

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

(1) DEPARTMENT General Services Agency		(2) MEETING DATE 10/22/2013	(3) CONTACT/PHONE Janette Pell 781-5051 Tami Douglas-Schatz 781-5959	
(4) SUBJECT Resolution amending the Position Allocation List (PAL) for Fund Center 113 – General Services Agency by deleting a 1.00 FTE Buyer I/II and adding a 1.00 FTE Senior Buyer, approving the new classification of Senior Buyer and setting salary range.				
(5) RECOMMENDED ACTION It is recommended that the Board approve a resolution amending the Position Allocation List (PAL) for Fund Center 113 – General Services Agency by deleting a 1.00 FTE Buyer I/II and adding a 1.00 FTE Senior Buyer, approving the new classification of Senior Buyer and setting salary range.				
(6) FUNDING SOURCE(S) 113 GSA - General Services budget	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$8,668	(9) BUDGETED? No	
(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	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____		
(17) ADMINISTRATIVE OFFICE REVIEW Emily Jackson				
(18) SUPERVISOR DISTRICT(S) All Districts				

County of San Luis Obispo



TO: Board of Supervisors

FROM: General Services Agency / Janette Pell 781-5051
Tami Douglas-Schatz 781-5959

DATE: 10/22/2013

SUBJECT: Resolution amending the Position Allocation List (PAL) for Fund Center 113 – General Services Agency by deleting a 1.00 FTE Buyer I/II and adding a 1.00 FTE Senior Buyer, approving the new classification of Senior Buyer and setting salary range.

RECOMMENDATION

It is recommended that the Board approve a resolution amending the Position Allocation List (PAL) for Fund Center 113 – General Services Agency by deleting a 1.00 FTE Buyer I/II and adding a 1.00 FTE Senior Buyer, approving the new classification of Senior Buyer and setting salary range.

DISCUSSION

The General Services Agency (GSA) is responsible for the County's centralized purchasing operations, which purchased approximately \$139.8 million of goods and services during FY 2012-13. In August 2012, Purchasing put into place a strategic plan aligned with the best practices of the National Institute of Governmental Purchasing that includes goals for: Professional Development, Strategic Procurement, Electronic Procurement, Process Improvement, Customer Training and Public Transparency. The ultimate goal of the strategic plan is to maximize the value of the County's purchasing dollar.

A review of the current organizational structure was undertaken as part of the strategic planning process in September 2012, and revealed a lead worker position was needed to provide additional leadership to purchasing line staff. At the request of GSA, the County's Human Resources Department (HR) developed a job specification for a new Senior Buyer position, establishing the classification. The new Senior Buyer classification will replace an existing vacant Buyer I/II position.

The Senior Buyer position will report to the GSA Department Administrator and will supervise daily work, align purchasing standards, and lead the professional development program for line staff. The establishment of this position supports the department's succession planning efforts by increasing employment standards, requiring professional purchasing credentials, and career advancement opportunities for staff that in total will continue to align Purchasing to its strategic plan and its ability to achieve department cost saving goals.

A recruitment to fill the position is expected to begin in October 2013 with a candidate being selected by January 2014. The recommended salary is appropriate for the classification's level of duties, complexity, independence and decision making authority and is consistent with the County's internal salary setting methodology.

OTHER AGENCY INVOLVEMENT/IMPACT

The Civil Service Commission approved this new classification on February 27, 2013. The County Administrative Office and the San Luis Obispo County Employee Association (SLOCEA) have reviewed this request and concur with the recommendations.

FINANCIAL CONSIDERATIONS

The estimated salary for the new Senior Buyer position with benefits has a total annual cost of \$99,616. The cost of the outgoing Buyer II position salary with benefits has a total annual cost of \$90,848. The maximum annual estimated cost increase of \$8,668 will be funded from the GSA operating budget.

Table 1 – Salary Comparison

Classification	Salary	Benefits	Total
Senior Buyer	\$66,492	\$33,124	\$99,616
Buyer II	\$57,824	\$33,124	\$90,848
Annual Change	\$8,668	\$0.00	\$8,668

RESULTS

Once appointed, the Senior Buyer will provide additional leadership to the County's purchasing operations maximizing the value of the County's purchasing dollar.

ATTACHMENTS

1. Resolution
2. Senior Buyer Specification