



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: 15-0140, **Version:** 1

- a. Support amending 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. Support amending the Human Resources Budget 1060, HRD001-8404 to add one (1) Risk & Benefits Analyst as indicated in Attachment A;
- c. Support directing the County Administrative Office to incorporate the approved changes in the FY 2014-15 Adopted Budget to reflect the change in position counts;
- d. Support authorizing 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)

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Support amending 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. Support amending the Human Resources Budget 1060, HRD001-8404 to add one (1) Risk & Benefits Analyst as indicated in Attachment A;
- c. Support directing the County Administrative Office to incorporate the approved changes in the FY 2014-15 Adopted Budget to reflect the change in position counts;
- d. Support authorizing 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)

SUMMARY/DISCUSSION:

The County has begun the upgrade of the current Enterprise Resource Planning (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.

A September 9, 2014 Board Report requested staffing in the Auditor-Controller's Office in support of the ERP upgrade. 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. Three (3) 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.

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.

Prepared and approved by: James E. May, Human Resources Director, 5129

Attachments:

Attachment A - ERP Upgrade Positions