



MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE
COUNTY OF PLACER

TO: Honorable Board of Supervisors
FROM: Thomas Miller, County Executive Officer
DATE: April 4, 2006
SUBJECT: Classification and Salary Range Update for the County Budget Administrator
(Action)

ACTION REQUESTED

It is recommended that the Board of Supervisors approve a salary adjustment for the classification of county budget administrator, and amend implementing Placer County Code, Chapter 3, Sections 3.08.070 and 3.12.030 – Schedule of Classifications and Salary Ranges for the Unclassified Service.

BACKGROUND

On December 14, 2004 your board approved a salary range for the county budget administrator. At the time, the salary range was benchmarked with other finance/accounting positions within the County's classification structure. Recruitment efforts for this position failed due to the salary level, and a recent survey of similar positions in other jurisdictions found that the County's salary range for this position was comparatively very low. As a result, the Executive Office is recommending a 10% increase to the county budget administrator salary.

The county budget administrator's role is critical to the County Executive Office as this position coordinates the annual budget process in compliance with State Controller guidelines as outlined in Accounting Standards and Procedures for Counties, County Budget Act. Recommendations forthcoming will be used by the senior management team as a basis for funding considerations in the County Budget, and as a result this position must produce accurate and reliable data from which decisions can be made. In addition, the position will direct and manage staffs that make policy recommendations for the General Government System. The county budget administrator's role encourages employees to work together strategically as a team; strengthens functional areas; and will help our workforce to meet existing and changing County priorities. The County has grown and staffs are called upon frequently to prepare high-level financial analysis from which policy decisions are made; the County Budget Administrator will strengthen the financial skills of staff within the County Executive Office.

FISCAL IMPACT

This position was budgeted for full year costs with the development of the FY 2005-06 budget and, given that the position will be filled in May or June, the County Executive Office has funding to absorb these costs within its current budget. The General Fund funds the County

Budget Administrator position and, if approved, the salary range will change from Grade U28 (\$70,325-\$85,480/year) to Grade 463 (\$77,534-\$94,242/year). Costs associated with development of the County Budget are recovered through the allocation to other funds through the Cost Allocation Plan prepared annually by the County's Auditor-Controller. If the recommended action is approved, the net salary and benefit increase is estimated at \$9,500 per year.

**Before the Board Of Supervisors
County of Placer, State of California**

In the matter of: An ordinance amending Placer County
Code, Chapter 3, Sections 3.08.070 and 3.12.030
relating to the department of County Executive Office

Ordinance No.: _____

First Reading: _____

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at
a regular meeting held April 4, 2006, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:
Clerk of said Board

**THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA,
DOES HEREBY ORDAIN AS FOLLOWS:**

That Placer County Code, Chapter 3, Sections 3.08.070 and 3.12.030, are hereby amended as
indicated on the attached: (Additions to ordinance shown in bold/underline, deletions shown with
strike-through.)

Effective the first day of the pay period thirty days following the second reading.

CHAPTER 3, SECTION 3.08.070
COUNTY BUDGET ADMINISTRATOR

CHAPTER 3, SECTION 3.12.030

| ADMIN CODE | CLASSIFICATION TITLE | SALARY PLAN APPENDIX | GRADE |
|---------------|-----------------------------|--------------------------|----------------|
| 19817 | County Budget Administrator | UNCL-11 <u>MNGT-8</u> | U28 <u>463</u> |