



COUNTY OF HUMBOLDT

For the meeting of: 12/4/2018

File #: 18-1568

To: Board of Supervisors

From: Public Works

Agenda Section: Consent

SUBJECT:

Allocation of Two New Positions and Deallocation of a Full-Time Position for Public Works Roads-Engineering Budget Unit 1200 321 (Roads Fund)

RECOMMENDATION(S):

That the Board of Supervisors disallocate one (1.0) full-time equivalent (FTE) Associate Civil Engineer (class 0304, salary range 478, position 03) in budget unit (BU) 321, effective immediately following approval; and allocate two (2.0) full-time equivalent (FTE) Engineering Tech I (class 0322, salary range 392) in budget unit (BU) 321, effective immediately following approval.

SOURCE OF FUNDING:

Roads- Engineering budget unit 321

DISCUSSION:

The Department of Public Works seek authorization to remove one full-time (1.0 FTE) Associate Civil Engineer from the Roads-Engineering Division in order to add two full-time (1.0 FTE) Engineering Tech I positions.

On July 23, 2018 the Associate Civil Engineer position was vacated. This position historically handled design elements and oversight of projects. Due to a large volume of projects stemming from 2017 storm damage, and an ever increasing backlog of work, the Engineering Division has utilized the services of consultants on a much larger scale. The time required to oversee projects, prepare billing statements, manage consultants and process general paperwork has become too much for one position to handle. The request to fund two positions instead of one, will allow the Engineering Division flexibility in workload distribution. Both new positions will work closely with the Public Works Business Division, preparing billing statements in order to obtain reimbursements from the Federal Emergency Management Agency (FEMA), California Office of Emergency Services (CalOES), and other grant funded project work

FINANCIAL IMPACT:

The estimated cost saving to disallocate the Associate Civil Engineer position is \$132,891.73. The estimated cost to allocate one (1) Engineering Tech I is \$68,442.82. The cost to allocate both Engineering Tech I positions is \$136,885.65. The net increase in cost to the Engineering Division is \$3,993.91. The total estimated cost to fill both the Engineering Tech I positions for the remainder of fiscal year 18/19 starting January 1, 2019 is \$68,442.82. As the Associate Civil Engineer position is vacant, there is sufficient salary saving to accommodate the addition of the two new positions.

Approving this recommendation will support the Board's Strategic Framework by providing for and maintaining infrastructure. There is no impact to the General Fund. Funding will be provided from the Roads Fund.

OTHER AGENCY INVOLVEMENT:

County Human Resources Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to allocate/disallocate the positions. This is not recommended as the Engineering Technicians would be tasked with preparing billing statements; a requirement for obtaining reimbursement for work completed on projects.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A