



Legislation Details (With Board Report)

File #: RES 16-040 **Name:** Resolution to Designate Payroll Technician Confidential
Type: BoS Resolution **Status:** Passed
File created: 7/6/2016 **In control:** Board of Supervisors
On agenda: 8/30/2016 **Final action:** 8/30/2016

Title: Consider a Resolution:
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix A to designate as Confidential, re-title, change Bargaining Unit and adjust 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.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Payroll Technician Resolution.pdf, 3. Completed Board Order & Resolution

Date	Ver.	Action By	Action	Result
8/30/2016	1	Board of Supervisors	adopted	Pass

Consider a Resolution:
a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix A to designate as Confidential, re-title, change Bargaining Unit and adjust 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.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Consider a Resolution:

a. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 and Appendix A to designate as Confidential, re-title, change Bargaining Unit and adjust 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 concurs 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

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Attachments:
Resolution