



Legislation Details (With Board Report)

**File #:** RES 13-060      **Name:** Fleet Management - Add New Position & Delete Position  
**Type:** BoS Resolution      **Status:** Passed  
**File created:** 9/24/2013      **In control:** Board of Supervisors  
**On agenda:** 10/22/2013      **Final action:** 10/22/2013

**Title:** Adopt a Resolution to:  
a. Approve the creation of a Fleet Service Writer (72C82) classification within Fleet Management Budget Unit RMA007-8185;  
b. Amend Personnel Policies and Practices Resolution No 98-394 to create the new classification of Fleet Service Writer (72C82) with the salary range as indicated in TABLE #1 of the attached Resolution;  
c. Amend the Resource Management Agency, Fleet Management Budget Unit RMA007-8185, to delete one (1) FTE Supervising Mechanic, and to add one (1) FTE Fleet Service Writer;  
d. Authorize the County Administrative Office to incorporate these changes into the FY 2013-14 Adopted Budget to reflect the change in position counts as described in TABLE #2 of the attached Resolution; and  
e. Authorize the County Administrative Office, Human Resources Department and the Auditor/Controller to take necessary action to program the Advantage system to implement these actions.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Service Writer Resolution, 2. Completed Board Order & Resolution

Date	Ver.	Action By	Action	Result
10/22/2013	1	Board of Supervisors		

Adopt a Resolution to:  
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e. Authorize the County Administrative Office, Human Resources Department and the Auditor/Controller to take necessary action to program the Advantage system to implement these actions.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a Resolution to:

a. Approve the creation of a Fleet Service Writer (72C82) classification within Fleet Management Budget Unit RMA007-8185;

b. Amend Personnel Policies and Practices Resolution No 98-394 to create the new classification of Fleet Service Writer (72C82) with the salary range as indicated in TABLE #1 of the attached Resolution;

- c. Amend the Resource Management Agency, Fleet Management Budget Unit RMA007-8185, to delete one (1) FTE Supervising Mechanic, and to add one (1) FTE Fleet Service Writer;
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- e. Authorize the County Administrative Office, Human Resources Department and the Auditor/Controller to take necessary action to program the Advantage system to implement these actions.

SUMMARY/DISCUSSION:

The business needs of the Fleet Services division operations have changed over a period of time; however the positions within the division have not changed to meet the changing business needs. Under administrative direction, the purpose of the proposed Fleet Service Writer position is to diagnose mechanical problems, write repair orders and schedule service work within the Fleet Services division. The position will be responsible for monitoring the agency's fleet maintenance contract in activities of service, repair and disposal. The Fleet Service Writer will be responsible for reviewing all work performed to ensure that assigned work is being appropriately performed and that the repair order has been completed properly. Additionally, the Fleet Service Writer will monitor the job status of repairs and report to customers any additional repairs required and changes in time commitments, and will advise customers as to the care of their vehicles and the value of maintaining their vehicles in accordance with manufacturer's specifications and agency policies. This reallocation of positions will be accomplished without increasing the number of permanent staff positions. The reallocation will be implemented through the attrition of a current vacant position. The approval of the recommendations will support Fleet Services Division goals of being a more responsive organization with the ability to adapt to the changing conditions, pressures, and needs of the County Departments and other agencies it supports.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office and Human Resources Department have reviewed and concur with this recommendation.

FINANCING:

There is no impact on the General Fund as a result of this action. This proposed reallocation will be accomplished without increasing permanent staff positions and will be managed through the reallocation of a current vacant position. The proposed salary range for the Fleet Service Writer classification is 10% lower than the Supervising Mechanic classification. There are sufficient appropriations in the FY 2013-14 Adopted Budget for Fleet Unit 8185 Appropriation Unit RMA 007.

Prepared By: Mike Derr, Contracts/Purchasing Officer, (831) 755-4992

Approved by:

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Robert K. Murdoch, P.E., Director of Public Works

Approved by:

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Benny J. Young, RMA Director

Dated: September 24, 2013

Attachments: Resolution; (Attachments on file with the Clerk of the Board)