



Board Agenda Item 56

DATE: September 10, 2019

TO: Board of Supervisors

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

SUBJECT: Salary Resolution Amendment- Road Maintenance and Operations

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution to allocate a Road Maintenance and Operations Division Manager classification in the Public Works and Planning - Roads Org 4510, effective September 23, 2019, as reflected on Appendix C.

Approval of the recommended action will add one allocation for a Road Maintenance and Operations Division Manager. The Public Works Division Engineer position has been vacant for over a year and the Department, in coordination with the Human Resources Department, have been unable to attract the caliber of candidates needed, partially due to the certification requirements in the minimum qualifications. The allocated classification will allow the Department to solicit a larger pool of qualified candidates that possess a background in engineering and management. The recommended action does not increase the total position allocated, will enhance the delivery of public works services to County residents, and continue to be funded through the Road Fund, with no increase in Net County Cost. This item is countywide.

ALTERNATIVE ACTION(S):

The Board may choose not to approve the recommended action in which case the Department will continue to recruit for the Public Works Division Engineer position.

FISCAL IMPACT:

There is no Net County Cost associated with the recommended action. The estimated cost for the allocation (\$130,000/year with consideration for higher salary based on the quality and volume of applicants, pending the review and approval of the Director of Human Resources and CAO) will be offset by the salary savings realized from the vacant Public Works Division Engineer position \$129,246, with the remainder offset with Road funds. Sufficient appropriations and estimated revenues are included in the Department's - Roads Org 4510 FY 2019-20 Recommended Budget.

DISCUSSION:

The Department continues to evaluate and implement organizational changes intended to create a fully integrated, team-orientated model for delivering public works and planning services.

With coordination by the Human Resources Department, the Department has continued an open recruitment for Public Works Division Engineer for the past twelve months and has been unable to attract the caliber of candidates needed for this key role. The prolonged vacancy of the Division Engineer coupled

with two additional management vacancies, Supervising Engineer and Senior Engineer, in the Road Maintenance and Operations Division, has impacted the Department's ability to effectively manage the daily operations; as the daily responsibilities and duties for all three vacant positions have been assigned to an Assistant Director of Public Works and Planning.

The Department has worked closely with the Human Resources Department to develop the new job classification for the allocation. The minimum qualifications were created to allow additional engineering degrees and work experience as qualifying requirements. To aid in the recruitment and expand the marketing of the Road Maintenance and Operations Division Manager position, Human Resources has contracted with William Avery and Associates Management Consultants, a private recruiting firm that specializes in public sector job recruitments.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Appendix C

CAO ANALYST:

Sonia M. De La Rosa