

## REQUEST FOR HIRING FREEZE EXEMPTION/EXCEPTION

Date: 6/4/19 Requested Effective Date: 8/6/19

Department Name: Administration Division: Administration

Contact Person: Bill Goodwin Contact Info: \_\_\_\_\_

### A. Position Data:

Budget Unit: Multiple Position Classification: Administrative Services Director

Position Number: P0007 If vacancy, date job was/will be vacated: 8/6/19

Number of positions: 1 Monthly Salary Range: \$ 6,965 - \$ 8,486

New Position OR  Fill a Vacancy OR  Other (*explain*): \_\_\_\_\_

Regular OR  Extra-help  Full-time OR  Part-time

Vacancy caused by (*retirement, termed in probation, etc*): Retirement

### B. Exemption/Exception Requested by Department

- Specialized support positions (physicians, nurses, cooks, etc.) directly responsible for treatment and/or care in the county's jails, juvenile detention facilities and mental health
- Specialized positions involved in public health and/or public safety (i.e. nurses, deputies, etc.)
- Specialized positions entirely (100%) funded with federal/state subventions
- Positions involved in collecting or generating County general revenues, user-fees collected from non-county users and/or net departmental revenues
- Specialized positions involved in direct cost avoidance where a vacancy would result in higher costs being incurred than the savings would generate from the vacancy (such as workers' compensation staff needed to process claims to avoid time penalties)
- Positions in the Department of Voter Registration and Elections needed to process upcoming elections
- Specialized positions (engineers, treatment plant operators, electricians, auto mechanics, janitors, etc.) employed in the County's internal services funds departments/agencies

### C. Justification for Exemption/Exception from freeze:

Refer to attachment.

### D. Ramifications if position is left vacant for 2 - 3 months and/or indefinitely:

If this position is left unfilled, it would leave the department without day-to-day coordination and supervision. The workload of the Administrative Services Director would be distributed among all Administrative staff, including the Chief Administrator, resulting in less time to complete their primary tasks and duties. This will have an adverse impact on all programs and services provided to other departments by Administration. These impacts could result in higher costs being incurred than those saved by the vacancy if key deadlines are not met.

C. Justification for Exemption/Exception from freeze:

This position is responsible for planning, organizing, oversight and administration of the day-to-day operations of the Divisions of Facilities Maintenance, Property Planning and Management, Purchasing, Risk and Capital Projects. This unrepresented management position, subject to Resolution 2016-43, serves as part of Administration's management team and functions as an assistant to the Chief Administrator, acting as the Chief Administrator in his absence. The incumbent is currently designated as Purchasing Agent, Risk Manager, and ADA Coordinator.

This is a key position within the Administrative team, providing direct supervision and direction to support staff that assist and facilitate the full array of Administration's operations, projects and programs. The position serves as the point person for department heads and their needs as they pertain to facilities, projects, purchasing, risk and various other county-related functions.

**E. Other Comments**

This position is allocated across multiple budget units: 1011 Board of Supervisors, 1025 Purchasing, 1101 Risk, 1076 Property, Planning & Management, 1081 Capital Outlay (ACO). Estimated Annual Cost of Salary & Benefits in the table below is calculated at Step A. The current employee is budgeted at Step E. There would be an annual cost savings of \$21,369 if the vacancy is filled at Step A.

**F. Estimated Annual Cost Impact for FY 2018/19:**

	<u>ONE POSITION</u>	<u>MULTIPLE POSITIONS</u>
Salary and Benefits:	\$	\$
Other One-time Costs:	\$	\$
Other On-Going Costs:	\$	\$
Total:	\$ 0.00	\$ 0.00

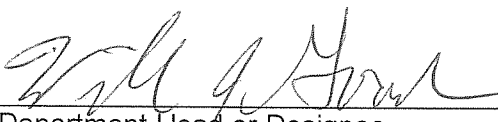
**G. Estimated Annual Cost:**

	<u>ONE POSITION</u>	<u>MULTIPLE POSITIONS</u>
Salary and Benefits:	\$ 116,671.00	\$
Other One-time Costs:	\$	\$
Other On-Going Costs:	\$	\$
Total:	\$ 116,671.00	\$ 0.00

**H. Position Funding:**

	Description: <i>(Types of funds, grants, match &amp; %, etc.)</i>
Net General Fund: \$ 38,501.43	1011 Board, 1025 Purchasing, and 1076 PPM - 33%
Fees/Charges: \$	
Federal Funding: \$	
State Funding: \$	
Other Local: \$ 8,166.97	103-1081 Capital Outlay (ACO) - 7%
Other revenue/reimbursements: \$ 70,002.60	107-1101 Risk - 60%

**G. Authorization:**

  
 \_\_\_\_\_  
 Department Head or Designee

6/4/19  
 \_\_\_\_\_  
 Date