



## Legislation Details (With Text)

**File #:** 18-0886      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 5/23/2018      **In control:** Board of Supervisors

**On agenda:** 6/12/2018      **Final action:** 6/12/2018

**Title:** Human Resources Department recommending the Board adopt and authorize the Chair to sign Resolution 114-2018 to amend the authorized Personnel Allocation Resolution for the Human Resources Department by deleting one (1.0 FTE) Sr. Risk Management Analyst and adding one (1.0 FTE) Risk Management Analyst I/II, and direct that the above change be added to the Fiscal Year 2018-19 Position Allocation Schedule.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Resolution HR Add-Delete 6-12-18, 2. B - Approved Blue Route 6-12-18

Date	Ver.	Action By	Action	Result
6/12/2018	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board adopt and authorize the Chair to sign Resolution **114-2018** to amend the authorized Personnel Allocation Resolution for the Human Resources Department by deleting one (1.0 FTE) Sr. Risk Management Analyst and adding one (1.0 FTE) Risk Management Analyst I/II, and direct that the above change be added to the Fiscal Year 2018-19 Position Allocation Schedule.

### DEPARTMENT RECOMMENDATION

Human Resources Department recommending the Board approve and authorize the Chair to sign Resolution **114-2018** to amend the authorized Personnel Allocation Resolution for the Human Resources Department by deleting one (1.0 FTE) Sr. Risk Management Analyst and adding one (1.0 FTE) Risk Management Analyst I/II, and direct that the above change be added to the FY 2018-19 Position Allocation Schedule.

### DISCUSSION / BACKGROUND

The Director has been strategizing with the Risk Manager on how best to staff the Department to provide efficient and collaborative services to County employees and the public. Recently, the Sr. Risk Management Analyst was promoted through an open recruitment to the position of Risk Manager. As part of the staffing assessment, it has been determined that the department does not need a Sr.-level Risk Management Analyst at this time, and would instead like to fill the vacant position at the I/II level. The goal is to eliminate workload silos by cross-training employees and building the knowledge base of the Risk Management Analyst I/II's.

### ALTERNATIVES

The Board could choose not to approve the add/delete and require that the Human Resources Department fill the position at the Sr. level.

### OTHER DEPARTMENT / AGENCY INVOLVEMENT

Chief Administrative Office

**CAO RECOMMENDATION**

It is recommended that the Board approve this item. The position allocation change recommended above is not currently reflected in the FY 2018-19 Recommended Budget due to timing. If approved, the recommended allocation change will be reflected in an amended Position Allocation Schedule that will be presented to the Board for approval following the release of the FY 2018-19 Recommended Budget.

**FINANCIAL IMPACT**

The total annual savings by downgrading the allocation from Sr. to the I/II level is between approximately \$10,000 and \$35,000, depending on level and salary step.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board adoption and approval, please provide Katie Lee in Human Resources with a copy of the fully executed Resolution.

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Tameka Usher, Director of Human Resources  
Robert Schroeder, Risk Manager