

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

DEPT: Chief Executive Office

BOARD AGENDA # *B-5

Urgent

Routine

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AGENDA DATE August 20, 2013

CEO Concurs with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT:

Approval to Appoint a Manager II in the Chief Executive Office above the Midpoint of the Salary Band

STAFF RECOMMENDATIONS:

Approve the appointment of Janice Curtin to the position of Manager II in the Chief Executive Office at a salary above the midpoint of the band, which is \$78,956.80 annually.

FISCAL IMPACT:

The cost of filling the Manager II position at a salary above the midpoint of the salary band, including full salary benefits and the current 5% salary deduction, is approximately \$106,500 annually. Funding is available in the Chief Executive Office - Operations & Services Fiscal Year 2013 - 2014 budget.

BOARD ACTION AS FOLLOWS:

No. 2013-421

On motion of Supervisor Monteith, Seconded by Supervisor Withrow

and approved by the following vote,

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

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

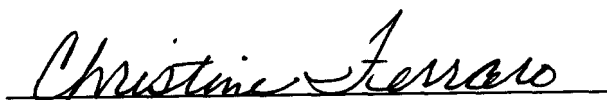
1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

4) _____ Other:

MOTION:



ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

DISCUSSION:

The Chief Executive Office offers a variety of leadership and management opportunities in support of the County's commitment and vision to be "a county that is respected for its service in the community". Specifically, the office oversees the management of County resources and provides for the long-range financial, facilities and organizational planning; ensures that County departments are producing services and results in accordance with the Board's goals, priorities, policies, budgets and legal mandates; and improves management and business technology to guarantee the most effective use of County personnel, money, facilities and equipment. Chief Executive Office staff work closely with representatives from all County departments.

Management Consultants serve as the primary management representatives in support of the Chief Executive Office. Management Consultants in Finance and Operations are responsible for providing oversight through the County budget process and direct operational support to County departments. Incumbents perform detailed analysis of budget and fiscal issues, evaluate systems, prepare and review comprehensive spreadsheets and financial reports and identify opportunities for improvement, and provide daily support to departmental contacts on budget and operational issues.

Ms. Curtin is currently employed as a Senior Manager, Marketing for Macerich-Vintage Faire Mall. Her duties include strategic planning, brand positioning, public relations, market research, income generation, and developing community partnerships.

Other duties and assignments include:

- Develop and implement property's strategic business plan;
- Increase Net Operating Income;
- Collaborate on cross-functional team based projects;
- Maintain fiscal responsibility;
- Development and execution of an annual public relations plan;
- Position Vintage Faire Mall as the premier shopping center in trade area of 36 zip codes;
- Foster relationships with local media;
- Execute and report on bi-annual community audits;
- Market research; and
- Create and implement strategic promotions, national brand events, digital presence, public relations and social media with focus on maintaining the center's brand.

Ms. Curtin has been with her current employer for 12 years. Her current annual salary is \$80,400 and she is not able to accept this position at a level below the midpoint of the Manager II band, which is \$71,364.80 annually. In addition, she will be forfeiting benefits that she has accrued based on her length of time with Macerich.

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The Chief Executive Office conducted a competitive recruitment for existing vacancies. Ms. Curtain was a top candidate and has significant management and fiscal experience overall. The Chief Executive Office is very fortunate to have Ms. Curtain join our team and recommends the appointment of Manager II above the midpoint of the salary band, which is \$78,956.80 annually.

POLICY ISSUE:

Board approval is required to appoint unclassified employees at fifty-one percent or above the salary band. Approval of this appointment supports the Board's priority of Efficient Delivery of Public Services by ensuring that the Chief Executive Office employs highly qualified candidates.

STAFFING:

Approval of this appointment will allow a vacant Manager position in the Chief Executive Office to be filled with a highly qualified applicant.

CONTACT:

Patricia Hill-Thomas, Chief Operations Officer/Assistant Executive Officer 525.6333