the structure and responsibilities of the code enforcement program. Establishing the new Code Enforcement Officer Series (Code Enforcement Officer I/II, Senior, Manager) with clear job descriptions, defined duties, and competitive salaries, will strengthen recruitment and retention of skilled staff.

Approval of the recommended action will also reclassify one (1) Senior Planner upwards to Code Enforcement Manager, two (2) Planner III downwards to Senior Code Enforcement Officer with two (2) incumbents being Y-Rated, and three (3) Planner I downwards to Code Enforcement Officer I, aligning these roles with more appropriate code enforcement classifications.

Additionally, the recommended action adds the Code Enforcement Officer classification series to Section 100 Footnote e. of the Salary Resolution for purposes of promotion only.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix "E"

CAO ANALYST:

Paige Benavides