



## Legislation Text

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**File #:** 21-936, **Version:** 1

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**TO:** Board of Supervisors  
**FROM:** Christine Briceño - Director of Human Resources  
**REPORT BY:** Kevin Lemieux - Senior Human Resources Analyst  
**SUBJECT:** Resolution Amending the Departmental Allocation List for the County Executive Office

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### RECOMMENDATION

Director of Human Resources and County Executive Officer request adoption of a Resolution amending the Departmental Allocation List for County Executive Office, as follows, effective September 28, 2021, with no net increase in full-time equivalents, and a slight increase to the General Fund:

1. Delete one 1.0 FTE Administrative Support Technician (CON).
2. Add one 1.0 FTE Board Clerk I/II (CON).

### EXECUTIVE SUMMARY

If approved, this action will delete a vacant Administrative Support Technician position in the County Executive Office, and replace it with a Board Clerk I/II position to meet the Clerk of the Board's need for additional clerking support at various Board and Commission meetings.

### FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The requested action will allow the County Executive Office to direct staffing resources to an immediate need by providing additional Clerk of the Board staff to better support County Boards and Commissions.
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost of salary and benefits for the remainder of Fiscal Year 2021-2022 for the proposed action is estimated at \$4,586. The increased annualized cost is estimated at \$6,115,

and will be budgeted accordingly in future fiscal years.

Consequences if not approved:

If the requested action is not approved, the Clerk of the Board will not have ideal staffing levels to support the operations of County Boards and Commissions.

County Strategic Plan pillar addressed:

Effective and Open Government

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable

### **BACKGROUND AND DISCUSSION**

The Clerk of the Board team within the County Executive Office currently has a vacant Administrative Support Technician position. Following a review of department needs, it was determined that the team has a need for a higher level position dedicated to the support of assessment appeals and clerking duties tied to various County Boards and Commissions. If approved, this request will delete the vacant Administrative Support Technician, and replace it with a Board Clerk I/II position to better support the operations of the Clerk of the Board.

Therefore, the Director of Human Resources and the County Executive Officer request the adoption of a Resolution amending the Departmental Allocation List for the County Executive Office, as shown in "Exhibit A," effective September 28, 2021, with no net increase in full-time equivalents, and a slight increase to the General Fund.

### **SUPPORTING DOCUMENTS**

Resolution