



County of El Dorado

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Legislation Text

File #: 18-0331, **Version:** 1

Health and Human Services Agency recommending the Board adopt and authorize the Chair to sign Resolution **024-2018**, thereby adding one Administrative Technician allocation with a Confidential designation, and deleting one vacant Executive Assistant allocation.

FUNDING: Various Health and Human Services Agency funding streams; Federal, State, and General Fund.

DEPARTMENT RECOMMENDATION:

Health and Human Services Agency (HHS) recommending the Board adopt attached Personnel Allocation Resolution deleting one (1.0) vacant full-time equivalent (FTE) Executive Assistant allocation, and adding one (1.0) FTE Administrative Technician allocation with a Confidential designation to support the Director of the Health and Human Services Agency.

DISCUSSION / BACKGROUND:

The HHS Executive Assistant personnel allocation is vacant as a result of the incumbent transferring to another County department. Due to the sensitive nature of information handled by the position which supports the HHS Director, the Administrative Technician allocation will require a Confidential designation. The position also requires a high level of analytical and technical experience that is beyond the scope of the Executive Assistant classification, including but not limited to the ability to provide budget, personnel, and labor issue support. In addition there are new duties which will require the successful candidate to serve as a liaison and provide a high level of support in committees and meetings. Duties will include leading meetings, providing guidance and monitoring of the Agency Strategic Plan, and completion of special projects that will ensure compliance with laws and interpretation of policies, rules, regulations, and procedures. Additionally, this position will require the use of independent judgment in responding to inquiries internally and externally to our community partners, and the ability to review and interpret information for project analysis and reporting.

ALTERNATIVES:

Should the Board decline to adopt said Personnel Allocation Resolution, the Director of HHS would continue to lack adequate support to allow the Director to focus on critical changes, and restructuring of the Agency, particularly during the Service Integration process.

OTHER DEPARTMENT / AGENCY INVOLVEMENT:

Human Resources.

CAO RECOMMENDATION:

It is recommended that the Board approve this item.

FINANCIAL IMPACT:

There is no Net County Cost associated with this Agenda item. The annual difference in cost of salary and benefits between the Executive Assistant allocation and the Administrative Technician

allocation is an increase of approximately \$11,000. Sufficient appropriations were included in the fiscal year 2017-18 budget, and will be included in future budgets for the term of the Agreement

CLERK OF THE BOARD FOLLOW UP ACTIONS

- 1) Clerk of the Board to obtain signature of Chair on attached Personnel Allocation Resolution.
- 2) Clerk of the Board to return one (1) copy of the signed Resolution to HHSA at 3057 Briw Road, Suite B, Placerville, CA 95667.

STRATEGIC PLAN COMPONENT:

Health and Human Services Agency Strategic Plan Project 1.1 “Staff Retention, Development/Training and Safety.”

CONTACT

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