



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Dom Zanger
District No. 1
Vice-Chair

Kollin Kosmicki
District No. 2
Chair

Mindy Sotelo
District No. 3

Angela Curro
District No. 4

Ignacio Velazquez
District No. 5

Item Number: 3.2

MEETING DATE: 02/11/2025

DEPARTMENT: HUMAN RESOURCES

AGENDA ITEM PREPARER: Rose Justo

DEPT HEAD/DIRECTOR: Henie Ring

SUBJECT:

HUMAN RESOURCES – H. RING

Accept introduction and waive first reading of proposed administrative ordinance entitled "An Ordinance of the Board of Supervisors of the County of San Benito Rescinding in Part and Amending in Part Ordinance 513 and County Code Sections 3.01.090 et. seq." to amend the duties and responsibilities of the position of the County Administrative Officer, with continuance to next regular meeting for adoption.

SBC FILE NUMBER: 630

ORDINANCE NO.: 1078

AGENDA SECTION:

REGULAR AGENDA

BACKGROUND/SUMMARY:

The County Administrative Officer (CAO) position was originally created by ordinance in 1966, with amendments made in 2019. However, the core duties and responsibilities of the role have not been updated since that time. As part of the preparation for the upcoming CAO recruitment, it's necessary to update the job specification and its associated duties.

To streamline the process of updating these duties in the future, it is recommended that we establish the CAO's responsibilities through a resolution moving forward. This approach will ensure that the job specification remains current and aligned with the evolving needs of the County.

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

Yes

CONTRACT NEEDED FOR THIS ITEM:

N/A

RFP AND BID HISTORY:

N/A

LAST CONTRACT AMOUNT OR N/A:

N/A

CONTRACT HISTORY (Describe all amendments and previous contracts):

N/A

STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

Yes

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

No

STRATEGIC PLAN GOALS: 3. Technology

No

STRATEGIC PLAN GOALS: 4. Community Engagement

No

STRATEGIC PLAN GOALS: 5. Health & Safe Community

No

BUDGETED:

N/A

BUDGET ADJUSTMENT NEEDED:

N/A

SOURCE OF FUNDING:

N/A

UNFUNDED MANDATE:

N/A

SBC BUDGET LINE ITEM NUMBER:

N/A

CURRENT FY COST:

N/A

STAFF RECOMMENDATION:

Accept introduction and waive first reading of "An Ordinance of the Board of Supervisors of the County of San Benito Rescinding in Part and Amending in Part Ordinance 513 and County Code Sections 3.01.090 et. seq." to amend the duties and responsibilities of the position of the County Administrative Officer. Staff recommends returning the ordinance for adoption at the next regular meeting.

BOARD ACTION RESULTS:

Introduced and waived first reading per staff recommendation. (5/0 vote)

ATTACHMENTS:

[CAO Ordinance](#)