



## Legislation Details (With Board Report)

**File #:** 12-1183      **Name:** Transfer 1 Personnel Tech-Conf from Sheriff to HR Dept

**Type:** General Agenda Item      **Status:** Passed

**File created:** 12/17/2012      **In control:** Board of Supervisors

**On agenda:** 1/8/2013      **Final action:** 1/8/2013

**Title:** a. Authorize the Auditor-Controller to amend the FY 2012-13 budget to decrease appropriations by \$151,883 in Sheriff's Office, 2300-SHE001-Unit 8400 and increase appropriations by \$151,883 in Human Resources Department, 1060-HRD001-Unit 8402; and  
b. Authorize the County Administrative Office to transfer one 1.0 FTE Personnel Technician - Confidential position from Sheriff's Office, 2300-SHE001-Unit 8400, to Human Resources Department 1060-HRD001-Unit 8402 as indicated in Attachment A.

**Sponsors:** Kim Moore

**Indexes:**

**Code sections:**

**Attachments:** 1. 01-08-13-HR-rpt-ATT A-budget info-transfer 1 Pers Tech-Conf from Sheriff to HR, 2. Completed Board Order

Date	Ver.	Action By	Action	Result
1/8/2013	1	Board of Supervisors	approved	

a. Authorize the Auditor-Controller to amend the FY 2012-13 budget to decrease appropriations by \$151,883 in Sheriff's Office, 2300-SHE001-Unit 8400 and increase appropriations by \$151,883 in Human Resources Department, 1060-HRD001-Unit 8402; and  
b. Authorize the County Administrative Office to transfer one 1.0 FTE Personnel Technician - Confidential position from Sheriff's Office, 2300-SHE001-Unit 8400, to Human Resources Department 1060-HRD001-Unit 8402 as indicated in Attachment A.

### **RECOMMENDATION:**

It is recommended that the Board of Supervisors:

- a. Authorize the Auditor-Controller to amend the FY 2012-13 budget to decrease appropriations by \$151,883 in Sheriff's Office, 2300-SHE001-Unit 8400 and increase appropriations by \$151,883 in Human Resources Department, 1060-HRD001-Unit 8402; and
- b. Authorize the County Administrative Office to transfer one 1.0 FTE Personnel Technician - Confidential position from Sheriff's Office, 2300-SHE001-Unit 8400, to Human Resources Department 1060-HRD001-Unit 8402, as indicated in Attachment A.

### **SUMMARY/DISCUSSION:**

In full support of the Board of Supervisor's direction to recentralize the County's human resources functions, the Sheriff's Office has been working with Human Resources (HR) to develop a plan wherein it will transfer resources to, and receive comprehensive human resources services from, the newly created HR Department. The Sheriff's Office will be the first large department to fully integrate into the centralized HR model and will be the test case for future development of the County's HR recentralization strategy.

To accomplish this, an agreement has been made between the Sheriff's Office and the Human Resources Department (HRD) under which HRD will provide all HR services for the Sheriff's Office. In exchange, the Sheriff's Office will transfer one 1.0 FTE Personnel Technician - Confidential and the monies to cover the costs of same and monies to cover the cost of one .5 FTE Management Analyst II to the HRD.

This is the first of such transfers negotiated as part of the Centralization project. It is anticipated similar arrangements with other County departments may occur as Centralization of HR progresses.

**OTHER AGENCY INVOLVEMENT:**

The Sheriff's Office concurs with this action.

**FINANCING:**

Estimated cost of one 1.0 FTE Personnel Technician - Confidential and one .5 FTE Management Analyst II (including salary and benefits) is \$151,883 annually. The recommended action will transfer the necessary General Fund Contribution from the Sheriff's Office to the HR Department.

Prepared by: Terri Cook  
Management Analyst III

Approved by: James E. May  
Director of Human Resources

TC/jls

Att: Attachment A - budget information