



Legislation Details (With Text)

File #: 2020-0950
Type: Consent Calendar Item **Status:** Agenda Ready
File created: 9/14/2020 **In control:** Transportation and Public Works
On agenda: 11/10/2020 **Final action:**
Title: Transportation and Public Works - Airport Division Senior Office Assistant
Sponsors: Transportation and Public Works
Indexes:
Attachments: 1. Summary Report, 2. Resolution

Date	Ver.	Action By	Action	Result
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To: Board of Supervisors
Department or Agency Name(s): Transportation and Public Works
Staff Name and Phone Number: Johannes J. Hoevertsz 707-565-2231
Vote Requirement: Majority
Supervisorial District(s): Countywide

Title:
Transportation and Public Works - Airport Division Senior Office Assistant

Recommended Action:

Adopt a Resolution amending the Department Allocation list of the Department of Transportation and Public Works - Airport Division to add a 1.0 full-time equivalent Senior Office Assistant allocation and delete a 1.0 full-time equivalent Office Assistant II allocation, effective November 10, 2020.

Executive Summary:

The Department of Transportation and Public Works - Airport Division (Airport) requests to add 1.0 full-time equivalent (FTE) Senior Office Assistant (SOA) position to support the Airport front office. The SOA position would replace the vacant Office Assistant II (OAll) position that is currently allocated for this role. With the responsibilities of this position becoming increasingly complex as the Airport has been experiencing growth, it has become necessary to consider a higher level position that can perform the required scope of work.

Discussion:

Background

The Airport consists of 20 FTEs. Currently, the positions allocated to support the Airport front office are an OAll and SOA positions. Over time, the complexity of tasks and workload of the front office staff have increased, as the Airport is undergoing major construction projects, implementing a new software system, and adapting to new demands created by recent and continuing disasters. The duties of the OAll position have evolved accordingly, and are now best suited to the SOA classification.

The Airport front office is critical to delivering services and maintaining compliance with Transportation Security Administration (TSA) regulations. Without qualified staff functioning at an SOA level, communications can be delayed, critical projects are deferred and time-sensitive tasks are overdue. Staffing this position at a SOA level will provide an opportunity for cross training in all aspects of the front office.

Request

In an effort to enhance services to the public through Airport activities, increase the capacity of the front office position and improve the likelihood of retaining staff, the Airport is requesting to upgrade the current, vacant OAll allocation to an SOA position. The position will continue to report to an Administrative Aide and duties will include managing incoming calls and visitors, creating invoices, processing noise complaints, managing filing systems, ordering and maintaining office supplies, managing incoming and outgoing mail, assisting with TSA required badging processes and badge issuance, and accepting payments.

In FY 20-21, funding for the requested position will be paid from Airport Operations budget, and reimbursed through Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding. On May 13, 2020, the Airport was approved for \$19,661,086 in CARES Act funding through the Federal Aviation Administration (FAA). This amount was determined based on a combination of 2017 data for enplaned passengers, revenues, and classification of airports. This funding is available for three years, and may be used to reimburse all airport related expenditures.

The proposed position change has been approved by the Human Resources Department and they are supportive of the body of work described. Therefore, the Airport requests the Board adopt a Resolution amending the Department Allocation list of Transportation and Public Works - Airport Division to add a 1.0 full-time equivalent Senior Office Assistant allocation to support the Airport front office and delete a 1.0 full-time equivalent Office Assistant II allocation.

Prior Board Actions:

None.

FISCAL SUMMARY

Expenditures	FY 20-21 Adopted	FY21-22 Projected	FY 22-23 Projected
Budgeted Expenses	\$9,968	\$10,466	\$10,990
Additional Appropriation Requested			
Total Expenditures	\$9,968	\$10,466	\$10,990
Funding Sources			
General Fund/WA GF			
State/Federal - CARES Act Reimbursement	\$9,968	\$10,466	\$10,990
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	\$9,968	\$10,466	\$10,990

Narrative Explanation of Fiscal Impacts:

This position will be funded through the Airport Operations budget, which is sourced through revenues from various rents, fuel, and concessions. Position costs will initially be paid through these sources and are anticipated to be reimbursed by CARES Act funding through FY 23. The SOA position would not require an additional appropriation in the current fiscal year. This is based on the minimal salary increase that will result from the upgrade and the current cost savings based on the OAll position remaining vacant and budgeted for at "I" step. All numbers in the fiscal summary include budget estimates for salary and benefits.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Senior Office Assistant	\$3,737.68-\$4,541.23	1.0	0.0
Office Assistant II	\$3,280.26-\$3,986.40	0.0	-1.0

Narrative Explanation of Staffing Impacts (If Required):

This request will add 1.0 Senior Office Assistant full-time equivalent position and delete 1.0 Office Assistant II full-time equivalent position.

Attachments:

Resolution

Related Items "On File" with the Clerk of the Board:

None