5A-3

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date:	September 10, 2013	[] []	Consent Workshop	[X]	Regular Public Hearing
Department: Submitte	ed by: Administration		_		

I. EXECUTIVE BRIEF

Motion and Title: Staff requests Board Direction: Regarding a salary policy for County Commission Administrative Assistant and Commission Secretary positions.

Summary: On March 12, 2013 the Board approved a change in pay policy for County Commission Administrative Assistants to become effective on October 1, 2013 and directed staff to bring back a progression plan for Commission Administrative Assistants and Secretaries. The new policy amended the requirements to be promoted to Senior County Commission Administrative by changing the eligibility for Senior Administrative Assistant to two years of service with the Commissioner or two years of governmental experience. Prior to the March amendment, the requirements for the Senior level position were a minimum of four years on a Commissioner's staff and a total of eight years as an employee of the BCC or a minimum of one year on a Commissioner's staff with a total of fifteen years as an employee of the BCC.

Under staff's proposal, pursuant to existing policy, all employees currently holding the position of County Commission Administrative Assistant would be eligible, upon approval by the Commissioner, to be promoted to pay grade E01, effective with the first pay period in October. On the effective date, Commission Secretaries would be eligible to be placed into whichever pay grade their tenure as a BCC staff member dictates. Following are the proposed pay scales, the entry level pay grades are those currently in effect:

County Commission Administrative Assistant Pay Grades				
County Commission				
Administrative Assistant I (New Hire)	32			
County Commission				
Administrative Assistant II (2 years)	34			
Senior County Commission Administrative				
Assistant (4 years)	E01			

County Commission Secretary Pay Grades				
County Commission				
Secretary I (New Hire)	24			
County Commission				
Secretary II (2 years)	26			
Senior County Commission				
Secretary (4 years)	28			

If a progression plan is approved, staff recommends eliminating Section 3 of the current resolution which allows for hiring above the minimum of the pay grade and for bonuses. (continued on Page 3)

Attachments: Commission District Office budgets

Recommended by:	Elizabeth Bloese	8/29/13
	Department Director	Date
Approved By:	Blue	8/29/13
	Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years:	2013	2014	2015	2016	2017
Capital Expenditures					
Operating Costs	707	250,000			
External Revenues					
Program Income (County)				-	
In-Kind Match (County)					······································
NET FISCAL IMPACT	N/A	250,000	*	*	*

NET I	FISCAL IMPACT	N/A	250,000	*	*	*			
# ADDITIONAL FTE POSITIONS (Cumulative)									
Is Iter	n Included In Current B	Sudget?	N/A						
Budge	et Account No: Fund	Agency_	Org	Object	_				
B. Recommended Sources of Funds/Summary of Fiscal Impact The maximum estimated cost of this option is \$250,000. Funds will be provided during the FY 2014 budget process. *The fiscal impact on future years will be the continuing additional expense of \$250,000 annually, plus any cost of living increases that may be approved.									
		III. <u>RE</u>	VIEW COMM	<u>IENTS</u>					
A. OFMB Fiscal and/or Contract Dev. and Control Comments: N/A OFMB KH 8/29 Parks Contract Dev. and Control									
A.	OFMB Fiscal and/or C	Shap	and Control (ntrol			
А. В.	OFMB Fiscal and/or Company OFMB Fiscal Sufficiency:	Shahar	and Control (ntrol			
	OFMB KA	8/29/201 8/09 8	27) Jaali3			ntrol			
	OFMB KA Legal Sufficiency: Paul F- K	98/29 3/15 198/29 3/15	27) Jaali3			ntrol			

This summary is not to be used as a basis for payment.

Summary (continued from page 1):

The proposed plan requires all staff hired after October 1, 2013 to start at the base of the entry level pay grade, regardless of education or experience.

Other potential options include altering the beginning pay grades, widening the gap between the steps, and making no change to the Resolution. <u>Countywide</u> (PFK)

Background and Policy Issues

In 1988 the BCC formally adopted a resolution establishing guidelines for budgeting for Commission District Offices. The resolution addresses issues concerning travel, equipment, auto allowances, staffing and salaries. It has been amended numerous times to encompass reductions made during past budget development processes, keeping the Commission Office budgets in line with the spending restrictions imposed by property tax and revenue shortfalls. The most recent amendment to this resolution (R-2013-0324) was approved on March 13, 2013 addressing the salary structure for County Commission Administrative Assistants by changing the eligibility for Senior Administrative Assistant to two years of service with the Commissioner or two years of governmental experience. At that time, the Board directed staff to bring back a progression plan for Commission Administrative Assistants and Secretaries.

The pay plan proposed would result in an employee being eligible for the top level at the beginning of the Commissioner's second term. However, all employees currently holding the position of County Commission Administrative Assistant would be eligible to be promoted to pay grade E01 on October 1, 2013.

On the effective date, Commission Secretaries would fall into whichever pay grade their tenure as a BCC staff member dictates.

Tentative FY 2014 Budget

Current Budget	District 1	District 2	District 3	District 4	District 5	District 6	District 7	Total
Personal Services	386,525	339,949	356,436	346,339	373,754	371,221	368,224	2,542,448
Operating	24,368	24,368	24,368	24,368	24,368	24,368	24,368	170,576
Total	410,893	364,317	380,804	370,707	398,122	395,589	392,592	2,713,024
Modified Budget	District 1	District 2	District 3	District 4	District 5	District 6	District 7	Total
Personal Services	386,525	391,796	407,758	390,448	396,870	397,356	421,608	2,792,360
Operating	24,368	24,368	24,368	24,368	24,368	24,368	24,368	170,576
Total	410,893	416,164	432,126	414,816	421,238	421,724	445,976	2,962,936