

SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 10/14/02
Department Name: General Services
Department No.: 063
Agenda Date: 11/12/02
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Ron Cortez, Director
STAFF CONTACT: Phil Kryder/Robert Nisbet
x2684/x1011
SUBJECT: General Services Personnel Actions

Recommendation(s):

That the Board of Supervisors adopt the following Resolutions (3):

- A.** Adopt a resolution effective November 11, 2002 adding one Management Specialist Position, Salary Range 6820 (\$7280-\$8887 monthly) and Adding one Capital Project Coordinator Position, Salary Range 5674 (\$4111-\$5018 monthly)
- B.** Adopt a resolution effective November 10, 2003 deleting one Management Specialist Position, Salary Range 6820 (\$7280-\$8887 monthly)
- C.** Adopt a resolution effective November 9, 2004 deleting one Capital Project Coordinator position, Salary Range 5674 (\$4111-\$5018 monthly)

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal No.3. A Strong, Professionally Managed County Organization.

Executive Summary and Discussion:

The General Services Department has been conducting an internal ITS Process Improvement that has been underway over the last 6 months. This process has involved volunteers from all levels of the ITS organization with a goal of designing an organization that would best address the challenges presented through our Focus Groups with our customers. The realignment has been presented to ITAC.

The organization realigns the existing divisions into an Incident Team, Operations Team, Project Team and Customer Support Team. ITS will focus on providing service to customers by supplying dedicated, self-directed teams to assure prompt completion of task and projects and continuous process improvement. Movement from one team to another will be fluid as needed by the fluctuation of work from the customers.

The Management Specialist position will be responsible for mentoring and supporting the areas over which it will be responsible as well as provide the direction and enthusiasm needed to plan and implement the transition. The Department will use the Management Specialist position for a period not longer than one year. During this time organizational and process improvement plans will be formulated and implemented. Attached is a copy of the proposed organizational chart.

The Capital Projects Coordinator position is one of four positions to be added within the next six months for the purpose of assisting in managing the construction of several new building projects over the next 3 years. On November 6, 2001 your Board approved the issuance of Certificates of Participation (COPs) to fund eight building projects with a total budget of \$40 million. Additionally, the Department is developing six other building projects with a total budget of \$14 million to be constructed over the next 3 years as well. Currently, only one of these 14 projects is under construction and they are collectively being managed by two architects and two project managers. Once these projects enter the construction phase, the additional positions will be filled to assist in effectively managing the construction contracts. The overall goal is to deliver the buildings on time, within the budget, and of a quality that meets the needs of the departments who will occupy the space. The additional positions were planned for and included in our original COP project budgets submitted to your board in November of 2001.

Fiscal and Facilities Impacts:

The Management Specialist position will be assigned to a current Information Technology Services employee, therefore a position will be left vacant, unfunded, and the additional \$9,324.00 will be funded from the Information Technology Services, Internal Service Fund. The monies are included in the Recommended 2002/03 Budget. In addition, as a result of this reorganization, we are also leaving an OA Coordinator Supervisor position vacant which shall yield a cost savings of \$51,984.

The costs of the added positions are already included in the project budgets.

Concurrence:

Human Resources
County Administrator

Attachment: Information Technology Services Organization Chart