

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Human Resources	(2) MEETING DATE July 18, 2006	(3) CONTACT/PHONE Richard Greek 781-5973
(4) SUBJECT Request to approve a Resolution granting the Human Resources Director administrative authority to allocate new job classes to a department for specified management positions when the position becomes vacant.		
(5) SUMMARY OF REQUEST During the County-wide Management Study the Administrative Services Officer I/II/III career series was eliminated and replaced with two separate job specifications: Administrative Services Manager (replacing the ASO III level) and Administrative Services Officer I/II. A decision was made at that time to "grandperson" the incumbents of all existing ASM and ASO I/II positions and study each position as they became vacant.		
(6) RECOMMENDED ACTION It is recommended that your Board approve the attached resolution granting the Human Resources Director administrative authority to replace allocated Administrative Services Officers I & II and Administrative Services Manager positions with new job classes, when the position(s) become vacant in County departments, based upon and justified by an official classification study.		
(7) FUNDING SOURCE(S)	(8) CURRENT YEAR COST	(9) ANNUAL COST
		(10) BUDGETED? <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): Administrative Office and County Counsel		
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, How Many? _____ <input type="checkbox"/> Permanent _____ <input type="checkbox"/> Limited Term _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Temporary Help _____		
(13) SUPERVISOR DISTRICT(S) <input type="checkbox"/> 1st, <input type="checkbox"/> 2nd, <input type="checkbox"/> 3rd, <input type="checkbox"/> 4th, <input type="checkbox"/> 5th, <input checked="" type="checkbox"/> All	(14) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A	(15) Maddy Act Appointments Signed-off by Clerk of the Board
(16) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. _____)	(17) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions (Orig + 4 copies) <input type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input type="checkbox"/> N/A	
(18) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: _____ <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A	(19) APPROPRIATION TRANSFER REQUIRED? <input type="checkbox"/> Submitted <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(20) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) _____	(21) W-9 <input type="checkbox"/> No <input type="checkbox"/> Yes	(22) Agenda Item History <input checked="" type="checkbox"/> N/A Date _____
(23) ADMINISTRATIVE OFFICE REVIEW <div style="text-align: center; font-size: 2em; font-family: cursive;">Natalie Schier</div> <div style="text-align: right; font-size: 1.5em; font-family: cursive;">B-37 7-18-06</div>		



Personnel Department SAN LUIS OBISPO COUNTY

Richard D. Greek, Personnel Director

County Government Center, 1055 Monterey Street • Suite D-250 • San Luis Obispo, CA 93408
Telephone 805.781.5959 • Fax 805.781.1044 • Email personnel@co.slo.ca.us

To: Honorable Board of Supervisors

From: Richard Greek, Human Resources Director

Date: July 18, 2006

Subject: Resolution Granting the Human Resources Director Administrative Authority to Allocate New Job Classes to a Department for Specified Management Positions When the Position Becomes Vacant

Recommendation:

It is recommended that your Board approve the attached resolution granting the Human Resources Director administrative authority to replace allocated Administrative Services Officers I & II and Administrative Services Manager positions with new job classes, when the position(s) become vacant in County departments, based upon and justified by an official classification study.

Discussion:

During the County-wide Management Study the Administrative Services Officer I/II/III career series was eliminated and replaced with two separate job specifications: Administrative Services Manager (replacing the ASO III level) and Administrative Services Officer I/II. A decision was made at that time to "grandperson" the incumbents of all existing ASM and ASO I/II positions and study each position as they became vacant. Human Resources has completed the review of 15 of the existing 50 positions allocated Countywide. A plan will soon be in place to prioritize and complete the rest of the studies over the next several months to minimize the time lag for departments between a vacancy occurring and filling the position with an employee in a job class specification related to the work to be performed.

Providing the Human Resources Director with the authority to allocate the related classification changes on the official Position Allocation List(PAL) provides additional flexibility to support our customer departments with the ability to quickly fill the vacant position(s). This is accomplished through bypassing the need to create and process an agenda packet for your Board to directly review and approve as each of these changes occur over the next few years. Any changes Human Resources makes to the Department's PAL for the ASO I/II and ASM classes along with the associated costs or savings would be reported as part of the Quarterly Financial Report. Human Resources

B-37
2

already provides information to your Board in the Quarterly Report on administrative changes to allocations related to combining part time permanent positions and the reduction of positions classified as confidential.

When Human Resources conducts classification studies, a time period is provided for the department and/or employee to appeal the job class determination to the Civil Service Commission. The administrative authority provided in the resolution to change an allocation to another classification would not occur until after the appeal period has been exhausted or upon receiving the findings from a Civil Service Commission Appeal Hearing. The Civil Service Commission findings would ultimately affirm Human Resources' class determination or establish a different job class specification for allocation to the Department's PAL.

Other Agency Involvement:

The Administrative Office and County Counsel were consulted.

Financial Considerations:

The savings or costs are unknown at this time and will be dependent upon the results of each study and will be reported in the associated Quarterly Financial Report.

Results:

Over time, these existing management positions will be appropriately classified in the context of the County's Classification Plan which provides the foundation for ensuring compensation is appropriate for the level and type of work being performed.

B-37
3

IN THE BOARD OF SUPERVISORS
COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA

_____ day _____, 20__

PRESENT: Supervisors

ABSENT:

RESOLUTION NO. _____

**RESOLUTION GRANTING AUTHORITY TO THE HUMAN RESOURCES DIRECTOR TO
ALLOCATE NEW JOB CLASSES TO DEPARTMENTS WHEN ADMINISTRATIVE OFFICER
I/II AND ADMINISTRATIVE SERVICES MANAGER POSITIONS ARE VACANT**

The following resolution is hereby offered and read:

WHEREAS, Section 2.48.160 of the San Luis Obispo County Code provides that the number of positions and the classification of said positions allowed within each department shall be established by resolution of the Board of Supervisors; and

WHEREAS, Section 2.48.090 of the San Luis Obispo County Code, the compensation of all officers and employees of the County of San Luis Obispo shall be regulated by resolution of the board of Supervisors of said County; and

WHEREAS, the Board of Supervisors allows certain positions through adoption each year of the county budget; and

WHEREAS, the positions to be allocated by this resolution will be reviewed by the Human Resources Department and will be consistent with job specifications and classifications as provided by the Civil Service Commission; and

WHEREAS, the County Administrator has met with the Human Resources Staff and concurs with the recommended authorization.

NOW THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Supervisors of the County of San Luis Obispo, State of California, as follows:

- 1) The recitals listed above are correct;
- 2) The Human Resources Director is authorized to administratively modify departmental allocations for Administrative Services Officers I/II and Administrative Services Managers when positions are vacant and based upon an official classification study subsequently transitioning the allocated positions to the appropriate job class specification and salary range; and

B31
B4

- 3) Any actions taken by the Human Resources Director as granted by this resolution shall be reported as part of the associated Quarterly Financial Report.

Upon motion of Supervisor _____, seconded by Supervisor _____, and on the following roll call vote to wit:

AYES:
NOES:
ABSENT:

The foregoing resolution is hereby adopted.

Chairperson of the Board of Supervisors

ATTEST:

Clerk of the Board of Supervisors

By: _____
Deputy Clerk

APPROVED AS TO FORM AND LEGAL EFFECT:
JAMES B. LINDHOLM, JR.

By: Ann Duggan
Deputy County Counsel

Dated: 7/7/06