



Board Agenda Item 75

DATE: December 14, 2021

TO: Board of Supervisors

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

SUBJECT: Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Salary Resolution Amendment reclassifying one Program Technician I/II to Program Technician I/II - Confidential, as reflected on Appendix D for the Department of Public Works and Planning Org 4510, effective December 27, 2021.

Approval of the recommended action will reclassify one Program Technician I/II to Program Technician I/II - Confidential. The reclassification will allow Department administration greater flexibility to better meet departmental administrative support needs, with no increase the total number of positions.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended action, the position would remain unchanged.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the Recommended Action.

DISCUSSION:

The Department of Public Works and Planning is requesting reclassification of an existing allocated and filled Program Technician I/II position to Program Technician I/II - Confidential to provide Department administration greater flexibility to better meet departmental administrative support needs. The Program Technician resides within the Department's administration and would be preparing or assisting in the preparation of confidential letters and memos, have access to and delivery of employee evaluations and disciplinary actions, have access to and being around sensitive verbal conversations, and maintain confidential files. Approval of the Recommended Action does not increase the total number of allocated positions.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix "D"

CAO ANALYST:

Ron Alexander