



# County of El Dorado

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## Legislation Details

**File #:** 18-1313      **Version:** 1

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

**File created:** 8/17/2018      **In control:** Board of Supervisors

**On agenda:** 8/28/2018      **Final action:** 8/28/2018

**Title:** Chief Administrative Office, Human Resources Department, and Auditor Controller's Office recommending the Board adopt and authorize the Chair to sign Resolution 185-2018, amending the Authorized Personnel Allocation Resolution 132-2018 for the Human Resources Department and Auditor-Controller's Officer to:

- 1) Approve a reorganization of the Human Resources and Auditor-Controller's Office staffing to centralize personnel action staffing within the Auditor-Controller's Office;
- 2) Adopt the class specification of Payroll Technician as well as the Job Class Number, bargaining unit, and salary range for the new classification of Payroll Technician;
- 2 3) Delete 1.0 vacant full-time equivalent Human Resources Technician allocation in the Human Resources Department;
- 3 4) Add 2.0 full-time equivalent Payroll Technician positions to the Auditor-Controller's Office;
- 4 5) Add 1.0 full-time equivalent Administrative Analyst I/II to the Auditor-Controller's Office;
- 5 6) Provide authorization to the Director of Human Resources to make, if needed, any technical corrections to the authorized personnel allocations for the Human Resources Department and the Auditor-Controller's Office;
- 6 7) Approve the related Budget Transfer (4/5 vote required to approve budget transfer document); and
- 7 8) Direct the Auditor-Controller to develop a service level agreement with the Director of Human Resources to reflect continued, uninterrupted services to County employees. (Est. Time: 10 Min.)

**FUNDING:** General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Payroll Technican Class Spec 8-28-18, 2. B - Final Resolution 8-28-18, 3. C - Approved Blue Route 8-28-18, 4. Executed Resolution 185-2018

Date	Ver.	Action By	Action	Result
8/28/2018	1	Board of Supervisors	Approved	Pass