

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: Chief Executive Office

BOARD AGENDA # *B-6

Urgent

Routine

AGENDA DATE February 28, 2012

CEO Concurs with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT:

Approval of the Reorganization of the Stanislaus County Board of Supervisor's Division

STAFF RECOMMENDATIONS:

Approve the reorganization of the Board of Supervisor's Field Representatives effective February 29, 2012.

FISCAL IMPACT:

The Board of Supervisors Fiscal Year 2011-2012 Adopted Final Budget is \$957,523, with \$807,256 in Salaries and Benefits costs. This reorganization is estimated to save approximately \$60,000 in Salaries and Benefits costs for the remainder of this fiscal year.

BOARD ACTION AS FOLLOWS:

No. 2012-081

On motion of Supervisor Monteith, Seconded by Supervisor Chiesa

and approved by the following vote,

Ayes: Supervisors: Chiesa, Withrow, Monteith, De Martini and Chairman O'Brien

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: Chairman O'Brien

1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

4) _____ Other:

MOTION:



ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

DISCUSSION:

The Board of Supervisors provides a variety of governing, administrative, legislative functions and determines the overall policy direction for Stanislaus County government. The County is divided into five Supervisorial Districts and each Supervisor is elected within the District. Historically, each of the five Supervisors is supported by a Field Representative (Confidential Assistant III).

The Field Representative generally provides administrative support to the Board of Supervisors in the areas of meeting scheduling/coordination, constituent management, office coverage, and other duties as assigned. Field Representatives also represent the Board at public events such as community gatherings/meetings, ceremonial events and public forums. In some cases, such as the support of the Municipal Advisory Councils and Community Services Districts, the Field Representative will work with their respective Board member to bring forward items for discussion and facilitate responses to community issues and requests. The Field Representative will coordinate with County departments and partner agency staff to ensure an adequate and timely response to issues brought forth to the attention of the specific Supervisor.

In April 2011, each of the five Field Representatives reduced their working hours to 30 hours per week, for a total of 150 hours per week, in an effort to achieve budget efficiencies. Further reductions were approved in the Fiscal Year 2011-2012 First Quarter Financial Report in order to meet the budget, which included a reduction-in-force of one Field Representative (Confidential Assistant III) effective December 31, 2011. The current staffing allocation is four Field Representatives (Confidential Assistant III) at 30 hours each, per week.

To meet the current needs of the Board of Supervisors, and budget challenges, the Chief Executive Office recommends the reorganization of staff changing to two Field Representatives positions working 40 hours each per week and one Field Representative position working on average 16-20 hours per week, for a total of 100 hours per week. One Field Representative will be assigned to support three Supervisors, while another Field Representative will support two Supervisors. The remaining third Field Representative working 16-20 hours per week will support phone coverage, four hours each day, primarily from the hours of 1:00 pm to 5:00 pm. If this initial change is not sufficient to meet phone coverage demands to address public inquiries, and Supervisor support, these hours may be adjusted up to 40 hours per week based on demand. In this reorganization of the Board Division, Field Representatives positions will no longer be tied to a Board member's term of office but will be permanent positions. All Confidential employees are at will employees. As a result of an extended leave of absence, the fourth Field Representative is assisting in the Clerk of the Board's Office at 30 hours a week and is funded by that budget.

POLICY ISSUES:

The recommended action is consistent with the Board's priority of the Efficient Delivery of Public Services by improving efficiencies and being fiscally responsible given current budget constraints.

STAFFING IMPACT:

The recommended reorganization will assign one Field Representative (Confidential Assistant III) to support three Board members. Due to the demand and complexity of working with three different districts, this Field Representative will receive a 10% assignment pay.

CONTACT INFORMATION:

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