



County of El Dorado

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Legislation Text

File #: 21-1094, **Version:** 1

Health and Human Services Agency (HHSA) and Human Resources Department recommending the Board adopt and authorize the Chair to sign Resolution **100-2021** to add one (1.0) Full Time Equivalent (FTE) Legal Secretary I/II allocation and delete a vacant one (1.0) FTE Secretary allocation to the HHSA Senior Services Program.

FUNDING: 79% General Fund, 8% Federal Funds and 13% Donations.

DISCUSSION / BACKGROUND:

The Health and Human Services Agency (HHSA) Senior Legal Services Program has been supported by a Secretary allocation for at least four years. Over that period of time, it became apparent that the majority of the duties required by the position are of a legal nature and exceed the requirements of a Secretary class specification. As such, HHSA began working with Human Resources in an effort to reclassify this position from a Secretary to a Legal Secretary I/II, during which time the incumbent employee resigned. Following review of the recommendation, and upon further analysis of the qualifications needed to adequately provide support to the Senior Legal Services team, Human Resources recommends deleting the vacant 1.0 Full Time Equivalent (FTE) Secretary allocation and adding 1.0 FTE Legal Secretary I/II allocation.

ALTERNATIVES:

Should the Board decline to adopt the attached Personnel Allocation Resolution, HHSA would proceed with recruiting for a Secretary allocation, however the current classification is deemed as not adequately reflecting the position's duties and therefore it does not meet the needs of the Program.

PRIOR BOARD ACTION:

June 22, 2021; Item 21-0994, Agenda No. 4; Resolution 064-2021- Fiscal Year 2021-22 Personnel Allocation

OTHER DEPARTMENT / AGENCY INVOLVEMENT:

County Counsel

CAO RECOMMENDATION:

Approve as recommended.

FINANCIAL IMPACT:

The impact would be an annual increase of approximately \$2,950 funded by 79% General Fund, 8% Federal Funds and 13% Donations. Sufficient savings from the vacancy in the Fiscal Year 2021-22 budget will cover this increase.

CLERK OF THE BOARD FOLLOW UP ACTIONS

- 1) Clerk of the Board to obtain signature of Chair on the attached Personnel Allocation Resolution.
- 2) Clerk of the Board to return one (1) certified copy of the signed Resolution to HHSA Contracts Unit

at 3057 Briw Road, Placerville.

3) Clerk of the Board to submit one (1) certified copy of the signed Resolution to Human Resources (Jordan Meyer)

STRATEGIC PLAN COMPONENT:

N/A

CONTACT

Don Semon, Director