



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

(1) DEPARTMENT Public Works	(2) MEETING DATE 12/15/2020	(3) CONTACT/PHONE Mark Chiaramonte Utilities Division Manager (805) 781-1186	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 405-Public Works, by deleting a 1.0 Full Time Equivalent (FTE) Water Systems Worker I/II/III position, and adding a 1.0 FTE Program Manager I/II, and deleting a 1.0 FTE Supervising Administrative Clerk I and adding a 1.0 FTE Supervising Administrative Clerk II. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board: <ol style="list-style-type: none"> 1. Adopt the attached resolution amending the PAL for Fund Center 405-Public Works as follows: <ol style="list-style-type: none"> a. deletion of 1.0 FTE Water Systems Worker I/II/III; and b. addition of 1.0 FTE Program Manager I/II position; and c. deletion of 1.0 FTE Supervising Administrative Clerk I; and d. addition of 1.0 FTE Supervising Administrative Clerk II. 			
(6) FUNDING SOURCE(S) Public Works Internal Service Fund	(7) CURRENT YEAR FINANCIAL IMPACT \$10,161.00	(8) ANNUAL FINANCIAL IMPACT \$24,056.00	(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: N/A <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 Kristin Eriksson			
(18) SUPERVISOR DISTRICT(S) All Districts			

Reference: 20.143



COUNTY OF SAN LUIS OBISPO

TO: Board of Supervisors

FROM: Public Works
Mark Chiamonte, Utilities Division Manager
Wendy Marie C. Hall, Support Services Division Manager

VIA: Kate Ballantyne, Deputy Director of Public Works
Cindy Treichler, Provisional Deputy Director of Public Works

DATE: 12/15/2020

SUBJECT: Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 405-Public Works, by deleting a 1.0 Full Time Equivalent (FTE) Water Systems Worker I/II/III position, and adding a 1.0 FTE Program Manager I/II, and deleting a 1.0 FTE Supervising Administrative Clerk I and adding a 1.0 FTE Supervising Administrative Clerk II. All Districts.

RECOMMENDATION

It is recommended that the Board:

1. Adopt the attached resolution amending the PAL for Fund Center 405-Public Works as follows:
 - a. deletion of 1.0 FTE Water Systems Worker I/II/III; and
 - b. addition of 1.0 FTE Program Manager I/II position; and
 - c. deletion of 1.0 FTE Supervising Administrative Clerk I; and
 - d. addition of 1.0 FTE Supervising Administrative Clerk II.

DISCUSSION

Program Manager I or II

The Department requests to amend the PAL and delete a currently vacant Water Systems Worker I/II/III and add a Program Manager I/II in the Utilities Division. The Utilities Division is responsible for many critical services related to raw water supply, potable water supply and distribution, sewer collection and treatment, flood control, dam tending, capital projects, and community engagement for the areas that we serve.

With limited funding sources and revenues for these critical services available, the Department of Public Works is required to pursue rate increases for its County Service Areas (CSAs) to support operations and maintenance costs as well as infrastructure improvements. There are many state, federal, and local grant opportunities available each year that are missed and can provide financial support for the CSAs to assist in costly infrastructure upgrades and project development and implementation.

The requested Program Manager for the Utilities Division will focus on grant applications and grant administration to ensure that these opportunities are maximized to the extent feasible. Further, the Program Manager, in coordination with engineering staff, will assist in important collaborative efforts with all our project participants via commissions, advisory councils, and committee meetings by coordinating and facilitating monthly meetings and agendas and to provide follow up to participant questions, thus improving customer support. The position will support water supply and sewer contract amendment efforts, annexation and de-annexation efforts, Prop 218 efforts, implementation of facility Standard Operations Procedures, safety program coordination, general administrative tasks, public outreach, State Water business items, and assist with budget and Board letter efforts.

Supervising Administrative Clerk II

With the recent reassignment of an Administrative Services Officer II (ASO II) from the Support Services Division to the Design Division, the Supervising Administrative Clerk I (SAC I) has backfilled many oversight responsibilities and provides supervision of the Administrative Team.

