



## Legislation Text

File #: 19-441, Version: 1

### MEMORANDUM

**TO:** The Honorable Tina Scott, Chair, Board of Supervisors

**FROM:** Carol J. Huchingson, County Administrative Officer

**DATE:** May 7, 2019

**SUBJECT:** Adopt a Resolution Amending Resolution No. 2018-132 Establishing Position Allocations for Fiscal Year 2018-2019, Budget Unit 1012, Administrative Office

#### EXECUTIVE SUMMARY:

As a point of background, in keeping with the Fiscal Crisis Management Plan your Board approved on December 4, 2019, the Administrative Office is in the process of reorganizing to reduce salary costs.

This request proposes to replace our vacant Senior Administrative Assistant position with another Administrative Analyst I. This position will be assigned primarily to support the operations of the Administrative Office, carry out special projects, programs and assignments, and prepare analytical reports. Staff is requesting Board approval to make this change now, rather than waiting for Recommended Budget approval, due to the present staffing shortage in the Administrative Office. This change is cost neutral.

On a related note, within the next few weeks, we will begin underfilling an existing vacant Deputy County Administrative Officer position with an Administrative Analyst I, resulting in a substantial salary savings. This position will be assigned primarily to budget development, monitoring fiscal and analytical duties. Given the ability to underfill now, we will recommend deletion of the Deputy CAO position, replacing it permanently with an Administrative Analyst, when we bring forward Recommended Budget for 2019-2020.

**FISCAL IMPACT:** ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):** This change is cost neutral.

**STAFFING IMPACT (if applicable):** The Administrative Analyst position will be filled from a competitive recruitment conducted by HR.

**RECOMMENDED ACTION:**

Adopt a Resolution Amending Resolution No. 2018-132 Establishing Position Allocations for Fiscal Year 2018-2019, Budget Unit 1012, Administrative Office.