

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

(1) DEPARTMENT General Services Agency	(2) MEETING DATE 12/3/2013	(3) CONTACT/PHONE Janette Pell, Director 781-5051	
(4) SUBJECT Request to hire a candidate for the position of Architectural Supervisor at Step 5 of the salary range.			
(5) RECOMMENDED ACTION It is recommended that the Board approve hiring a candidate for the position of Architectural Supervisor at Step 5 of the salary range.			
(6) FUNDING SOURCE(S) FC 113- General Services adopted budget	(7) CURRENT YEAR FINANCIAL IMPACT \$70,869	(8) ANNUAL FINANCIAL IMPACT \$141,739	(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 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"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP n/a	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input 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, GSA Director

DATE: 12/3/2013

SUBJECT: Request to hire a candidate for the position of Architectural Supervisor at Step 5 of the salary range.

RECOMMENDATION

It is recommended that the Board approve hiring a candidate for the position of Architectural Supervisor at Step 5 of the salary range.

DISCUSSION

Currently, Section 2.48.034(d)(1) of the County Code specifies that a department head may set the salary for classified management and confidential positions at any step within the applicable salary range. This section provides the County flexibility in attracting and retaining talented individuals in the management and confidential classes. Conversely, Section 2.48.030(a) of the County Code requires that initial appointments to non-management job classes be at Step 1 of the salary range. Department heads may, however, request a step placement other than Step 1, in accordance with County Code 2.48.060(b)(2). This section allows for placement at a step other than Step 1 when it is difficult to secure qualified personnel or if a person of unusual training, qualifications or experience is available. Under this section, appointments at Step 2 or 3 require approval of the County Administrative Officer (CAO); appointments at Steps 4 or 5 of the salary range require approval by the Board of Supervisors. While the CAO has the authority to grant an advanced step up to Step 3, the General Services Agency is requesting that the Board exercise its discretion and grant appointment of the candidate selected for the County's Architectural Supervisor position at Step 5 of the salary range.

The General Services Agency is responsible for providing project development, design management, and construction management services for County Capital and Maintenance projects. Architectural Services staff works with requesting departments and agencies to develop, manage, and execute capital and major maintenance projects.

The Architectural Supervisor position has been vacant since September 2013 and is a key position responsible for managing the County's Facility Capital and Major Maintenance programs. The current portfolio of 109 projects is estimated at over \$90 million with 10 Capital Project Coordinators that report to the supervisor position. The County currently has multiple projects that are highly visible and require constant monitoring and oversight by the Architectural Supervisor. These projects include the Women's Jail Expansion, Juvenile Hall Expansion, Cayucos Pier Repairs, Cambria Library and Atascadero Library. The position is also responsible for planning, estimating, development, and prioritization of all future projects. The significance, risk, and complicated nature of these projects and requirements related to funding for certain projects require oversight by a supervisor with substantial experience in project development and construction management, who can manage several multi-million dollar projects simultaneously. The ideal candidate must lead collaborative teams comprised of architects, engineers, contractors, customers, and other interested parties. Currently, the Deputy Director General Services is supervising this entire group along with other duties of supervising Real Property Services overseeing all leases and land, and Facility Services performing maintenance and repairs on County facilities. This is a stop-gap measure and needs to be addressed immediately.

The minimum qualifications for the Architectural Supervisor are graduation from an accredited college with a Bachelor of Science degree in Architecture or Engineering or a closely related field with five years of experience in architectural design, construction management or engineering, one year of which must have been spent in the performance of

supervisory responsibilities or two years of experience performing duties equivalent to a Senior Capital Projects Coordinator. See Architectural Supervisor job description in Attachment 1.

A recruitment to fill the vacant Architectural Supervisor position was opened with a 30 day application period and was advertised in professional trade journals and across multiple recruitment sites. The recruitment resulted in four candidates on the eligible list. The GSA's selection process identified a single candidate with the education, skills and experience to be successful in this position. Failure to hire this candidate would cause additional delays with no assurance of finding a viable candidate in the future.

The background of the candidate that has been selected exceeds the minimum qualifications for the position. He has a Bachelor's degree in Architectural Engineering, a Master's degree in Business, has Energy and Environmental Design accreditation through the U.S. Green Building Counsel, and safety certifications through Occupational Safety and Health Administration. The candidate has recent experience in simultaneously supervising a \$50 million and \$85 million project for County Courthouses, and was the project engineer managing \$30 million of contracts for the Cal Poly Recreation Center. The candidate is well versed in construction project delivery methods, has excellent references, and is very proficient in project management processes. His nine years of applicable professional construction management experience would add value to the County and build the knowledge, skills, and abilities of the Architectural Services staff for the future. The candidate is willing to accept the position for \$93,100 (Step 5) of the salary range only.

Currently, Section 2.48.060(b)(2) of the County Code specifies that only the Board may make appointments in non-management job classes at Steps 4 or 5 of the salary range. GSA requests that the Board make this appointment for this position at a Step 5, allowing GSA to complete the hiring process with the selected candidate.

OTHER AGENCY INVOLVEMENT/IMPACT

Human Resources conducted the recruitment for this position, and advised the department on the process necessary to bring this candidate in at Step 5. Human Resources supports this request for an advanced step placement.

FINANCIAL CONSIDERATIONS

Annual salary and benefit costs for an Architectural Supervisor position at Step 5 of the salary range are \$141,739 (\$93,100 salary and \$48,639 benefits) annually. The cost of bringing this candidate in at Step 5 for the remainder of FY2013-14 is \$70,869 (including salary and benefits). Hiring the most qualified candidate at Step 5 instead of Step 3, which the County Administrative Officer has authority to approve, will cost the department an additional \$9,671 in salary and benefits annually. This position was budgeted at Step 5 in Generals Services' FY 2013-14 budget.

RESULTS

In light of the estimated \$90 million projects portfolio, the recommended action will allow the department to hire an individual with proven leadership capabilities and much needed construction program management experience to successfully deliver the estimated \$90 million in projects assigned to Architectural Services. The effective delivery of capital and major maintenance projects on time and within budget contributes to the County's efforts to achieve our vision of a Well Governed Community.

ATTACHMENTS

1. Architectural Supervisor Job Specification