



# County of El Dorado

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## Legislation Details (With Text)

**File #:** 11-1445      **Version:** 1  
**Type:** Agenda Item      **Status:** Approved  
**File created:** 12/13/2011      **In control:** Board of Supervisors  
**On agenda:** 12/20/2011      **Final action:** 12/20/2011

**Title:** Chief Administrative Office recommending the Board:  
 1) Approve in concept a proposed organizational strategy for the Human Resources, Risk Management and Labor Relations function;  
 2) Adopt Resolution 205-2011 establishing job classifications, salary ranges and bargaining unit designation for the positions of Human Resources Manager and Risk Manager; and  
 3) Adopt Resolution 206-2011 amending the Authorized Personnel Allocation for the Human Resources Department adding 1.0 FTE Human Resources Manager and 1.0 FTE Risk Manager.

Funding: General Fund and Risk Management Internal Service Fund

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - HR-Risk Matrix (1).pdf, 2. B - Risk Manager Job Spec.pdf, 3. C - Human Resources Manager.pdf, 4. D - Resolution-HR & Risk Mgr Positions.pdf, 5. E - Resolution-HR Mgr Salary.pdf, 6. F - Fully executed Resolution 205-2011.pdf, 7. G - Fully executed Resolution 206-2011.pdf

Date	Ver.	Action By	Action	Result
12/20/2011	1	Board of Supervisors	Approved	Pass

Chief Administrative Office recommending the Board:  
 1) Approve in concept a proposed organizational strategy for the Human Resources, Risk Management and Labor Relations function;  
 2) Adopt **Resolution 205-2011** establishing job classifications, salary ranges and bargaining unit designation for the positions of Human Resources Manager and Risk Manager; and  
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**Funding:** General Fund and Risk Management Internal Service Fund

BUDGET SUMMARY:		
Total Estimated Cost		\$108,000.00
Funding		
Budgeted	\$108,000.00	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$108,000.00	
Change To Net County Cost		\$0.00

FISCAL IMPACT/CHANGE TO NET COUNTY COST: The estimated cost of the two positions, assuming a hire date of February 1, 2012, is approximately \$108,000, or \$54,000 each. The positions will be funded through the remainder of the fiscal year through salary savings due to vacancies in the Department. The annual costs of the positions, including salary and all benefits, is approximately \$130,000 each.

**Background/Reason for Recommendation:**

Since the departure of the previous Director of Human Resources, the CAO has been working closely with the Assistant CAO and the Interim Human Resources Director to develop a strategy and organizational structure that will provide appropriate resources and stability to the County's core functions of Human Resources, Risk Management, and Labor Relations. As the Board is aware, the Human Resources Department (which includes Risk Management) has experienced staff reductions and high turnover in recent years. It is imperative that this core function be adequately staffed with skilled employees if the County's overall Strategic Investment Plan is to be successful. The attached matrix illustrates the strategy and recommended approach to managing this function.