



24-4820-01

**DATE:** April 16, 2024 (Item No. {{item.number}})

**TO:** Board of Supervisors

**FROM:** James R. Williams, County Executive

**SUBJECT:** Salary Ordinance Amendment to Reclassify one Senior Management Analyst to an Administrative Services Manager II.

### **RECOMMENDED ACTION**

Final adoption of Salary Ordinance No. NS-5.24.64, an Ordinance amending Santa Clara County Salary Ordinance No. NS-5.24 relating to compensation of employees deleting one Senior Management Analyst or Management Analyst position and adding one Administrative Services Manager II position in the Office of the District Attorney.

### **FISCAL IMPLICATIONS**

The recommended action increases Salaries and Benefits appropriations by \$4,867 in the Office of the District Attorney's Fiscal Year (FY) 2023-2024 Adopted Budget and decreases the General Fund Contingency Reserve by the same amount.

The Adopted Budget for the Fiscal Year (FY) 2023-24 General Fund Contingency Reserve was \$218,587,995. Board policy 4.3 states that the contingency reserve should be 5% of general revenues net of pass-through revenue. Since the use of contingency reserve impacts compliance with this policy, the midyear budget analysis included a \$9,411,129 replenishment of this reserve. The balance of this reserve as of March 12, 2024, is \$217,536,162 indicating that \$1,051,833 has been allocated for other purposes since the mid-year action to replenish reserve. There may be additional pending actions that will impact this balance once they are approved and processed.

The ongoing cost of the recommended action is approximately \$20,418 and will increase the projected General Fund budget deficit for FY 2024-2025 by the same amount. Since the FY 2024-2025 Recommended and Adopted Budgets are required to be balanced pursuant to Government Code Section 29009, this increased budget deficit will likely need to be addressed by reducing ongoing expenditure appropriations by an additional \$55,000.

## **REASONS FOR RECOMMENDATION AND BACKGROUND**

During the County Employees Management Association (CEMA) 2023 Classification Study Window, the incumbent submitted a request for a classification study. The incumbent is a Senior Management Analyst requesting to be reclassified to either a Program Manager II or an Administrative Services Manager II. In accordance with the Memorandum of Understanding between the County and CEMA, the labor-management committee accepted the request. Employee Services Agency – Human Resources (ESA-HR) conducted the study to evaluate the duties to determine if they align with the incumbent’s current classification.

The incumbent works in the Santa Clara County District Attorney’s Office and reports to the Financial and Administrative Services Manager under the Chief Assistant District Attorney, who reports directly to the District Attorney. There are seven (7) employees reporting directly to the incumbent, one (1) Management Analyst, two (2) Associate Management Analysts, two (2) Human Resources Assistants, one (1) Administrative Assistant, and one (1) student intern.

ESA-HR reviewed the Position Classification Questionnaire (PCQ) and conducted a desk audit in which updated information was provided and used in this analysis. In addition to Senior Management Analyst functions, the incumbent oversees the Human Resources Service Center for the District Attorney’s Office and is responsible for managing and supervising the Human Resources needs of the unit’s full-time and volunteer staff, while also assuming various project management roles.

The Senior Management Analyst is defined as “Under direction, to conduct highly complex administrative, analytical, and staff studies and/or projects to assigned departmental activities; analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements in support of the management functions, practices and services or the implementation of program objectives; and to serve as a consultant to top management impacting management policy and planning activities.”

The District Attorney’s Office encompasses attorneys, paralegals, investigators, criminalists, legal and clerical support staff, and victim/witness advocates, spanning several locations from the main office at Hedding, to North and South counties. The tasks of the incumbent are varied and challenging, ranging from oversight of administrative roles within the department, to participation in analytical studies involving classification appropriateness and strategic planning to determine reorganizational needs.

The incumbent is responsible for managing Board of Supervisors meeting items including: reporting to executive management of items impacting the department, drafting legislative files, as well as researching and reporting on grants and contracts for additional funding, while also tracking and reconciling expenditures for a \$25,000 procurement budget. Incumbent’s role requires cross-departmental coordination and representation with the Board

of Supervisors, Controller's Office, Purchasing, Facilities, and other county departments as needed.

Lastly, the incumbent is the point of contact for worker's compensation and benefits questions to over six-hundred fifty employees. The incumbent serves as a direct liaison for meetings with Labor Relations, union discussions, and meet and confers. The incumbent also oversees and directs subordinate staff on timekeeping and payroll, and manages vendors for transportation, travel desk coordination, and assists with reasonable accommodations on behalf of victims of crimes and witnesses in legal proceedings, services which are unique to this office.

Based on the incumbent's responsibilities, it is determined that the incumbent's role does not align with their current classification as a Senior Management Analyst in that the incumbent is not responsible for the performance of analytical staff service studies/projects but is focused on the continuing supervisory responsibility for an operating administrative section or division. When evaluating possible classification that would match the incumbent's duties, the County evaluated the Program Manager and Administrative Services Manager classifications.

The definition of a Program Manager II states, "Under general direction, to plan, organize, direct and control the activities and/or staff of a county program."

The definition of an Administrative Services Manager II states, "Under general direction, to plan, organize, direct, and coordinate the central administrative services function of a large County department or large organizational sub-unit; to assist management in the formulation and implementation of administrative policies and procedures."

The Administrative Services Manager I/II/III series is distinguished from the Program Manager I/II/III series in that the Administrative Services Manager "...provides administrative support to an operating department" whereas the Program Manager has "... managerial and supervisory responsibility for a defined program." The Administrative Services Manager I and II is defined as, may manage administrative functions and operations "... of a large County department or large organization sub-unit..." in this case, the Human Resources function under the Business Services umbrella of the District Attorney.

Reclassifying the incumbent to Program Manager II is not recommended because the incumbent does not have managerial and supervisory responsibility for a defined program. After the retirement of the previous PM II, the responsibilities were divided and the incumbent assumed the management of the personnel analytical position and is responsible for grant support, Board activity, and other special analytical studies. Reclassification to Administrative Services Manager I would not be recommended because "Positions at the Administrative Services Manager I level direct a moderate size administrative or business management function consisting of a small variety of support activities or a few major

activities of average complexity and responsibility.” given the scope, complexity, and sensitivity of the personnel unit of the District Attorney’s Office, it is recommended to reclassify the incumbent to an Administrative Services Manager II.

Upon reclassification, step placement will be in accordance with Personnel Practices A25-661 and the incumbent will be placed on probation. The probation period will be a 6-month probationary period if the incumbent has underlying County permanent status, or a 9- month probationary period if the incumbent is currently in their original probationary period.

The recommendation will not create compaction.

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

**CHILD IMPACT**

The recommended action will have no/neutral impact on children and youth.

**SENIOR IMPACT**

The recommended action will have no/neutral impact on seniors.

**SUSTAINABILITY IMPLICATIONS**

The recommended action will have no/neutral sustainability implications.

**CONSEQUENCES OF NEGATIVE ACTION**

The incumbent will not be appropriately classified and compensated.

**STEPS FOLLOWING APPROVAL**

The Clerk of the Board of Supervisors is requested to send OneMeeting notifications of completed processing to Dimitra Stouras, Staci Bjerk, Jennifer Paredes-Fricano, and Zullay Rodriguez, Employee Services Agency, Human Resources Department.

**ATTACHMENTS:**

- NS 5 24 64 ESA Deleting one Senior MA and adding one ASM II in BU 202
- Classification Report
- F85 - 181 LF 24-4820 Transfer funds for NS-5 24 64