RESOLUTION - ACTION REQUESTED 2020-560

MEETING: September 15, 2020

TO: The Board of Supervisors

FROM: Carl Crown, Interim Human Resources Director

RE: Allocation Change in Planning Department

RECOMMENDATION AND JUSTIFICATION:
Eliminate one Senior Office Assistant allocation and add one Office Technician allocation in the Planning Department, effective immediately.

The Senior Office Assistant position has been vacant since October 2019. If the change in allocation is approved, recruitment and hiring would not take place until a more appropriate time when financial circumstances allow.

There is a need in the Planning Department for a higher level administrative/clerical position to meet the ongoing demands of not only the Planning Department, but also the Planning Commission and multiple active citizens’ planning advisory committees. Additionally, Planning needs to expand position requirements and tasks to include financial work, including administrative work involving the budget and accounts payable. Planning managed fourteen professional services contracts during this past year, nine of which are currently active. Planning applied for, received, and now currently manages (or recently completed) fifteen grant projects.

There are significant (and expanded) financial responsibilities that currently fall on one employee. Planning does not have anyone else in the office who can keep the office functioning financially (pay bills, monitor the budget, monitor grant payments, prepare and amend contracts, monitor contracts, prepare budget forms and digital signatures, etc.) Planning is in need of an additional staff person at the appropriate level to keep the office functioning financially.

There is an established process to determine salary and proper classification. That process requires that the department works with Human Resources and completes a very detailed Position Description Questionnaire (PDQ).

Staff recommends approving this request, which is based on specific information contained in the PDQ and received during the review process.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board has approved allocation changes in the past.
Resolution - Action Requested 2020-560

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Do not approve, and the Planning Department would retain its Senior Office Assistant allocation. This would hinder the department’s ability to select and hire at the experience level needed to perform the required work.

FINANCIAL IMPACT:
There are no additional costs for this in the current fiscal year. FY 20-21 Recommended Budget does not currently contain a budgeted amount for either the Senior Office Assistant position or the Office Technician position in the Planning budget unit.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Marshall Long, District III Supervisor
SECONDER: Merlin Jones, District II Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey