



Board Agenda Item 50

DATE: May 1, 2018

TO: Board of Supervisors

SUBMITTED BY: Delfino E. Neira, Director, Department of Social Services

SUBJECT: Department of Social Services Salary Resolution

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution (Appendix “C”) deleting three Account Clerk I/II/III positions and adding three Account Clerk I/II/III - Confidential positions for Org 5610 effective May 7, 2018.

Approval of the recommended action will allow the Department to reclassify three Account Clerk (AC) positions in the Department’s Personnel Division whose current responsibilities include the review of confidential information for Department staff. The reclassification of these staff members to confidential would hold them accountable to confidential requirements as described in approved Memorandums of Understanding (MOU) with labor groups, with no Net County Cost.

ALTERNATIVE ACTION(S):

Your Board could choose not to approve the recommended action, which would result in no change to the AC classification within the Department.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. Approval of the recommended action will allow the Department to reclassify the Department’s Personnel Division ACs to a confidential classification. There is no additional cost associated with this recommended action as the classifications have the same Band/Range.

DISCUSSION:

Approval of the recommended action will allow the Department to reclassify three (3) Account Clerk positions currently assigned to the Department’s Personnel Division to a confidential classification. Duties for staff assigned to the Personnel function include reviewing all timesheets for accuracy and compliance with applicable MOUs, highlighting errors and/or making corrections to resolve discrepancies as needed, and answering timesheet-related questions from staff and senior management. They work closely with other Department Personnel staff, which includes reviewing Work Status Reports submitted by On the Job Injury (OJI) doctors to ensure accurate recording of appointments in timesheets, ensuring employee timesheets are consistent with imposed disciplinary actions, assisting in division projects (e.g. purging personnel documents), and pulling timesheet archives as needed. Personnel staff are entrusted with maintaining sensitive information about employees, and they must protect this information under laws governing confidentiality.

Fresno County Human Resources concurs with the recommendation, and Bargaining Unit 12 was noticed regarding the proposed changes and did not wish to meet and confer on the issue.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution - Appendix "C"

CAO ANALYST:

Ron Alexander