



Board Agenda Item 39

DATE: January 23, 2018
TO: Board of Supervisors
SUBMITTED BY: Paul Nerland, Director of Human Resources
SUBJECT: Salary Resolution Amendment - Human Resources

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution deleting one vacant Office Assistant I/II/III - Confidential, one vacant Human Resources Technician I/II/III - Confidential, and adding one Human Resources Analyst I/II/III position in Human Resources Org 1010, effective January 29, 2018 as reflected on Appendix "D".

There is no additional Net County Cost associated with the recommended action, which will decrease the total number of staff in Org 1010 by one position. Deleting one vacant Office Assistant I/II/III - Confidential position and one vacant Human Resources Technician I/II/III - Confidential position, and adding one Human Resources Analyst I/II/III position will allow the department of Human Resources to deliver recruitment and classification/compensation services to County departments timely and effectively.

ALTERNATIVE ACTION(S):

If your Board were not to approve the recommended action, position allocation in Org 1010 would remain unchanged.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The deletion of one existing vacant Office Assistant I/II/III - Confidential position and one existing vacant Human Resources Technician I/II/III - Confidential position, and the addition of one Human Resources Analyst I/II/III position will result in a salary and benefit savings of \$10,615 for the remainder of FY 2017-18. The total estimated annualized salary and benefit savings is \$25,091.

DISCUSSION:

The Employment Services Division within the Department of Human Resources provides centralized human resources services to County departments, including; recruitment and examination activities, workforce reduction processes, classification and compensation program administration, and staff retention analyses. It is the goal of Human Resources to provide timely, effective delivery of these services in order to ensure County departments have all available staffing resources at their disposal as they provide vital services to clientele.

Since the beginning of FY 2015-16 the total number of positions allocated to County departments has increased by 354, a nearly 5% increase in total workforce. The increase in allocated positions has resulted in an increased demand by County departments for recruitment and examination activities as departments

move to fill the additional positions quickly. Additionally, requests for classification and/or compensation studies have increased substantially since the suspension of the classification and compensation program was lifted in FY 2013-14. In order to effectively and efficiently address these requests, and decrease lead times, it is recommended your Board approve the deletion of one vacant Office Assistant I/II/III - Confidential position and one vacant Human Resources Technician I/II/III - Confidential position, and the addition of one Human Resources Analyst I/II/III position.

The addition of a Human Resources Analyst I/II/III position will provide Human Resources with the staffing necessary to meet the current demand from County departments for recruitment and examination services, as well as classification and compensation study requests.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Appendix "D"

CAO ANALYST:

Sonia De La Rosa