

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

(1) DEPARTMENT Public Works	(2) MEETING DATE 2/5/2013	(3) CONTACT/PHONE Paavo Ogren, Director of Public Works (805) 781-5252	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List for Fund Center 405 – Public Works Internal Service Fund of the Hydraulic Operations Administrator to the Program Manager Position.			
(5) RECOMMENDED ACTION It is our recommendation that your Honorable Board approve the attached resolution amending the position allocation list approving the reclassification of the Hydraulic Operations Administrator to Program Manager, Fund Center 405.			
(6) FUNDING SOURCE(S) Fund Center 405 - PW Internal Service Fund	(7) CURRENT YEAR FINANCIAL IMPACT N/A	(8) ANNUAL FINANCIAL IMPACT \$5,681.00	(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: N/A <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 Nikki J. Schmidt			
(18) SUPERVISOR DISTRICT(S) All Districts -			

13FEB05-C-8

County of San Luis Obispo



TO: Board of Supervisors

FROM: Public Works
Paavo Ogren, Director of Public Works

DATE: 2/5/2013

SUBJECT: Submittal of a resolution amending the Position Allocation List for Fund Center 405 – Public Works Internal Service Fund of the Hydraulic Operations Administrator to the Program Manager Position.

RECOMMENDATION

It is our recommendation that your Honorable Board approve the attached resolution amending the position allocation list approving the reclassification of the Hydraulic Operations Administrator to Program Manager, Fund Center 405.

DISCUSSION

The Public Works Department is organized into three major groups, as shown on the attached org chart; Public Services, Capital Projects, and Internal Services. Within the Public Services Group are three divisions; Transportation, Utilities, and Development Services. The Utilities Division is managed by a Division Manager who is currently assisted by a Hydraulic Operations Administrator. The Hydraulic Operations Administrator acts, at times, as a second-in-command and administers utilities related projects, oversees divisional contracts, develops divisional budgets, and oversees division operations.

During a 2004 management classification study (commonly referred to as Ewing), the Hydraulic Operations Administrator I, II, III career series was analyzed, and the County Civil Service Commission eliminated the Hydraulic Operations Administrator I and Hydraulic Operations Administrator II levels. At that time, the Hydraulic Operations Administrator III position was filled, and action on the Hydraulic Operations Administrator III classification level was deferred to a future date.

The incumbent currently holding the Hydraulic Operations Administrator position will be retiring in April 2013. In order to eliminate the Hydraulic Operations Administrator III classification as was anticipated in 2004, the Public Works Department asked County Human Resources to conduct a classification study of the position. Human Resources determined that the appropriate classification

for the position is Program Manager VII due to the positions specific responsibilities to oversee varied programs within Public Works Utility Division. As such, Public Works requests that the Board eliminate the Hydraulics Operations Administrator III position from the Public Works Position Allocation List and add one Program Manager I or II position to the Public Works Position Allocation List.

Classifying the position as a Program Manager supports Human Resources' goal of consolidating single position classifications into flexible, broad scoped classifications when feasible. Flexibly allocating the position as a Program Manager I or II will allow the department to hire at the Program Manager I (entry) level, then move the incumbent to the Program Manager II (journey-worker) level after they have demonstrated proficiency at the journey-worker level.

OTHER AGENCY INVOLVEMENT/IMPACT

Human Resources worked with Public Works on the development of this reclassification, and the Auditor's office helped calculate salary and benefits.

FINANCIAL CONSIDERATIONS

The total salary at the Step 5 level for the Hydraulic Operations Admin III is \$78,520. The total salary at the Step 5 level for a Program Manager II is \$79,456. Since, the anticipated vacancy will be filled at the Program Manager I level salary of \$60,892, the Public Works Department anticipates a first year savings of \$17,628 in salary.

Future year savings are expected to narrow as the incumbent progresses through the salary step scale. If the incumbent achieves the top step of the Program Manager II scale, the total salary and benefit costs could be an additional \$5,681.

While this change could result in future cost increase, it must be noted that the total salary and benefit figures provided above are calculated at the Tier 1 pension levels. This position would be hired at the Tier 3 level, which would result in a significant reduction in the benefit obligation of the County. While this exact figure isn't known at this time (it is subject to a Pension Trust calculation), it is known that the \$5,681 increase at Step 5 would not be as high as projected.

RESULTS

Approval of the reclassification will improve the efficiency of Public Works to provide services for residents of San Luis Obispo County.

File: CF 30.40.01
Personnel/Position Allocation

Reference: 13FEB05-C-8

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ATTACHMENTS

1. Resolution Amending the Position Allocation List
2. Organizational Chart