

BOARD MEETING DATE: January 6, 2023

AGENDA NO. 4

PROPOSAL: Amend FY 22-23 Budget by Adding and Deleting Positions Throughout the Agency to Address Operational Needs, and Adopt a New Class Specification

SYNOPSIS: This item is to amend the FY 2022-23 Budget to add and delete positions throughout the agency in order to address operational needs. This action will result in an increased annual cost of \$137,250. Sufficient funding is available in the FY 2022-23 Budget and will be requested in future budgets. This item is also to adopt a new Supervising Graphic Arts Illustrator class specification. Funding for this position is in the current budget.

COMMITTEE: Administrative, December 9, 2022; Recommended for Approval

RECOMMENDED ACTIONS:

1. Amend the FY 2022-23 Budget to add and delete positions, resulting in the addition of 2 net authorized/funded position(s), as set forth in Attachment A; and
2. Adopt a new Supervising Graphic Arts Illustrator class specification, as set forth in Attachment B, and add it to Section 53 (Table of Classes) of the Salary Resolution.

Wayne Natri
Executive Officer

AJO:mm

Background

Under the direction of the Executive Officer and the Chief Operating Officer, each division continually reviews and assesses staffing resources and functionality to determine whether changes should be made to increase efficiency and effectiveness of South Coast AQMD programs. In addition, current and potential future staff changes are assessed to determine measures to implement management's succession planning program. The annual budget reflects short- and long-term staffing allocations and changes are being proposed to address operational needs.

Proposal

Staff is recommending changes to the position allocation in the FY 2022-23 Budget. (See Attachment A). These changes include permanent and short-term positions. For succession planning, a short-term supervisor position is being added to the Executive Office, and a short-term senior manager position is being deleted. This action will balance the types of positions available for succession planning purposes. Short-term positions are assigned to divisions as the need arises and are only budgeted for the remainder of FY 2022-23 and for FY 2023-24. The Executive Officer will evaluate whether these or other measures will be necessary in future budgets for succession planning or other workforce development goals.

In addition, there is periodic evaluation of management and executive management functions to ensure programs have appropriate guidance and supervision. In this regard, a Monitoring Operations Manager position is being deleted in the Technology Advancement Office and a Clean Fuels Officer position is being added. The Clean Fuels Officer will be assigned to the MSRC Administration unit.

Other proposed changes will improve the effectiveness and efficiency of agency programs and support functions. A Staff Assistant position is being added to the Office of Diversity, Equity & Inclusion to provide administrative and program support. In addition, Administrative Assistants are being added or deleted in accordance with operational needs in the Finance, Information Management and Monitoring and Analysis divisions.

This item also recommends the approval of a new class specification for a position to be added in the Legislative, Public Affairs & Media Office. The Supervising Graphic Arts Illustrator will supervise and coordinate the activities of the Graphics Department in the Media Office. The position will also facilitate agency communication efforts, by providing technical and artistic advice on standards and procedures.

Resource Impacts

Funding for the net cost of adding and deleting positions is estimated to be \$137,250 annually. Sufficient funding is available in the FY 2022-23 Budget and will be requested in future budgets. Funding for the new Supervising Graphic Arts Illustrator class specification was previously appropriated into the FY 2022-23 Budget.

Attachments

- A - Amendments to FY 2022-23 Budget, positions added/deleted
- B - Supervising Graphic Arts Illustrator Class Specification

Attachment A

Amend the FY 2022-23 Budget to Add and Delete Positions

Division	ADD	DELETE
DEI	1- Staff Assistant	
EO	1- Supervisor (AQ Analysis & Compliance Supervisor or Program Supervisor) (short-term)	1- Senior AQ Engineering Manager (short-term)
Finance	1- Administrative Assistant I	
IM	1- Administrative Assistant I	
MAD		1- Administrative Assistant II (ID # 1617)
TAO	1- Clean Fuels Officer	1 – Monitoring Operations Manager (ID # 1674)

ATTACHMENT B

TITLE: SUPERVISING GRAPHIC ARTS ILLUSTRATOR

\$31.06 - \$42.04 Hourly

\$2,484.73 - \$3,363.59 Biweekly

\$5,383.59 - \$7,287.77 Monthly

\$64,603.08 - \$87,453.24 Annually

DEFINITION: The Supervising Graphic Arts Illustrator directs the production and layout of agency graphics needs, facilitating communication and collaboration across departments to ensure standards are met. Under direction, the Supervising Graphic Arts Illustrator plans, organizes, supervises, and coordinates the activities of agency Graphics Department; provides technical and artistic advice, develops procedures and manages agency equipment and resources; compiles, prepares, and maintains a variety of statistical and production records and reports; and does other work as required.

