



OFFICE OF THE
COUNTY ADMINISTRATOR

October 21, 2014

Matthew H. Hymel
COUNTY ADMINISTRATOR

Board of Supervisors
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SUBJECT: Cost neutral classification actions resulting from CAO Reorganization

Dear Board Members:

RECOMMENDATION: It is recommended that your Board approve the following actions effective October 21, 2014:

1. Re-establish the classification of Assistant County Administrator (0202)
2. Adopt the attached class specification
3. Adopt the proposed salary range

| Base Salary | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|-------------------|--------|--------|-----------|-----------|-----------|
| Hourly Rate: | | | \$72.39 | \$76.01 | \$79.81 |
| Bi-Weekly Salary: | | | \$5,791 | \$6,081 | \$6,385 |
| Monthly Salary: | | | \$12,548 | \$13,175 | \$13,834 |
| Annual Salary: | | | \$150,571 | \$158,101 | \$166,005 |

4. Approve assignment to Unrepresented Confidential Professional BU-FG 26-01, 80 hours biweekly
5. Add 2.0 FTE Assistant County Administrators
6. Delete the vacant 1.0 FTE Chief Assistant County Administrator position and abolish the classification.

SUMMARY: In May, 2001, following a classification review and analysis by Human Resources, the Board of Supervisors approved the new classifications of Chief Assistant County Administrator and Deputy County Administrator. The classification of Assistant County Administrator was eliminated some years later. These classifications provided a hierarchical 1-2-3 management structure in the County Administrator's office.

Presently within the Administrator's office, there is a need for a broader scope of upper level management resources to address the organizational changes which have occurred in the last several years. The Administrative departments including Finance, HR, IST and Elections now report directly to the County Administrator, and major projects such as the ATOM project are now under CAO oversight.

To address current needs, the County Administrator is proposing to reorganize the office, to reinstate the Assistant County Administrator position. This is a higher level position than the Deputy position, and would be qualified to act on behalf of the County Administrator in working with departments, overseeing major projects, and addressing significant policy issues.

FISCAL IMPACT: The proposed reorganization will not result in an increase in costs. The addition of 2.0 FTE Assistant County Administrator positions will be fully offset by reduction in the extra hire account and by deleting two positions - 1.0 FTE Chief Assistant County Administrator and 1.0 FTE position following completion of an internal promotion to make it cost neutral.

Please let me know if you have any questions or concerns.

| | | |
|---------------------|---|---|
| REVIEWED BY: | <input type="checkbox"/> Finance | <input checked="" type="checkbox"/> N/A |
| | <input type="checkbox"/> County Counsel | <input checked="" type="checkbox"/> N/A |
| | <input checked="" type="checkbox"/> Human Resources | <input type="checkbox"/> N/A |

Respectfully Submitted,



Matthew H. Hymel
County Administrator



Joanne Peterson
Director, Human Resources