



Legislation Text

File #: 18-0253, **Version:** 1

Chief Administrative Office, Auditor-Controller, and District Attorney, as the Executive Sponsors of the FENIX implementation, recommending the Board adopt and authorize the Chair to sign Resolution **019-2018**, amending the Authorized Personnel Allocation for the Human Resources Department to add 1.0 Full Time Equivalent (FTE) Administrative Technician to assist with the implementation of the HR/Payroll module. (Est. Time: 10 Min.)

FUNDING: General Fund.

DEPARTMENT RECOMMENDATION

Chief Administrative Office, Auditor-Controller, and District Attorney, as the Executive Sponsors of the FENIX implementation, recommending the Board adopt and authorize the Chair to sign Resolution 019-2018, amending the Authorized Personnel Allocation for the Human Resources Department to add 1.0 Full Time Equivalent (FTE) Administrative Technician to assist with the implementation of the HR/Payroll module.

DISCUSSION / BACKGROUND

The County is currently in the process of implementing the HR/Payroll module of the FENIX system which is scheduled to go-live in late 2018. Currently, payroll processes and functions are the responsibility of the Auditor-Controller, and human resources functions are decentralized throughout the County. Once the implementation of the HR/Payroll module is complete, some of the existing responsibilities will be transferred from payroll and department staff to the central Human Resources Department. Furthermore, the County never hired additional staff in Human Resources to assist with the implementation of the new system, and as previously recognized, the Human Resources Department has historically been understaffed.

Therefore, staff is recommending the Board approve the addition of 1.0 FTE Administrative Technician to the Human Resources Department at this time to assist with the implementation. The proposed position will provide a combination of technical and administrative duties for the HR department. A majority of the proposed duties will require knowledge of technical and procedural steps of many HR functional areas to support the entire department. In addition, this position will supervise a Sr. Office Assistant.

The establishment of this position will allow the HR department to centralize administrative, technical duties, and program support to a single position which will result in efficiencies in the duties performed and reduce the current workload of Technicians and Analysts staff to focus their attention on recruitment and selection and the processing of PPFs and the additional volume of work given the upcoming full implementation of the FENIX project.

It is the expectation that once the HR/Payroll system is implemented and staff have an understanding of the volume of work that is shifted from other departments to the Human Resources Department, a

position of similar responsibility and cost will be deleted from the County's overall personnel allocation.

ALTERNATIVES

The Board could choose not to approve the addition of the Administrative Technician position to HR's personnel allocation, however, FENIX implementation or other critical HR functions would be impacted, as Human Resources would need to reassign staff from other critical projects.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources

CAO RECOMMENDATION / COMMENTS

It is recommended that the Board approve this item.

FINANCIAL IMPACT

The cost of this position, including salary and benefits, would be approximately \$96,000 per year. The costs for this fiscal year would be paid with available funding the FENIX project budget. As this is a permanent allocation, the cost would be included in the Human Resources budget in future fiscal years with the expectation that as duties are shifted from departments to Human Resources upon the implementation of the FENIX/HR module, a corresponding reduction will be made of a vacant position, resulting in no long term fiscal impact.

CLERK OF THE BOARD FOLLOW UP ACTIONS

STRATEGIC PLAN COMPONENT

Good Governance, Infrastructure

CONTACT

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