CLASSIFICATION STANDARDS: This single-position class reports to the Media Manager in Legislative, Public Affairs and Media. Responsibility to plan, organize, and supervise the activities of staff engaged in performing a variety of complex illustrative, graphic arts and video responsibilities produced by the Graphics Department. This class is further characterized by the responsibility to independently establish and ensure work standards, methods, and operation procedures for the unit. The Supervising Graphic Arts Illustrator class is distinguished from the classes of Graphic Arts Illustrator II in that the position performs complex and specialized graphics arts and supervision.

EXAMPLES OF DUTIES:

Plans, organizes, supervises, and coordinates the work of staff engaged in illustrative and graphic arts related activities.

Oversees day-to-day workflow and output of the unit, prioritizing and assigning projects.

Reviews and oversees graphics requests completed by staff to ensure that tasks meet deadlines and are completed consistent with the agency brand, quality, and set standards.

Reviews graphics request for accuracy, completeness, quality, visual effectiveness, and confers with immediate supervisor concerning staff, equipment, and any operational problems.

Ensures district procedures for logo use, design, colors, branding and language used is in line with agency standards.

Provides guidance and leadership on projects; creates and implements additional training and development as needed.

Schedules and leads regular departmental meetings to discuss projects and priorities for team members and to address questions or concerns regarding company policies and procedures.

TITLE: SUPERVISING GRAPHIC ARTS ILLUSTRATOR

Maintains portfolio of completed projects.

Attends design consultation meetings for unusual or large-scale projects and oversees the creation of designs, concepts and layouts.

Assists team members with projects as needed including video, computer graphics, web page graphics, logos, illustrations, advertisements, brochures, and photography.

Serves as liaison to other departments regarding graphic work and works with graphics staff to complete projects.

Stays updated on the latest techniques and procedures used in design and suggest new ways of improving the quality of designs.

Assists the team members to choose the right style, attractive graphics, images, and other visual elements to adept them according to the objectives of the project.

Evaluates current graphic design trends and techniques to ensure that the agency is using the latest styles in its marketing materials.

Evaluates software, equipment, audio/visual and materials needed to complete work; initiates proper procurement procedures.

Plans, develops, and revises unit procedures, controls, work methods, reports, charts, and forms.

Trains and instructs employees on operational procedures, equipment usage, and work priorities; provides technical guidance to staff and responds to difficult or unusual problems, requests and inquiries; resolves problems with unit equipment.

Participates in the selection of staff; arranges work schedules and approves vacations, and time off requests; prepares written documentation for overtime requests and submits for supervisory review; reviews and approves employee timecards.

Maintains performance records and prepares and reviews annual and probationary performance appraisals with staff; initiates and documents corrective or disciplinary actions taken to resolve work performance problems.

Operates color graphics, word processing, phototypesetting, and peripheral equipment as required.

Performs other duties as required.

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MINIMUM REQUIREMENTS:

Education

- Graduation with a bachelor's degree from an accredited college or university, preferably with a major in graphic design, art, business administration, public administration, or a closely related field may substitute for up to one year of the required non-supervisory experience.

And/Or

- Certifications that demonstrate expert knowledge, skill, and abilities in graphic arts

Experience

- Four years of progressively responsible experience in graphic arts, one year of which must have included the formulation and development of original artwork and designs freehand drawing and lettering.
- One year at the lead worker level

SKILLS AND ABILITIES:

- Project management and managerial experience
- Desktop publishing software skills such as Photoshop, InDesign, Microsoft Office Suite, and Video Editing experience.
- Thorough understanding of typography, drawing, and lettering techniques.
- Proficient in Microsoft Office Suite or related software and graphic design software such as Adobe Creative Suite.
- Understanding of, or ability to learn, art and print methods that relate to the organization's product and packaging needs.
- Excellent organizational skills and attention to detail.
- Excellent creative and innovative skills
- Excellent sense of design.
- Strong leadership skills.
- Excellent verbal and written communication skills.

KNOWLEDGE OF: Principles, techniques, and methods to plan, organize, and coordinate complex graphic arts projects; principles of graphic and layout designs, photography, videography, composition and color, and graphic arts equipment, materials, and supplies; lettering styles and methods, and techniques of drawing, charting, and diagraming; modern office practices and procedures; Business English to review and edit finished copy for correct spelling, grammar, and function; arithmetical computations required for recordkeeping purposes.

TITLE: SUPERVISING GRAPHIC ARTS ILLUSTRATOR

ABILITY TO: Plan, organize, and review complex graphic arts projects for accuracy, quality, visual effectiveness, and adherence to instructions and prescribed work methods; develop and revise procedures, forms, controls, and work methods; identify, analyze, and resolve problems related graphic arts projects and equipment; develop and maintain accurate and detailed records; effectively communicate in both verbal and written forms; establish and maintain cooperative relations with staff, District personnel, vendors, and representatives of other agencies.