

BOARD MEETING DATE: December 3, 2021

AGENDA NO. 9

**PROPOSAL:** Amend FY 2021-22 Budget to Address Operational Needs by Adding a Partially Funded Position for Succession Planning Purposes

**SYNOPSIS:** This item is to amend the FY 2021-22 Budget to add a partially funded Designated Deputy position to the Executive Office budget in order to address succession planning needs. Specifically, this item is to add a Designated Deputy position, equivalent to the Chief Operating Officer, but budgeted as 0.25 FTE. This position will be utilized to allow two employees to hold the same position during a limited transition period. Funding for the budget amendment is available in the FY 2021-22 Budget.

**COMMITTEE:** No Committee Review

**RECOMMENDED ACTIONS:**

Amend the FY 2021-22 Budget to add a partially funded Designated Deputy Position, equivalent to the Chief Operating Officer position, to the Executive Office, resulting in the addition of a 0.25 FTE authorized/funded position.

Wayne Nastri  
Executive Officer

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**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. The annual budget reflects staffing allocations and an amendment is being proposed to address operational needs.

As part of the organizational development process, South Coast AQMD's succession plan calls for the periodic evaluation of long-term staffing needs in relation to available knowledge, skills and experience of current staff. Based on this evaluation, measures can be implemented to address future needs, such as training, job assignments and other development activities. Succession planning may also include identifying management and executive management positions where an overlap of tenures for the new person and the outgoing incumbent would be beneficial to the agency.

**Proposal**

Staff is recommending a change to the position allocation in the FY 2021-22 Budget by adding a partially funded Designated Deputy position, equivalent to the Chief Operating Officer position, to the Executive Office. The allocation of a 0.25 FTE would allow for two employees to hold the same position for up to three months. This structure would allow for flexibility in staffing decisions because this partially funded FTE could be used for any position with a salary equal to or lesser than the Chief Operating Officer designation. When deemed appropriate by the Executive Officer, this arrangement would provide the opportunity to prepare a transition plan to ensure any affected departments and programs will maintain consistent guidance and supervision.

**Resource Impacts**

Funding for the cost of adding a 0.25 FTE Designated Deputy position at the Chief Operating Officer salary level is available in the FY 2021-22 Budget.