

# County of Santa Clara Employee Services Agency Administration



ESA04 091509

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DATE: September 15, 2009

TO: Board of Supervisors

FROM: 

Luke Leung  
Deputy County Executive

SUBJECT: Approve New Job Specification for Classification of Chief Operating Officer and Adopt Related Salary Ordinance Amendments

## **RECOMMENDED ACTION**

Consider recommendations from Employee Services Agency related to the Executive Management Salary Ordinance:

Possible action:

- a. Approve new job specification for the classification of Chief Operating Officer.
- b. Introduction and preliminary adoption of Salary Ordinance No. NS-20.09.05 amending Salary Ordinance No. NS-20.09 relating to the compensation of employees adding one Chief Operating Officer (A1C) and deleting one Assistant County Executive (A1Z) in the Office of the County Executive, deleting Footnote 3, and Revising Section 9. (Roll Call Vote to waive reading, Roll Call Vote to adopt).

## **FISCAL IMPLICATIONS**

The fiscal implication for the Office of the County Executive (BU 107) of this recommended action is \$31,881.62 for the remainder of FY10. There is no impact on the General Fund as the cost of this recommended action would be absorbed within the department's current approved Fiscal Year 2010 budget.

## **CONTRACT HISTORY**

Not Applicable

## **REASONS FOR RECOMMENDATION**

The County Executive and Employee Services Agency have reviewed the responsibilities of the Assistant County Executive classification in order to effectively support the critical goals of the organization. The duties described under the Assistant County Executive classification are not consistent with the level of responsibility required for the second highest administrative position in the County. The requested action to create a new classification of Chief Operating Officer allows for the duties to be accurately described and creates employment standards necessary for the work assigned. The new classification specification will allow for the level of leadership necessary to effectively execute the complex operational challenges that face the County in the years ahead.

## **BACKGROUND**

Employee Services Agency reviews the classification and compensation for unrepresented classifications to ensure that the duties and compensation are reflective of the responsibilities assigned in order to recruit and retain qualified individuals.

The need to create a new job classification to more accurately reflect the position requirements and employment standards was justified in order for successful implementation of the County's goals and objectives. The role of this single classification position will be to maintain consistency within the Office of the County Executive and to reflect the duties which are being performed and those which will be assumed to move the County forward.

It is expected that the new position will assume an increased level of responsibility and accountability in directly assisting the newly appointed County Executive with the overall operation of the County. The responsibilities of this position have increased significantly to provide more direction, oversight, and strategic development to highly visible initiatives and critical projects that hold maximum benefit to the County. In addition, the expectation of the Board of Supervisors with regard to the current fiscal crisis further thrust this position into an elevated leadership role creating a level of responsibility necessary to fully address the budget crisis affecting the County and the nation. The challenging responsibilities associated with this position have demonstrated that over the last few years this level of County leadership has become broader in its fundamental role and must be recognized at a level above that which it is currently operating. The recommended actions in this transmittal will continue to provide the flexibility needed to address the increasing responsibilities in response to the County's changing operations.

This request is being made in order to provide recruitment and retention of individuals who possess considerable experience and whose background matches the needs of this critical position. The salary for the Chief Operating Officer classification is being recommended consistent with other leadership positions of this level and is reflective of the responsibilities. The deletion of the Assistant County Executive position is part of this transmittals action.

### **CONSEQUENCES OF NEGATIVE ACTION**

The new classification will not reflect the appropriate responsibility level and compensation for the necessary job function.

### **STEPS FOLLOWING APPROVAL**

The Office of the Clerk of the Board will send Keyboard notification of completed processing to Staci Bjerk, ESA Human Resources and Patricia Carrillo, ESA Administration

### **ATTACHMENTS**

- NS-20.09.05
- Chief Operating Officer