



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

(1) DEPARTMENT Agricultural Commissioner	(2) MEETING DATE 4/23/2019	(3) CONTACT/PHONE Martin Settevendemie/805.781.5910	
(4) SUBJECT Submittal of a resolution to amend the Position Allocation List (PAL) for Fund Center 141 – Agricultural Commissioner, by deleting 3.00 full time equivalent (FTE) Deputy Agricultural Commissioner positions and adding 3.00 full time equivalent (FTE) Deputy Agricultural Commissioner/Sealer positions. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board amend the Position Allocation List (PAL) for Fund Center 141 – Agricultural Commissioner, by deleting 3.0 full time equivalent (FTE) Deputy Agricultural Commissioner positions and adding 3.0 full time equivalent (FTE) Deputy Agricultural Commissioner/Sealer positions.			
(6) FUNDING SOURCE(S) This allocation change will be funded with a combination of general fund support and state funds. Approximately 40% of the general fund allocation will be reimbursed each of the following years from unclaimed gas tax reimbursement.	(7) CURRENT YEAR FINANCIAL IMPACT \$1,927.00	(8) ANNUAL FINANCIAL IMPACT FY 2019-20: \$11,852 FY 2020-21 and Later: A Maximum of \$25,838	(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"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(17) ADMINISTRATIVE OFFICE REVIEW <i>Nikki J. Schmidt</i>			
(18) SUPERVISOR DISTRICT(S) All Districts			



COUNTY OF SAN LUIS OBISPO

TO: Board of Supervisors

FROM: Agricultural Commissioner / Martin Settevendemie/805.781.5910

DATE: 4/23/2019

SUBJECT: Submittal of a resolution to amend the Position Allocation List (PAL) for Fund Center 141 – Agricultural Commissioner, by deleting 3.00 full time equivalent (FTE) Deputy Agricultural Commissioner positions and adding 3.00 full time equivalent (FTE) Deputy Agricultural Commissioner/Sealer positions. All Districts.

RECOMMENDATION

It is recommended that the Board amend the Position Allocation List (PAL) for Fund Center 141 – Agricultural Commissioner, by deleting 3.0 full time equivalent (FTE) Deputy Agricultural Commissioner positions and adding 3.0 full time equivalent (FTE) Deputy Agricultural Commissioner/Sealer positions

DISCUSSION

The County's Department of Agriculture/Weights and Measures serves the community by protecting agriculture, the environment, the health and safety of its citizens, and by ensuring equity in the marketplace. The department has two main areas of focus: Agricultural Programs and Weights and Measures activities. Of the 45.25 FTE positions approximately 60% are assigned to Agricultural programs and approximately 25% to Weights and Measures programs with the remaining 15% attributable to administrative work. State licensure requirements for both agricultural and weights and measures enforcement duties are established through the California Department of Food and Agriculture (CDFA).

In FY 2014-15, the department initiated a multi-phase organizational restructure. In FY 2018-19, this restructure was completed creating a more evenly distributed span of control, a streamlined pathway for succession planning, and provided the ability for the department to more uniformly assign division oversight to managers.

As a follow-up to the department's multi-phase restructure, this request outlines the concept of applying a single classification where two of like duties exist. The department currently employs three Deputy Agricultural Commissioners and one Deputy Agricultural Commissioner/Sealer. Each of these classifications provide the same management function to the department aside from licensing capacity. The current difference in management responsibilities is that the Deputy Agricultural Commissioner/Sealer is able to oversee both agricultural and weights & measures programs as well as supervise staff assigned to either of those program areas, whereas, the Deputy

Agricultural Commissioner positions are restricted to supervising only agricultural programs and staff assigned to agricultural programs. The department has three office locations, San Luis Obispo, Templeton and Arroyo Grande, in order to provide customer service to all areas of the County. Both the Templeton and Arroyo Grande field offices have a Deputy Agricultural Commissioner assigned as the office manager. Agricultural and Weights and Measures staff are assigned to these offices making oversight of all staff in those offices difficult for the Deputies without being fully licensed at both the agricultural and weights and measures deputy level. This shift will allow all deputy level staff to work in any agricultural or weights and measures program. Moreover, span of control will be further balanced, and each deputy will have full capacity and ability to provide regional oversight to any of the department's three office locations.

