



Monterey County

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 21-217

March 16, 2021

Introduced: 3/4/2021

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to retitle the classifications of Director of Community Services to Director of Public Works, Facilities and Parks and Assistant Director of Community Services to Assistant Director of Public Works, Facilities and Parks and abolish the classification of Zoning Administrator as indicated in Attachment A; and
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Sections A.10.1 - Department Heads Designated and A.10.2 - Assistant Department Heads Designated to reflect the title changes, abolishment of Zoning Administrator, alphabetize and update the listing based on prior BOS actions; and
- c. Direct the Human Resources Department to implement the changes in the Advantage HRM system.

RECOMMENDATION:

It is recommended that the Board of Supervisors take the following actions:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to retitle the classifications of Director of Community Services to Director of Public Works, Facilities and Parks and Assistant Director of Community Services to Assistant Director of Public Works, Facilities and Parks and abolish the classification of Zoning Administrator as indicated in Attachment A; and
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Sections A.10.1 - Department Heads Designated and A.10.2 - Assistant Department Heads Designated to reflect the title changes, abolishment of Zoning Administrator, alphabetize and update the listing based on prior BOS actions; and
- c. Direct the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

In January 2020, the County retained Citygate Associates, LLC (Citygate) to conduct a review of the former Resource Management Agency (RMA). The objective of the study was to review current conditions, evaluate existing and future service demands, and analyze opportunities for organizational changes and process improvements that can improve customer service and stakeholder satisfaction.

On July 28, 2020, the Board of Supervisors accepted the Citygate report recommendations to include creating two distinct departments with associated department head positions, one related to

community services and one related to housing and community development, organized as follows:

- **Community Services** - Group all staff responsible for acquiring, constructing, maintaining, and managing County infrastructure, such as bridges, buildings, facilities, grounds, and roads; managing open space, park, and trails assets and programs; and managing the County's floodplain and established stormwater systems.
- **Housing and Community Development** - Group all staff developing land-use policy and processing development applications to provide integrated planning, engineering, permitting, building and housing services to customers and stakeholders.

To assist with the reorganization, the Human Resources Department created the Director of Community Services and Director of Housing and Community Development department head classifications.

In November 2020, the Board of Supervisors approved changing the name of the Community Services Department to Department of Public Works, Facilities and Parks, to more clearly reflect the functions and services provided within the new department. Therefore, the Human Resources Department is recommending retitling the classifications of Director of Community Services to Director of Public Works, Facilities and Parks and Assistant Director of Community Services to Assistant Director of Public Works, Facilities and Parks.

As the classifications are designated as a department head and assistant department head, it is recommended to amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Section A.10.1 - Department Heads Designated to retitle the classification of Director of Community Services to Director of Public Works, Facilities and Parks and Section A.10.2 - Assistant Department Heads Designated to retitle the Assistant Director of Community Services to Assistant Director of Public Works, Facilities and Parks.

In addition, the Human Resources Department recommends also amending the sections to abolish the classification of Zoning Administrator as the classification has not been used in well over a decade and no longer meets the needs of the organization and to alphabetize, and reflect prior BOS approved changes. All recommended amendments are indicated in Attachment A.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office has reviewed and concurs with the recommendations.

FINANCING:

There is no impact to the general fund in implementing these changes.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The proposed recommended actions address the Board of Supervisors Administration Strategic Initiative. The actions demonstrate the County's commitment to meeting the Board's initiatives in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of Monterey County.

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- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Attachments:

Board Report

Attachment A

Resolution