



MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Holly L. Heinzen Assistant County Executive Officer

DATE: December 14, 2010

SUBJECT: Organizational Changes
Board of Supervisors Office and County Executive Office

ACTION REQUESTED

Consistent with actions taken at the November 23, 2010 meeting of the Board of Supervisors, the following action is requested:

Adoption of an ordinance (second reading) that provides for organizational changes in the Board of Supervisors and County Executive Offices which:

- a. *Formally integrates the Board of Supervisors and the County Executive Office into a single department;*
- b. *Replaces one Assistant County Executive Officer with the allocation of a Principal Management Analyst (serving the Board of Supervisors);*
- c. *Establishes an OES/Community Outreach Unit in the department.*

BACKGROUND

At the November 23rd meeting, the Board of Supervisors approved a revised organizational structure that included departmental changes in both the County Executive Office and the Board of Supervisors offices. The changes would formally integrate the separate departments of the Board of Supervisors and the County Executive Office into a single administrative structure under the direction of the County Executive Officer. In addition, the ordinance provides for a Principal Management Analyst position and deletes one Assistant County Executive Officer. The ordinance also establishes an OES/Community Outreach unit in the department. These changes focus staff on priorities of the Board and will result in cost savings to the County. County Executive Office changes were previously approved and implemented in CEO Administration and Risk Management.

FISCAL IMPACT

A combined savings of approximately \$350,000 in the CEO and BOS budgets will be realized as a result of these changes and other staffing adjustments that have been approved over the last several months.

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

In the matter of: An ordinance amending the un-codified
Allocation of Positions to County Executive Office and
Board of Supervisors

Ordinance No.: _____

First Reading: 11-23-2010

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 Allocation of Positions to County Executive Office and Board of Supervisors is hereby amended as follows:

(Additions to ordinance shown in bold and underline, deletions shown with strike-through)

Section 1. That the un-codified Allocation of Positions to Departments Ordinance is hereby amended to read as follows:

Board of Supervisors			
(a)	Administration		
	Administrative Aide I/II	2	
	Administrative Aide – Senior	4	
	Administrative Secretary	3	
	Executive Secretary	4	
	Supervisor	5	
			12
(b)	Clerk of the Board		
	Administrative Clerk – Entry/Journey	4	
	Administrative Secretary	4	
	Board/Commission Clerk – Senior	2	
	Board/Commission Clerk – Senior (Part-Time)	4	
	Board/Commission Clerk – Supervising	4	
	Clerk to the Board of Supervisors	4	
			7
	TOTAL - BOARD OF SUPERVISORS		19

County Executive Office			
(a)	Administration		
	Account Clerk Entry/Journey	1	
	Accountant - Auditor I/II	1	
	Accounting Technician	1	
	Administrative and Fiscal Operations Manager	1	
	Administrative Secretary	3	
	Administrative Services Officer - Senior	1	
	Administrative Technician	3	
	Assistant County Executive Officer	2	1
	Budget Analyst	1	
	Chief Assistant County Executive Officer	4	
	County Executive Officer	1	
	Executive Assistant to County Executive Officer	1	
	Executive Secretary	2	
	Finance and Budget Operations Manager	1	
	Management Analyst I/II/Senior	10	
	Principal Management Analyst	4	
	Public Information Assistant II	2	
	Public Information Officer	4	
			37 32

(b)	<u>Board of Supervisors</u>			
	<u>Administrative Aide I/II</u>	<u>2</u>		
	<u>Administrative Secretary</u>	<u>2</u>		
	<u>Executive Secretary</u>	<u>1</u>		
	<u>Principal Management Analyst</u>	<u>1</u>		
	<u>Supervisor</u>	<u>5</u>		
			<u>11</u>	
(c)	<u>Clerk of the Board</u>			
	<u>Administrative Clerk - Entry/Journey</u>	<u>1</u>		
	<u>Administrative Secretary</u>	<u>1</u>		
	<u>Board/Commission Clerk - Senior</u>	<u>2</u>		
	<u>Board/Commission Clerk - Senior (Part-Time)</u>	<u>1</u>		
	<u>Board/Commission Clerk - Supervising</u>	<u>1</u>		
	<u>Clerk to the Board of Supervisors</u>	<u>1</u>		
			<u>7</u>	
(d)	<u>Community Outreach – Emergency Services</u>			
	Administrative Secretary	1		
	Emergency Services Coordinator	1		
	Emergency Services Program Manager	1		
	Emergency Services Specialist - Senior	1		
	Management Analyst - Senior	1		
			<u>5</u>	
(e)	<u>Community Outreach – Public Information</u>			
	<u>Administrative Aide - Senior</u>	<u>1</u>		
	<u>Administrative Secretary</u>	<u>1</u>		
	<u>Public Information Assistant II</u>	<u>2</u>		
	<u>Public Information Officer</u>	<u>1</u>		
			<u>5</u>	
(f)	<u>Economic Development</u>			
	Director of Economic Development	1		
	Economic Development Specialist – Senior	1		
	Executive Secretary	1		
			<u>3</u>	
(g)	<u>Risk Management and Labor Relations</u>			
	<u>Americans with Disabilities Act/Leave Coordinator</u>	<u>1</u>		
	Assistant Risk Manager	1		
	Deputy County Executive Officer	1		
	Executive Secretary	1		
			<u>4</u>	

(h)	<u>Risk Management – General Liability - Workers Compensation</u>			
	Administrative Technician	3		
	<u>Management Analyst I/II</u>	<u>1</u>		
	Risk Management Administrator	2		
	<u>Risk Management Investigator</u>	<u>1</u>		
	Safety Officer	1		
			<u>8</u>	
(i)	<u>Organizational Development</u>			
	Administrative Technician	<u>1</u>		
	Secretary Entry/Journey	<u>1</u>		
	Training and Organizational Development Analyst I/II	<u>1</u>		
	Training and Organizational Development Analyst - Senior	<u>1</u>		
			4	
	<u>TOTAL - COUNTY EXECUTIVE OFFICE</u>			<u>64 79</u>

Section 2. That this ordinance shall be effective on December 14, 2010.

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

