



Board Agenda Item 24

DATE: February 20, 2018

TO: Board of Supervisors

SUBMITTED BY: Les Wright, Agricultural Commissioner/Sealer of Weights and Measures

SUBJECT: Department of Agriculture Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution allocating one (1) Assistant Agricultural Commissioner/Sealer position in the Department of Agriculture Organization 4010, effective February 26, 2018 as reflected in Appendix F.

Approval of the recommended action will reorganize the administrative structure of the Department of Agriculture by adding an allocation for an Assistant Agricultural Commissioner/Sealer. By adding an allocation, this allows the department to effectively have a succession plan and maintain flexibility within the Deputy positions. There is no additional Net County Cost associated with the recommended action.

This item is countywide.

ALTERNATIVE ACTION(S):

If the Board does not approve the recommended action, the Department's administrative structure would remain unchanged.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. The cost associated with the recommended action for the remainder of FY 2017-18 would be approximately \$9,800. Sufficient appropriations and estimated revenues to cover the increase are included in the FY 2017-18 Adopted Budget for Department of Agriculture Org 4010.

DISCUSSION:

In February 2009, during the economic downturn, the Department made the difficult decision to eliminate the Assistant Agricultural Commissioner/Sealer position to help alleviate budgetary challenges within the Department. While at the time eliminating the position was the best option for the Department, it also left the Department with organizational challenges. Department administration, in consultation with the Department of Human Resources and the CAO's Office, has been evaluating the organizational structure and function of the Department with the intent of addressing these challenges.

One of the Department's ongoing goals is to ensure the stability of the Department through succession planning. The Department of Agriculture is unique in that individuals wishing to seek advancement into management positions are required to obtain a series of licenses issued by the California Department of Food and Agriculture. Each license typically takes several years of preparation and testing to acquire.

Currently the Agricultural Commissioner/Sealer position requires both the Agricultural Commissioner and Sealer of Weights and Measures licenses; and the Deputy Agricultural Commissioner/Sealer position requires the lower level Deputy Agricultural Commissioner and Deputy Sealer of Weights and Measures licenses. The new Assistant Agricultural Commissioner/Sealer position would require the possession of an Agricultural Commissioner license and up to 24 months to obtain the Sealer of Weights and Measures license. This requirement ensures that there is someone in place within the Department that is qualified to apply for the Agricultural Commissioner/Sealer position should it become vacant.

The Assistant Agricultural Commissioner/Sealer will be responsible for managing the day-to-day programs and activities of the Department, assisting the Agricultural Commissioner/Sealer in formulating objectives and policies, and act in the absence of the Agricultural Commissioner/Sealer with decision-making authority on the full range of departmental issues. The successful candidate for the Assistant Agricultural Commissioner/Sealer position will need to possess an understanding of administration, resources, and planning approaches, have policy development experience, and be able to interact with Department staff, Board of Supervisors, CAO's office, and other County departments, as well as maintain a positive working relationship with the agricultural community and various State and Federal agencies.

REFERENCE MATERIAL:

BAI #27, February 3, 2009

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Appendix F

CAO ANALYST:

Ronald Alexander