

**MEMORANDUM
DEPARTMENT OF FACILITY SERVICES
COUNTY OF PLACER**

To: **BOARD OF SUPERVISORS**

Date: **FEBRUARY 14, 2012**

From: **JD JAMES DURFEE / JOEL SWIFT** 

Subject: **REQUEST TO AUTHORIZE A CLASSIFICATION/POSITION STUDY FOR THE BUILDING MAINTENANCE DIVISION**

ACTION REQUESTED / RECOMMENDATION: It is requested that the Board of Supervisors authorize the Director of Facility Services to submit a request to the Personnel Director to conduct a classification/position study for management and supervision positions in the Building Maintenance Division of Facility Services.

BACKGROUND: The Placer County Department of Facility Services Building Maintenance Division (the Division) provides all services related to maintenance, utilities and custodial for Placer County owned facilities. In the past decade, budgetary challenges, increasing utility demands, and more complex facilities have contributed to a significant permanent shift in the business model for delivery of services by the Division. In recent budget cycles, your Board has approved the use of contracts to maintain the level of services provided by the Division.

The current job descriptions for the supervising positions in the Division were developed in 1995, with modifications most recently in 2002. The current job descriptions do not include language consistent with the changes in delivery of services by the Division. The Division needs to be structured to include classifications that adequately supervise and manage staff along with contract services. Contract services are particularly necessary to provide technical support to fire/life safety systems, generator maintenance, building automation and energy, lighting controls, elevators, security systems and other technical components integral to contemporary facilities.

The Division currently includes five individuals in supervisory positions and one management position as described in the attached Organizational Chart. In conjunction with the classification/position study, the Department proposes contracting with a consultant to assess the current Division organization and recommend any structural changes in the management and supervision of the Division. The consultant will provide the necessary evaluation and analysis of the Division and recommendations for organizational structure, position type, number and descriptions of classifications for management and supervision of the Division.

In order for this proposal to move to the Personnel Department, your Board must first authorize Facility Services to submit the request. If approved by the Civil Service Commission, the Personnel Department will return to your Board with the appropriate implementing ordinances for approval.

ENVIRONMENTAL CLEARANCE: The requested action is not a project as defined in the California Environmental Quality Act.

FISCAL IMPACT: There are sufficient funds available for the cost of this action and the consultant analysis, estimated to cost approximately \$15,000, in the Building Maintenance budget for FY 2011/2012.

JD:JS

Attachment A: Organizational Chart

CC: COUNTY EXECUTIVE OFFICE

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Building Maintenance Division

