

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

(1) DEPARTMENT Public Works	(2) MEETING DATE 4/14/2015	(3) CONTACT/PHONE Wade Horton, Director of Public Works (805) 781-5252 Tami Douglas-Schatz, Director of Human Resources	
(4) SUBJECT Submittal of a resolution approving the new classification and establishing the salary range of Division Manager – Water Resources and amending the Position Allocation List (PAL) for Fund Center 405 - Public Works, by adding a 1.0 Full Time Equivalent (FTE) Division Manager - Water Resources. All Districts			
(5) RECOMMENDED ACTION It is recommended that the Board adopt the attached resolution approving the new classification and establishing the salary range of Division Manager - Water Resources and amending the Position Allocation List (PAL) for Fund Center 405 – Public Works, by adding a 1.0 FTE Division Manager - Water Resources.			
(6) FUNDING SOURCE(S) Flood Control and Water Conservation District	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$187,900.00	(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: <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: <u>2/17/2015</u> , Item #5	
(17) ADMINISTRATIVE OFFICE REVIEW David E. Grim			
(18) SUPERVISOR DISTRICT(S) All Districts			

Reference: 15APR14-C-4

County of San Luis Obispo



TO: Board of Supervisors

FROM: Wade Horton, Director of Public Works
Tami Douglas-Schatz, Director of Human Resources

DATE: 4/14/2015

SUBJECT: Submittal of a resolution approving the new classification and establishing the salary range of Division Manager – Water Resources and amending the Position Allocation List (PAL) for Fund Center 405 - Public Works, by adding a 1.0 Full Time Equivalent (FTE) Division Manager - Water Resources. All Districts

RECOMMENDATION

It is recommended that the Board adopt the attached resolution approving the new classification and establishing the salary range of Division Manager - Water Resources and amending the Position Allocation List (PAL) for Fund Center 405 – Public Works, by adding a 1.0 FTE Division Manager - Water Resources.

DISCUSSION

On February 17, 2015, your Board directed the Director of Public Works to:

“Establish a Water Resources Division within the Department of Public Works and return to the Board to amend the Position Allocation List (PAL) to add a 1.0 FTE Division Manager – Water Resources to the 14/15 FY budget (current year)”.

On February 25, 2015 the Civil Service Commission approved a new Class Specification (attached) for the position of Division Manager – Water Resources. On March 10, 2014 Labor Relations established a monthly salary range of \$7,935.20 - \$9,644.27, which is comparable to the salary range of the Utilities Division Manager. 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. Adoption of the attached resolution will allow the Department to proceed with recruitment of a Division Manager - Water Resources to oversee the new Water Resources Division. A recruitment to fill this new position is expected to begin in April 2015 with a candidate being selected in July 2015.

Background

The Department of Public Works currently performs work related to water resource management and planning with staff assigned to the Utilities Division. The Utilities Division is also tasked with operating existing water, wastewater, and flood control facilities across the County. “Operations” also

includes developing, maintaining, and implementing capital improvement programs for each County operated utility system. With the Nacimiento project now in operation, and the Los Osos Wastewater project nearing completion of construction, operational and system support needs, including staffing and management direction, will increase accordingly.

At the same time, the Division has seen an incremental increase in work related to water resource management and planning. Over the past two years these types of work efforts have increased substantially. Work has involved the updating of the Integrated Regional Water Management (IRWM) plans, regional drought relief grant program and projects, Paso Robles Groundwater Basin management and outreach, as well as resource planning for alternative supplies. The recent passage of the Sustainable Groundwater Management Act will add to these responsibilities. The Utilities Division within Public Works has had to redirect staffing resources to keep pace with the demand for these services and work products. However, management of existing utilities systems versus the planning and monitoring of long range water supply issues has proven to be a challenge to existing staff and management resources with consequent concerns regarding the advancement of appropriate priorities relative to community needs and the use of staff resources.

As noted above, on February 17, 2015, your Board determined to address these issues by directing the establishment of a new Water Resources Division within the Department of Public Works. With this revised structure the Department will be positioned to better manage both existing and anticipated water resource planning responsibilities. At the same time, the Department will be better able to meet existing commitments for the operation of wholesale water systems, as the water purveyor for our small community systems, and the operator of community wastewater systems through adjustments to the existing Utility Division.

OTHER AGENCY INVOLVEMENT/IMPACT

The Civil Service Commission approved this new classification on February 25, 2015. The County Administrative Office has reviewed this request and agrees with the recommendations.

FINANCIAL CONSIDERATIONS

The annual cost of the Division Manager – Water Resources position is estimated at \$187,900 including salary and benefits. Funding for this position will be provided in the FY 2015-2016 requested Flood Control and Water Conservation District budget (FC 450).

Funding for this position is covered 100% by the dedicated projects that this staff will be working on and will not impact the County General Fund. Consequently, no General Fund appropriation is necessary to meet this request.

RESULTS

This action will allow the Department to proceed with recruitment of a Division Manager - Water Resources to oversee the new Water Resources Division. A recruitment to fill this new position is expected to begin in April 2015 with a candidate being selected in July 2015.

Reference: 15APR14-C-4

File: CF 905.10.01 Water Resources Division Formation

L:\MANAGMNT\APR15\BOS\Water Resource Division brd ltr mh ver 002.doc MH:jb

ATTACHMENTS

1. Division Manager - Water Resources Classification Specification
2. Resolution approving the new classification and establishing the salary range of Division Manager - Water Resources and amending the Position Allocation List (PAL) for Fund Center 405 – Public Works, by adding a 1.0 FTE Division Manager - Water Resources.