



# County of El Dorado

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## Legislation Text

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**File #:** 21-1399, **Version:** 1

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Chief Administrative Officer recommending the Board adopt and authorize the Chair to sign Resolution **109-2021** amending the current Personnel Allocation Resolution to add 1.00 FTE Administrative Analyst Supervisor and 1.00 FTE Sr. Administrative Analyst in the Chief Administrative Office.

**FUNDING:** American Rescue Plan Act.

### **DISCUSSION / BACKGROUND**

At the July 13, 2021 Board meeting, the Board directed staff to amend the Personnel Allocation Resolution to include 1) an ARPA Ombudsman position and 2) an appropriately classified ARPA administrative support position.

After an analysis of department operations and future staffing needs, staff recommends that the Board approve the addition of 1.00 FTE Sr. Administrative Analyst to act as an ARPA Ombudsman and 1.00 FTE Administrative Analyst Supervisor to oversee the complex reporting and distribution requirements for ARPA funding.

The Sr. Administrative Analyst position was selected with approval from Human Resources due to the complexity and level of independent discretion needed to operate as a County ombudsman. This position was modeled after the ombudsman in Planning and Building.

The Administrative Analyst Supervisor was selected with approval from Human Resources due to the increase in workload needed to complete the complex reporting requirements from the Department of the Treasury. The Supervisor will oversee the reporting and expenditure tracking required by the Treasury.

### **ALTERNATIVES**

The Board could not approve the Resolution and direct staff to find an alternative.

### **PRIOR BOARD ACTION**

Legistar 21-1080

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Human Resources  
County Counsel

### **CAO RECOMMENDATION**

Approve as recommended.

### **FINANCIAL IMPACT**

The approximate maximum cost of adding a 1.0 FTE Sr. Administrative Analyst - Ombudsman is \$114,000 & 1 FTE Administrative Analyst Supervisor is \$118,000 for the remainder of FY 2021-22.

This is the maximum cost to allow for the hiring of experienced staff, but it is likely that there will be savings once the allocations are filled. If approved the appropriations for these positions will be included in the Adopted Budget that is being brought back to the Board in late September and funded with ARPA funds, resulting in not increase to Net County Cost.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

Provide a copy of the executed resolution to Human Resources and the CAO.

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Don Ashton, Chief Administrative Officer