

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

(1) DEPARTMENT Board of Supervisors	(2) MEETING DATE 9/23/2014	(3) CONTACT/PHONE Robert Cone 781-5011	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List for Fund Center 100 - Board of Supervisors, to increase one 0.50 FTE Administrative Assistant Confidential Series position to 1.0 FTE Administrative Assistant Confidential Series position. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board adopt and direct the Chairperson to sign the proposed resolution to amend the Position Allocation List for Fund Center 100 – Board of Supervisors, to increase one 0.50 FTE Administrative Assistant Series position to 1.0 FTE Administrative Assistant Series position.			
(6) FUNDING SOURCE(S) General Fund	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$37,221.00	(9) BUDGETED? No
(10) AGENDA PLACEMENT { x } Consent { } Presentation { } Hearing (Time Est. ___) { } Board Business (Time Est. ___)			
(11) EXECUTED DOCUMENTS { x } Resolutions { } Contracts { } Ordinances { } N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: { } 4/5 Vote Required { x } N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? N/A	(16) AGENDA ITEM HISTORY { } N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Guy Savage			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Board of Supervisors / Robert Cone
781-5011

DATE: 9/23/2014

SUBJECT: Submittal of a resolution amending the Position Allocation List for Fund Center 100 - Board of Supervisors, to increase one 0.50 FTE Administrative Assistant Confidential Series position to 1.0 FTE Administrative Assistant Confidential Series position. All Districts.

RECOMMENDATION

It is recommended that the Board adopt and the Chair sign the proposed resolution to amend the Position Allocation List for Fund Center 100 – Board of Supervisors, to increase one 0.50 FTE Administrative Assistant Series position to 1.0 FTE Administrative Assistant Series position.

DISCUSSION

The Board of Supervisors currently employs a 1.0 FTE Secretary Confidential and a 0.5 FTE Administrative Assistant Confidential to provide clerical support to the five Supervisors and their respective Legislative Assistants. In addition, they also share the services of a 1.0 FTE Administrative Assistant Confidential with the County Administrative Office.

In FY 2008-09, the economic downturn forced the Board of Supervisors to make necessary budget cuts as part of the “7 Year Pain Plan”. These included not only a 5% reduction in salaries and benefits to the Supervisors, but also included the elimination of a 0.5 FTE Administrative Assistant position.

In the years following, the demands of the staff supporting the Supervisors and their Legislative Assistants have increased. There is a necessity to provide increased maintenance of the Board of Supervisor’s newly revised webpage as well as each individual District webpage to keep them current and relevant as they become a popular link with the community. Existing processes need to be standardized and documented to allow smoother transitions that result from staff and Supervisor turnover, and the department is striving to continually improve the response time to constituent requests and provide them with better access to their elected representatives. The current 0.5 FTE Administrative Assistant is also providing support to Fund Center 131 – Grand Jury, while their own 0.5 FTE Administrative Assistant position remains unfilled, further limiting the capacity available to support the Board.

Due to the current staffing level of only 2.5 FTE, many of the clerical responsibilities of the office are handled by the Legislative Assistants. The reinstatement of 0.5 FTE Administrative Assistant capacity would allow for the redistribution of duties away from the Legislative Assistants. The shifting of these duties would allow clerical staff to more effectively support the Board, and provide the Legislative Assistants with increased capacity to respond to more complex requests from Supervisors and constituents.

Additionally, full time positions create efficiencies in scheduling of staff for timely delivery of services and are more manageable in relation to supervisory span of control. Full time positions allow for increased opportunities for cross-training, allow increased participation in professional development, and mitigate the impacts of absences due to illness or vacation.

OTHER AGENCY INVOLVEMENT/IMPACT

The Board of Supervisors requested this item, the County Administrative Office prepared this item, and Human Resources created the attached resolution.

FINANCIAL CONSIDERATIONS

The annual increase in total compensation (salary and benefits) between a 0.5 FTE and a 1.0 FTE Administrative Assistant Confidential at Step 5 is \$37,221. The current year impact will be an increased cost of approximately \$33,636 for the remaining 9 months of the fiscal year, however this increase is expected to be completely offset by intra-fund transfers for providing support to Fund Center 131 – Grand Jury and is expected to be cost neutral to the General Fund.

RESULTS

The addition of 0.5 FTE will provide the Board of Supervisors with an additional Full Time position that will allow the staff to more effectively support the Board and contribute towards the County's goal of a Well Governed Community.

ATTACHMENTS

PAL Resolution – Fund Center 100