



Legislation Text

File #: 19-0997, **Version:** 1

Chief Administrative Office recommending the Board adopt and authorize the Chair to sign Resolution **105-2019** approving the Authorized Personnel Allocation Resolution, with the personnel allocation schedule included by reference as Exhibit A to the Resolution, based on the Board approved Fiscal Year 2019-2020 Recommended Budget and incorporating title and allocation changes, approved by the Board of Supervisors or made pursuant to Personnel Rules, subsequent to the development of the Recommended Budget.

FUNDING: Countywide Budget.

DISCUSSION / BACKGROUND

The Board approved the FY 2019-20 Recommended Budget on Monday, June 17, 2019 and directed the Chief Administrative Office to return no later than June 25, 2019, with a recommendation to adopt the Fiscal Year 2019-20 Authorized Personnel Allocation Resolution.

The attached resolution reflects all position allocations for FY 2019-20, based on the Board approved Fiscal Year 2019-20 Recommended Budget, and incorporates title and allocation changes that were approved by the Board of Supervisors or were made pursuant to Personnel Rules subsequent to the development of the Recommended Budget (between May 15, 2019, and June 25, 2019), many of which were related to the implementation of the classification study.

The Department of Agriculture includes a technical correction to the allocation, to reflect the current status of the Office Assistant series classification. Should Human Resources and the Department of Agriculture agree to pursue a change to this classification during FY 2019-20, a separate item will be brought to the Board for consideration.

The Library / Museum allocation reflects a correction to align with the current adjusted allocation that does not change the budgeted amount or total number of Full Time Equivalent Employees. The attached personnel allocation, Exhibit A, reflects one less Supervising Librarian (1.0 FTE) and one more Librarian I/II (1.0 FTE) than is reflected in the Approved Recommended Budget. There were no staffing changes included in the FY2019-20 Recommended Budget.

The Chief Administrative Office - Central Services Division has two (2.0 FTE) vacant Department Analyst I/II allocations. The Health and Human Services Agency has three (3.0 FTE) vacant Department Analyst I/II allocations. Human Resources has confirmed that the duties and responsibilities for all of the aforementioned positions are consistent with the Administrative Analyst I/II classification; therefore, it is the recommendation of Human Resources that these vacant positions be reclassified to the classification of Administrative Analyst I/II. Additionally, one vacant (1.0 FTE) Administrative Analyst I/II position in the Chief Administrative Office will no longer perform duties consistent with the definition of confidential status. With that, Human Resources is recommending the bargaining unit for this position be changed to PL.

In addition, the Chief Administrative Office - Central Services Division has one vacant (1.0 FTE) Sr.

Department Analyst allocation. Human Resources has confirmed that the duties and responsibilities for this position is consistent with the Sr. Administrative Analyst classification; therefore, it is the recommendation of Human Resources that this vacant position be reclassified to the classification of Sr. Administrative Analyst.

ALTERNATIVES

The Board may choose to make changes to the personnel allocation.

PRIOR BOARD ACTION

06/17/2019 - 19-0853 Approval of the FY 2019 - 20 Recommended Budget

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources

FINANCIAL IMPACT

There is no direct financial impact related to the adoption of this resolution. Appropriate funding for all positions is accounted for in the FY 2019-20 Recommended Budget, which was considered and approved by the Board on June 17, 2019. The change in status of the Administrative Analyst I/II position in CAO-Central Services from Confidential will result in a savings of \$6,240 each year due to the position no longer being eligible for the optional benefits plan.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Clerk to obtain the Chair's signature on the Resolution and provide a copy to the Chief Administrative Office and the Human Resources Department.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Don Ashton, Chief Administrative Officer
Shawne Corley, Assistant Chief Administrative Officer
Tameka Usher, Director of Human Resources