



**CALAVERAS COUNTY BOARD OF SUPERVISORS AGENDA SUBMITTAL**

<b>Short Name/Subject</b> Granting Initial Placement at Step E for Facilities Maintenance Engineer	<b>Board Meeting Date</b> September 12, 2017	<b>Agenda Number</b> 25
<b>Dept:</b> Administrative Office <b>Div:</b> Human Resources <b>Contact:</b> Judy Hawkins <b>Phone:</b> 209-754-6772	<b>Supervisory District Number</b>	Regular Agenda
<b>Published Notice Required?</b> No <b>Public Hearing Required?</b> No		<b>Estimated Time:</b> 5 Minutes
<b>Type of Document?</b> Action Item <b>PowerPoint Presentation Included?</b> No <b>Budget Transfer Included (Must be signed by Auditor)?</b> No <b>Complete Agreement Required?</b> No <b>Position Allocation Change?</b> No		

**RECOMMENDATION:**

Approve the initial placement at Step E for the Facilities Maintenance Engineer in the Facilities Division of the Administrative Office.

**DISCUSSION/SUMMARY:**

The Human Resources Department and Administrative Office is requesting approval to fill the position of Facilities Maintenance Engineer at the Step E level due to this particular candidate's background and experience.

All requests for employee appointments at a higher than first step placement must be submitted in writing and provide appropriate justification and financial implications for the request. The Director of Human Resources & Risk Management only has authority to approve requests for appointments to Step D. Requests for appointment at higher than D Step, require Board approval.

The following general guidelines are used to assess and determine the appropriate initial salary step placement for regular employees:

- Step A Employee satisfactorily meets the minimum education and experience requirements of the position.
- Step B Employees has two through four years of relevant experience beyond the minimum requirement for the position.
- Step C Employee has five through seven years of relevant experience beyond the minimum requirements for the position.
- Step D Employee has eight or more years of relevant experience beyond the minimum requirement for the position.

Additional considerations for a higher initial step placement are: 1) is the position in the area of critical county need; 2) is the vacancy jeopardizing federal or state funding; 3) is this a specialized position; 4) what is the job market for this position; 5) does the candidate bring unique skills and expertise; and 5) does the department have salary savings to fund this change.

The position of Facilities Maintenance Engineer is a critically needed position within the Facilities Division team with significant responsibility for the more complex maintenance and repair projects within the County Jail and Sheriff's Department. This candidate brings with him 27 years of relevant maintenance experience and is a licensed electrician, E.P.A Technician

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and locksmith. Due to this candidate's high level of experience and multiple skill sets the County will save money and time with not having to obtain outside contracts for the day-to-day maintenance projects.

Therefore it is recommended that the Board of Supervisors grant initial placement at Step E.

**FINANCING:**

The hiring of the Facilities Maintenance Engineer will create a significant savings to the Sheriff's Department by no longer having to have an outside maintenance contract. The additional cost to the general fund from budgeting A Step to E Step for FY 2017/2018 will be approximately \$13,982.75 (annually) and included in the departments final budget.

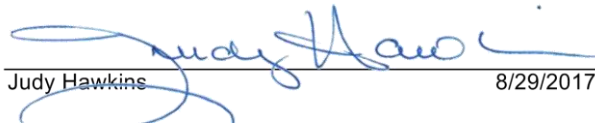
**ALTERNATIVES:**

The Board could choose not to approve but that is not recommended since this position is hard to fill and a critical position within the Facilities Division.

**OTHER AGENCY INVOLVEMENT:**

County Administrative Office

**APPROVED BY:**

  
\_\_\_\_\_  
Judy Hawkins 8/29/2017

  
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Diane Beverud, Deputy Clerk of the Board of Supervisors 8/29/2017

  
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Tim Lutz, County Administrative Officer 8/29/2017

  
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Megan Stedfeld, County Counsel 9/6/2017