



Legislation Details (With Board Report)

File #: RES 22-031 **Name:** Reallocate HR Manager to Asst. Director
Type: BoS Resolution **Status:** Passed - Human Resources Department
File created: 1/28/2022 **In control:** Board of Supervisors
On agenda: 2/8/2022 **Final action:** 2/8/2022

Title: Adopt a Resolution to:
a. Amend the Human Resources Department FY 2021-22 Budget 1060-8401-Fund 001-Appropriation Unit HRD001 to reallocate one (1) 1.0 FTE HR Program Manager to one (1) 1.0 FTE Assistant Director of Human Resources in Budget Unit 1060-8445-Fund 001-Appropriation Unit HRD001 as indicated in Attachment A;
b. Authorize and direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 Adopted Budget.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Attachment A, 3. Resolution, 4. Completed Board Order Item No. 45, 5. Completed Resolution Item No. 45

Date	Ver.	Action By	Action	Result
2/8/2022	1	Board of Supervisors	adopted - human resources department	Pass

Adopt a Resolution to:
a. Amend the Human Resources Department FY 2021-22 Budget 1060-8401-Fund 001-Appropriation Unit HRD001 to reallocate one (1) 1.0 FTE HR Program Manager to one (1) 1.0 FTE Assistant Director of Human Resources in Budget Unit 1060-8445-Fund 001-Appropriation Unit HRD001 as indicated in Attachment A;
b. Authorize and direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 Adopted Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopts a Resolution to:
a. Amend the Human Resources Department FY 2021-22 Budget 1060-8401-Fund 001-Appropriation Unit HRD001 to reallocate one (1) 1.0 FTE HR Program Manager to one (1) 1.0 FTE Assistant Director of Human Resources in Budget Unit 1060-8445-Fund 001-Appropriation Unit HRD001 as indicated in Attachment A;
b. Authorize and direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2021-22 Adopted Budget.

SUMMARY/DISCUSSION:

The Human Resources Department is comprised of the following units: Administration, Employee and Labor Relations, Human Resources Services, Employee Benefits, and HR Information Systems. There is currently one (1) Assistant Director of Human Resources position allocated. An organizational review identified that reallocating a vacant Human Resources Program Manager position in the Employee and Labor Relations Division to an Assistant Director of Human Resources position is recommended in order to perform higher-level duties that address the mission-critical needs of the County in support of the Director of Human

Resources, County Administrative Officer, and Board of Supervisors.

The position will oversee policy development, including matters associated with COVID-19, Employee Benefits, and Employee and Labor Relations. It is critical that the Department has a second Assistant Director as neither the Director of Human Resources nor the Assistant Director of Human Resources have capacity to absorb the increased complexity pertaining to these service areas. Departments similarly situated to the Human Resources Department, in terms of the caliber of support provided to the County and the scope and complexity of those duties, currently have multiple positions allocated as Assistant/Deputy Directors.

The emergence of the COVID-19 pandemic has created a need for establishing County-wide policies and procedures; for implementing measures and mandates to ensure the safety and wellbeing of all employees; as well as serving in a leadership capacity and closely collaborating with the County Administrative Office, Board of Supervisors, Department Heads, employee labor groups, and the County workforce. This position will support the Director of Human Resources in continuing to address, establish, and implement policies, protocols, procedures, resources, and infrastructure that effectively deliver high quality HR services to meet existing and arising organizational needs; and to continue to foster positive and collaborative working relationships with departments and employee labor groups.

The Human Resources Department recommends the reallocation of the HR Program Manager to Assistant Director of Human Resources to appropriately classify the level of duties needed to be performed.

OTHER AGENCY INVOLVEMENT:

The Board of Supervisors Budget Committee and the County Administrative Office has reviewed and concurs with the recommendation.

FINANCING:

The salary and benefits increase for the Human Resources Department-Administration Budget 1060-8401-Fund 001-Appropriation Unit HRD001 for the remainder of FY 2021-22 is approximately \$5,000 or \$15,000 annually and will be absorbed within the department's existing appropriations. Future financing for this position will be funded by the Human Resources Department budget.

BOARD OF SUPERVISORS' STRATEGIC INITIATIVES:

The proposed recommended actions address the Board of Supervisors Administration Strategic Initiative. The actions demonstrate the County's commitment to meeting the Board's initiatives in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of Monterey County.

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

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Attachment:
Attachment A
Resolution