RESOLUTION - ACTION REQUESTED 2017-551

MEETING: August 15, 2017

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Approve a Salary Range for the Assistant County Administrative Officer Classification

RECOMMENDATION AND JUSTIFICATION:

Approve a salary range for the Assistant County Administrative Officer classification at $98,500-$123,000 per year, effective immediately.

On June 6th of this year, the Board of Supervisors approved a Job Description for an Assistant County Administrative Officer that would report to the County Administrative Officer. Human Resources staff has launched an active recruitment for the Assistant CAO position and is moving to fill this position.

Staff is returning to the Board regarding the Assistant CAO classification to get approval of a salary range for this position. The June 6th Staff Report that staff sent to the Board that created the Assistant CAO classification did not set a salary, but only advised that a starting salary for a qualified candidate would be in the $95,000-$110,000 range, without a formal salary range being approved.

In broad terms, the CAO envisions this classification as working at an executive level within the County equivalent to a department head position, thus evolving the position from the almost exclusive budget involvement which was the focus of the prior Deputy CAO classifications. The Assistant CAO will report to the CAO and will be expected to be proactive in promoting organization-wide innovation, developing long-term financial and strategic plans, increasing the county's ability to use data to make decisions, implementing new technology, directing administration department affairs, and so on.

As was mentioned in the June 6th Staff Report to the Board, the Assistant CAO is considered an "At Will" classification in the County, without vesting rights that were provided to the Deputy CAO classification. Contrary to the language in the June 6th Staff Report to the Board, this position will no longer be included in the Confidential group of County employees, but will be considered an Executive Management classification. As a result, this position will no longer receive vacation or sick leave accrual, but will receive the same healthcare, dental and vision and appropriate retirement benefits that are provided to other Executive Management members. Similar to all other
members of the Executive Management classification, this position will not be required to submit time certifications and will not receive the State Disability Insurance benefit.

Specific Assistant CAO assignments, in addition to continuing on-going engagement with the County’s budget and fiscal process, include active involvement in the County’s public information and legislative review, serving on behalf of the CAO in his absence, County-wide Policy development, working closely with Department Heads and their designees on emerging issues of concern, assisting the Board of Supervisors under direction of the CAO on important projects and engaging in high level problem solving when, and as, necessary.

A classification such as an Assistant CAO is not uncommon in other Counties, particularly those with robust or expanding scopes of work within the CAO’s Office, those who require their CAO to spend greater time out of the office in building regional partnerships among local, State and Federal Agencies and those that support the greater authority and problem solving responsibility that is conveyed to an Assistant CAO level classification. All of those conditions will be true in Mariposa County.

The County uses the Assistant title in other Departments throughout the County, including the Public Works and Human Services Departments.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
From time to time, the Board of Supervisors approves new salaries or salary ranges for Executive staff.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
The Board may choose not to approve this Salary Range.

CAO RECOMMENDATION
Requested Action Recommended

Dallin Kimble
Dallin Kimble, County Administrative Officer 8/10/2017

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Merlin Jones, District II Supervisor
SECONDER: Rosemarie Smallcombe, District I Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey