

77. Consider recommendations relating to adding an Administrative Services Manager I in the Facilities and Fleet Department. Possible action:
- a. Approve Request for Appropriation Modification No. 143 - \$88,591 transferring funds from various department budgets to the Facilities and Fleet Department budget relating to adding one Administrative Services Manager I position.
 - b. Introduce and preliminarily adopt Salary Ordinance No. NS-5.24.53, an Ordinance amending Santa Clara County Salary Ordinance No. NS-5.24 relating to compensation of employees adding one Administrative Services Manager I position in the Facilities and Fleet Department.

(ID# 24-2049)

F - 85 # **143**

Approved: 02/06/2024

County Of Santa Clara
Request For Appropriation Modification
Fiscal Year = 2024

F - 85 #

143

				Grand Total:			0.00	0.00
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Form ID# Included:

39051,

ORDINANCE NO. NS-5.24.53

AN ORDINANCE AMENDING SANTA CLARA COUNTY ORDINANCE
NO. NS-5.24 RELATING TO THE COMPENSATION OF EMPLOYEES

The Board of Supervisors of the County of Santa Clara ordains as follows:

SECTION 1:

In SECTION 36 – FACILITIES – BU 263 the following shall be added:

1 B2L Administrative Services Manager I

SECTION 2:

This Ordinance shall take effect February 27, 2024. This Ordinance shall be implemented on March 4, 2024.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Clara, State of California, on _____ by the following vote:

AYES:

NOES:

ABSENT:

Susan Ellenberg, President
Board of Supervisors

Signed and Certified that a copy of this document has been delivered by electronic or other means to the President, Board of Supervisors.

Attest:

Curtis Boone
Acting Clerk of the Board of Supervisors

Administrative Services Manager Job Duty Statement

The Administrative Services Manager class series is distinguished from the Administrative Support Officer class series in that the Administrative Support Officer class series performs and supervises the day-to-day operations of one or more central administrative and/or business management functions and does not have responsibility for directing a major management support program with fully developed functional subdivisions.

The Administrative Services Manager class series is distinguished from the Management Analyst class series in that the Management Analyst class series is responsible for the performance of analytical staff service studies/projects rather than continuing supervisory responsibility for an operating administrative section or division.

The Administrative Services Manager class series is distinguished from the Program Manager class series in that the Program Manager class series has managerial and supervisory responsibility for a public service-oriented program, while the Administrative Services Manager class series provides administrative support to an operating department.

Some positions in the Administrative Services Manager class series have no direct managerial control of a program but rather provide administrative direction, control, and coordination of a number of large operating divisions within a department. Supervisory responsibility typically involves administrative review and coordination of professional supervisory staff.

Allocation Factors

Factors affecting position allocation the budget and fiscal program and personnel activities; the amount of delegated authority; the number of subordinates supervised; and the complexity of the centralized office activities defined in terms of variety, scope, and sophistication level, level and variety of staff supervised, degree of supervision exercised, and degree of involvement in the management decision-making process of the department.

In evaluating these factors for allocation purposes, the significance of one or more of these factors may have such major impact on the program as to override full consideration of the remaining factors for allocation to any of the three levels.

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. Positions typically supervise a variety of professional, technical and clerical support staff performing a variety of duties of moderate scope and level of sophistication.

Positions at the Administrative Services Manager II level direct a large administrative and business management function consisting of a wide variety of support activities of moderate scope and complexity. Positions typically provide general supervision over a large number of professional, technical and clerical support staff, and supervision may be exercised through a

small number of subordinate supervisors.

Positions allocated to the Administrative Services Manager III level provide over-all direction for a major administrative and business management function consisting of either a large number of comprehensive activities and/or several highly complex activities. Positions typically provide general supervision over a large number of professional, technical, and clerical support staff primarily through subordinate supervisors.

Typical Tasks

- Plans, organizes, directs, and coordinates some or all of the department's budgeting, purchasing, payroll, fiscal control, personnel employee relations, organizational development, strategic planning, information systems, and general administrative functions;
- Exercises overall direction of the office service functions;
- Serves as direct liaison with other County services concerning data processing, telephone systems, pool vehicles, parking, and building maintenance;
- Develops or reviews and approves plans for the effective utilization of office space, furniture and equipment, forms and supplies;
- In those departments not having Departmental Fiscal Officers, assumes overall responsibility for the budgetary and fiscal control programs and preparation of the budget;
- Represents the department in discussions with other offices and agencies concerning administrative services issues;
- Participates in a variety of analytical studies relating to programs and needs of the department;
- Prepares, reviews, and approves detailed correspondence and reports;
- May prepare departmental policies and procedures to align with relevant Federal, State and County guidelines;
- May select, train, direct, and evaluate subordinate staff;
- May direct subordinate staff in the development, maintenance and evaluation of information systems and analyze outcome data in order to evaluate, plan, and implement department goals and objectives, and to plan for future information systems needs;

- May prepare, negotiate and administer contracts, prepare and maintain monitoring and reporting systems, prepare grant applications and confer with Federal and State regulatory agencies;
- May be assigned as a Disaster Service Worker, as required;
- Performs related work as required.

ADD AND DELETE REQUEST

To: Employee Services Agency, Human Resources Date: 1/4/24

Department: Facilities and Fleet Department Budget Unit #: 0263

ADDITION OF:

# of Positions	Job Code	Job Title *	Cost Center	Fund
1	B2L	Administrative Services Manager I	2113/2900/2300/1170	001
			2611	0074
			2212/5656/1156	001

*Be sure to include Desired Alternate Staffing.

DELETION OF:

Position #	Job Code	Job Title	Cost Center	Fund

FOR THE BOARD AGENDA

OF: February 6, 2024

Attached for ESA's review are the following:

<input checked="" type="checkbox"/>	Copy of Board Transmittal	<input checked="" type="checkbox"/>	Organizational charts (before & after)
<input checked="" type="checkbox"/>	Duty statement of added positions(s)	<input type="checkbox"/>	Justification for unclassified positions, include duration

Listed below are names and numbers of individuals who can be contacted should the Employee Services Agency have any questions regarding this request:

Name:	Justin Siddhu	Telephone Number:	669-236-1063
Name:		Telephone Number:	

FOR PERSONNEL USE ONLY

ESA/HR Review:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	Analyst:
Bargaining Unit Notification:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Sent:	
Salary Ordinance Amendment#:		Effective Date:	

Sustainability, Planning, and Utilities

Barry, D
Chief of Facilities Planning
Y5B

Planners
(6 Positions)

Sifuentes, M
Assoc Communications Officer
C5F

Santiago, S
Climate Change/Sustain Prg Mgr
L49

Kagel, S
Admin Services Mgr II
B2J

Penksa, R
Sr Facilities Engineer
L34

Lin, M
Principal Planner
L76

Elhanan, Y
Principal Planner
L76

VACANT
Senior Planner
L83

Chen, E
Principal Planner
L76

VACANT
Senior Planner
L83

Chandrasekar, J
Mgmt Analyst
B1P

Beverlin, G
Program Mgr I
B3P

De Leon, N
Sr Mgmt Analyst
B1N

VACANT
Utility Program Analyst
L47

Vance, B
Program Mgr III
B3H

Andrade, D
Facilities Maintenance Rep
M20

Rice, P
Facilities Maintenance Rep
M20

VACANT
Facilities Maintenance Rep
M20

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Facilities Maintenance Rep
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Facilities Maintenance Rep
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VACANT
Facilities Maintenance Rep
M20

REQUESTED
Admin Services Manager I
B2L

Penksa, R
Sr Facilities Engineer
L34

County of Santa Clara
Facilities and Fleet Department



24-2049

DATE: February 6, 2024

TO: Board of Supervisors

FROM: Jeff Draper, Director, Facilities and Fleet Department

SUBJECT: Appropriation Modification and Salary Ordinance to add Administrative Services Manager I to the Facilities and Fleet Department

RECOMMENDED ACTION

Consider recommendations relating to adding an Administrative Services Manager I in the Facilities and Fleet Department.

Possible action:

- a. Approve Request for Appropriation Modification No. 143 - \$88,591 transferring funds from various department budgets to the Facilities and Fleet Department budget relating to adding one Administrative Services Manager I position.
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FISCAL IMPLICATIONS

Approval of the recommended action will result in an increase cost of approximately \$88,591 in the Facilities and Fleet Department budget to support the new position. This cost increase will be funded by reductions to the services and supplies appropriations of the departments receiving services from the new position: Office of the Assessor, County Clerk-Recorder, Department of Tax and Collections, Finance Agency, Office of Supportive Housing, Procurement Department, Public Health Department, and Technology Services and Solutions. The annualized cost is approximately \$191,774, which will be offset by a corresponding decrease in the services and supplies budget on an ongoing basis. These costs are subject to change if the FY 2024-2025 rates are updated.

REASONS FOR RECOMMENDATION AND BACKGROUND

The Administration recommends adding an Administrative Services Manager I to help manage the growing Tasman campus. The Tasman campus has recently absorbed multiple Departments and now has the complexity of the Hedding campus. The influx of activity, both

Approved: 02/06/2024

from internal teams and public engagements, highlights the need for enhanced oversight.

The Administrative Services Manager I will play a central role in overseeing daily operations and optimizing resources. Reporting to an Administrative Services Manager II, this addition aligns with broader Departmental strategies and provides essential support for current needs.

The Tasman campus houses multiple departments including Department of Tax and Collections, Office of Supportive Housing, Assessor's Office, Procurement Department, Technology Services and Solutions, Public Health Department, Finance Agency, and FAF.

Employee Services Agency supports the recommended 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 position would not be added at this time.

STEPS FOLLOWING APPROVAL

The Clerk of the Board of Supervisors will notify Kim Kiefel of FAF.

ATTACHMENTS:

- #143 – ASM I – Tasman Campus
- NS-5.24.53 - FAF - Adding one Administrative Services Manager I