



Legislation Details (With Board Report)

**File #:** RES 19-009      **Name:** Authorize the County Administrative Office to Reclassify Position of MA II to MA III

**Type:** BoS Resolution      **Status:** Passed - County Counsel Office

**File created:** 2/4/2019      **In control:** Board of Supervisors

**On agenda:** 2/12/2019      **Final action:** 2/12/2019

**Title:** a. Amend the County Counsel Departmental Budget 1210-COU001-8057 to reallocate one (1) Management Analyst II to one (1) Management Analyst III as indicated in Attachment A (4/5ths vote required); and  
b. Direct the County Administrative Office to incorporate the approved changes in the FY 2018-19 Adopted Budget to reflect the change in position counts (4/5ths vote required). (ADDED VIA ADENDA)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Attachment A\_COCO Position Changes\_02-12-19, 3. Attachment B\_BoS Resolution\_COCO\_MAIII\_02-12-19, 4. Completed Board Order & Resolution

Date	Ver.	Action By	Action	Result
2/12/2019	1	Board of Supervisors	adopted - county counsel	

a. Amend the County Counsel Departmental Budget 1210-COU001-8057 to reallocate one (1) Management Analyst II to one (1) Management Analyst III as indicated in Attachment A (4/5ths vote required); and  
b. Direct the County Administrative Office to incorporate the approved changes in the FY 2018-19 Adopted Budget to reflect the change in position counts (4/5ths vote required). (ADDED VIA ADENDA)

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

a. Amend the County Counsel Departmental Budget 1210-COU001-8057 to reallocate one (1) Management Analyst II to one (1) Management Analyst III as indicated in Attachment A (4/5ths vote required); and  
b. Direct the County Administrative Office to incorporate the approved changes in the FY 2018-19 Adopted Budget to reflect the change in position counts (4/5ths vote required).

**SUMMARY/ DISCUSSION:**

Due to staff changes and additional demands placed on the County Counsel’s office a need was identified to reevaluate the level of duties required to perform complex analytical duties in support of multiple program areas such as the Civil Grand Jury, Closed Session, Supervision of the Legal Support Division and management of the day-to-day operations of the office. The duties require the individual to work with a high level of independence on highly confidential and complex matters with Department Heads/Judges/Elected officials/attorneys as well as court and county managers.

The proposed reallocation from Management Analyst II to Management Analyst III is appropriate as the Management Analyst III most accurately reflects the level of duties required in order to support the operations of the office.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed the Request to Classify and concurs with the recommendation.

FINANCING:

There is no impact to the General Fund this fiscal year in that the estimated cost for the remainder of the fiscal year is approximately \$3,150 and sufficient appropriation exists to cover that cost. The marginal annual cost for the reclassification for future fiscal years (approximately \$10,000) will be addressed in the annual budget process.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Check the related Board of Supervisors Strategic Initiatives:

- Economic Development** - Through collaboration, strengthen economic development to ensure a diversified and healthy economy.
- Administration** - Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.
- Health & Human Services** - Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for health choices and healthy environments in collaboration with communities.
- Infrastructure** - Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.
- Public Safety** - Create a safe environment for people to achieve their potential, leading business and communities to thrive and grow by reducing violent crimes as well as crimes in general.

Prepared by:

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Leslie J. Girard, Chief Assistant County Counsel, x. 5365      Date

Approved by:

\_\_\_\_\_  
Charles McKee, County Counsel, x. 5312      Date

Attachment A - COCO Position Changes\_02-12-19

Attachment B - BOS Resolution MA III

