

POSITION ADJUSTMENT REQUEST

NO. 22514
DATE 10/14/2019

Department Agriculture
Department No./ Budget Unit No. 0335 Org No. 3305 Agency No. 33
Action Requested: ADOPT Position Adjustment Resolution No. 22514 to establish the class of Pest Management Specialist - Project (represented) and add three Pest Management Specialist - Project positions.

Proposed Effective Date: 2/1/2020

Classification Questionnaire attached: Yes [] No [] / Cost is within Department's budget: Yes [x] No []

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$103,610.84 Net County Cost \$0.00
Total this FY \$64,756.78 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Agreements with CA Dept. of Food and Agriculture

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Matthew Slattengren

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Ramsey AlQaisi (for Paul Reyes) 10/23/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/17/2019

Establish the classification of Weed and Vertebrate Pest Control Technician- Project (B9W4) (represented) position at salary plan and grade QA5 1116 (\$3,855) and add three Weed and Vertebrate Pest Control Technician - Project positions.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: [x] Day following Board Action.

[] (Date)

Elizabeth Loud

12/17/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 12/30/2019

- [x] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

/s/ Julie DiMaggio Enea for P. Reyes

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [] DISAPPROVED []

David J. Twa, Clerk of the Board of Supervisors and County Administrator

DATE

BY

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department 335

Date 12/30/2019

No. 22514

1. Project Positions Requested:
Pest Management Specialist - Project
2. Explain Specific Duties of Position(s)
TYPICAL TASKS:
 - Performs weed and vertebrate pest control activities
 - Use pesticides in a safe and effective manner
 - Works independently
 - Work effectively in groups
 - Work outside
 - Operate a 4-wheel drive vehicle
 - Operate an all-terrain vehicle on uneven ground
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
Revenue agreements with CA Department of Food and Agriculture and other public agencies to control and/or eradicate noxious weeds and vertebrate pest in the county.
4. Duration of the Project: Start Date 2/1/2020 End Date 3/31/2021
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
Funding levels will be evaluated on a year to year basis. Noxious weeds and vertebrate agreements have different funding periods.
5. Project Annual Cost
 - a. Salary & Benefits Costs: \$103,610.84
 - b. Support Costs: \$37,686
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: \$150,893.02
 - d. Net cost to General or other fund: \$0.00
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implicationsFailure to fill the projected positions would result in the department possibly not being able to fulfill the scope of work as outlined in the agreements. Furthermore, noxious weeds and vertebrate pest distribution would continue to increase in the county threatening the agricultural industry and natural environment.
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
The department could utilize licensed biologist to conduct the work. However, it would result in an increase of cost of approximately 300% for the same work and the possibility of not meeting other contractual obligations. It is preferable to use project staff in case funding goes away as it has in the past.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
See Attached document
9. How will the project position(s) be filled?
 - a. Competitive examination(s)
 - b. Existing employment list(s) Which one(s)? _____
 - c. Direct appointment of:
 1. Merit System employee who will be placed on leave from current job
 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY

