

County of Santa Clara
Roads and Airports Department



23-1746-01

DATE: February 6, 2024 (Item No. {{item.number}})
TO: Board of Supervisors
FROM: Harry Freitas, Director, Roads and Airports Department
SUBJECT: Salary Ordinance adding one Supervising Account Clerk I

RECOMMENDED ACTION

Final adoption of Salary Ordinance No. NS-5.24.47, an Ordinance amending Santa Clara County Salary Ordinance No. NS-5.24 relating to compensation of employees adding one Supervising Account Clerk I position in the Roads and Airports Department.

FISCAL IMPLICATIONS

There is no fiscal impact to the General Fund. Approval of the recommended action would result in an additional cost of approximately \$48,000 in Fiscal Year (FY) 2023-2024, which will be funded by the Road Fund within the Department's existing appropriation. The ongoing annualized cost is approximately \$151,000 and will be included in the FY 2024-2025 Road Fund recommended budget.

REASONS FOR RECOMMENDATION AND BACKGROUND

The Roads and Airports Department is requesting to add a Supervising Account Clerk I to the Construction Operations Unit. This position is required to oversee the increasing needs of construction contract payments and work order processing associated with capital projects and Job Order Contracts (JOC). The need for this level of support has been apparent after the multiple storm-damage projects that have occurred over the last several years.

This position is an entry-level management position within the Clerk series that will allow for the supervision of lower-level support positions and reduce the number of direct reports to the Manager of Construction. Addition of this position will allow for the review and development of new process improvements to help increase efficiencies and work within the unit for improved workflow and standardization of capital project payments and processing. The forecasted workload of the unit is an increased workload, requiring management-level oversight of payments and processing related to capital projects.

Creation of this position creates a career ladder for current Account Clerk II positions within the Department.

The County Employee Management Association (CEMA) and the Employee Services Agency concur with this action.

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 add action would not occur and the Department would not be able to set the staffing to match the needs of the Construction Operations Unit.

STEPS FOLLOWING APPROVAL

The Clerk of the Board of Supervisors is requested to send OneMeeting notifications of completed processing to Tony Arata and Donna Zintak, Roads and Airports Department – Administration and Staci Bjerk, Jennifer Paredes-Fricano, and Zullay Rodriguez, Employee Services Agency, Human Resources Department.

ATTACHMENTS:

- NS-5.24.47 - RDA - Adding one Supervising Account Clerk I in BU 603