



Legislation Text

File #: 18-201, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Carol J. Huchingson, County Administrative Officer

DATE: March 20, 2018

SUBJECT: Adopt Resolution Consolidating the Human Resources Department into a Division of the Administrative Office and Amending Resolution No. 2017-25 Establishing Position Allocations for Fiscal Year 2017-2018, Budget Unit No. 1012, Administrative Office.

EXECUTIVE SUMMARY:

For many years, our Human Resources Department was a division of the County Administrative Office and the HR Director reported to the CAO. In order to best meet the business needs of the County, I am recommending we return to that model, which is common in other jurisdictions.

I am also recommending a new Classification, Deputy County Administrative Officer - Administrative Projects and Grants be adopted and allocated (1.0 Full-Time Equivalent). As your Board is well aware from our recent Community Visioning Forums, focus on grant writing and development of a volunteer employee corps were high priorities to the public.

At the same time, I am recommending that the HR Director Incumbent be reclassified to Deputy County Administrator - Administrative Projects and Grants, thus enabling staffing of these critical functions immediately.

To make these changes cost neutral, upon addition of the new classification, I am also recommending an existing vacant Chief Deputy County Administrative Officer position be deleted.

FISCAL IMPACT: ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): None

STAFFING IMPACT (if applicable): Add one new classification, Deputy County Administrative Officer - Administrative Projects and Grants and delete one vacant Chief Deputy County Administrative Officer.

RECOMMENDED ACTION:

Adopt Resolution Consolidating the Human Resources Department into a Division of the Administrative Office and Amending Resolution No. 2017-25 Establishing Position Allocations for Fiscal Year 2017-2018, Budget Unit No. 1012, Administrative Office.