



Legislation Details (With Board Report)

**File #:** RES 21-181      **Name:** Social Services Reallocation for Human Resources  
**Type:** BoS Resolution      **Status:** Passed - Department of Social Services  
**File created:** 10/8/2021      **In control:** Board of Supervisors  
**On agenda:** 10/26/2021      **Final action:** 10/26/2021

**Title:** Adopt a Resolution:  
a. Approve amending the Department of Social Services Budget Unit 001-5010-8262-SOC005 to reallocate one (1) Principal Clerk Confidential to one (1) Senior Personnel Analyst for Human Resources; and  
b. Authorize and direct the County Administrative Office and the Auditor-Controller’s Office to incorporate the changes in the FY 2021-22 Adopted Budget Unit 001-5010-SOC005-8262 to reflect the change in position counts.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Resolution, 3. Resolution, 4. Completed Board Order Item No. 21, 5. Completed Resolution Item No. 21

Date	Ver.	Action By	Action	Result
10/26/2021	1	Board of Supervisors		

Adopt a Resolution:  
a. Approve amending the Department of Social Services Budget Unit 001-5010-8262-SOC005 to reallocate one (1) Principal Clerk Confidential to one (1) Senior Personnel Analyst for Human Resources; and  
b. Authorize and direct the County Administrative Office and the Auditor-Controller’s Office to incorporate the changes in the FY 2021-22 Adopted Budget Unit 001-5010-SOC005-8262 to reflect the change in position counts.

RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a resolution to:  
a. Approve amending the Department of Social Services Budget Unit 001-5010-8262-SOC005 to reallocate one (1) Principal Clerk Confidential to one (1) Senior Personnel Analyst for Human Resources; and  
b. Authorize and direct the County Administrative Office and the Auditor-Controller’s Office to incorporate the changes in the FY 2021-22 Adopted Budget Unit 001-5010-SOC005-8262 to reflect the change in position counts.

SUMMARY/DISCUSSION:

The Department of Social Services (DSS) is requesting support to reallocating one (1) Principal Clerk Confidential to one (1) Senior Personnel Analyst located in Social Services Human Resources. In this large department of 882 employees, the Senior Personnel Analyst will process various personnel matters such as investigations, supervise/oversee recruitment, and retention efforts, and provide guidance on payroll, leave of absence, classification compensation, and training.

The Department recommends amending the Department of Social Services Budget Unit 001-5010-SOC005-8262 to reallocate as follows:

From /To	Class Code	Position Title	Position Number	Position Increase / Decrease	Revised total FTE
From	80E98	Principal Clerk Confidential	0002	-1.0	0.0
To	14B32	Senior Personnel Analyst	0001	1.0	2.0
<b>TOTAL</b>				<b>0.0</b>	

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and approved the request to classify for this reallocation and the County’s Budget Committee provided their support on September 29, 2021. County Counsel has approved to form.

FINANCING:

The recommended reallocation to a Senior Personnel Analyst nets an increase of \$75,682 annually, and \$17,798 pro-rated (8 months) for FY 2021-22. This position is funded by 85% of Federal/State revenues and 15% of Realignment Funds. The additional cost will be absorbed into the department’s current FY 2021-22 Adopted Budget (001-5010-SOC005). Recommended actions will not require additional County General Fund contributions (GFC) in DSS in the current or next fiscal year as additional cost will be managed within the Department’s allocated GFC.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This action correlates to the Administration Strategic Initiative adopted by the Board of Supervisors by providing the appropriate classifications to meet the needs and support to a large department.

Mark a check to the related Board of Supervisors Strategic Initiatives

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

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