



Legislation Text

File #: 19-0460, **Version:** 1

Human Resources Department recommending the Board adopt and authorize the Chair to sign Resolution **032-2019** to:

- 1) Delete one (1.0 FTE) vacant Administrative Services Officer position from the Community Services Department, Administration and Finance Unit; and
- 2) Add one (1.0 FTE) Administrative Analyst Supervisor position in the Chief Administrative Office.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

With the recent centralization of Procurement and Contracts, Human Resources is recommending the transfer of one (1.0 FTE) vacant Administrative Service Officer position from the Community Development, Administration and Finance Unit (CDA), to the Chief Administrative Office (Central Services - Procurement and Contracts Division). The vacant position in CDA was in the contract services unit. In October, 2018, this unit functionally merged with the Chief Administrative Office Procurement and Contracts Division, creating one centralized Procurement and Contracts Division within the Chief Administrative Office. After discussions with the Deputy CAO over this position, Human Resources confirmed that the duties and responsibilities, which include supervision of three (3) Department Analyst employees and the performance of advanced journey level analytical duties, are consistent with the Administrative Analyst Supervisor classification. Therefore, it is the recommendation of Human Resources that this vacant position be reclassified to the classification of Administrative Analyst Supervisor. Upon Board approval, the position will be filled from an eligible list.

ALTERNATIVES

The Board could choose not to approve the transfer of the position and/or the reclassification of the position listed herein and request that Human Resources revisit the recommendation. Not filling this position will have a significant impact on the Procurement and Contracts division resulting in delayed processing time for contracts and requests for proposals.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Chief Administrative Office

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

The upward reclassification will not result in any additional costs per year. The previous position was a management position that received management benefits. This position is a supervisory position and does not receive management benefits. While there is an increased salary cost for the position

(approximately \$3,100 annually), this will be offset by the reduction of management benefits. Additionally, there may be some increased overtime costs associated with the new position, as this is a non-exempt position. However the department cannot quantify these costs at this time. The department will manage these costs within the scope of their budget.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, please provide a fully executed Resolution to the Katie Lee in Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources