



Legislation Details (With Board Report)

**File #:** 17-0929      **Name:** Advanced Step Placements  
**Type:** General Agenda Item      **Status:** Passed  
**File created:** 9/1/2017      **In control:** Board of Supervisors  
**On agenda:** 9/12/2017      **Final action:** 9/12/2017

**Title:** Authorize the Resource Management Agency (RMA) Director to offer advance step placements as follows:  
a. Mr. John Dugan at Step 6 of the RMA Deputy Director of Land Use and Community Development (11A23) salary range effective November 6, 2017 consistent with the intent of Personnel, Policies and Practices Resolution (PPPR) No. 98-394, Sections A.1.11.1 and A.1.11.5.  
b. Mr. Donald Searle at Step 4 of the RMA Deputy Director of Public Works and Facilities (11A24) salary range effective September 18, 2017 consistent with the intent of Personnel, Policies and Practices Resolution (PPPR) No. 98-394, Sections A.1.11.1 and A.1.11.5. (Item moved from Consent to Scheduled Matters via Additions & Corrections)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Completed Board Order

Date	Ver.	Action By	Action	Result
9/12/2017	1	Board of Supervisors		
9/12/2017	1	Board of Supervisors		

Authorize the Resource Management Agency (RMA) Director to offer advance step placements as follows:  
a. Mr. John Dugan at Step 6 of the RMA Deputy Director of Land Use and Community Development (11A23) salary range effective November 6, 2017 consistent with the intent of Personnel, Policies and Practices Resolution (PPPR) No. 98-394, Sections A.1.11.1 and A.1.11.5.  
b. Mr. Donald Searle at Step 4 of the RMA Deputy Director of Public Works and Facilities (11A24) salary range effective September 18, 2017 consistent with the intent of Personnel, Policies and Practices Resolution (PPPR) No. 98-394, Sections A.1.11.1 and A.1.11.5. (Item moved from Consent to Scheduled Matters via Additions & Corrections)

RECOMMENDATION:

It is recommended that the Board of Supervisors authorize the RMA Director to offer advance step placements as follows:

- a. Mr. John Dugan at Step 6 of the RMA Deputy Director of Land Use and Community Development (11A23) salary range effective November 6, 2017 consistent with the intent of Personnel, Policies and Practices Resolution (PPPR) No. 98-394, Sections A.1.11.1 and A.1.11.5.
- b. Mr. Donald Searle at Step 4 of the RMA Deputy Director of Public Works and Facilities (11A24) salary range effective September 18, 2017 consistent with the intent of Personnel, Policies and Practices Resolution (PPPR) No. 98-394, Sections A.1.11.1 and A.1.11.5.

SUMMARY:

The Resource Management Agency (RMA) conducted an extensive nationwide recruitment process utilizing RJA Management Services, Inc. to identify the best qualified candidates to fill the recently created position of RMA Deputy Director of Land Use and Community Development and RMA Deputy Director of Public Works

and Facilities within the RMA. Both Mr. John Dugan and Mr. Donald Searle were selected through this competitive process and are abundantly qualified for the RMA Deputy Director positions.

Mr. Dugan possess over thirty years of experience in land use planning, zoning, building, permitting, economic development, housing, subdivision, special use, environmental assessment, and management experience. Mr. Dugan has directed planning and community development departments in: Los Angeles, CA; Sonoma County, CA; San Antonio and Arlington, TX; Oklahoma City, OK; Aurora, CO; Topeka, KS; and Norfolk and Loudon County, VA. Mr. Dugan requested starting at Step 6 of the 7-step salary range, which would provide him the minimum 5% salary increase from his current compensation consistent with Personnel, Policies and Practices Resolution (PPPR).

