



# Board Agenda Item 33

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DATE: August 9, 2016

TO: Board of Supervisors

SUBMITTED BY: Jean M. Rousseau, County Administrative Officer

SUBJECT: County Administrative Office Salary Resolution Amendment

RECOMMENDED ACTION(S):

**Adopt Salary Resolution Amendment establishing new classification of Executive Secretary to the County Administrative Officer and place in combination with the existing Executive Assistant to the County Administrative Officer position (with no increase in the total number of positions), as reflected on Appendix "D", for the County Administrative Office Org 0120 effective August 15, 2016.**

There is no increase in Net County Cost associated with the recommended action. The recommended change to the County Administrative Office structure will add flexibility to better meet the needs of the Department.

ALTERNATIVE ACTION(S):

Your Board could choose to not approve the recommended action, which would result in no change to the County Administrative Office Salary Resolution.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. Sufficient appropriations are included in the FY 2016-17 Adopted Budget for County Administrative Office Org 0120 to accommodate the recommended change.

DISCUSSION:

Recent changes in the County Administrative Office have provided the opportunity to review the administrative support structure of the Office. The proposed change to add the Executive Secretary to the County Administrative Officer (CAO) classification, with no increase in the total number of positions, will provide the Office with flexibility in filling the CAO assistant position at the level that best meets the needs of the Department.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution

CAO ANALYST:

Jeannie Z. Figueroa