



## Legislation Text

---

**File #:** 19-0466, **Version:** 1

---

Human Resources Department recommending the Board approve a proposed departmental reorganization within the Human Resources Department. To support such, Human Resources Department is recommending the Board:

- 1) Approve and adopt the revised department-specific class specification of Principal Human Resources Analyst; and
- 2) Adopt and authorize the Chair to sign Resolution **045-2019** to delete one (1.0 FTE) vacant Sr. Human Resources Analyst allocation and one (1.0 FTE) vacant Labor Relations Manager allocation, and add two (1.0 FTE) Principal Human Resources Analyst allocations in the Human Resources Department.

**FUNDING:** General Fund (Cost Savings).

### **DISCUSSION / BACKGROUND**

Within the past two years, the Human Resources Department has had challenges filling its supervisory and management level positions with the current organization structure, and therefore is proposing a reorganization to accomplish two immediate needs: 1) increase the number of subject matter experts to provide effective services to customers and assist with developing internal staff; and 2) increase the supervision and leadership for several divisions/functions within the department. Should the reorganization be approved by the Board, the Director will continuously monitor the outcome of the reorganization; and should it be unsuccessful, she will continue to explore options to accomplish the immediate needs as listed herein.

Since December 2017, the Human Resources Department has run six (6) unsuccessful recruitments to fill a vacant Sr. Human Resources Analyst position within the recruitment and selection area of the department. Also, since the departure of the Assistant Director of Human Resources incumbent, the Human Resources Department has run two (2) unsuccessful recruitments to fill that position. While the Director plans to permanently fill the Assistant Director of Human Resources position as soon as possible, it is imperative that staff assigned to recruitment/selection, and the department overall, have a position that can provide management support, technical expertise, and supervision to professional and technical staff.

Currently, these tasks are falling on the Director which not only delays specific tasks that the Director should be performing, but also delays the development of professional and technical staff, and the forward progress of the department as a whole. It is the goal that this reorganization will not only help to provide the necessary support to accomplish the department's mission, but also support the mission of its customers..

It is the hope that should the Board approve the reclassification of this one Sr. Human Resources Analyst position to a Principal Human Resources Analyst, there will be a more suitable candidate pool to choose from to accomplish the abovementioned needs/goal, which in turn will alleviate the Director of some of the day-to-day tasks.

Additionally, with the recent departure of the Labor Relations Manager incumbent, the Director is taking this opportunity to restructure the labor/employee relations, benefits, and leave management functions. The request to reclassify the Labor Relations Manager position to a Principal Human Resources Analyst will provide the opportunity to take a different approach in how functional responsibilities are assigned.

#### **ALTERNATIVES**

The Board could choose not to approve the reorganization and request that Human Resources revisit the staffing plan.

#### **PRIOR BOARD ACTION**

N/A

#### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

#### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

#### **FINANCIAL IMPACT**

The reorganization (by deleting one Sr. Human Resources Analyst position and one Labor Relations Manager position and adding two Principal Human Resources Analyst positions) will result in an annual cost savings of approximately \$16,348.

#### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

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

#### **STRATEGIC PLAN COMPONENT**

Good Governance

#### **CONTACT**

Tameka Usher, Director of Human Resources