



County of Fresno

Hall of Records, Rm. 301
2281 Tulare Street
Fresno, California
93721-2198

Legislation Text

File #: 19-0128, **Version:** 1

DATE: March 12, 2019

TO: Board of Supervisors

SUBMITTED BY: Melissa Cregan, Interim Agricultural Commissioner/Sealer of Weights and Measures

SUBJECT: Salary Resolution Amendment - Agriculture

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution adding one Supervising Office Assistant allocation to the Agriculture Org 4010, effective March 25, 2019 as reflected in Appendix C.

Approval of the recommended action will ensure the Department's clerical support staff has efficient direct supervision. The item adds an additional allocation to the Office Assistant combination but the total number of positions at the Department and the maximum number of positions in the combination remain unchanged. This item is countywide.

ALTERNATIVE ACTION(S):

If the recommended action is not approved by your Board, the Department will not be able to add a Supervising Office Assistant position to the Office Assistant combination.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The approximate increase in Salaries and Benefits for an entire fiscal year is \$16,400. The approximate increase in Salaries and Benefits for the remainder of FY 2018-19 is \$4,400 and will be absorbed by available appropriations. Sufficient appropriations will be included in future budgets for Organization 4010.

DISCUSSION:

Approval of the recommended action will allow the Department to add a Supervising Office Assistant position for the Department's clerical unit. The clerical unit supports all divisions of the Department and provides customer service to the public. The new position will be in charge of four Office Assistants. The supervisor's duties will include evaluating, training, promoting, and disciplining of the clerical staff. The Supervising Office Assistant will report to the Business Manager.

Currently, the Department has five Office Assistants who report directly to the Business Manager. Four of the Office Assistants work in a different building than the Business Manager and have no direct oversight. The addition of a supervisor will streamline operations by allowing for a better monitoring of staff and a more efficient coordination of assignments. The addition of this supervisory position will also provide a promotional path for lower level clerical staff.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix C

CAO ANALYST:

Ron Alexander