



ad. Intro
MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE OFFICE
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Thomas Miller, County Executive Officer
By: Ronald Baker, Senior Administrative Services Officer *R. Baker*

DATE: June 23, 2009

SUBJECT: Approve an ordinance amending the Un-codified Unclassified Service-Schedule of Classifications, Salary Plan and Grade Ordinance to approve the unclassified job specification for Assistant Director, Administrative Services Department

ACTION REQUESTED

Approve an ordinance amending the Un-codified Unclassified Service-Schedule of Classifications, Salary Plan and Grade Ordinance and approve specifications for the unclassified job classification of Assistant Director of Administrative Services.

BASIS FOR RECOMMENDATION

In consultation with Personnel and the County Executive Office, the Administrative Services Director has reviewed several classifications, both managerial and professional, in his administrative team. With an eye to appropriate succession planning, the Administrative Services Director has proposed the establishment of a new unclassified position entitled Assistant Director of Administrative Services which has been developed to include duties that have been previously reviewed and approved for placement within the unclassified service. The specifications were developed in coordination with the Personnel Department, which supports this action.

The Assistant Director class will assume full line authority over the divisions of Procurement, Revenue Services, Telecommunications, and Central Services, and will supervise the current Deputy Director of Information Technology. The attached specification includes as minimum qualifications a background in information technology and/or telecommunications. The Assistant Director will also assume the duties of the Department Director in his absence.

The current classification of Deputy Director of Administrative Services will be recommended for reclassification in a subsequent Board action.

FISCAL IMPACT

This action requests that your Board establish the classification of Assistant Director of Administrative Services and approve the specifications of the class. There is no fiscal impact of this

request. Staff anticipates that the allocation of the position will be included in the Final Budget ordinance as part of a reorganization of the leadership of the Administrative Services Department. This reorganization will produce cost savings over the current allocations, though those savings have not yet been quantified. The salary range for the recommended grade is \$57.95 per hour to \$70.46 per hour.

Attachments: Ordinance

Specifications for: Assistant Director of Administrative Services

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

In the matter of: An ordinance amending the un-codified
Unclassified Service- Schedule of Classifications, Salary Plan
and Grade Ordinance.

Ordinance No.: _____

First Reading: June 23, 2009

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, 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:**

The un-codified Unclassified Service- Schedule of Classifications, Salary Plan and Grade Ordinance are hereby amended as follows: (Additions to ordinance shown in bold and underline, deletions shown with strike-through.)

Section 1. That the un-codified Unclassified Service- Schedule of Classifications, Salary Plan and Grade Ordinance is hereby amended to read as follows:

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN — APPENDIX	GRADE
11735	<u>Assistant Director of Administrative Services</u>	<u>MNGT - 8</u>	<u>479</u>

Section 2. That this ordinance shall be effective the first day of the pay period 30 days following final passage.

Section 3. That this ordinance amendment is adopted as an un-codified ordinance.