



Legislation Details (With Board Report)

File #: 15-0219 **Name:** Add Assoc Personnel Analyst & Personnel Tech BR
Type: General Agenda Item **Status:** Passed
File created: 3/4/2015 **In control:** Board of Supervisors
On agenda: 3/17/2015 **Final action:** 3/17/2015
Title: a. Amend the Human Resources Budget 1060, HRD001-8402 to add one (1) Associate Personnel Analyst and one (1.0) Personnel Technician-Confidential as indicated in Attachment A;
b. Amend the Human Resources Budget 1060, HRD001-8404 to add one (1) Risk & Benefits Analyst as indicated in Attachment A;
c. Direct the County Administrative Office to incorporate the approved changes in the FY 2014-15 Adopted Budget to reflect the change in position counts;
d. Authorize the Auditor-Controller to increase Appropriations in HRD001, Human Resources, by \$93,116 offset by an Interfund Reimbursement of \$93,116 from AUD006, Capital Project Automation. (4/5ths Vote Required)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Att. A - HRD Position Changes to Add Assoc Personnel Analyst & Personnel Tech BR for 03-17-15 BOS mtg, 3. Add Assoc Personnel Analyst, Personnel Tech Signed BR, 4. Completed Board Order

Date	Ver.	Action By	Action	Result
3/17/2015	1	Board of Supervisors	approved	

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RECOMMENDATION:

It is recommended that the Board of Supervisors:

a. Amend the Human Resources Budget 1060, HRD001-8402 to add one (1) Associate Personnel Analyst and one (1.0) Personnel Technician-Confidential as indicated in Attachment A;
b. Amend the Human Resources Budget 1060, HRD001-8404 to add one (1) Risk & Benefits Analyst as indicated in Attachment A;
c. Direct the County Administrative Office to incorporate the approved changes in the FY 2014-15 Adopted Budget to reflect the change in position counts;
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SUMMARY/DISCUSSION:

The County has begun an upgrade of the current Enterprise Resource System (ERP System). The project will entail upgrading Advantage Performance Budget, Advantage Financial and Advantage HRM from version 3.7 to 3.10. Version 3.7 is has reached the end of useful life in terms of support from CGI Technologies, hardware produced by IBM to run version 3.7 and Microsoft windows server software.

Current staff of the Human Resources Department's Employment & Information Systems and Benefits Divisions will be assigned to this project as Subject Matter Experts and will be housed off site to focus solely on the upgrade. New positions are requested to provide coverage, maintain business operations, and meet operational project deadlines. This request is consistent with the method used to install version 3.7 in 2008 through 2010, and has proven to be the most efficient way to install an upgrade.

The addition of one Associate Personnel Analyst and one Personnel Technician - Confidential in the Employment & Information System Division and one Risk & Benefits Analyst in the Benefits Division will provide necessary staffing for the upgrade project and necessary redundancy for the Human Resources, Position Control and Benefits modules of Advantage HRM system. In addition, each of these positions will actively participate in research and pre-implementation activities required prior to the upgrade to version 3.10.

This recommendation was approved by the BOS Budget Committee at its meeting of March 2nd.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office and Auditor-Controller have been consulted in the preparation of this recommendation.

FINANCING:

The cost of the positions needed for the upgrade is approximately \$93,116 for the remainder of fiscal year 2014 -15 and will be offset from funds budgeted in Fund 403 - Capital Projects Automation. The funds in Fund 403 have been acquired by charges to Offices, Departments and Agencies participating in the ERP Systems and from funds in Fund 403, Capital Projects Automation. The two year costs for the positions included in this report are estimated at \$719,840. Based on past experience, the positions will be absorbed into the Human Resources Department due to attrition.

Approved by: James E. May, Human Resources Director, 5129

Attachments:

A - ERP Upgrade Positions