



Legislation Text

File #: 20-0456, **Version:** 1

Human Resources Department recommending the Board adopt and authorize the Chair to sign Resolution **060-2020**, amending the Authorized Personnel Allocation to:

- 1) Delete a vacant 1.0 FTE Department Analyst I/II position from Health and Human Services Agency (HHSA);
- 2) Add 1.0 FTE Human Resources Technician position to Human Resources (HR); and
- 3) Provide authorization to the Director of Human Resources to make, if needed, any technical corrections to the authorized personnel allocations for HHSA and HR.

FUNDING: General fund with partial cost recovery in future years through the A-87 Cost Plan.

DISCUSSION / BACKGROUND

Health and Human Services Agency (HHSA) is updating its staffing plan to place a strong emphasis on staff and service integration. This integration includes moving toward a more efficient organization structure to include cross training within the HHSA Personnel Unit. In addition to this staffing update there are several areas of responsibility that have been transferred to Central Human Resources (HR), including recruitment activities, investigations, discipline/performance management, and risk management leave correspondence and tracking. In updating the staffing plan, HHSA is recommending that a vacant 1.0 FTE Department Analyst I/II position be transferred to HR.

In addition, on February 11, 2020, the Board approved the transition out of Merit System Services, allowing the County to administer and manage all County personnel functions currently administered and managed by the California Department of Human Resources, by way of CPS HR Consulting. With HR absorbing these recruitments and administering this program previously handled by Merit System Services, it is anticipated there will be an increase in recruitment and selection workload.

Given the additional workload associated with running the additional recruitments and absorbing the additional areas of responsibilities from HHSA, HR recommends reallocating the vacant 1.0 FTE Department Analyst I/II position to a 1.0 FTE Human Resources Technician in order to meet the service levels that are expected.

Attachment A is a resolution reflecting the changes to the personnel allocation. Included in the resolution is a reference to Resolution 057-2020 which is recommended for Board approval on the same day as this item with Legistar item 20-0455. Legistar item 20-0455 is recommending a reclass of a Department Analyst I/II to an Administrative Analyst I/II in HHSA. Should 20-0455 not pass the Resolution in this item will reduce the number of Department Analysts by one for a total of 14 FTE not the 13 FTE referenced in the Resolution.

ALTERNATIVES

The Board could decline to adopt the recommended allocation change and maintain the current personnel structure.

PRIOR BOARD ACTION

- 14-400: November 4, 2014 - HHSA Division 45 Transition from MSS (IMS) to ALMS
- 19-1159: August 27, 2019 - Conceptual approval to transition CSS and the remainder of HHSA from IMS to ALMS.
- 20-0158: February 11, 2020 - ALMS Conversion.
- 20-0391: March 24, 2020 - ALMS Conversion - Phase 1

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Health and Human Services Agency

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

The removal of a 1.0 FTE Department Analyst I/II position in the HHSA Administration division reduces salary and benefits appropriations by approximately \$113,000 annually. This also reduces the indirect cost rate that HHSA Administration divides across HHSA programs to recover administration costs across funding sources. The addition of an HR Technician into the HR Department will cost approximately \$104,000 annually. In future years this increased cost will be accounted for in the A-87 Cost Plan to partially recover some of this cost across funding sources. Additionally, the HR Department has sufficient appropriations from salary savings in the current year's budget to fund the position for the remainder of the current year. Overall, the deletion of a Department Analyst I/II from HHSA and the addition of an HR Technician in HR will save the County approximately \$9,000 annually.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, please provide a copy of the executed resolution to Katie Lee in Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources

Don Semon, Director of Health and Human Services Agency