



# County of El Dorado

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## Legislation Text

File #: 07-1345, Version: 1

District Attorney requesting overfill of a Senior Administrative Analyst position from September 29, 2007 through October 16, 2007 and adoption of Resolution amending the Authorized Personnel Allocation Resolution deleting one Senior Administrative Analyst position and adding one Fiscal Administrative Manager position, effective October 17, 2007.

**RECOMMENDED ACTION:** Adopt Resolution **212-2007**.

BUDGET SUMMARY:		
Total Estimated Cost		\$1,687
Funding		
Budgeted	\$	
New Funding	\$	
Savings	\$1,687	
Other	\$	
Total Funding Available	\$	
Change To Net County Cost		\$0

Fiscal Impact/Change to Net County Cost: Estimated cost for overfill (one pay period = two weeks) is \$4,529. There will be a projected net savings of \$2,842 (8 months) in transitioning to the Fiscal Administrative Manager (FAM) position. Although the salary at Step 3 is \$1.56 higher for the FAM compared to the Senior Administrative Analyst, the latter earns 10% longevity pay or \$3.56 per hour, that will go away.

Net estimated cost is \$1,687. This will be made up from salary savings; there are two new positions that were budgeted for the full fiscal year that are not projected to be employed until at least September 15.

Background: The current Senior Administrative Analyst is retiring on October 17. This is a critical position for this department, with responsibilities for all budgeting, grant administration, coordination of reporting and audits with the county auditor, and federal and state agencies, preparation of board agenda items, and handling of other fiscal and administrative duties. The duties are consistent with the Fiscal Administration Manager position description. There is no one trained or available in this department to perform these duties.

Reason for Recommendation: We need to have a new employee in place to work with the retiring Senior Administrative Analyst at least two weeks prior to October 17. The overfill will allow the new employee to be on-site by September 29. The new employee will be moved into the Fiscal Administration Manager position on October 17, 2007

Please note that both the CAO and Human Resources support the plan that has been in place for some time to phase out the Administrative Analyst series and replace with a more appropriate position. This retirement provides an opportunity to make this change. Also note that this recommendation is consistent with operations in both the Sheriff's Department and the Probation Department that each have a Fiscal Administration Manager.

Concurrences: Human Resources