



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

From: Personnel

Subject: Amendment to County Code Section 1.04.140 - County Administrative Officer Title Change

Meeting Date: February 25, 2025

Formal Title: Consider approving in concept "Ordinance Amending Section 1.04.140 of the Santa Cruz County Code Relating to Definitions and Titles Associated With the County Administrative Office", and take related actions

Recommended Actions

1. Consider approving in concept the attached "Ordinance Amending Section 1.04.140 of the Santa Cruz County Code Relating to Definitions and Titles Associated With the County Administrative Office" to reflect proposed changes to associated position titles and department name of the County Administrative Office;
2. Schedule the ordinance for final adoption on March 11, 2025;
3. Direct the Clerk of the Board to publish the Notice of Proposed Ordinance Summary in a newspaper of general circulation at least five days prior to the scheduled second reading and final adoption, pursuant to Government Code Section 25124; and
4. Authorize the Personnel Director, the Auditor-Controller-Treasurer-Tax Collector, and the County Administrative Officer to take all necessary administrative steps to effectuate the changes as described in this ordinance.

Executive Summary

The County Administrative Office (CAO) and the Personnel Department are requesting an amendment to the County Code to change the title of the County Administrative Officer to "County Executive Officer" and the name of the department to the "County Executive Office." Additionally, updating and conforming the related position titles of Assistant County Administrative Officer and Deputy County Administrative Officer.

Discussion

The County Administrative Office is responsible for supervising County departments and functions, maintaining the County budget, managing strategic initiatives, communications, legislative advocacy, intergovernmental relations, and emergency operations. The proposed changes aim to clarify the positions' purpose and department's role, emphasizing a more executive, strategic and leadership-oriented function within the County Administrative Office.

Additionally, the Personnel Department conducted a study of our eight comparable counties. Based on our review, four of the eight counties have modernized their department name to "County Executive Office." The study also identified that five of

eight counties have updated the County Administrative Officer classification title to “County Executive Officer” and made conforming changes to related position titles.

Financial Impact

The County Administrative Officer classification and any corresponding positions are currently designated in the County Administrative Office’s budget. There will be no additional impact on the County Budget.

Strategic Initiatives

Equity Framework - Workplace & Workforce, Leadership, Operations & Services
Operational Plan - Operational Excellence

Submitted By:

Ajita Patel, Personnel Director

Recommended By:

Carlos J. Palacios, County Administrative Officer

Artificial Intelligence Acknowledgment:

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.