



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Dom Zanger
District No. 1

Kollin Kosmicki
District No. 2

Mindy Sotelo
District No. 3
Vice-Chair

Angela Curro
District No. 4
Chair

Bea Gonzales
District No. 5

Item Number: 2.1

MEETING DATE: 11/12/2024

DEPARTMENT: COUNTY COUNSEL

AGENDA ITEM PREPARER: Shandell Levine

DEPT HEAD/DIRECTOR: David Prentice

SUBJECT:

COUNTY COUNSEL - D. PRENTICE

Review, discuss, and consider approving job specifications for Senior Executive Advisor, set salary at current CAO pay of \$25,802.98 per month plus benefits, place the position on county position allocations, review and approve an agreement with County Administrative Officer accepting a position as Senior Executive Advisor, and direct staff to begin update of County Administrative Officer (CAO) job specifications and recruitment for CAO.

SBC FILE NUMBER: 160

AGENDA SECTION:

REGULAR AGENDA

BACKGROUND/SUMMARY:

The current County Administrative Officer contract is set to expire on February 7, 2026. The proposed contract terms need to be discussed and approved to ensure a smooth transition.

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

No

CONTRACT NEEDED FOR THIS ITEM:

Yes

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:

Yes

BUDGET ADJUSTMENT NEEDED:

No

SOURCE OF FUNDING:

General Fund

UNFUNDED MANDATE:

N/A

SBC BUDGET LINE ITEM NUMBER:

101.15.1010.1000.610

CURRENT FY COST:

327,866

STAFF RECOMMENDATION:

1. Consider and potentially approve job specifications for Senior Executive Advisor, set salary at current CAO pay of \$25,802.98 per month plus benefits, and direct staff to take actions to place the position on county position allocations;
2. Review and potentially approve an agreement with County Administrative Officer accepting a position as Senior Executive Advisor to effect seamless succession, and;
3. Direct staff to begin update of County Administrative Officer (CAO) job specifications and recruitment for CAO.

ATTACHMENTS:

[Senior Executive Advisor Job description](#)

[Amendment #5 - Ray Espinosa](#)

[Amendment #4 - Ray Espinosa](#)