The Supervising Administrative Clerk coordination of these processes and responsibility requires a significant amount of consistent and competent attention to detail and procedures. This position provides critical communication with team members, the Public Works executive team, and frequent interaction with County Counsel and staff in other departments. The magnitude, complexity and additional responsibility of the work that this position is now responsible for warrants a Supervising Administrative Clerk II classification. Public Works requests the SAC I position be converted to a SAC II to reflect this increased responsibility and allow for future flexibility.

OTHER AGENCY INVOLVEMENT/IMPACT

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

Human Resources has reviewed each reclassification request, analyzed the job duties for each classification, and determined that the requested classification is appropriate. Human Resources has prepared the resolution to make necessary amendments to the PAL.

FINANCIAL CONSIDERATIONS

The Supervising Administrative Clerk I position is currently filled by staff at a Step 5 level. It is anticipated that the new Supervising Administrative Clerk II position will be filled at a Step 4 level. The calculations in the table below reflect these levels.

The Water Systems Worker I/II/III is a vacant position, and it is anticipated that the new position will be filled as a Program Manager I at a Step 1 level. The cost of these PAL changes was not included in the FY 2020-21 budget. However, the net increase in cost of \$10,161 for the remainder of this Fiscal Year is minimal and will be absorbed within existing budgets. No General Fund is being requested as a result of these PAL changes.

The table below shows the estimated FY 2020-21 increase cost for the remaining 6 months, FY 2021-22 annual cost, and the estimated expense at the maximum step (step 5 of 5). It is important to note that calculations may vary depending on salary step and any future negotiated salary and benefit increases. The below numbers are estimates based on the current job class salary listing.

FY 2020-21 Estimated Expense for Remaining 6 Months						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Program Manager I	1.00	\$33,883	\$21,085	\$54,968	Step 1 for 6 months
Delete	Water Systems Worker I	1.00	(\$26,863)	(\$20,609)	(\$47,472)	Step 1 for 6 months
Add	Supervising Administrative Clerk II	1.00	\$32,115	\$20,768	\$52,883	Step 4 for 6 months
Delete	Supervising Administrative Clerk I	1.00	(\$30,181)	(\$20,037)	(\$50,218)	Step 5 for 6 months
	Net Change FY 20-21	0.00	\$8,954	\$1,207	\$10,161	
FY 2021-22 Estimated Annual Expense						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Program Manager I	1.00	\$71,157	\$44,006	\$115,163	Step 2 for 12 months
Delete	Water Systems Worker I	1.00	(\$56,410)	(\$42,234)	(\$98,644)	Step 2 for 12 months
Add	Supervising Administrative Clerk II	1.00	\$65,832	\$41,960	\$107,792	Step 4 for 6 months Step 5 for 6 months
Delete	Supervising Administrative Clerk I	1.00	(\$60,362)	(\$39,893)	(\$100,255)	Step 5 for 12 months
	Net Change FY 21-22	0.00	\$20,217	\$3,839	\$24,056	
Estimated Annual Expense at Maximum Step (Step 5 of 5)						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Program Manager II	1.00	\$90,646	\$51,008	\$141,654	Step 5 of 5 for 12 months
Delete	Water Systems Worker III	1.00	(\$87,006)	(\$55,873)	(\$142,879)	Step 5 of 5 for 12 months
Add	Supervising Administrative Clerk II	1.00	\$67,434	\$42,565	\$109,999	Step 5 of 5 for 12 months
Delete	Supervising Administrative Clerk I	1.00	(\$60,362)	(\$39,893)	(\$100,255)	Step 5 of 5 for 12 months
	Net Change at Max. Step	0.00	\$10,712	(\$2,193)	\$8,519	

RESULTS

Approval of the recommended action will assign the proper classification of SAC for the proper level of work, allowing the Department of Public Works to continue providing the high level of services that is expected of the department, in the most efficient manner. This action will also help improve the ability of the Utilities Division to apply for and administer grant opportunities and increase responsiveness to the communities and agencies that the Utilities Division serves.

ATTACHMENTS

1 Resolution Amending the Position Allocation List Resolution for Fiscal Year 2020-21

File: 680.160.12

Reference: 20.143

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