



## Legislation Details (With Board Report)

**File #:** RES 22-172      **Name:** Laundry Worker I Position Reallocation  
**Type:** BoS Resolution      **Status:** Passed  
**File created:** 9/6/2022      **In control:** Board of Supervisors  
**On agenda:** 9/20/2022      **Final action:** 9/20/2022

**Title:** a. Adopt Resolution to amend Probation Department’s (2550-8164-PRO001) Adopted Budget to reallocate one (1) vacant Laundry Worker I position to one (1) Building Maintenance Worker position as indicated in Attachment A; and  
b. Direct the County Administrative Office and Auditor-Controller to incorporate approved position changes in the FY2022-2023 Adopted Budget.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Resolution -Amend FY22-23 Adopted Budget, 3. ATTACHMENT A, 4. Completed Board Order Item No. 19, 5. Completed Resolution Item No. 19

Date	Ver.	Action By	Action	Result
9/20/2022	1	Board of Supervisors		

a. Adopt Resolution to amend Probation Department’s (2550-8164-PRO001) Adopted Budget to reallocate one (1) vacant Laundry Worker I position to one (1) Building Maintenance Worker position as indicated in Attachment A; and  
b. Direct the County Administrative Office and Auditor-Controller to incorporate approved position changes in the FY2022-2023 Adopted Budget.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

a. Adopt Resolution to amend Probation Department’s (2550-8164-PRO001) Adopted Budget to reallocate one (1) vacant Laundry Worker I position to one (1) Building Maintenance Worker position as indicated in Attachment A; and  
b. Direct the County Administrative Office and Auditor-Controller to incorporate approved position changes in the FY2022-2023 Adopted Budget.

**SUMMARY/DISCUSSION:**

The Probation Department requests to reallocate one (1) vacant Laundry Worker I position to one (1) Building Maintenance Worker position. Due to new and technical maintenance requirements of the new Juvenile Hall, the age of the other Probation managed buildings, regular maintenance for two 24x7 institutions, as well as the increase of departmental service calls for maintenance and staff, the current staff of one (1) Senior Building Maintenance Worker is not sufficient to complete all maintenance activities needed to comply with health and safety requirements.

The Laundry Worker I position has been vacant since May 2020 when the incumbent went on an extended leave of absence and subsequently retired March 2022. The position’s duties were absorbed by existing staff. The business need for the Building Maintenance Worker position is necessary to maintain existing County assets and increased workload. The existing Senior Building Maintenance Worker is already working at full capacity and cannot absorb additional duties. The department has had to outsource to complete repairs when

this employee has been on vacation, out sick or on an extended leave of absence.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and approved the Request to Classify (RTC). The Budget Committee supported the action during the August 31, 2022 meeting.

FINANCING:

There is a minimal impact on the FY 2022-23 budget for Probation, increasing expenditures on an annual basis by approximately \$5,193, which will be offset through State reimbursements during the fiscal year. There will be no fiscal impact on the General Fund and no requirement to increase appropriations

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The approval of this action will support the strategic initiative:

X Administration: Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability, and transparency.

Prepared by: Wendi Reed, Management Analyst III, Ext. 3985

Approved by: Todd Keating, Chief Probation Officer, 755-3913

Attachments:

Attachment A - Position Changes  
Resolution