



## Legislation Details (With Board Report)

**File #:** 12-623      **Name:** FY 12-13 Position Changes in Budget & Analysis Division  
**Type:** General Agenda Item      **Status:** Passed  
**File created:** 6/27/2012      **In control:** Board of Supervisors  
**On agenda:** 7/10/2012      **Final action:** 7/10/2012

**Title:** a. Amend the County Administrative Office-Budget & Analysis Division Budget 1050, CAO001-8046 to reallocate one (1) Principal Administrative Analyst to one (1) Associate Administrative Analyst; and to add one (1) Business Technology Analyst II; and  
b. Direct the County Administrative Office to incorporate the changes into the FY 2012-13 adopted budget to reflect the change in position counts as indicated in Attachment A; and  
c. Authorize the Auditor-Controller to incorporate these changes into the FY 2012-13 Department 1050/Unit 8046 adopted budget.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Attachment A - Changes in Positions for Budget & Analysis Unit 8046.pdf, 2. Completed Board Order

Date	Ver.	Action By	Action	Result
7/10/2012	1	Board of Supervisors	approved	

a. Amend the County Administrative Office-Budget & Analysis Division Budget 1050, CAO001-8046 to reallocate one (1) Principal Administrative Analyst to one (1) Associate Administrative Analyst; and to add one (1) Business Technology Analyst II; and  
b. Direct the County Administrative Office to incorporate the changes into the FY 2012-13 adopted budget to reflect the change in position counts as indicated in Attachment A; and  
c. Authorize the Auditor-Controller to incorporate these changes into the FY 2012-13 Department 1050/Unit 8046 adopted budget.

**RECOMMENDATIONS:**

It is recommended that the Board of Supervisors:

- a. Amend the County Administrative Office-Budget & Analysis Division Budget 1050, CAO001-8046 to reallocate one (1) Principal Administrative Analyst to one (1) Associate Administrative Analyst; and to add one (1) Business Technology Analyst II; and
- b. Direct the County Administrative Office to incorporate the changes into the FY 2012-13 adopted budget to reflect the change in position counts as indicated in Attachment A; and
- c. Authorize the Auditor-Controller to incorporate these changes into the FY 2012-13 Department 1050/Unit 8046 adopted budget.

**SUMMARY/DISCUSSION:**

With the recent departure of a Principal Administrative Analyst in the Budget & Analysis Division of the County Administrative Office (CAO), the CAO's Office had the opportunity to reevaluate its staffing needs to determine if changes were necessary to more effectively utilize personnel resources and contractual services.

Currently, there are six (6) Principal Administrative Analyst positions authorized in the Budget & Analysis Division's FY 2012-13 Adopted Budget. These six positions report to the County Budget Director and perform many tasks and duties related to the development and monitoring of the County's annual budget, preparation of the County's annual Three-Year Financial Forecast, and development of other budgetary and financial reports. They also perform analysis and make recommendations regarding County departments' operational, organizational, and financial proposals and requests.

In conducting this evaluation with Human Resources Department staff, the CAO's Office has concluded that a position that would provide less complex analysis and have a lower level departmental assignments would result in a higher level of efficiency than the current staffing of six Principal Administrative Analysts in the CAO's Office. It was determined that an Associate Administrative Analyst position would be a more appropriate classification to fill the Principal Administrative Analyst position with in order to provide greater flexibility for the Division in assigning work and getting certain tasks accomplished.

For example, the Associate Administrative Analyst would be available to analyze and make recommendations regarding less complex County departmental budgets and proposed departmental organizational changes and would be available to coordinate activities related to the creation of the annual Recommended Budget document. This position would work under the direction and guidance of the five remaining Principal Administrative Analysts for budget development and analysis and recommendations regarding County programs and operations. The Principal Administrative Analysts are currently performing many of these lower level tasks, which has resulted in an under-utilization of their time and skill sets.

It was also determined in this evaluation that the Budget & Analysis Division needs a technical position to provide focused coordination of and support for software and various processes related to the preparation and publication of the annual Recommended Budget document. This position is also needed to perform modifications to existing reports and create new reports for the Performance Budgeting (PB) system, including reports for the County's new performance management program.

Currently, coordination of the annual Recommended Budget document and creation and maintenance of PB reports is performed by multiple Principal Administrative Analysts. In addition, a consultant, Finite Matters, is utilized to provide the electronic publishing software and produce the pdf documents necessary to create the annual budget document.

In consultation with Human Resources staff, the position identified to best fill this role would be a Business Technology Analyst II. This new position will allow for the electronic publishing duties to be provided solely by the Budget & Analysis Division and will eventually eliminate inefficient use of staff time required to coordinate and train consultants on the County's fiscal processes and requirements.

#### OTHER AGENCY INVOLVEMENT:

The County Administrative Office consulted with the Human Resources Department during the development of this report and the Human Resources Department concurs with the recommendations.

#### FINANCING:

The current annual cost for the salary and benefits of the Principal Administrative Analyst position is \$145,053. However, the cost for this position in FY 2012-13 will be less (\$120,873), since it will be vacant for the first two months of the fiscal year. The current annual cost for the publishing consultant contract is \$20,000, for a total FY 2012-13 cost of \$140,873.

The estimated FY 2012-13 salary and benefits cost for the Associate Administrative Analyst position is \$70,259

and the estimated cost for the Business Technology Analyst II position is \$70,099, for a total cost of \$140,358 for these two positions. This estimate is based on both of these positions starting on September 1, 2012 (allowing for sufficient time for recruitment and selection). This will result in an estimated FY 2012-13 savings of \$515 in the Budget and Analysis Unit - 8046.

The annual ongoing cost for the two new positions is estimated at \$168,436, which is just slightly higher (\$3,383) than the current annual cost of \$165,053 (including consultant contract services). This additional cost will be absorbed within the CAO/Budget & Analysis Division's current budgeted appropriations.

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Approved by:

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Mike Gibson, Finance Manager/County Administrative Office

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Dewayne Woods, County Budget Director/County Administrative Office

Dated: June 28, 2012

Attachments:  
Board Order