

EXECUTIVE OFFICER SUMMARY REPORT
July 9, 2004

ITEM: 10

SUBJECT: **NEED FOR ADMINISTRATIVE SUPPORT**

The Executive Officer will provide an update on the hiring freeze, recruitment process, and efforts to upgrade the Executive Secretary classification. (*Deborah Jayne*)

PURPOSE: The purpose of this Item is to inform the Governing Board about the status of efforts to secure administrative assistance and to ask for the Board's concurrence to upgrade the available position from Executive Secretary to Associate Governmental Program Analyst.

DISCUSSION: Our Requests for Exemption from the Freeze on hiring and contracting made it as far as the Department of Finance. On July 1, the hiring freeze was lifted and I am told we are now free to begin the recruitment process.

Because the Conservancy will be a state Agency with a staff of only two for the foreseeable future, it will be very important that my assistant is competent in handling all administrative functions for the Agency. I have developed a job description and needs analysis to determine the most appropriate classification for hire. Based on that analysis and discussions with many knowledgeable people¹, it is my opinion that the Associate Governmental Program Analyst (AGPA) classification is the best overall fit for the position and the Conservancy's needs.

An AGPA is a professional (journey) level person with the skill set needed to assist me in day-to-day operations and to manage the office in my absence. An AGPA will have strong computer skills, be adept at managing contracts and databases, and be able to assist me with the preparation of grant applications, budget projections, and the numerous fiscal reports required each year. An AGPA will also be able to write, handle Board meeting preparations, develop and manage the Agency file system, and conduct Agency procurement and accounting, etc.

I have developed a draft job announcement and plan to advertise the position as either a Staff Services Analyst (SSA) or an Associate

Governmental Program Analyst (AGPA). The SSA is the lower classification in the series. If I am able to find an SSA candidate with the requisite skill set, I will hire an SSA. SSAs of course make less money and have potential to promote to the AGPA classification.

I plan to pay for the upgrade in classification with the substantial savings realized by leasing office space from the Regional Board. I have been assured that this flexibility exists in our Support Budget and that no other Agency approvals are needed for the upgrade. Executive Secretaries earn a maximum salary of \$39,000. SSAs earn a maximum salary of \$43,000. AGPAs earn a maximum salary of \$60,000. I used the \$60,000 salary, plus benefits at 29%, in my FY 04/05 and FY 05/06 budget projections.

I am requesting your blessing to upgrade the Conservancy's available position from an Executive Secretary to an AGPA. With your concurrence, recruitment to fill this position will be my single highest priority following today's Board meeting.

LEGAL CONCERNS: None.

FISCAL IMPACT: Described in Discussion above

SUPPORTING
DOCUMENTS: None.

RECOMMENDATION: Concur with recommendation to upgrade the Conservancy's administrative position from an Executive Secretary to an Associate Governmental Program Analyst (AGPA).

¹ I consulted with Regine Serrano, Chief of Administration at the Coastal Conservancy (who will assist me with the hire), Art Coe (Assistant Executive Officer for the Regional Board), and several Executive Officers of other state-chartered Conservancies.