



HUMAN RESOURCES DEPARTMENT

Mona Miyasato
Acting Director

June 23, 2009

Board of Supervisors
County of Marin
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Classification and Compensation Study for Proposed Budget Manager classification.

Dear Board Members:

RECOMMENDATION: It is recommended by the Director of Human Resources and the County Administrator that your Board approve the following effective June 28, 2009:

1. Adopt the new classification of Budget Manager (0206)
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	\$49.02	\$51.47	\$54.04	\$56.74	\$59.58
Bi-Weekly Salary	\$3,922	\$4,118	\$4,323	\$4,539	\$4,766
Monthly Salary	\$8,497	\$8,921	\$9,367	\$9,835	\$10,327
Annual Salary	\$101,962	\$107,058	\$112,403	\$118,019	\$123,926

4. Approve assignment to Unrepresented Confidential Professional BU-FG 24-01, 80 hours biweekly.

SUMMARY: Human Resources conducted a classification and compensation study for the classification of Budget Manager (0206) at the request of the County Administrator.

The proposed Budget Manager class will coordinate and manage the overall County budget processes, including the development of policy recommendations, budget preparation instructions and guidelines to County departments; conduct the full range of complex and sensitive studies and analyses related to budget development and coordination; and coordinate the preparation and development of the County's financial forecasts.


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The adoption of this proposed Budget Manager classification is the final step in the implementation of the budgetary and position adjustments included in the FY 2009-10 Proposed Budget. The Budget Manager position included in the FY 2009-10 Proposed Budget will be offset by the elimination of one position once the promotional examination is complete and by the elimination of a vacant Administrative Analyst III position in the County Administrator's budget. The estimated fiscal impact associated with these position adjustments results in a net savings to the County and is reflected in the FY 2009-10 Proposed Budget.

FISCAL IMPACT: There is no fiscal impact associated with this recommended action. The related budgetary and position adjustments have already been included in the FY 2009-10 Proposed Budget.

REVIEWED BY:	<input type="checkbox"/> Auditor Controller	<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,


Larry Daniel
Principal Personnel Analyst

Reviewed by:


Mona Miyasato
Chief Assistant County Administrator

Attachment

cc: Matthew Hymel, County Administrator, County Administrator's Office
Nicki Azarbakhsh, Exec Asst to the County Admin, County Administrator's Office
Lisa DeCarlo, Administrative Analyst III, County Administrator's Office
Lisa Cutten, Employee Benefits Supervisor, Human Resources
Larry Daniel, Principal Personnel Analyst, Human Resources
Dan Eilerman, Principal Administrative Analyst, County Administrator's Office
Brenda Grayson, Principal Systems Analyst, Project MERIT
Terri Hampton, Deputy Director of Human Resources, Human Resources
Misha Miki-Ladner, Senior Personnel Analyst, Project MERIT
Gerry Norton, Principal Personnel Analyst, Human Resources
Liz Paris, Deputy Director of Human Resources, Human Resources 