



Board Agenda Item 29

DATE: December 14, 2021
TO: Board of Supervisors
SUBMITTED BY: Paul Nerland, County Administrative Officer
SUBJECT: Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution adding two Assistant County Administrative Officer (CAO) allocations to the County Administrative Office Org 0120, effective December 27, 2021 as reflected in Appendix “F”.

There is no increase in Net County Cost associated with the recommended action as this action does not add additional net positions to the CAO Org 0120 but rather adds two Assistant CAO allocations. This allocation modification will allow flexibility to fill positions that best meet the needs of the County. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board could choose to not approve the Salary Resolution Amendment and the County Administrative Office's (CAO) position allocation would remain unchanged leading to potential organizational inefficiencies.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The estimated costs associated with the recommended action in FY 2021-22 is approximately \$189,467. Sufficient appropriations and estimated revenues to absorb these costs are available in the CAO's Org 0120 FY 2021-22 Adopted Budget due to available salary savings.

DISCUSSION:

The County Administrative Office is responsible for implementing the Board of Supervisors mission, developing legislative platforms that are priorities for the citizens of the County; developing, monitoring and coordinating the County's \$4.1 billion budget; and empowering County departments to administer services efficiently and effectively by managing 8,101 positions countywide dedicated to providing outstanding public service. These functions include administrative and operational services, fiscal and budget services, and intergovernmental relations. As the incoming County Administrative Officer prepares for a structure that best meets the needs of the County and the goals as defined by the Board of Supervisors, minor changes are recommended allowing for both flexibility and career growth.

Approval of the recommended action would add two Assistant County Administrative Officer allocations to CAO Org 0120; allowing for a maximum of three at any given time. The CAO is planning to recruit for two Assistant CAO positions as soon as possible while the other position allows for career growth in the department as responsibilities expand. The Assistant CAO position serves as one of the highest executive

positions in the County reporting directly to the CAO. In collaboration with the CAO, the Assistant CAO's will assist in communicating and implementing the Board's policies and directives countywide. The positions require strategic and forward-thinking executives who will work directly with stakeholders both inside and outside the organization in order to execute the goals, objectives and policies necessary to provide exceptional public service to our community.

Approval of these positions to the allocation does not increase the maximum number of positions in the CAO's table of positions. However, it will allow for more focused oversight and management of functions within the County such as Administration, Health & Human Services, Justice and Public Works & Planning.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix F

CAO ANALYST:

Raul Guerra