



# Board Agenda Item 30

DATE: November 4, 2025

TO: Board of Supervisors

SUBMITTED BY: Raymond T. Hunter, Director, General Services Department

SUBJECT: Salary Resolution Amendment - Facilities Org 8935

RECOMMENDED ACTION(S):

**Approve Amendment to the Salary Resolution, adding one Facility Services Manager and one Accountant position, and deleting three vacant positions from Facilities Org 8935, effective November 10, 2025, as reflected on Appendix “C”.**

Approval of the recommended action will amend the Salary Resolution, Section 200 - Table of Positions, adding one Facility Services Manager position and one Accountant position, and deleting three vacant positions - one Building Maintenance Specialist, one Supervising Office Assistant, and one Program Technician - Confidential - to the General Services Department (GSD) Facilities Org 8935. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board may choose not to approve the recommended action, and the Department’s organizational structure would remain unchanged.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The cost for the Facility Services Manager (\$201,772) and Accountant (\$101,842) will be fully offset by the deletion of three vacant positions: one Building Maintenance Specialist (\$149,719), one Supervising Office Assistant (\$99,303), and one Program Technician - Confidential (\$70,956). Due to salary savings and the deletion of three vacant positions, sufficient appropriations are available in the Facilities Org 8935 FY 2025-26 Adopted Budget.

DISCUSSION:

GSD has evaluated the organizational structure and work order process of the Facility Services Division and identified a need to reduce the span of operational control by adding one Facility Services Manager, and to improve invoicing and billing efficiencies by adding one Accountant position to GSD-Facilities Org 8935.

Currently, one Facility Services Manager oversees four distinct units of operation, which includes 11 teams and 131 staff, nine being direct reports to the Facility Services Manager, to maintain approximately 170 County-owned buildings. GSD desires to add a second Facility Services Manager to reduce the operational span of control as the County increases its footprint.

Additionally, GSD-Facilities, through its computerized maintenance management system, processes more than 1,000 work order requests monthly, and up to 300 invoices weekly. Due to the nature of work

associated with billing and invoicing, the addition of one Accountant will improve processes to reduce error rates and increase efficiencies.

The deletion of three vacant positions - one Building Maintenance Specialist, one Supervising Office Assistant, and one Program Technician - Confidential - will offset the cost associated adding the Facility Services Manager and Accountant.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix "C"

CAO ANALYST:

Amy Ryals