

**PERSONNEL AND COMPENSATION COMMITTEE
MINUTES**

**MONDAY, APRIL 15, 2019
3:30 P.M.**

PRESENT: John S. Vero, Chairman
Leigh J. Benton, Paul Ruskiewicz, Thomas Faggione, Rob Sassi
Laurie Tautel, Joel Sierra, Kathy Stegenga

ALSO

PRESENT: L. Stephen Brescia, Chairman
Michael D. Paduch, Minority Leader
Rob Sassi, Legislator
Peter Tuohy, Legislator
Antoinette Reed, Legislative Counsel
Harold Porr, Deputy County Executive
Daniel Bloomer, Director, Operations and Cost Control
Sharon Worthy Spiegl, Deputy County Attorney
Christopher Borek, Chief Assistant County Attorney
Robert J. Conflitti, Executive Assistant District Attorney
Steven M. Gross, Commissioner, Human Resources
Alison Tyack, Director of Personnel Management, Human Resources
Laurence LaDue, Commissioner, Valley View Center
Donna Strecker, Director of Finance, Valley View Center
Julie Richmond, Deputy Commissioner, Planning
Eric Ruscher, Assistant Director, Real Property Tax Service Agency
Nicole Andersen, Director, Community Development
Deanna Crawford, Budget Analyst
Gretchen Riordan, Budget Analyst

Mr. Vero called the meeting to order at 3:31 p.m. and asked everyone to stand for the Pledge of Allegiance to the Flag. All members were present with the exception of Legislator Sierra who absent and Mr. Benton who arrived at 3:33 p.m.

Mr. Lujan moved request to reclassify one (1) position, Assistant County Attorney, grade 24, to Senior Assistant County Attorney, grade 25, seconded by Ms. Stegenga.

Ms. Worthy-Spiegl explained that they wanted to reclassify the position because of all the additional work being done so the grade change will reflect that.

Motion carried. All in favor.

Mr. Lujan moved request authorization to create one (1) Seasonal Paid Intern position to provide support on transportation projects, seconded by Ms. Stegenga.

Ms. Richmond explained that the individual would be a third intern at the Planning Department with their salary paid out of transportation funding. They would like the intern to focus solely on transportation over the summer. They need data collection to be done so this intern would be responsible for that.

Mr. Vero asked what the dollar amount would be and Mr. Gross replied that the hourly rate is \$16.75 per hour, 19 hours a week for 8 weeks totals \$2,546.00.

Motion carried. All in favor.

Ms. Stegenga moved request to create one (1) full-time Groundskeeper position, Grade 5, seconded by Mr. Benton.

Mr. LaDue stated that they have an individual in the Senior Groundskeeper position, he is not rising to a supervisory role, so they are seeking to move the individual back into a Groundskeeper position.

Ms. Stegenga asked if they plan to eliminate the other position.

Mr. LaDue explained that they will have two Groundskeeper positions and they will eliminate the Senior Groundskeeper. The person who will be supervising is a Mechanic Supervisor, Grade 12.

Mr. Benton asked if the position will be eliminated.

Ms. Strecker stated that the position will be frozen, not abolished.

Motion carried. All in favor.

Mr. Ruskiewicz moved the request to create one (1) full-time Assessor position, Grade 21, seconded by Ms. Stegenga.

Mr. Ruscher explained that the county recently set up an inter-municipal agreement with the Town of Palm Tree to assist them with their assessment services. The contract was set up with a one part-time assessor, one part-time assistant assessor and a data collector. They have been working with them to get an assessment roll together for Town of Palm Tree by May 1st which is just two weeks away. The position needs to be full-time because the workload that is out there supports the position.

Ms. Tautel noted that recently they created the two part-time assessors and asked if they would be removed and replaced with this full-time position. She further asked what would be the cost difference.

Mr. Gross explained Mr. McCarey had issues trying to recruit for this position. They feel this will help recruit a qualified assessor. What they are doing is changing it from part-time to a full-time position. There is no intention to have the two part-time and the full-time positions at the same time. The difference is roughly \$60,000 to \$65,000.

Motion carried. All in favor.

Mr. Lujan moved the request to create new position of Community Development Project Manager, Grade 15, to replace the Rehabilitation Planner Position, Grade 14, seconded by Ms. Tautel.

Ms. Andersen explained that John Ebert who was the Rehabilitation Planner retired in January. After reviewing the work they do, they really needed to change the position. She stated that the work Mr. Ebert was doing over the years did not match what he was actually doing such as construction. She added that the position is fully federally funded.

Ms. Stegenga asked if they would adjust the qualifications to be suitable for construction. She noted that a majority of construction people do not have a bachelors degree or four year degree.

Ms. Andersen stated it would be more like an engineering background.

Mr. Tuohy pointed out that the position is part of a rebuild that is going on at Community Development. He sits on the board with Majority Leader Bonelli. There were about five or six people who were running the department for decades who all left at the same time with the retirement incentives. Director Andersen has four or five new staff members within the last year. With Mr. Ebert leaving, this position is very important position which will benefit everyone in Orange County.

Motion carried. All in favor.

Mr. Faggione moved the request to reclassify thirty-one (31) positions ADA I Grade 21; ADA II Grade 22, ADA III Grade 23 and ADA IV Grade 24 to a sole classification of Assistant District Attorney Grade 24. Request to abolish all thirty-six (36) vacant positions of Assistant District Attorney I, Assistant District Attorney II, Assistant District Attorney III and Assistant District Attorney IV. Request to create thirty-six (36) Assistant District Attorney Grade 24 position and two (2) Senior Assistant District Attorney, Grade 25 positions, seconded by Ms. Stegenga.

Mr. Conflitti handed out an amended memo from the Human Resources Department which will create five Assistant District Attorney positions, Grade 24 and two Senior Assistant District Attorney, Grade 25 position. They proposed this to simplify the salary structure in the District Attorney's Office. Presently, with the Assistant District Attorney position broken up into four different grades, they find themselves in a position of being forced to promote someone to a higher grade before they are ready just to make a position at a lower grade. When they promote someone within the existing structure, other county departments need to get involved. Simplifying the salary structures under one grade makes it easier on the District Attorney's Office and other county departments. He added that their Senior District Attorney would be the same level as Senior Assistant County Attorney.

Ms. Stegenga asked if the salary was the same for someone right out of school compared to someone who was more senior.

Mr. Gross explained that these were all management positions, so they all have a range.

Mr. Faggione moved to amend the request per the memo from Human Resources, the creation of these positions will allow for future recruitment, but at no time will more than the total number of budgeted positions (45) be filled, seconded by Ms. Stegenga.

Motion carried. All in favor.

On the motion of Ms. Tautel, seconded by Mr. Lujan, the meeting adjourned at 4:08 p.m.