



Board Agenda Item 63

DATE: April 21, 2026

TO: Board of Supervisors

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

SUBJECT: Salary Resolution Amendments - Department of Public Works and Planning

RECOMMENDED ACTION(S):

- 1. Approve Amendment to the Salary Resolution deleting one (1) Office Assistant I/II position from the Department Public Works and Planning's (Department) Org 4360, effective April 27, 2026, as reflected in Appendix D.**
- 2. Approve Amendment to the Salary Resolution adding one (1) Accountant Trainee/I/II/Sr. position and one (1) Senior Staff Analyst allocation and deleting one (1) Administrative Assistant I/II position and one (1) Account Clerk I/II position from the Department's Org 4365, effective April 27, 2026, as reflected in Appendix D.**
- 3. Approve Amendment to the Salary Resolution adding one (1) Road Maintenance Supervisor position, one (1) Surveyor I/II position, and one (1) Staff Analyst I/II/III allocation, and deleting two (2) Engineer I/II/III positions and one (1) Senior Engineering Technician position in the Department's Org 4510, effective April 27, 2026, as reflected in Appendix D.**
- 4. Approve Amendment to the Salary Resolution adding one (1) Staff Analyst I/II/III position and one (1) Senior Staff Analyst position to the Department's Org 9015, effective April 27, 2026, as reflected in Appendix D.**
- 5. Approve Amendment to the Salary Resolution adding three (3) Community Worker allocations to the Department's Org 9026, effective April 27, 2026, as reflected in Appendix D.**
- 6. Approve Amendment to the Salary Resolution adding one (1) Staff Analyst I/II/III allocation and deleting one (1) Program Technician I/II position in the Department's Org 9140, effective April 27, 2026, as reflected in Appendix D.**

The Department continues to evaluate and implement organizational changes within the Department intended to create a fully integrated, team-orientated model for delivering public works and planning services. Approval of the recommended actions will better align positions and allocations with operational needs. This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended actions, the existing table of positions would remain

unchanged, and the Department would not be able to fill positions needed to complete professional responsibilities aligned with the classification requested.

FISCAL IMPACT:

There is no increase in Net County Cost (NCC) associated with the recommended actions. The cost for the remainder of FY 2025-26 of adding five (5) positions and six (6) allocations is \$245,426. This is offset by the deletion of seven (7) vacant positions (\$245,440), resulting in a cost savings of \$14. None of the positions or allocations that will be added are in Orgs that receive NCC.

DISCUSSION:

The Department continues to evaluate and implement organizational changes within the Department intended to create a fully integrated, team-orientated model for delivering public works and planning services. Approval of the proposed changes will better align positions and allocations with operational needs. All positions requested to be deleted are vacant.

Approval of the recommended actions will add the following positions:

- 1) Accountant (1)
- 2) Road Maintenance Supervisor (1)
- 3) Surveyor (1)
- 4) Staff Analyst (1)
- 5) Senior Staff Analyst (1)

Approval of the recommended actions will add the following allocations:

- 1) Senior Staff Analyst (1)
- 2) Staff Analyst (2)
- 3) Community Workers (3)

Approval of the recommended actions will delete the following vacant positions:

- 1) Office Assistant (1)
- 2) Administrative Assistant (1)
- 3) Account Clerk (1)
- 4) Engineers (2)
- 5) Senior Engineering Technician (1)
- 6) Program Technician (1)

Addition of one (1) Accountant Trainee/I/II/Sr. position and one (1) Senior Staff Analyst allocation - Org 4365 (Support Services)

The Department currently has two account clerk vacancies. Due to operational needs, one para-professional position is being deleted to add a professional level position. This change reflects the Department's need for higher-level staff to support ongoing improvements in Business Office operations and internal auditing functions. Additionally, responsibilities such as analyzing financial data, preparing complex financial reports and statements, and identifying and resolving accounting issues align more with the accountant series rather than the account clerk series.

The addition of a Senior Staff Analyst allocation will support the Department's Human Resources structure, including higher-level oversight of investigations and training, recruitments, and classification and compensation functions.

