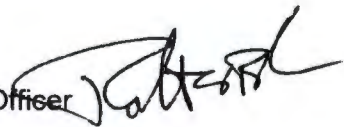




Agenda Item 34

DATE: February 24, 2015
TO: Board of Supervisors
FROM: Robert W. Bash, Director of Internal Services/Chief Information Officer 
SUBJECT: Internal Services Salary Resolution Amendment

RECOMMENDED ACTION:

Approve Salary Resolution Amendment for the Internal Services Department as reflected on Appendix "C", on file with the Clerk to the Board, effective March 2, 2015.

Approval of the recommended action will ensure that Fleet Services has sufficient staffing levels to provide timely and efficient service by increasing the permanent positions by one position.

ALTERNATIVE ACTION(s):

If the recommended action is not approved, Fleet Services staffing will remain unchanged and services will continue to be impacted.

FISCAL IMPACT:

There is no increase to the FY 2014-15 net County cost as a result of the recommended action. The cost associated with the recommended action for the remainder of FY 2014-15 will be offset by savings anticipated from not utilizing budgeted extra-help. The cost for the one permanent position for the remainder of FY 2014-15 is \$13,581. The full year cost for the position is \$47,275 using current proposed 2015-16 fiscal year benefit rates. The current rate structure will remain the same to cover costs in FY 2014-15, and future appropriations will be requested in the FY 2015-16 budgets.

DISCUSSION:

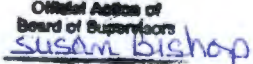
Fleet Services of the Internal Services Department (ISD) is responsible for acquiring, maintaining and managing the County's vehicles, heavy duty trucks and construction equipment. In addition, Fleet Services is responsible for the maintenance and operation of the

ADMINISTRATIVE OFFICE REVIEW _____

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APPROVED AS RECOMMENDED

Official Action of
Board of Supervisors

Deputy

UNANIMOUS ☒ BORGEAS _____ MENDES _____ PACHECO _____ PEREA _____ POOCHIGIAN _____

County's fuel sites located throughout the County. As ISD continues to evaluate its current workflow process within each of the divisions, the recommended action addresses an immediate need in Fleet Services that will increase the service level, reduce overhead costs and improve efficiency.

The addition of one Office Assistant is recommended primarily to assume the duties of the vehicle accidents process. Currently, the vehicle accidents process is being accomplished by the Master Automotive Mechanic. After analyzing the tasks involved with this process, it was determined that an Office Assistant would be able to complete the tasks with input and oversight from the Master Automotive Mechanic. The additional Office Assistant would be responsible for the following tasks: creating the work order; collecting the vehicle accident reports; gathering bid estimates and all other information relative to repairing the vehicle; billing the responsible department; closing the work order; and submitting the completed package to Risk Management for further disposition. By transitioning this process to the Office Assistant, it would allow the Master Automotive Mechanic time to work on vehicles, manage workflow, instruct subordinates and ensure quality control of the vehicles which would reduce overhead costs. During FY 2013-14, a total of 131 vehicle accidents were processed by Fleet Services. Each vehicle accident consumes at minimum, eight hours of time which results in excess of 1,048 hours of productive time for normal repairs of vehicles.

In addition to the typical clerical functions that are performed by the Office Assistants, each Office Assistant has a specific primary duty (motor pool, heavy duty, light duty, parts). Due to the current workload and functions of the Office Assistants, coverage is difficult in times of employee absences or high peak workloads. When coverage is necessary, a mechanic must assist with completion of the tasks which results in inefficiencies and increased costs. The addition of one Office Assistant would provide the appropriate coverage during these periods and allow the mechanics to maximize their hours working on vehicles and/or equipment.