

Consider Restoring 4 Critical Human Resources Positions for FY 22/23

Board of Supervisors Meeting
April 5, 2022

Overview

- I. Management Analyst I (1 FTE in Administration Unit)
- II. Associate Personnel Analyst (2 FTE in Class & Comp Unit)
- III. Associate Personnel Analyst (1 FTE in Employee & Labor Relations Unit)

Administration Unit

Mission Statement:

Provide county-wide human resources leadership, direction and support in collaboration with County departments to promote responsive customer service, employee development, transparency, teamwork and consistent and fair practices.

Administration Unit: Management Analyst I (1 FTE)

The Management Analyst I position is critical in the Administration Unit as it supports in researching, gathering and analyzing information on programs and special projects as assigned by the Director of Human Resources.

Classification and Compensation

Mission Statement:

Provide and monitor a responsive, competitive, fair, equitable and standardized compensation system which defines the scope and nature of job assignments, provides ongoing updates of classification specifications, identifies job expectations, and supports career development options. Doing so will enable the County to employ and retain a qualified and diverse workforce.

Classification & Base Wage Compensation Studies

	FY 2020-21	July 2021- Present
<i>Carryover</i>	33	59
Approved Studies:	66	30
Completed/Closed Studies:	40	44
<ul style="list-style-type: none"> Completed Department studies: 		26
<ul style="list-style-type: none"> Completed Union (SEIU) studies: 		18
BOS Action Taken:	19	24
Remaining Active Studies:	59	45

Request to Classify (RTC)

	FY 2020-21	July 2021- Present
Completed RTC Reviews*		
Budget Cycle (December to February):	113	120
Outside Budget Cycle:	52	20
Total:	165	140
*Does not include Natividad		
**Budget kickoff was on 12/03/21.		

Classification Specification Updates

	FY 2020-21	July 2021- Present
Carryover	81	74
Approved Updates:	12	20
Total Completed:	19	17
Remaining Classification Specification Updates	74	77
*Approximately 820 County classifications		

Employee and Labor Relations

Mission Statement:

Promote a positive employer – employee work environment and encourage collaborative relationships between employees, management and employee organizations in order to support a high-quality workforce.

Employee and Labor Relations: Associate Personnel Analyst (1 FTE)

- Increase communications and consultation with department heads and other key stakeholders with matters associated with employee relations.
- Assist other employee relations team members in creating an Employee Relations Manual to support supervisors and managers with employee relations matters.
- Conduct training on the basics of employee and labor relations.
- Participate in the implementation a pilot case management process for improved performance management of complicated employee relations cases.

Employee and Labor Relations: Associate Personnel Analyst (1 FTE)

- Conduct disciplinary action training, including how to write disciplinary letters.
- Participate in implementing a performance evaluation training in conjunction to include assisting in developing an updated performance evaluation policy, procedures and forms.
- Participate and assist in implementing an overview orientation to educate newly appointed supervisors and managers on MOUs, PPPR and the County's discipline model.
- Assist in developing a process for providing timely support and guidance to departments in response to disciplinary questions.

Conclusion

The Human Resources Department is requesting that the Board consider restoring all four positions as they are critical to support County departments and services.

Questions?

