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Continued Item: No

Board Agenda Item

TO: Air Pollution Control District Board

FROM: Dave Van Mullem, Air Pollution Control Officer

SUBJECT: Adopt Revised Class Specifications and Related Revisions to the Classification and Salary Resolution

RECOMMENDATION:

- A. Adopt the revised class specifications entitled Division Manager and Administrative Manager; and
- B. Approve and adopt the attached Resolution amending the APCD's Classification and Salary Plan to add one (1) Division Manager.

DISCUSSION:

As the District continues to reduce in size and due to recent and upcoming retirements, it is advantageous at this time to review class specifications, as well as look at our overall organization to improve productivity and efficiency while ensuring the retention of our dedicated and hardworking staff.

Our proposed organizational structure is illustrated by the attached organization chart and was brought before your Board in December for discussion. Essentially, the proposed changes to the management structure include splitting the Engineering and Compliance Division into two separate Divisions, and shifting the Human Resource function into the Administration Manager Division. This path forward would provide the benefit of leveling staff size amongst Divisions, and creating a more even span and control within each Division of the APCD.

Historically, the Engineering and Compliance functions were handled by separate managers, as they are inherently different functions; Engineering is primarily focused on permitting stationary sources; Compliance is primarily focused on enforcement and citizen complaints. However, in 2004 the Divisions were combined primarily to "alleviate increasing per employee costs in workers compensation insurance and retirement benefits". After evaluating eight years of a

combined Division as well as reviewing the structure of other medium and large sized air districts, we have determined that once again it would be best to separate the Engineering and Compliance Division and reestablish a Division Manager for the compliance functions.

In reestablishing a Compliance Division Manager, an internal competitive recruitment would take place, as the district has multiple well-qualified candidates. The vacated position of the winning candidate would be unfilled for the remainder of the fiscal year and then evaluated during the fiscal year 2013/2014 budget process. Minor changes have been made to the attached job classification entitled, Division Manager, to incorporate this additional manager function.

As the Business Manager position encompasses mainly administrative sections; Fiscal, Facilities, Safety, Air Monitoring, and Information Technology; we are proposing to rename this position as “Administrative Manager”. In addition, as it is also an administrative function, we are proposing that the Human Resources section report directly to the Administrative Manager. A revised job class specification is attached for your review and consideration. No adjustment to the salary table will be made at this time, but will be reviewed during the fiscal year 2013/2014 budget process.

Fiscal Impact

For the current budget year additional salary costs are fully negated through earned salary savings. For the upcoming fiscal year 2013/2014 budget, additional salary costs will be largely negated by upcoming retirements and other cost saving measures. Below are highlights of these measures.

- The cost to reestablish one Division Manager will be approximately \$7,240 for the remainder of this fiscal year. The majority of funding would come from salary savings as a result of current employees out on leaves of absence. For fiscal year 2013/2014 the additional cost to retain the Division Manager position will be approximately \$17,122. The majority of funding for the Division Manager class comes from EPA 105 Grant funding, permitting fees, reimbursable fees, and other APCD discretionary funding. We project adequate revenues to fund this position.
- There will be no fiscal impact for the Administrative Manager position for the remainder of the fiscal year. Any impact for fiscal year 2013/2014 will be evaluated during the budget process. The majority of funding for this position comes from APCD discretionary funding.

The funding for the above reorganization results in no net change to this year’s budget.

ATTACHMENTS:

Resolution to amend Classification and Salary Plan
Proposed Organization Chart
Class Specifications (2) – Division Manager, Administrative Manager