

PLACER COUNTY
REDEVELOPMENT AGENCY

MEMORANDUM

TO: Honorable Members of the Redevelopment Agency Board
FROM: Thomas M. Miller, Director
James LoBue, Deputy Director *James J. LoBue*
DATE: November 15, 2011
SUBJECT: Classification Study for the Redevelopment Agency

ACTION REQUESTED: Authorize the Redevelopment Agency to request the County Personnel Director to undertake a classification study for the Administrative Services Officer Senior position in the Redevelopment Agency.

BACKGROUND: The administrative and financial structure and functions of the Redevelopment Agency (Agency) fall under the oversight and responsibility of an Administrative Services Officer Senior (Senior ASO). This position was created in 2000 and since that time the operations and responsibilities of the Agency have significantly increased in size, cost, and complexity. It is now questioned whether the Senior ASO is the appropriate classification for the high level duties required of the position. Examples of specific high level duties that appear to be beyond the standard responsibilities of a Senior ASO include:

- Preparation and management of a separate Agency budget (\$30-\$40,000,000)
- Management of separate Agency audits
- Specialized annual reporting to the State Controller Office, State Department of Housing and Community Development, and other agencies
- Required compliance with California Community Redevelopment Law
- Management of an extensive and diverse loan portfolio – including housing rehabilitation loans, first time homebuyer loans, commercial façade loans, commercial improvement loans, developer pre-development loans, Disposition and Development Agreement loans, mortgage loans
- Management of real property owned by the Agency
- Management of tax allocation bonds and housing bonds
- Management of multiple State, Federal, and private grants and loans

The aforementioned responsibilities are in addition to the more standard accounting, departmental budgeting, contract management, document organization, office management, and personnel oversight responsibilities of a typical Senior ASO.

A Personnel study is recommended to determine the appropriate classification for the position.

ENVIRONMENTAL STATUS: This is an administrative action, does not constitute a project, and is exempt from environmental review per California Environmental Quality Act Guidelines section 15378.b.2.

FISCAL IMPACT: The potential added cost to the Agency resulting from a reclassification would be expected to be covered by cost savings resulting from current Agency staff vacancies.

cc: Karin Schwab, Agency Counsel