

# County of Santa Clara

## Employee Services Agency

Department of Human Resources

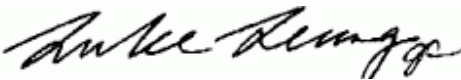


ESA03 061609

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Human Resources Manager  
Submitted by: Joanne Cox  
Human Resources Director

DATE: June 16, 2009

TO: Board of Supervisors

FROM:   
Luke Leung  
Deputy County Executive

SUBJECT: Adoption of New Job Classifications in the Facilities and Fleet Department.

### **RECOMMENDED ACTION**

Consider the proposed revisions to the FY 2010 Recommended Budget from Employee Services Agency related to the Facilities and Fleet Department.

Possible actions:

- a. Approve new job specifications for classifications of Maintenance Project Manager, Fleet Operations Manager and Fleet Logistics Supervisor.
- b. Abolish the Fleet Services Coordinator classification.
- c. Refer item for final consideration and approval for budget hearing scheduled for June 19, 2009.

## **FISCAL IMPLICATIONS**

The recommended actions will have no impact on the General Fund as reflected in the County Executive's FY 2010 Recommended Budget.

## **CONTRACT HISTORY**

Not applicable.

## **REASONS FOR RECOMMENDATION**

### **Maintenance Project Manager**

The County Executive's FY 2010 Recommended Budget includes a recommendation to add three (3) new positions to assist the Building Operations Division to comply with the Uniform Public Construction Cost Accounting Act. The recommended action includes approval of the appropriate new classification for these three (3) positions, Maintenance Project Manager.

### **Fleet Maintenance Manager and Fleet Logistic Supervisor**

The County Executive's FY 2010 Recommended Budget also includes a recommendation to add two (2) new positions that will produce operational efficiency in the areas of Parts, Fuel, Production Logistics, and supply activities and the cost efficiencies related to procurement requisition requirements. The recommended action includes approval of the appropriate new classifications for these positions, Fleet Operations Manager and Fleet Logistics Supervisor.

## **BACKGROUND**

### **Maintenance Project Manager**

In order to implement the addition of new positions responsible for developing detailed specifications and cost estimates, as well as, contracting for and managing construction projects, as included in the Recommended Budget, the Facilities and Fleet Department requested that Employee Services Agency – Human Resources conduct a classification study in order to identify the appropriate classification for these new positions..

The primary instrument for contracting maintenance projects is the Job Order Contract (JOC). Currently, the department utilizes two (2) Building Operations Supervisors, one (1) Program Manager I, one (1) Project Control Specialist and one (1) Lead Painter to manage the JOC program. With the creation of the new classification, the JOC responsibilities will be transferred from the aforementioned positions to three (3) proposed Maintenance Project Manager positions to better oversee the work of contractors.

The duties of the proposed classification require specialized knowledge in order to develop detailed specifications, cost estimates and contract documents, manage the bid and contract award process, and schedule and manage contract construction projects. No other County classification exists that combines the specialized knowledge and skills related to overseeing contractors and projects, from conception to warranty. Therefore a new classification, Maintenance Project Manager is proposed to be established and compensated consistent with its level of responsibilities. The effective monthly for this position is \$6,903.76 - \$8,397.97.

County Employees Management Association (CEMA) concurs with this recommendation.

### Fleet Operations Manager and Fleet Logistics Supervisor

The Facilities and Fleet Department requested that Employee Services Agency – Human Resources create two new classifications, titled Fleet Operations Manager and Fleet Logistics Supervisor, for new positions to be added as part of the FY 2010 Budget. Both positions are necessary to facilitate a reorganization that will close at least two (2) Fleet facilities located in various maintenance yards and will consolidate those assignments at the new Junction Avenue facility.

#### Fleet Operations Manager

The duties of the proposed Fleet Operations Manager classification will be to manage all Fleet repair facilities through Fleet Maintenance Supervisors and the logistic operations through the proposed Fleet Logistics Supervisor. The Fleet Operations Manager will play a key role in the consolidation of various Fleet operations for the new Junction Avenue facility and will report to the Fleet Manager. The effective monthly for this position is \$8,003.25 - \$9,731.68.

#### Fleet Logistic Supervisor

Currently, a Fleet Services Coordinator position supervises scheduling vehicle repairs for the main garage (automobiles), the auto body repair facility, and creating vehicle specifications for the acquisition of vehicles. As a result of the Fleet reorganization a new position will be created to absorb the Fleet Services Coordinator duties, in addition to, ordering and inventorying parts and equipment for Fleet's stock rooms. The proposed Fleet Logistics Supervisor will report to the new Fleet Operations Manager. The effective monthly for this position is \$6,267.92 - \$7,623.28.

Because the new Fleet Logistics Supervisor will perform duties contained in the Fleet Services Coordinator classification, it is appropriate to abolish the Fleet Services Coordinator classification.

County Employees Management Association (CEMA) has been notified of the recommended classifications.

### **CONSEQUENCES OF NEGATIVE ACTION**

Without creation of these new classifications, the County Executive's proposed budget, if approved, will not be implemented.

### **STEPS FOLLOWING APPROVAL**

Upon approval and adoption by the Board, the Clerk of the Board is requested to send Keyboard notification to Mary Ann Barrous, Human Resources Analyst, at Employee Services Agency.

### **ATTACHMENTS**

- Maintenance Project Manager Job Specification

- Fleet Operations Manager Job Specification
- Fleet Logistics Supervisor Job Specification