Addition of one (1) Road Maintenance Supervisor position, one (1) Surveyor I/II position, and one (1) Staff Analyst I/II/III allocation - Org 4510 (Roads)

Road Maintenance & Operations paving operations require complex coordination of personnel, equipment, and material orders. The additional Road Maintenance Supervisor position would be the supervisor of paving would provide oversight of road yard operations, equipment, and materials.

On December 3, 2024, the Board approved establishing the Surveyor classification series. Department Surveying staff have been diligently working to address the backlog caused by not having a single dedicated Surveying unit for years. Staff have demonstrated strong performance and have made significant progress in meeting current demands while minimizing the need for outsourced work. An additional Surveyor position is requested to continue addressing the backlog and support ongoing surveying work.

An increasing amount of work for the Risk/Safety Unit is creating the need for an additional professional level position. The additional Staff Analyst allocation would allow for the Department to promote, when appropriate, any staff into a professional level position that would make it appropriate to assign additional professional level duties. The Risk/Safety Unit carries out compliance and operational functions that require analytical judgment, regulatory interpretation, and program-level coordination. The scope and complexity of these responsibilities align with the analytical, regulatory, and program administration competencies of a Staff Analyst classification.

Addition of one (1) Staff Analyst I/II/III position and one (1) Senior Staff Analyst position - Org 9015 (Resources)

The Senate Bill 1383 (SB 1383) Compliance Program ensures countywide compliance with California's Short-lived Climate Pollutant Reduction regulations, which mandate organic waste diversion, edible food recovery, and monitoring and enforcement of regulated entities. The program is a mandated, ongoing regulatory function that requires dedicated staffing to implement, monitor, and enforce compliance across multiple sectors, including commercial generators, food recovery organizations, haulers, and facilities. Failure to adequately staff this program exposes the County to regulatory noncompliance, enforcement actions, and potential penalties from CalRecycle.

The Staff Analyst position would serve as the primary implementation and field-level compliance role, responsible for day-to-day program execution of the County Exclusive Service Area Program (ESAP) and the Non-Exclusive Waste Hauler Agreement (NEWHA) program for SB 1383 compliance. SB 1383 requires frequent, documented inspections and follow-up. These duties demand a dedicated staff position to ensure consistent coverage, timely documentation, and defensible enforcement actions as aligned with the Board of Supervisors.

The Senior Staff Analyst position provides program oversight, regulatory interpretation, and strategic coordination, ensuring the program meets evolving state requirements for SB 1383. SB 1383 regulations are complex and evolving. A Senior Staff Analyst is required to ensure consistent application of enforcement authority and support audits, state reviews and enforcement challenges.

Addition of three (3) Community Worker allocations - Org 9026 (American Avenue Disposal)

The Department of Human Resources and the Department have been working to align qualifications among the Disposal Site Equipment Operator, Traffic Equipment Operator, and Road Equipment Operator series that allow for Community Worker experience to qualify to promote up to those series. The requested Community Worker allocations will provide flexibility to fill positions in Org 9026 as either Community Worker or Parks Groundskeeper classification based on operational needs

Addition of one (1) Staff Analyst I/II/III allocation - Org 9140 (Special District Admin)

Special District Admin requires an analyst-focused structure due to the evolving needs of the unit. The unit

would shift the vacant Program Technician's current ongoing duties (sewer spill reporting, website maintenance, vehicle mileage tracking, etc.) and annual duties (Electronic Annual Reports, Consumer Confidence Reports, Tax Rolls, etc.) to the analysts. In this scenario, each analyst would have a smaller district workload, but a larger workload of continuous tasks, as well as acting as the lead analyst for certain annual tasks. Each analyst is assigned a workload of districts, with 130 districts/organizations managed across the entire unit. Each analyst is responsible for developing, reviewing, and overseeing an individual budget for each of their assigned systems. In addition, the analysts regularly interact with the public, field staff, contractors, and other divisions, departments, and agencies on matters related to their districts. Any Board items, grant applications, funding agreements, or projects affecting their systems are also routed through the assigned analyst.

REFERENCE MATERIAL:

BAI #47, December 3, 2024

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix "D"

CAO ANALYST:

Maria Valencia