



Legislation Text

File #: 23-1553, **Version:** 1

Health and Human Services Agency recommending the Board adopt and authorize the Chair to sign Resolution **133-2023** amending the Authorized Personnel Allocation Resolution to:

- 1) Delete one (1.0) full-time equivalent (FTE) vacant Fiscal Assistant I/II allocation; and
- 2) Add one (1.0) FTE Sr. Office Assistant allocation in the Health and Human Services Agency.

FUNDING: General Fund, Veteran Services.

DISCUSSION / BACKGROUND

On March 15, 2022, HHSA requested the Human Resources Department to reclassify a Fiscal Assistant position to a Veterans Services Representative. Based on the Classification Study Report for Fiscal Assistant I, completed November 2022, County of El Dorado Human Resources Department has responded that the most appropriate reclassification would be a Sr. Office Assistant.

Due to existing and anticipated vacancies in Veteran Services, the staffing levels are reaching a critically low level that will begin to have a negative impact on service delivery to the public. The provision for a Sr. Office Assistant position will broaden the available applicants for consideration in the recruitment process.

The Sr. Office Assistant position is the advanced-level classification in the Office Assistant series. The incumbent will be responsible for supporting reception and complex clerical needs for the Veteran Services Office.

Working directly with the Human Resources Department, HHSA has developed the attached Personnel Allocation Resolution which was approved by County Counsel.

ALTERNATIVES

The Board could decline to adopt and authorize the Chair to sign the attached Personnel Allocation Resolution, thereby retaining the current allocations in Veteran Services.

PRIOR BOARD ACTION

- 1) 06/13/23, 23-1120, CAO-Budget Hearing, FY 2023-24 Recommended Budget
- 2) 06/20/23, 23-1154, CAO-FY 2023-24 Personnel Allocation, Reso 088-2023

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources, El Dorado County Employees' Association, Local 1, AFSCME Council 57, and County Counsel

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

The addition of one FTE Sr. Office Assistant allocation has an estimated annual cost increase to the

VA budget of \$2,900. For the current fiscal year, there are sufficient savings to cover the increased cost of this position.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, provide one copy of the executed resolution to Heather Andersen in Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Olivia Byron-Cooper, Interim Director, Health and Human Services Agency