

**COUNTY OF SONOMA
AGENDA ITEM
SUMMARY REPORT**

Clerk of the Board Use Only
Meeting Date **Held Until**
 / / / /
Agenda Item No: **Agenda Item No:**

Department: Agricultural Commissioner

() **4/5 Vote Required**

Contact:
Cathy V. Neville

Phone:
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Board Date:
9/22/09

Deadline for Board Action:

AGENDA SHORT TITLE: Reorganization and Position Classification and Allocation Change Request

REQUESTED BOARD ACTION:

Approve reorganization request for the Agricultural Commissioner Department

Adopt the Resolution amending the Department Position Allocation List, establishing one position (1 FTE) Executive Secretary in the Agricultural Commissioner Division, and deleting one position (1 FTE) Account Clerk II in the Animal Care and Control Division.

CURRENT FISCAL YEAR FINANCIAL IMPACT

EXPENDITURES

Estimated Cost \$ 8,278

Amount Budgeted \$ 8,278

Other Avail Approp. \$
(Explain below)

Additional Requested: \$

ADD'L FUNDS REQUIRING BOARD

Contingencies \$
(Fund Name:)

Unanticipated Revenue \$
(Source:)

Other Transfer(s) \$
(Source:)

Add'l Funds Requested: \$

Explanation (if required): Funds are currently available in budgets for the cost increase.

Prior Board Action(s): The Board has authorized reorganization, position classification, and allocation request changes on an as needed basis.

Alternatives - Results of Non-Approval: The Agricultural Commissioner/Sealer would not have the support of an Executive Secretary to carry out her role as department head, and institute efficiencies that will benefit the entire department.

Background:

The Agricultural Commissioner/Sealer has had a recent vacancy occur in the Animal Care and Control Division which has presented the opportunity for the department to conduct a reorganization of the administrative support staff, budget and fiscal operations, and provide for direct administrative support for the department head. Currently there is a lack of consistent administrative support at the department head level due the varied responsibilities of the Senior Office Assistant, Office Assistant II, and Receptionist positions. The department head needs the services of an Executive Secretary to provide the necessary support which includes but is not limited to: supervision of the clerical and account clerk staff, provide administrative support to the department head, perform more detailed and difficult clerical work, screen correspondence and telephone calls, schedule appointments and meetings, refer calls not needing the department heads attention to appropriate staff, and review and formulate office procedures and policies. In addition the Executive Secretary will provide administrative support to the Animal Care and Control Director where currently there is none.

The proposal requires deleting a vacant Account Clerk II position at the Animal Care and Control Division and adding a position of Executive Secretary in the Agricultural Commissioner Division. There will be an increase in cost for this change, totaling approximately \$8,278 for FY 09-10, however there are sufficient funds available in the budgets with the Account Clerk II position being vacant since July 1, 2009. A budget adjustment has been submitted to move salary and benefit appropriation for the Account Clerk II position from the Animal Care and Control Division budget to the Agricultural Commissioner Division budget pending approval of the Board. The reduction of an Account Clerk II position in the Animal Care and Control Division should have minimal impact. The City of Cloverdale opted not to renew the animal shelter agreement with the County which expired on June 30, 2009, thereby decreasing the amount of accounting staff needed at the shelter. In addition, efficiencies in license processing are being instituted, and some startup problems with the new shelter software have been corrected resulting in less time spent by accounting staff manually correcting errors.

As a result of this change in positions, there will be a modification to reporting structures and duties of some positions in the Department. Currently the administrative support staff in the Agricultural Commissioner and Weights and Measures divisions is supervised by the Department Analyst, and the Department Analyst focuses only on budgetary responsibilities for the Agricultural and Weights and Measures Divisions. It is the desire to shift the supervisory responsibilities from the Department Analyst to the new Executive Secretary position so the Analyst can also focus on budget preparation, mid-year and third quarter report generation, compiling required monthly state reports, creating required financial reports for the California Department of Food and Agriculture, and overseeing annual billings for the ACC Division as well.

Attachments: Resolution**On File With Clerk:****CLERK OF THE BOARD USE ONLY****Board Action** (If other than "Requested")**Vote:**

Background: (Continued)

The Auditor Controller's Office currently provides fiscal services for the Animal Care and Control Division at an annual cost of approximately \$38,000. With the addition of the Executive Secretary position, it is anticipated that the Department Analyst will be able to take on some or all of these responsibilities beginning in FY 10-11, which would allow these funds to be redirected to other critical needs in the Animal Care and Control Division and to cover the increase in salary and benefit costs for the Executive Secretary. The Auditor-Controller-Tax Collector is aware of this potential shift.

In addition to the shift in budgetary and supervisory responsibilities, another structural change is that administrative staff in the Agricultural Commissioner's Division will assist Animal Care and Control with license processing to prevent the division from falling behind during heavy license months. Other administrative support staff in the Department include: a Senior Office Assistant, Office Assistant II, and Receptionist. The duties of these positions will not change as a result of this change in position classifications.

Human Resources has reviewed and approved this classification and allocation change request, as well as this re-organization. The CAO has reviewed and approves of the reorganization proposal.

Requested Board Action:

Approve reorganization request for the Agricultural Commissioner Department

Adopt the Resolution amending the Department Position Allocation List, establishing one position (1 FTE) Executive Secretary in the Agricultural Commissioner Division, and deleting one position (1 FTE) Account Clerk II in the Animal Care and Control Division.