

County of Santa Clara

Employee Services Agency

Agency Administration

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DATE: September 12, 2018

TO: Finance and Government Operations Committee
Jeffrey V. Smith, County Executive

FROM: John P. Mills, Director, Employee Services Agency

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John P. Mills
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SUBJECT: Off-Agenda Report RE: August 23, 2018 Finance and Government Operations Committee (FGOC) Meeting Agenda Item No. 6: Status of Manager, Office of Sustainability position

At the August 23, 2018 FGOC meeting, Supervisor Chavez requested an off-agenda report regarding the status of the Manager, Office of Sustainability position. This memorandum provides the requested information.

In December 2016, the Board of Supervisors approved the new job specification for the executive leadership classification of Director, Office of Sustainability, and adopted a salary ordinance amendment adding the Director, Office of Sustainability position in the Office of the County Executive. The Director position leads the Office of Sustainability, which had formerly been led by the Manager, Office of Sustainability, a single position classification represented by County Employees Management Association (CEMA). At the time the Director classification was created, and the Director position added, the Manager position had recently become vacant.

The department sought to elevate the position leading the Office of Sustainability to executive management. As such, the job specification for the Director, Office of Sustainability classification mirrored the job specification for the Manager, Office of Sustainability classification. The Manager position was not deleted at the time that the Director position was added so that the department and the new Director could consider how/whether the position could be redeployed within the Office of Sustainability, which would require revision of the job specification for the Manager classification, to distinguish it from the newly created Director.

In the meantime, the department attempted to recruit into the Manager vacancy, and sought to provisionally appoint a candidate to the Manager position, prior to engaging in the process to revise the job specification for the Manager position to distinguish it from the Director.

Understanding the department's need for leadership of certain key projects, like the Sustainability Master Plan, the Employee Services Agency—Human Resources Department (ESA-HR) suggested that the department pursue an administrative add/delete, to delete the Manager, Office of Sustainability position and add a Program Manager II position, as the duties described by the department for the position are consistent with the Program Manager II

classification. An administrative add/delete would be the most expedient route to allow the department to quickly initiate a recruitment to the appropriate classification. However, as of September 5, 2018, the department has requested that ESA-HR and the Office of Budget and Analysis (OBA) suspend the processing of the administrative add/delete. ESA-HR is awaiting submission from the department of an executive management-initiated classification study packet to evaluate any alternative proposal(s) that the department may suggest.

cc: Hon. Mike Wasserman, Supervisor, District One
Hon. Dave Cortese, Supervisor, District Three
Hon. Ken Yeager, Supervisor, District Four
Miguel Marquez, Chief Operating Officer
James R. Williams, County Counsel
Megan Doyle, Clerk of the Board of Supervisors
Nam Thi, Office of Budget & Analysis
Mary Ann Barrous, County Agenda Review Administrator