



## Legislation Text

File #: 18-775, Version: 1

### MEMORANDUM

**TO:** Honorable Board of Supervisors

**FROM:** Pamela Nichols, Human Resources Director

**DATE:** September 11, 2018

**SUBJECT:** Adopt a Resolution Amending Resolution No. 2018-73 Establishing Position Allocations for Fiscal Year 2018-19, Budget Unit No. 1341, Human Resources Retroactive to August 30, 2018

#### EXECUTIVE SUMMARY:

As your Board is aware, during a time of staffing shortages Diana Rico was appointed from her position as a Human Resources Analyst II to Interim Human Resources Analyst, Senior. As the new Human Resources Director, I would like to examine how staff functions at their current levels. I am requesting that one Human Resources Analyst I/II allocation be removed and one allocation be added for a Human Resources Analyst I/II/Senior, and that Diana Rico be allowed to continue in that position until such time as I am able to make a determination regarding staffing levels within the Human Resources Division.

**FISCAL IMPACT:** ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):** Salary savings are sufficient for this change.

**STAFFING IMPACT (if applicable):**

#### RECOMMENDED ACTION:

Adopt a resolution amending Resolution No. 2018-73 Establishing Position Allocations for Fiscal Year 2018-19, Budget Unit No. 1341, Human Resources, retroactive to August 30, 2018.