



Legislation Details (With Board Report)

File #: RES 14-037 **Name:** Fleet Manager
Type: BoS Resolution **Status:** Passed
File created: 3/26/2014 **In control:** Board of Supervisors
On agenda: 4/1/2014 **Final action:** 4/1/2014

Title: Adopt a Resolution to:
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix A to reactivate the classification of Fleet Manager with the salary range as indicated in the attached Resolution;
b. Amend the Resource Management Agency Budget 3000, Unit 8185, to reallocate one (1) General Services Manager II to one (1) Fleet Manager as indicated in Attachment A;
c. Direct the County Administrative Office to incorporate the approved position changes into the FY 2013-14 Resources Management Agency Budget and the Human Resources Department to take the necessary action to program the Advantage HRM system to implement these actions.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Resolution, 2. Completed Board Order & Resolution

Date	Ver.	Action By	Action	Result
4/1/2014	1	Board of Supervisors	adopted	Pass

Adopt a Resolution to:
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix A to reactivate the classification of Fleet Manager with the salary range as indicated in the attached Resolution;
b. Amend the Resource Management Agency Budget 3000, Unit 8185, to reallocate one (1) General Services Manager II to one (1) Fleet Manager as indicated in Attachment A;
c. Direct the County Administrative Office to incorporate the approved position changes into the FY 2013-14 Resources Management Agency Budget and the Human Resources Department to take the necessary action to program the Advantage HRM system to implement these actions.

RECOMMENDATION:

It is recommended effective April 5, 2014, the Board of Supervisors take the following actions:

Adopt a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix A to reactivate the classification of Fleet Manager with the salary range as indicated in the attached Resolution;
- b. Amend the Resource Management Agency Budget 3000, Unit 8185, to reallocate one (1) General Services Manager II to one (1) Fleet Manager as indicated in Attachment A;
- c. Direct the County Administrative Office to incorporate the approved position changes into the FY 2013-14 Resources Management Agency Budget and the Human Resources Department to take the necessary action to program the Advantage HRM system to implement these actions.

SUMMARY/ DISCUSSION:

A classification and compensation study for the General Services Manager II classification, as it relates to fleet management responsibilities, was conducted by Cooperative Personnel Services (CPS) HR Consulting with the approval of the Human Resources Department.

The Fleet Manager directs and manages the County's fleet program, which includes procurement, maintenance, repair and operation budget, cost allocation and the disposition of the County's vehicles, which range from light duty vehicles to heavy equipment, and developing and managing the annual budget for the fleet program. The Fleet Manager also plans and directs the daily work activities, training and development, and performance management of assigned staff.

The study found that the General Service Manager II classification did not adequately describe the duties related to procurement of vehicles and equipment, vehicle and equipment parts, fuel or expertise in the specialized area of fleet management. Furthermore, the study found the position was below parity of the County's comparable agencies. It is recommended that the salary range for the Fleet Manager classification be adjusted as reflected in the attached Resolution.

OTHER AGENCY INVOLVEMENT:

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

FINANCING:

Should the Board approve the requested action, the salary and associated benefits and taxes would increase approximately \$5,000 in the Fleet Admin. Unit Fund 001-3000-8185-RMA007. The Fleet Admin. Unit does not receive a general fund allocation as it recovers all of its operating costs by charging County Departments for services performed. Therefore, there is no negative impact to the general fund as a result of this action.

Due to late submission of this Board Report, the CAO Budget and Analysis Division was not provided adequate time to fully review for potential fiscal, organizational, policy, or other implications to the County of Monterey.

Prepared by: LynnRose Alig, Associate Personnel Analyst

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

Benny J. Young, Resource Management Agency Director

Attachments: Resolution