



Monterey County

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Board Report

Legistar File Number: RES 18-025

March 13, 2018

Introduced: 3/5/2018

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Resolution

Adopt a Resolution to:

- a. Reallocate one (1) FTE Risk and Benefits Analyst to one (1) FTE Associate Risk and Benefits Analyst in the Office of County Counsel-Risk Management (1210- COU001-8407);
- b. Reallocate one (1) FTE Management Analyst II to one (1) FTE Management Analyst III in the Office of County Counsel-Risk Management (1210- COU001-8407); and
- c. Direct the County Administrative Office to incorporate the reallocated positions in the FY 2018-19 Recommended Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors Adopt a Resolution to:

- a. Reallocate one (1) FTE Risk and Benefits Analyst to one (1) FTE Associate Risk and Benefits Analyst in the Office of County Counsel-Risk Management (1210- COU001-8407);
- b. Reallocate one (1) FTE Management Analyst II to one (1) FTE Management Analyst III in the Office of County Counsel-Risk Management (1210- COU001-8407); and
- c. Direct the County Administrative Office to incorporate the reallocated positions in the FY 2018-19 Recommended Budget.

SUMMARY/DISCUSSION:

The Board of Supervisors recently received reports and recommendations on the structure, organization and location of the Risk Management Division of the Office of County Counsel. At the conclusion of the review, the Board voted to keep the location of Risk Management in County Counsel, with direction to reorganize and reassign duties to improve the performance of the division. Part of the restructuring will include reallocating positions.

One significant aspect of our reorganization is Workers Compensation and the Return to Work program. The Board directed that we create a formal process for consideration of workers' compensation claims and settlements in order to assure good practices and better internal controls. The Board also directed we modernize our efforts of return to work for injured workers. A robust Return to Work program is essential for reducing costs, continuity of public services and employee assistance. At this time, we do not have a position dedicated to this important function or a position classified at the right level. Therefore, we request the Board reallocate one (1) FTE Risk and Benefits Analyst to one (1) FTE Associate Risk and Benefits Analyst. The position is currently vacant.

Other key components of the Risk Management Division include procuring insurance policies, evaluating if insurance covers particular events, advising departments on insurance needs for their programs and contracts, approving contract insurance & indemnification language, evaluating claims and lawsuits for insurance coverage, and assisting in resolving claims and lawsuits. One

issue raised by the CAO at the recent presentation was the business needs of the County departments to have flexibility and timeliness in processing requests for advice on insurance as well as contract language. Making this position reallocation is intended to assist departments in business needs as well protecting the County with proper insurance and risk transfer opportunities. We therefore request Board approval.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department concurs with the proposed actions.

FINANCING:

The total cost increase of reallocating the two position is \$24,887 which will be budgeted for in FY 2018-19.

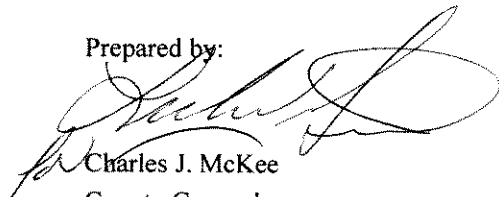
Cost Increase	
Management Analyst II to Management Analyst III	\$9,279
Risk & Benefits Analyst to Assc. Risk & Benefits Analyst	\$15,608

BOARD OF SUPERVISORS' STRATEGIC INITIATIVES:

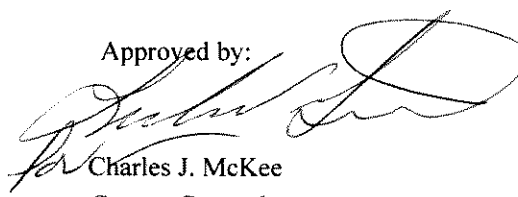
The recommended action addresses the Board of Supervisors' Administration Strategic Initiative and demonstrates the County's commitment to meeting the Board's initiatives by attracting, recruiting, and retaining a diverse, talented work force that supports the mission of Monterey County.

- ☒ Economic Development
- ☒ Administration
- ☒ Health & Human Services
- ☒ Infrastructure
- ☒ Public Safety

Prepared by:


Charles J. McKee
County Counsel
Risk Manager

Approved by:


Charles J. McKee
County Counsel
Risk Manager

Attachment: Resolution