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County of El Dorado

Legislation Details (With Text)

File #:	21-1550 **Version:** 1		
Type:	Agenda Item	**Status:**	Approved
File created:	9/21/2021	**In control:**	Board of Supervisors
On agenda:	10/12/2021	**Final action:**	10/12/2021

Title: Chief Administrative Office, Community Development Finance and Administration recommending the Board adopt and authorize the Chair to sign Resolution 127-2021, to approve the following allocation changes in the Chief Administrative Office:
1) The deletion of 2.0 full time equivalent (FTE) Sr. Fiscal Assistant allocations;
2) The deletion of 1.0 FTE Sr. Office Assistant allocation;
3) The addition of 1.0 FTE Fiscal Assistant I/II allocation; and
4) The addition of 1.0 FTE Fiscal Technician allocation.

FUNDING: Various sources as the Community Development Finance and Administration unit's costs are allocated to the Department of Transportation, Planning and Building, and Environmental Management.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Approved CRS for CAO Personnel Allocation Reso, 2. B - Personnel Allocation Reso CAO, 3. Executed Resolution 127-2021

Date	Ver.	Action By	Action	Result
10/12/2021	1	Board of Supervisors	Approved	Pass

Chief Administrative Office, Community Development Finance and Administration recommending the Board adopt and authorize the Chair to sign Resolution **127-2021**, to approve the following allocation changes in the Chief Administrative Office:
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DISCUSSION / BACKGROUND

As one of two centralized fiscal unit within the Chief Administrative Office, Community Development Finance and Administration provides accounts payable/receivable, payroll, journal entries, budgeting, billing, and financial reporting services to Transportation (DOT), Environmental Management (EM), and Planning and Building (P&B). The current structure of the Fiscal Unit in the CDFA Division is one Fiscal Services Supervisor, two Fiscal Technicians, three Sr. Fiscal Assistants (two vacant), one Administrative Technician and one Sr. Office Assistant (vacant).

In the past, one Sr. Fiscal Assistant was assigned to P&B. Over the last year and a half, P&B has taken on several smaller programs including Economic Development, Airports, Cemeteries and

Cannabis, which have added to the Department's complexity. P&B has also been having a lot of difficulties with their permitting system, TRAKiT (implemented May 2017) that has added challenges to CDFA. The permitting system allows customers to pay their fees via credits cards through a vendor portal. Unfortunately, over the past year there have been many issues with Cardknox, which has added hours of research and reconciliation to our Fiscal staff. After a thorough review, it is clear that P&B needs to have a higher level of fiscal support to properly oversee its needs.

Currently the Fiscal Services Supervisor is covering many of the technical and complex issues that could instead be handled by the new Fiscal Technician. With the addition of the Fiscal Technician allocation it has also been determined that the current vacancy of the Sr. Fiscal Assistant should be filled as a Fiscal Assistant I/II due to the level of work being more appropriate for the Fiscal Assistant I/II level. The Fiscal Assistant I/II will be assigned less complex duties in support of the three Fiscal Technicians.

At the beginning of September, CDFA submitted classification requests to Human Resources requesting to delete two vacant Sr. Fiscal Assistant positions (2.0 FTE) and one vacant Sr. Office Assistant (1.0 FTE) position, and to add one Fiscal Technician (1.0 FTE) and one Fiscal Assistant I/II (1.0 FTE). Human Resources evaluated the changes and concurs with CDFA that the additions and deletions are appropriate. The proposed reorganization allow the assignment of one Fiscal Technician to support each of the large departments. This structure will be very beneficial for communication to each department and their vendors.

ALTERNATIVES
The Board could choose not to approve the proposed allocation changes, and direct the Chief Administrative Office to conduct additional analysis on a proposed reorganization to support each of the large departments they service.

PRIOR BOARD ACTION
N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT
Human Resources

CAO RECOMMENDATION
Approve as recommended.

FINANCIAL IMPACT
The addition of 1.0 FTE Fiscal Technician and 1.0 FTE Fiscal Assistant and the deletion of the 2.0 FTE Sr Fiscal Assistants and 1.0 FTE Sr Office Assistant allocations has an estimated cost decrease to the CDFA budget of approximately $50,000 a year. The decreased costs will be allocated to the departments served by the Community Development Finance and Administration unit which are primarily funded by the General Fund, the Road Fund, Country Service Area 10, and service fees.

CLERK OF THE BOARD FOLLOW UP ACTIONS
Upon Board adoption and approval, please provide a copy of the executed Resolution to Heather Andersen in Human Resources.

STRATEGIC PLAN COMPONENT
Good Governance

CONTACT

Laura Schwartz, Deputy Chief Administrative Officer
Chief Administrative Office