



## Board Report

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**File #:** BC 20-015, **Version:** 1

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Support the request to:

- a. Amend the FY 2019-20 Human Resources Department Adopted Budget (001-1060-8402-HRD001) to reallocate one (1) 1.0 FTE Management Analyst I to one (1) 1.0 FTE Management Analyst II, as indicated in Attachment A; and
- b. Authorize the County Administration Office to incorporate this position reallocation in the FY 2019-20 Adopted Budget.

**RECOMMENDATION:**

It is recommended that the Budget Committee of the Board of Supervisors support the request to:

- a. Support the request to amend the FY 2019-20 Human Resources Department Adopted Budget (001-1060-8402-HRD001) to reallocate one (1) 1.0 FTE Management Analyst I to one (1) 1.0 FTE Management Analyst II, as indicated in Attachment A; and
- b. Support the request to authorize the County Administration Office to incorporate this position reallocation in the FY 2019-20 Adopted Budget.

**SUMMARY/DISCUSSION:**

The Human Resources Department is requesting a reallocation of a Management Analyst I position to a Management Analyst II position.

The budget constraints in FY 18-19 necessitated elimination of the HR Learning and Organizational Development Unit. However, the Human Resources Department retained a Management Analyst II and used a vacant Senior Risk & Benefits Analyst position as an underfill. The Management Analyst II is tasked to develop customize online trainings as well as to work closely with the Director of Human Resources and HR Program Manager over Recruitment and Selection of Talent Unit. This Management Analyst II was instrumental in creating the County's Family and Romantic Relationship at Work Policy and monitors/reports completion rate. This position also coordinates activities related to projects to facilitate process improvement and develop standard operating procedures based on department's needs; develops marketing strategies for programs; orchestrates resources available through a team approach during implementation of program development (i.e. coordination with IT Department and HR Systems Unit).

In addition, the position is responsible for developing the County's Internship Program and is currently collaborating with educational institutions, Department Intern Liaisons and Department Heads. The Management Analyst II has developed an application and onboarding process to transition the student into the County's workforce. The Internship Program has been officially launched and departments are submitting their request for interns.

The Human Resources Department has a vacant Management Analyst I position, it is requesting to reallocate this position to a Management Analyst II position, so this employee can be moved to that allocation. The Benefits Division has been operating without the Senior Risk and Benefit position for the last two years and it is critical that the position be filled to relieve the undue hardship of being short-staffed for this duration as well as support the continued increased workload demands of the unit.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office has reviewed and concurs with this request.

FINANCING:

The Human Resources Department will not need any additional funding since it will absorb any additional salary and benefit cost for the current fiscal year and for future years.

BOARD OF SUPERVISORS' STRATEGIC INITIATIVES:

Check the related Board of Supervisors Strategic Initiative(s):

- ☐ Economic Development - Through collaboration, strengthen economic development to ensure a diversified and healthy economy.
- ☒ Administration - Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.
- ☐ Health & Human Services - Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for health choices and healthy environments in collaboration with communities.
- ☐ Infrastructure - Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.
- ☐ Public Safety - Create a safe environment for people to achieve their potential, leading business and communities to thrive and grow by reducing violent crimes as well as crimes in general.

Prepared and approved by: Irma Ramirez-Bough, Director of Human Resources

Attachment:

Attachment A