

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

(1) DEPARTMENT Central Services	(2) MEETING DATE 4/19/2016	(3) CONTACT/PHONE Will Clemens, Director Central Services, 781-5051	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 116 – Central Services by deleting 1.00 FTE Department Administrator and adding 1.00 FTE Administrative Services Manager. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board adopt the attached resolution amending the Position Allocation List (PAL) for Fund Center 116 by deleting 1.00 FTE Department Administrator and adding 1.00 FTE Administrative Services Manager.			
(6) FUNDING SOURCE(S) Fund Center 116	(7) CURRENT YEAR FINANCIAL IMPACT (\$3,995.00)	(8) ANNUAL FINANCIAL IMPACT (\$23,971.00)	(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"/> 4/5 Vote Required <input 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>10/20/15</u>	
(17) ADMINISTRATIVE OFFICE REVIEW David E. Grim			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Central Services / Will Clemens, Director Central Services, 781-5051

DATE: 4/19/2016

SUBJECT: Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 116 – Central Services by deleting 1.00 FTE Department Administrator and adding 1.00 FTE Administrative Services Manager. All Districts.

RECOMMENDATION

It is recommended that the Board adopt the attached resolution amending the Position Allocation List (PAL) for Fund Center 116 by deleting 1.00 FTE Department Administrator and adding 1.00 FTE Administrative Services Manager.

DISCUSSION

On October 20, 2015 the Board took action to dissolve the General Services Department. Facilities maintenance and capital projects management functions were moved to the Department of Public Works. In addition, the new Central Services Department was created to focus on internal services which interface with other departments. These services include purchasing, real property management, fleet services, and central mail.

It was anticipated that with time and staff turnover, further strategic organizational structure changes may be needed to best deliver these services given the size and organizational focus of the new department. The opportunity to make an incremental change in organization has presented itself with the vacancy of the Department Administrator position.

The Department Administrator position currently oversees a wide variety of functions within the department including purchasing, central mail, finance and administration. This position previously had an even larger scope within the General Services Department when it included facilities maintenance and capital projects management. This proposed conversion to an Administrative Services Manager is appropriate for the reduced scope of services the Central Services Department provides.

There are further strategic opportunities to deliver a higher level of service to departments in the area of purchasing services. For about the past decade, the purchasing division did not have a manager whose sole focus was procurement of goods and services for the County as it did previously.

Most, if not all, comparable counties have a dedicated manager for the purchasing function. The department will continue to work with the Administrative Office and Human Resources to identify the appropriate oversight of the purchasing division and may return early next fiscal year with a recommendation for additional organizational restructuring.

OTHER AGENCY INVOLVEMENT/IMPACT

The County Administrative Office and Human Resources Department has reviewed this request and agrees with the recommendation.

FINANCIAL CONSIDERATIONS

The deletion of 1.00 FTE Department Administrator and addition of 1.00 FTE Administrative Services Manager will result in cost savings to the department of \$23,971 in salary and benefits annually. This could be used to partially offset any

cost increase related to the future addition of a manager for the purchasing division.

RESULTS

This action will allow the Department to continue effective management of services. This provides for a well-governed community.

ATTACHMENTS

1. Resolution amending the Position Allocation List (PAL) for Fund Center 116 - Central Services, by deleting 1.00 FTE Department Administrator and adding 1.00 FTE Administrative Services Manager
2. Current and Proposed Organizational Chart