

Response to Board Referral 2023.01



Board of Supervisors Meeting
February 28, 2023

Board Referral 2023.01

- The purpose of Board Referral 2023.01 is to consider allowing each Board of Supervisors Office the option of hiring multiple staff for each available position as long as the office stays within the current budget formula for salaries and benefits.
- In response to Board of Supervisor Referral No. 2023.01, the Human Resources Department conducted labor market research of the County's comparable agencies to identify how Board of Supervisor District Offices are staffed.



Board Referral 2023.01

Of the eight (8) comparable county agencies, four (4) provide flexible staffing in District Offices for reasons such as:

- Serving constituents in geographically dispersed areas.
- Serving a large unincorporated and incorporated areas.
- Additional responsibilities chairing various Boards and Committees.



Labor Market Research of Current Comparable Agencies

County Agency	Flexible Staffing in District Offices	Number of FTEs
Alameda	No	<ul style="list-style-type: none"> Each Supervisor is allotted six (6) funded positions: one (1) Board Member, one (1) Chief of Staff, and four (4) Supervisor Assistants. Each Supervisor is also allotted two (2) unfunded positions and can use discretionary revenue to fund these positions if they so desire, i.e., for interns or consultants.
Contra Costa	Yes	<ul style="list-style-type: none"> All District Offices except for Districts III and V have five (5) FTEs. Districts III and V have six (6) FTEs due to serving constituents in geographically dispersed areas.
San Luis Obispo	No	<ul style="list-style-type: none"> The Board of Supervisors consists of twelve (12) positions. Five (5) Board Members, five (5) Legislative Assistants, one (1) Executive Assistant, and one (1) Administrative Assistant III. All five (5) offices share the one (1) Executive Secretary and one (1) Administrative Assistant III (both fulltime positions).
San Mateo	Yes	<ul style="list-style-type: none"> There are twenty-two (22) authorized positions for the Board of Supervisors. Districts I, II and V may be staffed with three (3) Board Aide positions. Districts III and IV are authorized to have up to four (4) Board Aide positions as District IV Supervisor serves as the Vice President, and District III Supervisor serves a large unincorporated and incorporated area.



Labor Market Research of Current Comparable Agencies

County Agency	Flexible Staffing in District Offices	Number of FTEs
Santa Clara	Yes	<ul style="list-style-type: none"> There are fifty-six (56) FTEs. All District Offices except for District V have eleven (11) FTEs. District V has twelve (12) FTEs. The Supervisor for District V Chairs two committees and therefore can add an additional staff member due to the needs of the office.
Santa Cruz	No	<ul style="list-style-type: none"> There are seventeen (17) allocated positions. Five (5) Board Members, eleven (11) County Supervisor Analyst, and one (1) Senior Receptionist which provides support to all the District Offices.
Sonoma	Yes	<ul style="list-style-type: none"> There are twenty (20) allocated positions. Each District Office has four (4) FTEs. Board of Supervisor classifications include Board of Supervisor Staff Assistant I/II, Board of Supervisor Field Representatives, and Board of Supervisors Aide Each District Office has a defined budget for staffing and can staff positions accordingly for their district. For example, a District may have an allocation for 2 Board Field Representatives and choose to underfill one of them with a Board Aide or fill it with Extra Help or a decreased FTE.
San Benito	N/A	<ul style="list-style-type: none"> No support staff.



Labor Market Research of Previous Comparable Agencies

County Agency	Flexible Staffing in District Offices	Number of FTEs
Fresno	No	<ul style="list-style-type: none"> Each District Office has (1) Board Member, (1) Senior Board Member Assistant, and one (1) Board Member Assistant.
Santa Barbara	Yes	<ul style="list-style-type: none"> Each District Office has (1) Board Member, (1) Chief of Staff, and Administrative Assistants All five (5) offices share one (1) Administrative Office Professional and a .25 FTE Administrative Assistant. The Administrative Assistant allocations are based on the percent of district's constituents that live in unincorporated areas of the County. For example, District II has 2.47 FTE Administrative Assistant allocations vs District V which has .75 FTE.
Ventura	Yes	<ul style="list-style-type: none"> Each District Office has one (1) Board Member, one (1) Chief of Staff, and at least one (1) Supervisors Senior Administrative Assistant. See below how each district office staff beyond the Board Member and Chief of Staff classifications Districts I and II have (3) Supervisors Senior Administrative Assistant. District III has one (1) Supervisors Senior Administrative Assistant, one (1) Supervisors Administrative Assistant II, and one (1) Supervisors Senior Executive Aide. District IV has one (1) Supervisors Senior Administrative Assistant and two (2) Supervisors Administrative Assistants II District V has two (2) Senior Supervisor Administrative Assistants, and one (1) Supervisors Administrative Assistant II.



Board Referral 2023.01

The Human Resources Department has identified the following options for Board consideration:

Option	Staffing	Estimated Costing
Option #1 – Status Quo	(1) Board of Supervisors Chief of Staff (1) Board of Supervisors Policy Analyst (1) Board of Supervisors Executive Assistant	Cost neutral
Option #2 – Flexible Staffing*	(1) Board of Supervisors Chief of Staff (2) Board of Supervisors Policy Analyst	\$100,547.69 (approximately \$20,109.54 per office) for the remainder of Fiscal Year 2022-23 or \$241,314.45 (approximately \$48,262.89 per office) would be the estimated annual cost.
Option #3 – Flexible Staffing **	(1) Board of Supervisors Chief of Staff (2) Board of Supervisors Policy Analyst (1) Board of Supervisors Executive Assistant	\$354,945.99 (approximately \$70,989.20 per office) for the remainder of Fiscal Year 2022-23 or \$851,870.37 (approximately \$170,374.07 per office) would be the estimated annual cost.

*District Offices would have the option to underfill any of the positions.

**The Budget Office estimates the BOS District Offices there may be additional costs associated with adding an additional Policy Analyst allocation.

