



# Board Agenda Item 47

DATE: December 10, 2019

TO: Board of Supervisors

SUBMITTED BY: Robert Bash, Director, Internal Services/Chief Information Officer  
Kirk Haynes, Chief Probation Officer

SUBJECT: Salary Resolution Amendment-Department of Internal Services

RECOMMENDED ACTION:

- 1. Approve Salary Resolution Amendment transferring 14 positions from the Probation Department Org 3440 to the Internal Services Department Org 8935 and adding 1 Supervising Janitor allocation to the Internal Services Department Org 8935, effective December 30, 2019 as reflected on Appendix E.**
- 2. Adopt Budget Resolution increasing the FY 2019-20 appropriations and estimated revenues for the Internal Services Department - Facility Services Division Org 8935 in the amount of \$589,579 (4/5 vote).**

Approval of the recommended actions will transfer current janitorial and maintenance support positions from the Probation Department to the Internal Services Department (ISD) - Facility Services Division. Through the transfer of these positions, ISD will be able to leverage its resources to ensure appropriate service levels are provided to Probation's Juvenile Justice Campus (JJC). The addition of the Supervising Janitor allocation results in no increase in overall positions and maintains consistency within ISD's supervisory structure as Janitors are supervised by Supervising Janitors. This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended actions, ISD related positions will remain in the Probation Department.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. Approval of the second recommended action will increase FY 2019-20 appropriations and estimated revenues in ISD's Facility Services Org 8935 in the amount of \$589,579 for the associated with the new staff within ISD-Facility Services. The costs associated with the recommended actions are funded by charge backs to Probation.

DISCUSSION:

In consultation with the Department of Human Resources, the Internal Services Department (ISD) continues to evaluate workflow processes, classifications and functions within each division to increase operational effectiveness and better serve County Departments. ISD is addressing the Probation Department's service needs at the JJC by transferring ISD related positions from Probation to ensure appropriate service levels are provided. The proposed amendment to the Salary Resolution includes transferring eight Janitor positions, including Senior Maintenance Janitors allocations, three Stock Clerk positions, including one

Supervising Stock Clerk and three Washer positions from the Probation Department to ISD. In addition, ISD is requesting the addition of one Supervising Janitor allocation to maintain consistency within ISD's supervisory structure as Janitors are supervised by Supervising Janitors within the Department. The allocation of the Supervising Janitor will not result in an increase in overall positions.

The transfer of staff is recommended by the Probation Department, as well as ISD to support the service needs of Probation. All assets associated with these positions will be transferred to ISD-Facilities Org 8935.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution - Appendix E  
On file with Clerk - Budget Resolution

CAO ANALYST:

Yussel Zalapa