In addition to the operational enhancements offered through this change, the department will also benefit with a progressive ladder of licensing requirements which will improve succession planning and increase the pool of candidates qualified to serve as either the Agricultural Commissioner/Sealer or Assistant Agricultural Commissioner/Sealer.

To more accurately reflect the functions of the positions, the department is requesting that three Deputy Agricultural Commissioners be reclassified to Deputy Agricultural Commissioner/Sealer. A position review performed by the Human Resources Department determined that the Deputy Agricultural Commissioner/Sealer is the more appropriate classification, given the needs of the department and the job duties being performed by the incumbents. The incumbents will be reclassified in accordance with Civil Service Rules 5.04 and 5.05, and County Ordinance 2.48.030.

OTHER AGENCY INVOLVEMENT/IMPACT

The Administrative Office and Human Resources have been involved in the preparation of this resolution and are in agreement.

FINANCIAL CONSIDERATIONS

The current FY 2018-19 increase in salary and benefit cost for the recommended PAL change is \$3,212. The FY 2019-20 estimated increase is \$19,754 and the estimated increase at the maximum salary step for the positions is \$43,064.

The reclassification of these positions will be approximately 40% offset by Unclaimed Gas Tax (UGT) and aid the County in its Maintenance of Effort (MOE) requirement to receive future funding. It is important to note only activities in qualifying agricultural programs are eligible for UGT reimbursement. When considering the UGT revenue, the net increase as a result of these position changes is estimated at \$1,927 for FY 2018-19, \$11,852 in the following fiscal year, and \$25,838 when all classifications are at step 5 in the pay range.

The cost of this PAL change was not included in the FY 2018-19 budget. However, the net increase in cost of \$1,927 for the remainder of the fiscal year is minimal and will be absorbed by the department through salary savings. In future years, the net increase will contribute to the department's UGT MOE mandate to maintain general fund support at least equal to the average amount expended for the five preceding fiscal years. The department is anticipating an increase of approximately \$400,000 per fiscal year in UGT funds, as well as, increased revenue on existing contract work from CDFA. This influx of revenue presents a challenge for the department if the General Fund contribution is not maintained commensurate to the five-year average.

Expenditure and funding information is summarized below. However, it is important to note that calculations may vary depending on any future negotiated salary and benefit increases. The below numbers are estimates based on the current job class salary listing.

Net General Fund Impact			
	FY 2018-19 (2 months)	FY 2019-20	At Maximum Step 5 Expense
Add'l Salary & Benefit Costs	\$3,212	\$19,754	\$43,064
Add'l Unclaimed Gas Tax Revenue	(\$1,285)	(\$7,901)	(\$17,225)
Net General Fund Impact	\$1,927	\$11,852	\$25,838

Below is a summary of the PAL change impacts:

FY 2018-19 Estimated Expense for Remaining 2 Months						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Deputy Agricultural Commissioner/Sealer	3	\$46,960	\$30,250	\$77,210	Varying steps
Delete	Deputy Agricultural Commissioner	3	(\$44,831)	(\$29,167)	(\$73,998)	Varying steps
Net Change FY 18-19		0	\$2,129	\$1,083	\$3,212	
FY 2019-20 Estimated Annual Expense						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Deputy Agricultural Commissioner/Sealer	3	\$290,846	\$185,982	\$476,828	Varying Steps
Delete	Deputy Agricultural Commissioner	3	(\$277,660)	(\$179,414)	(\$457,074)	Varying Steps
Net Change FY 19-20		0	\$13,186	\$6,568	\$19,754	
Estimated Annual Expense at Maximum Step (Step 5 of 5)						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Deputy Agricultural Commissioner/Sealer	3	\$315,183	\$198,357	\$513,540	Step 5 of 5 for 12 months
Delete	Deputy Agricultural Commissioner	3	(\$286,542)	(\$183,934)	(\$470,476)	Step 5 of 5 for 12 months
Net Change at Max. Step		0	\$28,641	\$14,423	\$43,064	

RESULTS

This revised management structure allows for regional oversight of all departmental programs as well as flexibility to shift management responsibilities between all offices. This structure also allows for career progression and expansion of the candidate pool at the Assistant Agricultural Commissioner/Sealer and Agricultural Commissioner/Sealer levels strengthening the department's employee succession planning.

ATTACHMENTS

- 1 Resolution Amending the Position Allocation List for FC 141 – Agricultural Commissioner