



Legislation Details (With Board Report)

File #: RES 12-0133 **Name:**
Type: BoS Resolution **Status:** Passed
File created: 12/5/2012 **In control:** Board of Supervisors
On agenda: 12/11/2012 **Final action:** 12/11/2012
Title: Adopt Resolution to:
a. Amend the Personnel Policies and Practices Resolution (PPPR) No. 98-394 to adjust the salary range of the Assistant County Administrative Officer classification as indicated in the attached Resolution;
b. Authorize the Human Resources Department to implement the change in the Advantage HRM system.

Sponsors:

Indexes:

Code sections:

Attachments: 1. BoS Resolution_ACAO Salary Increase_12-11-2012.pdf, 2. Completed Board Order & Resolution

Date	Ver.	Action By	Action	Result
12/11/2012	1	Board of Supervisors	adopted	Pass

Adopt Resolution to:
a. Amend the Personnel Policies and Practices Resolution (PPPR) No. 98-394 to adjust the salary range of the Assistant County Administrative Officer classification as indicated in the attached Resolution;
b. Authorize the Human Resources Department to implement the change in the Advantage HRM system.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Amend the Personnel Policies and Practices Resolution (PPPR) No. 98-394 to adjust the salary range of the Assistant County Administrative Officer classification as indicated in the attached Resolution;
- b. Authorize the Human Resources Department to implement the change in the Advantage HRM system.

SUMMARY / DISCUSSION:

On March 20, 2012 your Board approved the reorganization of the County Administrative Office. The reorganization consisted of creating a Human Resources Department and Director of Human Resources and transferring the Risk Management function to the Office of County Counsel. Additionally, an allocation of Assistant County Administrative Officer was requested and approved through the Fiscal Year 2012-13 budget process for the County Administrative Office. The position was created to fill the void created with the reallocation of the prior Assistant County Administrative Officer position to the newly created Director of Human Resources.

The County Administrative Officer requested a classification update and external market and internal equity study be conducted to ensure the classification is appropriately compensated. A review of the established comparable Counties determined the salary was approximately 11% below market average. The internal alignment review also established the salary was below classifications of similar scope, complexity and consequence of error. The recommended salary range adjustment aligns the salary internally with an increase of approximately 5.25% versus setting at the market average.

For these reasons it is recommended the Assistant County Administrative Officer salary range be adjusted as indicated in the attached Resolution.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office concurs with the recommended action.

FINANCING:

The position was budgeted for salary and benefits at \$215,924 for Fiscal Year 2012-13. As the position has been vacant there are sufficient funds available for Fiscal Year 2012-13 through salary savings. Adequate funding is available if appointment to the position is filled at no higher than Step 4 of the new salary range.

Prepared by: Kim Moore, Principal Human Resources Analyst

Approved by: James E. May, Director of Human Resources

Attachments:

Resolution