

Agenda Date: December 20, 2012
Agenda Placement: Regular
Estimated Time: 5 Minutes
Continued Item: No

Board Agenda Item

TO: Air Pollution Control District Board

FROM: Dave Van Mullem, Air Pollution Control Officer

SUBJECT: Proposed Division Reorganization

RECOMMENDATION:

Receive briefing and provide input or comments on proposed division reorganizations.

DISCUSSION:

As the District continues to reduce in size and due to recent and upcoming retirements, it is advantageous at this time to review class specifications, as well as a review of our overall organization to improve productivity and efficiency while ensuring the retention of our dedicated and hardworking staff.

Our proposed organizational structure is illustrated by the attached organization chart. Essentially, the proposed changes to the management structure include splitting the Engineering and Compliance Division into two separate divisions, and shifting the Human Resource function into the Business Manager division. This path forward would provide the benefit of leveling staff size, and creating a more even span and control within each division of the APCD.

Historically, the Engineering and Compliance functions were handled by separate managers, as they are inherently different functions; Engineering is primarily focused on permitting stationary sources; Compliance is primarily focused on enforcement and citizen complaints. However, in 2004 the divisions were combined primarily to “alleviate increasing per employee costs in workers compensation insurance and retirement benefits”. After evaluating eight years of a combined division as well as reviewing the structure of other medium sized air districts, we have determined that the separation of the engineering and compliance divisions should be revisited.

Regarding Human Resources, this function has historically reported directly to the APCO. However, after reviewing the structure of businesses and districts of our size (48 FTE), all administrative functions generally report to the equivalent of the APCD’s Business Manager. As such, we are proposing the Human Resources function be moved from reporting directly to the

APCO, to under the supervision of the Business Manager. The shifting of the Human Resource function to the realm of the Business Manager section would allow the more ministerial duties to be removed from the direct supervision of the APCO.

FISCAL IMPACT:

The funding for the above reorganization would result in no net change to this year's budget.

ATTACHMENTS: (2)

Current and Proposed Organizational Charts