



Legislation Text

File #: 20-0547, **Version:** 1

Human Resources Department recommending the Board adopt and authorize the Chair to sign Resolution **072-2020** to correct the number of Administrative Analyst I/II allocated positions for the Health and Human Services Agency listed in Resolution 057-2020 (to be effective retroactive on the original intended date of April 11, 2020).

FUNDING: N/A

DISCUSSION / BACKGROUND

Human Resources has been transitioning applicable Health and Human Services Agency (HHSA) positions from Merit System Services (MSS) to move forward with becoming an Approved Local Merit System (ALMS) county. In order for the ALMS transition to occur, Human Resources identified the MSS flexibly staffed classification of Staff Services Analyst I/II that could easily be transferred to County's flexibly staffed classification of Administrative Analyst I/II based on the duties, knowledge, and abilities.

On March 24, 2020, via Resolution 055-2020, the Board approved the deletion 6.0 FTE Staff Services Analyst I/II allocations and addition of 6.0 FTE Administrative Analyst I/II allocations due to lateral reclassifications, which allocated a total of 9.0 FTE allocations for the Administrative Analyst I/II class in HHSA.

Simultaneously, Human Resources has been implementing the County-Wide classification study. As a result, on April 7, 2020, via Resolution 057-2020, the Board approved the deletion of 1.0 FTE vacant Department Analyst I/II allocation and the addition of 1.0 FTE Administrative Analyst I/II allocation in HHSA due to a lateral reclassification.

Resolution 057-2020 presented that there were currently 3.0 FTE Administrative Analyst I/II allocations, noting that that allocations were not filled (0.0 FTE), and with addition of 1.0 FTE allocation, the new allocations were 4.0 FTE. However, there was an error in both the allocated and filled positions that were provided on the Resolution for said class due to the preceding Resolution (055-2020) that was approved by the Board as a result of the ALMS transition.

Resolution 057-2020 should have reflected 9.0 FTE Administrative Analyst I/II allocations, of which 6.0 FTE allocations were filled. By adding the 1.0 FTE allocation (as noted above), this should have left HHSA with 10.0 FTE allocations.

Given the timing of the Board items and the information described herein, Human Resources is requesting that the Board approve the corrected Resolution, to be effective retroactive on the original intended date of April 11, 2020.

ALTERNATIVES

The Board could choose not to approve the corrected Resolution which would result in the County

needing to initiate the reduction in force process.

PRIOR BOARD ACTION

March 24, 2020, Legistar # 20-0391 - Approval of Resolution 055-2020

April 7, 2020, Legistar # 20-0455 - Approval of Resolution 057-2020

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Health and Human Services Agency

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

There is no fiscal impact to approving/adopting a corrected Resolution.

CLERK OF THE BOARD FOLLOW UP ACTIONS

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

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources