County of El Dorado

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Legislation Text

File #: 21-0194, **Version:** 1

Human Resources Department and Library Services Department recommending the Board adopt and authorize the Chair to sign Resolution **032-2021**, amending the Fiscal Year 2020-21 Authorized Personnel Allocation Resolution to:
1) Delete one vacant Supervising Librarian (1.0 FTE) position from the Library Services Department;
2) Add one Supervising Library Assistant (1.0 FTE) position to the Library Services Department;
3) Delete one vacant Library Assistant (0.5 FTE) position from the Library Services Department;
4) Add one 0.5 FTE Sr. Library Assistant to the Library Services Department; and

5) Due to upward reclassifications, reclassify 1.5 FTE filled Library Assistant I/II positions to Sr. Library Assistants, utilizing the 0.5 FTE Sr. Library Assistant added above and a current 1.0 FTE vacant Sr. Library Assistant allocation- where the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1.

FUNDING: 47% General Fund and 53% Library Special Revenue funds and other revenues.

DISCUSSION / BACKGROUND

The Library Department has been analyzing and evaluating work flow and duties in order to reorganize to maximize efficiencies and cost savings. At this time, two current vacancies (1.5 FTE) can be eliminated and two alternate positions added that will provide appropriate coverage of duties and greater flexibility of resources that result in efficiencies and cost savings in alignment with a long-term staffing model.

The Library Services Department proposes to delete one vacant Supervising Librarian position and add one Supervising Librarian Assistant position due to a reorganization of duties following a vacancy in the Supervising Librarian position. The Supervising Library Assistant position is being overfilled with a Library Assistant I/II position allocation per personnel rule 505.2. This change in allocation will align the personnel allocation with currently filled positions, as is typically done through the budget process. It is anticipated that the total annual cost of adding the Supervising Library Assistant position will be approximately $70,600 and the annual savings from the deleting the Supervising Librarian position is $109,600 with a net savings of $60,000.

The Library Services Department is also proposing to reclassify 1.5 FTE Library Assistant I/II positions to Sr. Library Assistant classifications based upon the current duties assigned to the roles. The Human Resources Department has conducted an analysis of the duties and agrees with the reclassification. The Library Services Department currently has a vacant Sr. Library Assistant Allocation, so it is proposed that only a 0.5 FTE Sr. Library Assistant allocation is added to complete the reclassification. After the reclassification the Library Services Department will have a vacant Library Assistant I/II allocation that is consistent with the duties for that position. It is anticipated that the reclassifications of the filled positions will have an approximate annual cost of $1,700.

Overall the changes to the Personnel Allocation will not change the total FTEs assigned to the Library Services Department and will result in an approximate net savings of $58,300.

ALTERNATIVES
The Board could decline to adopt the attached Resolution amending the Authorized Personnel Allocation Resolution, and maintain the current personnel structure.

PRIOR BOARD ACTION
N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT
County Counsel, El Dorado County Employees' Association Local 1

CAO RECOMMENDATION / COMMENTS
Approve as recommended.

FINANCIAL IMPACT
The fiscal result of the proposed reorganization represents an approximate annual savings of $58,300 overall with $28,300 in approximate General Fund Savings.

CLERK OF THE BOARD FOLLOW UP ACTIONS
Upon Board adoption and approval, please provide a copy of the fully executed Resolution to Lauren Montalvo in Human Resources.

STRATEGIC PLAN COMPONENT
Good Governance

CONTACT
Carolyn Brooks, Director of Library Services
Joseph Carruesco, Interim Director of Human Resources