



BOARD OF SUPERVISORS COUNTY OF MADERA

MADERA COUNTY GOVERNMENT CENTER
200 WEST 4TH STREET / MADERA, CALIFORNIA 93637
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Members of the Board

Tom Wheeler
Brett Frazier
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Leticia Gonzalez

The Board of Supervisors

January 3, 2023
Chairman Tom Wheeler

DEPARTMENT Human Resources Department	DEPARTMENT CONTACT Sabrina Mendez	AGENDA ITEM e DISCUSSION ITEMS
SUBJECT: Reorganization of County Administration; Amend Classification Plan and Set Salary for Assistant County Administrative Officer	REQUIRED VOTE: 3/5 Vote Required	DOC. ID NUMBER 22-0993-01
STRATEGIC FOCUS AREA(S): Employees		
For Clerk of the Board's Office Use Only		
CLERK NOTES: {{motions.text}}		
RESULT: {{voting.status}} [{{voting.for_count}}] TO [{{voting.against_count}}] MOVER: {{motions.mover format="[[firstname]] [[lastname]], [[title]]"}} SECONDER: {{motions.seconder format="[[firstname]] [[lastname]], [[title]]"}} AYES: {{voting.for_names format="[[lastname]]"}}		
Is this item Budgeted? Yes Will this item require additional personnel? Yes Previous Relevant Board Actions: ORD NO. 229C PowerPoint Presentation? No Supporting Documents: N/A		DOCUMENT NO(S).

RECOMMENDED ACTIONS:

Second Reading to adopt an Ordinance amending Chapter 2.24 of Title 2 pertaining to the Department of County Administration to include the assistant department head classification of Assistant County Administrative Officer and corresponding duties of the classification.

DISCUSSION / FISCAL IMPACT / STRATEGIC FOCUS:

After assessing the needs of County Administration, the County Administrative Officer, in conjunction with Human Resources, determined that a classification was needed within the department to assist with the oversight and management of the multiple divisions the department is responsible for.

On June 13, 2022, during the 2022-23 Fiscal Year Budget Hearings, the Board of Supervisors conceptually approved the reorganization of County Administration, including the creation of the classification of Assistant County Administrative Officer (ACAO) as identified in the attached County Administrative Office's org chart.



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On November 29, 2022, the Civil Service Commission (Commission) took action to adopt the ACAO class specification. The ACAO will assist in the day-to-day operations of County Administration including oversight of its General Services, Risk Management, Grant Services, 311 Call Center and Purchasing and Finance Divisions.

The class specification approved by the Commission has been attached for your reference. The Commission designated the classification as overtime exempt, pursuant to the Fair Labor and Standards Act and the unit designation is Unrepresented.

The recommended salary is proposed to be set at Range 401 on the Unrepresented chart, which is currently the same salary range as the current Deputy County Administrative Officer – Legal/Risk and Deputy County Administrative Officer - Finance classifications. As the County is currently undergoing a county-wide classification and compensation study (Study), it was determined that the appropriate salary range for this classification should be established based on the recommendations from this Study.

Due to the county-wide scope of responsibility of the ACAO classification it is recommended to grant the unrepresented ACAO classification with the fringe benefits provided to a non-elected department head. The Salary and Fringe Benefits Schedule Resolution has been amended to include these fringe benefits for the ACAO classification.

FISCAL IMPACT:

The department budget will have sufficient funds to cover the cost of adding this classification. The cost of this position will be offset by the unfunding of another position within the department, which will result in no net increase in salaries.

ATTACHMENTS

1. Ordinance Amending Chapter 2.24 of Title 2
2. Assistant County Administrative Officer Class Specification
3. Resolution to Amend the Salary and Fringe Benefits Schedules
4. County Administration Org Chart