

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
ACTION AGENDA SUMMARY

DEPT: General Services Agency

BOARD AGENDA # \*B-14

Urgent  Routine

AGENDA DATE March 15, 2011

CEO Concurs with Recommendation YES  NO

4/5 Vote Required YES  NO

(Information Attached)

SUBJECT:

Approval to Retain One Filled Housekeeper/Custodian Position Previously Approved for a Reduction-in-Force in the Facilities Maintenance Division

STAFF RECOMMENDATIONS:

Approve the General Services Agency (GSA) Facilities Maintenance Division to retain one filled full-time Housekeeper/Custodian position previously approved for a Reduction-in-Force.

FISCAL IMPACT:

The Housekeeper/Custodian position has an annual salary cost of \$61,510. The General Services Agency has sufficient appropriations this fiscal year and in Budget Year 2011-2012 to fund this position.

BOARD ACTION AS FOLLOWS:

No. 2011-164

On motion of Supervisor DeMartini, Seconded by Supervisor Withrow

and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Withrow, DeMartini, and Chairman Monteith

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1)  Approved as recommended

2)  Denied

3)  Approved as amended

4)  Other:

MOTION:



ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

Approval to Retain One Filled Housekeeper/Custodian Position Previously  
Approved for a Reduction-in-Force in the Facilities Maintenance Division

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**DISCUSSION:**

On March 1, 2011 the Mid-Year Financial Report for Fiscal Year 2010-2011 included the reduction-in-force of ten filled positions in the General Services Agency budget, which was approved by the Board of Supervisors. Three of the positions included were assigned to the facilities maintenance – janitorial division, including one Housekeeper/Custodian. Due to a series of changes in staffing, this position was included in error.

The General Services Agency Director has met individually with each department to determine their service needs for the Budget Year 2011 – 2012. Based on the current service level, adjusted for requested changes in service, it was determined that GSA would need ten (10) janitorial positions. The reductions-in-force included in the Mid-Year Financial Report were to bring current staffing levels in line with the stated needs of County departments. On February 12, 2011 a Housekeeper/Custodian retired and the reduction-in-force plan was not modified to account for that retirement. With the reduction-in-force approved, GSA – Facilities Maintenance janitorial staff would be reduced to nine (9) positions, which is insufficient to provide the necessary services to County departments, based on their requested service levels.

At this time, staff recommends the Board to approve to retain one filled Housekeeper/Custodian position previously approved for a reduction-in-force effective April 23, 2011.

**POLICY ISSUES:**

The Board should consider if this agenda item is consistent with the Board of Supervisor's priority of Efficient Delivery of Public Services by meeting department's service needs.

**STAFFING IMPACT:**

It is recommended to retain one filled full-time Housekeeper/Custodian (position #3823) previously approved for a reduction-in-force, effective upon board approval.

**CONTACT PERSON:**

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