

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

(1) DEPARTMENT Office of Emergency Services	(2) MEETING DATE 12/4/2012	(3) CONTACT/PHONE Ron Alsop, Emergency Services Manager 781-5011	
(4) SUBJECT Submittal of a resolution amending the position allocation list for the Office of Emergency Services by deleting one Administrative Assistant series position and replacing it with one Administrative Analyst Aide position.			
(5) RECOMMENDED ACTION It is recommended that the Board approve the attached resolution authorizing a change to the position allocation list for the Office of Emergency Services by deleting 1.0 Administrative Assistant series position and adding 1.0 Administrative Analyst Aide.			
(6) FUNDING SOURCE(S) Nuclear power plant emergency planning revenue	(7) CURRENT YEAR FINANCIAL IMPACT \$7,900	(8) ANNUAL FINANCIAL IMPACT \$16,220	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(17) ADMINISTRATIVE OFFICE REVIEW			
(18) SUPERVISOR DISTRICT(S) All Districts -			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Office of Emergency Services / Ron Alsop  
781-5011

DATE: 12/4/2012

SUBJECT: Submittal of a resolution amending the position allocation list for the Office of Emergency Services by deleting one Administrative Assistant series position and replacing it with one Administrative Analyst Aide position.

## **RECOMMENDATION**

It is recommended that the Board approve the attached resolution authorizing a change to the position allocation list for the Office of Emergency Services by deleting 1.0 Administrative Assistant series position and adding 1.0 Administrative Analyst Aide.

## **DISCUSSION**

The County Office of Emergency Services (OES) provides a critical service for the residents and visitors of San Luis Obispo County by providing disaster preparedness and emergency management services. OES is not a first responder organization; it is organized to coordinate, in cooperation with first responders and others, the next level of emergency management where the event is so large as to affect multiple jurisdictions or impact multiple emergency services disciplines. This requires considerable planning by professional emergency managers and close coordination with emergency response and support organizations at local, state, and federal government levels, non-governmental organizations, and the educational community.

There have been significant changes in emergency management in recent years, for a variety of reasons that include the terrorist attacks of September 11, 2001, emergency response and recovery issues related to Hurricane Katrina, and more recently the events related to the 2011 Japan earthquake, tsunami, and resulting nuclear power plant accident. In addition, in December 2011, new nuclear plant federal emergency planning standards and requirements were put in place, in particular four new federal requirements that must be complied with by our county.

In 2006, as the first part of these massive changes in emergency management were occurring, and due to a number of retirements at the time that would have left a void in historical OES knowledge and experience, a five year strategic plan for OES was developed. The title of the plan is County of San Luis Obispo, Office of Emergency Services Strategic Plan 2006-2011.

While many of the elements in the strategic plan have been successfully implemented, some aspects are still in process, including the requested action being asked of the Board with this agenda item. One aspect of the strategic plan was a discussion and suggestion on developing a new employment classification that was then referred to as an Emergency Services Technician and later as Emergency Services Aide. The strategic plan goes on to note that since there are no subordinate Emergency Services Coordinator (ESC) classified positions within the County, all tasks conducted must be done by the most qualified and more experienced ESCs even though certain tasks could be handled by a lower level classification; this also distracts from the ESCs being able to adequately respond to the new emergency management challenges. As noted in the strategic plan and as also currently envisioned, the thought for this position in OES is that it

would serve as an entry level position. The strategic plan notes this position would be based on the concept of the Administrative Analyst Aide classification that currently exists within the County system.

While the strategic plan concept was to create a new Emergency Services Aide employment classification within the County, in discussions with the Administrative Office and Human Resources it was determined to be more efficient to instead revise the existing Administrative Analyst Aide job specification to include the various tasks such a position might perform while working in OES. That revised specification was approved by the Civil Service Commission on September 28, 2012.

Instead of adding an additional position to OES this request is to replace the existing allocated Administrative Assistant series position with the Administrative Aide position, at no increased cost to the General Fund. With advances in computer software, use of more developed electronic filing and document tracking systems, and increased emergency management level work, the Administrative Assistant position – which is currently vacant – was being underutilized. At the same time, Emergency Services Coordinators have been performing, as noted above work that could be done by a lower classification yet the work was still out of class for the Administrative Assistant series.

As a result, OES is requesting that the Board approve our request authorizing a change to the position allocation list for the Office of Emergency Services (Fund Center 138) by deleting 1.0 FTE Administrative Assistant series position and adding 1.0 FTE Administrative Analyst Aide.

### **OTHER AGENCY INVOLVEMENT/IMPACT**

OES has worked with Human Resources and the Administrative Office on this request.

### **FINANCIAL CONSIDERATIONS**

There will be no impact to General Fund support. There will be an increased cost to the staffing portion of the OES budget of approximately \$7,900 for the remainder of this fiscal year and approximately \$16,220 next fiscal year. However, since the primary purpose for this position is to work on nuclear power plant emergency preparedness, the cost will be offset by budgeted nuclear power planning revenue and thus there is no General Fund support impact.

### **RESULTS**

While the overall results will be to help ensure that the safety and interests of the County and its citizens are met through increased preparation of emergency management and related activities for adequate response to nuclear power plant and many other types of emergencies, this position will directly increase day-to-day readiness by performing tasks that have been backlogged, not able to be performed or that take time away from Emergency Services Coordinator duties.

Examples include ongoing replacement and maintenance of radiological monitoring devices used by emergency workers throughout the county, tracking of required federal National Incident Management System training courses by County employees and other agencies, basic administration of the County's emergency management software system (WebEOC) used by agencies countywide, keeping up to date contact lists such as the special needs list maintained by OES for those who register as possibly needing assistance during an evacuation, assisting with teaching emergency worker training courses, administration of emergency management and other grants currently performed by Emergency Services Coordinators and thus keeping them from other duties, updating and otherwise revising and assisting with emergency plans and specific guidance procedures used for nuclear power plant and other emergency readiness activities, as well as overall administrative and fiscal support for OES.

### **ATTACHMENTS**

1. PAL resolution for OES/CC138