Mr. Searle is an architect with professional registration in two American states and two Canadian provinces. He possesses National Council of Architectural Review Board (NCARB) registration, Leadership and Energy and Environmental Design (LEED) accreditation and a Master of Architecture degree. Mr. Searle's multi-disciplined education, experience, and administrative abilities to lead both engineers, architects, and contractors in public construction programs makes him ideal for the position of Deputy Director of Public Works and Facilities. Mr. Searle has served the facilities industry for over thirty years, including twenty-one years conducting managerial and administrative functions as a vice-president of an architectural firm on the East Coast while designing publicly funded facilities. Mr. Searle has worked for the County of Monterey since 2013 serving as the Architectural Services Manager, as well as serving as acting Chief of Public Works over the past year. Mr. Searle's current responsibilities include directing, planning, coordinating and managing administrative and fiscal aspects of the County's Capital Improvement Program and Public Works-Facility operations. He has served as a liaison with County department heads and staff, as well as the Board of Supervisor's Finance and Capital Improvement Subcommittees. Mr. Searle requested starting at Step 4 of the 7-step salary range, which would provide him the minimum 5% salary increase from his current compensation in consistent with Personnel, Policies and Practices Resolution (PPPR).

Therefore, the RMA Director requests Board authorization to start Mr. Dugan at Step 6 of the RMA Deputy Director of Land Use and Community Development salary range and Mr. Searle at Step 4 of the RMA Deputy Director of Public Works and Facilities.

DISCUSSION:

Placement at the advanced step may be requested to compensate employees commensurate with their specialized knowledge, skills, experience, in recognition of their current compensation. Pursuant to the provisions of Personnel Policies and Practices Resolution PPPR #98-394, Board of Supervisors' approval is required to authorize placement above Step 3 in Bargaining Unit Y.

Mr. Dugan's and Mr. Searle's knowledge, abilities and work experience warrant their appointment at an advanced step.

Mr. Dugan is highly qualified for the RMA Deputy Director of Land Use and Community Development position. He has over 30 years of experience in the position of Director of Planning and Community Development for several governmental agencies, such as the Loudon County, VA; City of San Antonio, TX; City of Fresno; City of Oklahoma City, OK; Sonoma County, CA and possesses the ability to implement the goals of the General Plan in Monterey County. Mr. Dugan has expressed an interest to move into the area and work for Monterey County at least five years.

Mr. Searle is highly qualified for the RMA Deputy Director of Public Works and Facilities position. He is an accomplished management executive that is a Registered Architect with a proven ability to develop and implement major facility plans that support diverse programs of client needs within availability of public

funding. He has directly planned, designed, and managed large facility projects up to \$90 million and managed active multi-year capital improvement programs of over \$25 million annually. He has demonstrated to deliver major capital projects and programs on time, schedule and budget.

In determining the appropriate step for appointment, prior compensation levels and the effect of differences in compensation and benefits for each position were considered. Salary recommendations have been made consistent with the intent of the County's Personnel, Policies and Practices Resolution (PPPR) Sections A.1.11.1 and A.1.11.5. These sections provide for an appointment at a higher salary step for reasons including credit for experience, difficulty of recruitment, avoiding injustice, and employee negotiations. Because of Mr. Dugan's and Mr. Searle's considerable experience; approval is requested to place Mr. Dugan at Step 6 of the County's current salary schedule of RMA Deputy Director of Land Use and Community Development and Mr. Searle at Step 4 of the County's current salary schedule of RMA Deputy Director of Public Works and Facilities.

OTHER AGENCY INVOLVEMENT:

The County Administrative Officer and Central Human Resources have reviewed the report.

FINANCING:

The RMA Deputy Director of Land Use and Community Development position and RMA Deputy Director of Public Works and Facilities was included in the RMA's adopted Fiscal Year 2017 - 18. Sufficient appropriations are available under Fund 001-3000-8172-RMA001 to fund the RMA Deputy Director of Land Use and Community Development at the recommended step 6. Sufficient appropriations are available under Fund 001-3000-8173-RMA003 to fund the RMA Deputy Director of Public Works and Facilities at the recommended step 4.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This supports the Board's efforts to enhance the well-being and prosperity through collaboration, provide efficient and effective operations by being responsive, promoting strong customer relations, accountable and transparent, while improving the quality of life for County residents.

Check the related Board of Supervisors Strategic Initiatives:

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

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