



MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Thomas M. Miller, County Executive Officer
By: Holly L. Heinzen Assistant County Executive Officer

DATE: October 19, 2010

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

ACTION REQUESTED

Consistent with actions taken at the October 5, Board of Supervisors meeting and associated direction to staff, it is requested that the Board approve:

1. Adoption of an ordinance (second reading) that reclassifies the County Budget Administrator Position to the Finance and Budget Operations Manager; and
2. Introduction of an ordinance to revise the Uncodified Ordinance revising allocations to implement the County Executive Office organizational changes as directed on October 5, 2010.

BACKGROUND

At the September 28th meeting, the Board of Supervisors conceptually approved a revised organizational structure that included departmental changes in both the County Executive Office and the Board of Supervisors offices. Further direction was provided at the October 5 meeting to implement the County Executive Office elements of the proposed changes *only*, with further discussion to occur for those areas materially affecting office operations of the Board of Supervisors

The adoption of the ordinance (2nd reading) sets the salary and classification for the Finance and Budget Operations Manager to be filled in place of the County Budget Administrator Position, consistent with action taken by the Board of Supervisors on October 5, 2010. This position would be responsible for providing and maintaining fiscal, management information, and other administrative/operational systems on a department-wide basis, coordinate and provide oversight and direction in preparation of the County Budget including forecasting revenues, expenditures and long range fiscal planning; work with the Administrative Services Manager (existing) in the development of sound fiscal policies and long-range financial planning for the County. The change in the clerical classification reflects the increased responsibilities and duties with the transfer of a critical function to Risk Management which becomes the Risk Management and Labor Relations Division of the County Executive Office.

Issue

In addition to the second reading of the ordinance referenced above, an additional ordinance is proposed for introduction that amends the Allocation Ordinance reflecting the County Executive Office staffing changes.

The ordinance before you today amends the Uncodified Ordinance replacing the County Budget Administrator position with the Finance and Budget Operations Manager, deleting one Secretary-Entry/Journey and adding one Executive Secretary to Risk Management. Specifically, the ordinance(s) create the position of Finance and Budget Operations Manager, sets the salary range at Grade 468 with a salary range from \$110,760 to \$134,268 annually for that position; deletes one Secretary- Entry/Journey and adds one Executive Secretary to the Risk Management Division of the County Executive Office.

The changes reflect a broadening of responsibility of the County Budget Administrator position to include a wider range of fiscal and administrative functions. The intent is to strengthen the division's ability to maintain the significant modeling and budgeting work that has been in place over the last several years and to provide support for longer range economic fiscal studies often related to annexations and redevelopment projects within city boundaries.

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

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

Ordinance No.: _____

First Reading: 10-5-2010

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 Unclassified Service-Schedule of Classifications, Salary Plan and Grade Ordinance is hereby amended as follows:

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

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

UNCLASSIFIED SERVICE

JOB CODE	CLASSIFICATION TITLE	SALARY PLAN – APPENDIX	GRADE
19817	County Budget Administrator Finance and Budget Operations Manager	MNGT	452 468

Section 2. That this ordinance shall be effective on November 6, 2010.

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

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: _____

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:

County Executive Office			
(a)	<u>Administration</u>		
	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	
	Budget Analyst	1	
	Chief Assistant County Executive Officer	1	
	County Budget Administrator	4	
	County Executive Officer	1	
	Executive Assistant to County Executive Officer	1	
	Executive Secretary	2	
	<u>Finance and Budget Operations Manager</u>	1	
	Management Analyst I/II/Senior	10	
	Principal Management Analyst	4	
	Public Information Assistant II	2	
	Public Information Officer	1	
			<u>37</u>
(b)	<u>Economic Development</u>		
	Director of Economic Development	1	
	Economic Development Specialist - Senior	1	
	Executive Secretary	1	
			3
(c)	<u>Emergency Services</u>		
	Administrative Secretary	1	
	Emergency Services Coordinator	1	
	Emergency Services Program Manager	1	
	Emergency Services Specialist - Senior	1	
	Management Analyst Senior	1	
			5
(d)	<u>Risk Management and Labor Relations</u>		
	Assistant Risk Manager	1	
	Deputy County Executive Officer	1	

	Executive Secretary	1		
	Management Analyst I/II	1		
	Risk Management Investigator	1		
	Secretary – Entry/Journey	4		
			5	
(e)	Risk Management – General Liability - Workers Compensation			
	Administrative Technician	3		
	Americans with Disabilities Act/Leave Coordinator	1		
	Risk Management Administrator – General Liability	1		
	Risk Management Administrator – Workers Compensation	1		
	Safety Officer	1		
			7	
(f)	Organizational Development			
	Administrative Technician	1		
	Secretary Entry/Journey	1		
	Training and Organizational Development Analyst I/II	1		
	Training and Organizational Development Analyst - Senior	1		
			4	
	TOTAL - COUNTY EXECUTIVE OFFICE			61

Section 2. That this ordinance shall be effective on November 6, 2010.

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

