



Board Agenda Item 37

DATE: October 23, 2018

TO: Board of Supervisors

SUBMITTED BY: Paul Nerland, Director of Human Resources

SUBJECT: Amend the County's Personnel Rules to Allow Backfilling Critically Needed Positions

RECOMMENDED ACTION(S):

Approve Amendment to the Personnel Rules adding Section 4237 to allow backfilling critically needed unrepresented, management, or senior management positions for the purpose of cross training up to a maximum of two consecutive pay periods, as reflected in Appendix E effective September 25, 2018.

Approval of the recommended action will allow for backfilling of critically needed unrepresented, management, and senior management positions for the purpose of cross training under limited circumstances up to a maximum of two consecutive pay periods. Although the recommended action was approved on September 25, 2018, the appropriate Salary Resolution appendix number was not included for the record. Reapproving this item will correct the record with the same effective date.

ALTERNATIVE ACTION(S):

If your Board does not approve the recommended action, backfilling a position for this purpose would not be authorized under any circumstances.

FISCAL IMPACT:

Any Net County Cost will be paid for by the affected County department and is subject to approval of the County Administrative Officer (CAO).

DISCUSSION:

Although the recommended action was approved on September 25, 2018, the appropriate Salary Resolution appendix number was not included for the record. Reapproving this item with the appropriate Salary Resolution appendix number assigned will correct the record.

From time to time, County Departments who are losing key unrepresented, management, and senior management due to a retirement or resignation need to fill the position before the prior incumbent has left County employment (backfilling a position). During the "backfill" period, the departing incumbent

may train a successor on critical components of their job. This helps maintain continuity in more complex County operations and contribute toward a smooth transition. During this time, an incumbent and his/her successor are paid to occupy the position concurrently. The period of this staffing backfill would be limited to no more than two consecutive pay periods.

The recommended action would amend the County's Personnel Rules to provide for the option to backfill key unrepresented, management, and senior management positions.

Approval to backfill critically needed positions would only occur in limited circumstances and with the approval of the CAO. The CAO would review requests to ensure that they meet the following criteria:

- The position is an unrepresented, management, or senior management position;
- The position requires uninterrupted staffing or intensive on-the-job training;
- Sufficient budget appropriations are available in the department's budget for the backfilled appointment; and
- A learning plan to effectively facilitate the transfer of essential knowledge and skills from the incumbent to the successor has been developed.

The Department of Human Resources continues to review and revise the County Personnel Rules in an effort to streamline processes and improve efficiencies.

REFERENCE MATERIAL:

County Personnel Rules

ATTACHMENTS INCLUDED AND/OR ON FILE:

Appendix E

CAO ANALYST:

Juan Lopez