

**Monday, August 1, 2016  
9:00 a.m.**

***ADMINISTRATIVE COMMITTEE  
(Supervisors Boitano and Plasse)***

**AGENDA**

***Amador County Administration Center  
Conference Room C  
810 Court Street  
Jackson, California***

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the Clerk of the Board staff, at (209) 223-6470 or (209) 257-0619 (fax). Requests must be made as early as possible and at least one-full business day before the start of the meeting.

**Closed Session items may be heard at times other than posted, dependent upon progression of other agenda items.**

**AGENDA:** Off-agenda items must be approved by the Committee pursuant to Section 5496.5 of the California Government Code.

**PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only; no action to be taken. Any person(s) may address the Committee upon any subject within the jurisdiction of the Committee; however, any matter that requires action may be referred to staff for a report and recommendation for possible consideration at subsequent Committee meeting(s). Please note - there is a three (3) minute limit per person.

**BUDGET MATTERS**           None

**MISCELLANEOUS MATTERS**

1.     **Transportation and Public Works:** Review and possible recommendation relative to a request to make classification changes in the department. (Continued from July 18, 2016 meeting)



## Community Development Agency


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### MEMORANDUM

TO: Administrative Committee

FROM: Aaron Brusatori, PE   
Director

SUBJECT: TRANSPORTATION AND PUBLIC WORKS POSITION CHANGES

DATE: July 28, 2016

The Community Development Agency would like permission to make classification changes in the Department of Transportation and Public Works. This action would consist of creating a position for Civil Engineering Assistant I; it is anticipated that one vacant budgeted position of Sr. Engineering Technician position would be eliminated. Depending on the outcome of the recruitment process, it is possible that a second position would become vacant and not be refilled.

A recent resignation by a Sr. Engineering Technician along with identification of needed skills to complete future work projects makes the proposed change appropriate.

Projected work projects over the next two years indicates that projected paraprofessional work will be at least 60% at the level of Civil Engineering Assistant I. This portion of work which requires the skill set of a Civil Engineering Assistant I is projected to further increase over the next several years due to the Ridge Road project at New York Ranch Road, bridge replacement projects and pursuit of outside funding for further projects.

The work assignment for the CE I will consist of the management of Professional Consultants, evaluation of proposals, review of publically bid projects, performing para-professional civil engineering design and performance of inspections for both encroachment permit and grading permit projects. This projected work is better suited to the skills of a Civil Engineering Assistant I, and is consistent with the current job specification; no changes are requested for that specification.

In preparation of the proposed 16/17 budget, the Department included revenue from the AB109 program which is not materializing as originally planned. We believe the projected \$60K in departmental revenue from AB109 is likely to be much lower. The potential projected salary savings after recruitment is completed would offset our exposure to changes in revenue from the AB109 program, and allow funding of on-call professional services to complete specific tasks.

The person currently holding the position of Sr. Engineering Technician is qualified for the position of Civil Engineering Assistant I, and is expected to apply to fill the created opening.

If approved, the Department would first advertise internally to fill the position.