



Board Report

File #: RES 19-051, **Version:** 1

a. Adopt a Resolution to amend Personnel Policies and Practices Resolution No. 98-394, Appendix B, to retitle the Architectural Services Manager (14K63) and the Chief of Public Works and Facilities (30D31) to Chief of Facilities and Chief of Public Works, as indicated in the attached Resolution; and

b. Direct the Human Resources Department to implement the approved changes in the Advantage HRM System.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

a. Adopt a Resolution to amend Personnel Policies and Practices Resolution No. 98-394, Appendix B, to retitle the Architectural Services Manager (14K63) and the Chief of Public Works and Facilities (30D31) to Chief of Facilities and Chief of Public Works, as indicated in the attached Resolution; and

b. Direct the Human Resources Department to implement the approved changes in the Advantage HRM System.

SUMMARY/DISCUSSION:

On April 9, 2019, Cooperative Personnel Services Human Resources (CPS HR) completed a classification study on the Chief of Public Works and Facilities classification for the Resource Management Agency (RMA).

The current classification was established in July 2016 and intended to cover both Public Works and Facilities; however, the duties and qualifications identified were specifically weighted to the engineering assignment and required that candidates be a certified Professional Engineer (PE) and as such, the salary was set to compensate for the required PE licensure. In contrast, duties and qualifications identified for the Facilities assignment requires construction and/or capital improvement project management and does not require PE licensure. It was therefore recommended that a study be conducted to determine if separating the classification into two classifications, one for Public Works and one for Facilities was appropriate and would better meet the organizational needs.

After review and analysis, CPS HR recommended that the County separate the facilities and public work functions, citing that comparator agencies have separate facilities functions, and it is in the best interest of the County to model trends in the labor market.

The duties and responsibilities identified for the Chief of Facilities closely mirror the duties that were originally assigned to the Architectural Services Manager including directing, planning, coordinating and managing administrative and fiscal aspects of the County's facility and capital improvement and facility operations.

The Architectural Services Manager was established in September 2006 as a division manager-level classification to handle the delivery of high-profile capital improvement projects, facility maintenance and real estate programs formerly under the auspices of the General Services Department. Retitling the Architectural Services Manager to Chief of Facilities aligns with the current organizational structure in the RMA of Division Managers utilizing Chief classifications for unit leads.

The Chief of Public Works classification would maintain the PE licensure requirement and continue to oversee one or more Public Works division units, including but not limited to, engineering, development, design, construction, maintenance and operations or County public works including roads and bridges, traffic

engineering, transportation and development, surveys and special districts.

It is therefore recommended that the Architectural Services Manager be retitled to Chief of Facilities and the Chief of Public Works and Facilities be retitled to Chief of Public Works.

For these reasons, it is recommended that your Board approve these actions.

OTHER AGENCY INVOLVEMENT:

The Resource Management Agency concurs with the recommendations.

FINANCING:

There is no negative impact to the General Fund to retitle the Architectural Services Manager to Chief of Facilities. The current salary range for Chief of Public Works and Facilities classification is twelve percent higher than the existing classification of Architectural Services Manager. In anticipation of this classification study, the FY 2019-20 Recommended Budget forecasted Step 5 or \$75.936 of the existing Chief of Public Works and Facilities. Step 7 for the newly retitled Chief of Facilities is \$74.603. Assuming the position is filled on July 1, 2019 the estimated salary savings would be \$2,773 to the General Fund.

There is no impact to the Road Fund to retitle the Chief of Public Works and Facilities to Chief of Public Works.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the County's commitment to meeting the Board's initiatives by attracting, recruiting, and retaining a diverse, talented work force that supports the mission of Monterey County.

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

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