



Board Agenda Item 26

DATE: January 10, 2017

TO: Board of Supervisors

SUBMITTED BY: Les Wright, Agricultural Commissioner/Sealer

SUBJECT: Department of Agriculture Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Salary Resolution Amendment for the Department of Agriculture as reflected on Appendix "C", adding one Staff Analyst I/II/III and deleting one Office Assistant I/II/III and one Account Clerk I/II/III position effective January 30, 2017.

Approval of the recommended action will decrease the total number of staff in the Department by one position. Adding the classification of Staff Analyst I/II/III (Range 1662) and deleting one Office Assistant I/II/III and one Account Clerk I/II/III will allow the Department to better meet administrative needs, with no increase in Net County Cost.

ALTERNATIVE ACTION(S):

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

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The overall reduction in staff results in an immediate savings of approximately \$10,829 for the current fiscal year. The total estimated salary and benefits for a Staff Analyst is \$35,874 for the remainder of FY 2016-17 and \$74,356 annually. The necessary appropriations are included in the Department's ORG 4010 FY 2016-17 adopted budget.

DISCUSSION:

A review of the positions in the Department of Agriculture has determined the need to allocate a Staff Analyst I/II/III classification, allowing flexibility to meet the administrative needs of the Department. The recommended Salary Resolution Amendment will add one Staff Analyst I/II/III classification to the Department of Agriculture table of positions and delete one Account Clerk I/II/III and one Office Assistant I/II/III position. The total number of positions will decrease by one position.

The Staff Analyst's main responsibilities will include various human resources activities, development of Board agenda items and Fleet and Safety management. Most of these programs are managed by senior management. Shifting these responsibilities to a Staff Analyst will allow senior management to focus on the various Agriculture programs and issues that the Department administers.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment (Appendix "C")

CAO ANALYST:

Ronald Alexander