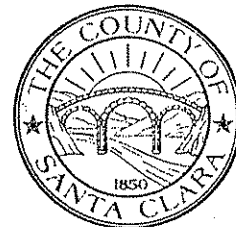


# County of Santa Clara

Employee Services Agency

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# 24

ESA 1

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Reviewed and  
Submitted by: Luke Leung

January 27, 2001

TO: BOARD OF SUPERVISORS  
FROM:  LEODE G. FRANKLIN, DEPUTY COUNTY EXECUTIVE  
SUBJECT: DELEGATION OF AUTHORITY TO THE COUNTY EXECUTIVE  
FOR APPROVAL TO IMPLEMENT ADD/DELETE OF POSITIONS

## RECOMMENDED ACTION

1. Preliminarily adopt the following:
  - a. Ordinance amending Section A25-102 of the County of Santa Clara Ordinance Code so that positions may, under certain specified circumstances, be added and deleted with the approval of the County Executive; and
  - b. Ordinance amending Master Salary Ordinance NS-5.00 to authorize the County Executive to add and delete positions under certain specified circumstances.
2. Direct Labor Relations to meet and confer with employee organizations as necessary.

## BACKGROUND AND REASON FOR RECOMMENDATION

On April 2000, Supervisor Gage and Supervisor McHugh presented the "Valley Medical Center General Fund Subsidy Task Force Final Report - Countywide Productivity" to the Board of Supervisors. The Board accepted the report and directed administration to bring forward appropriate documents that would allow the Board to delegate specific authorities. The first recommended item was to delegate to the County Executive the authority to approve and execute "add and delete" actions and fourth and fifth step appointment actions. Since that time, ESA-HR, County Counsel, and County Executive's Office of Budget and Analysis (OBA) have met to resolve legal and technical impediments and to develop specific procedural and fiscal criteria for the administrative approval of add/deletes.

The recommended ordinance amendments will delegate authority to the County Executive to approve and execute add/delete actions under the following specified circumstances:

1. The position to be deleted is vacant;
2. The replacement position must be within the existing classification plan;
3. There is no increase in the total number of positions;
4. The position remains within the same budget unit;
5. The position remains within the same bargaining unit; and
6. The position change does not require an additional appropriation in the current fiscal year.

The Office of Budget and Analysis and ESA-Human Resources will monitor each request for position changes and fiscal impact authorized by this delegated authority. Any cost increase associated with position changes must be covered within the current allocated budget. The cumulative increase of all add/delete actions approved by the County Executive should not generate an ongoing cost in the next fiscal year that exceeds a ten percent increase to the total current year salary and benefit cost for the affected index code or cost center. If, at any point, a requested action would result in an increase in excess of the ten percent cumulative threshold, the County Executive would forward the request to the Board of Supervisors for approval.

A status report will be provided to the Board of Supervisors that lists all add/delete actions approved and executed by the County Executive during the mid-year and annual budget process.

Add/delete actions that do not meet the above specified criteria will require the approval of the Board of Supervisors. The proposed ordinance changes do not apply to Executive Management Salary Ordinance NS-20.

#### FISCAL IMPLICATIONS

The fiscal impact of these recommendations will not result in an additional appropriation in the current fiscal year. The fiscal impact resulting from the approval of each requested add/delete action will be reviewed and approved by the County Executive prior to implementation.

#### CONTRACT HISTORY

Not applicable.

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CONSEQUENCES OF NEGATIVE ACTION

The delegation of add/delete authority to improve processing personnel transactions would not be implemented as directed by the Board of Supervisors. The current add/delete approval process, which can take up two months, would remain in effect.

STEPS FOLLOWING APPROVAL

ESA-Labor Relations will meet and confer with county employee organizations regarding the proposed amendments to the Santa Clara County Ordinance Code and Salary Ordinance. At the conclusion of the meet and confer process, the final ordinances will be presented to the Board of Supervisors for adoption.

