



Legislation Details (With Board Report)

File #: BC 16-030 **Name:** Resolution to Designate Payroll Technician Confidential

Type: Budget Committee **Status:** Agenda Ready

File created: 8/15/2016 **In control:** Budget Committee

On agenda: 8/31/2016 **Final action:**

Title: Support a Resolution that:
 a. Amends Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix A to designate as Confidential, re-title, change Bargaining Unit and adjusts the salary ranges of the classifications of Payroll Technician to Payroll Technician-Confidential and Senior Payroll Technician to Senior Payroll Technician- Confidential as indicated in the attached Resolution; and
 b. Directs the Human Resources Department to implement the changes in the Advantage HRM system.

Sponsors:

Indexes:

Code sections:

Attachments: 1. BoS Res_A-C_Payroll Sr Payroll Technician(5%)_09-17-2016

Date	Ver.	Action By	Action	Result
8/31/2016	1	Budget Committee		

~~Support a Resolution that:~~

- ~~a. Amends Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix A to designate as Confidential, re-title, change Bargaining Unit and adjusts the salary ranges of the classifications of Payroll Technician to Payroll Technician-Confidential and Senior Payroll Technician to Senior Payroll Technician-Confidential as indicated in the attached Resolution; and~~
- ~~b. Directs the Human Resources Department to implement the changes in the Advantage HRM system.~~

RECOMMENDATION:

It is recommended that the Budget Committee support a Resolution to:

- a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix A to designate as Confidential, re-title, change Bargaining Unit and adjusts the salary ranges of the classifications of Payroll Technician to Payroll Technician-Confidential and Senior Payroll Technician to Senior Payroll Technician-Confidential as indicated in the attached Resolution; and
- b. Direct the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

Payroll Technicians and Senior Payroll Technicians are responsible for processing a timely and accurate biweekly payroll for approximately 5100 employees. They access all County employee information in the payroll system to include social security numbers, bank account information, home addresses for all employees, including public officials and Safety employees, wage and IRS garnishment information, and payroll related benefit information.

As part of the elected Auditor-Controller’s Office, payroll responds to requests for crucial and confidential information. These requests may be related to labor negotiations, audits, employee settlement agreements, and disciplinary items. When management is involved with special projects, i.e., ERP or labor negotiations, these

requests cannot be delegated to staff because of their union membership. Confidential status would allow us the flexibility to assign the gathering of confidential and sensitive information and to respond to these requests in a timely and efficient manner.

Upon creation of the Payroll Technician classification in August 2000, the salary range was set as equivalent to the salary range of the Accounting Technician classification. For consistency, the salary range for the Payroll Technician-Confidential is set by maintaining parity with the Accounting Technician and Accounting Technician-Confidential classifications resulting in a salary increase of 8.47%. The Senior Payroll Technician-Confidential salary is increased by 5% to maintain an appropriate spread between the lower classification of Payroll Technician-Confidential and the higher classification of Supervising Payroll Coordinator-Confidential.

Per the County's Designated Flexible Staffing Class Series List, Senior Account Clerk/Senior Account Clerk - Confidential are able to flexibly promote within the Payroll Technician class series.

In addition, any incumbent under-filling this position should be placed in the classification with the confidential designation if they perform similar duties to a Payroll/Sr. Payroll Technician with a less complex assignment.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department concur with the recommendations.

FINANCING:

There is no increase to current year General Fund Contribution (GFC) as the estimated cost of approximately \$49,000 will be absorbed in FY 2016-17 through salary savings. In future years, as a service department, these costs will be offset by Cost Plan reimbursements.

Prepared by: Nairi Davis, Senior Personnel Analyst, 755-5092

Approved by: Michael J. Miller, CPA, Auditor-Controller, 755-5303

Attachments: Resolution