



## Agenda Submittal

**Agenda #:** 11 **Status:** Consent Calendar  
**Type:** Resolution **Department:** Human Resources  
**File #:** 19-886 **Contact:** Marc Fox, 784-2552  
**Agenda date:** 12/10/2019 **Final action:** 12/10/2019  
**Title:** Adopt a resolution to amend the List of Numbers and Classifications of Positions to add 1.0 FTE Human Resources Manager and delete 1.0 FTE Employment Relations Manager; and Adopt a resolution to amend the Alphabetical Listing of Classes and Salaries to establish a monthly salary of \$10,583.16 - \$12,864.44 for the classification of Human Resources Manager  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Resolution - List of Numbers/Classifications, 2. B - Resolution - Alpha Listing Classes/Salaries, 3. Adopted Resolution - HR ER, 4. Adopted Resolution -Listing of Classes and Salaries, 5. Minute Order

Date	Ver.	Action By	Action	Result
12/10/2019	1	Board of Supervisors		

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

The Director of Human Resources recommends the Board of Supervisors adopt a resolution to amend the Alphabetical Listing of Classes and Salaries to add 1.0 FTE Human Resources Manager and delete 1.0 FTE Employment Relations Manager, and adopt a resolution to amend the Alphabetical Listing of Classes and Salaries to establish a monthly salary of \$10,583.16 - \$12,864.44 for the classification of Human Resources Manager.

### **SUMMARY:**

In October 2012, the Board of Supervisors approved a proposed reorganization of the Human Resources Department, including restructuring job functions by converting the specialized job position of Employment Relations Manager into the generalist position of Human Resources Analyst (Principal). In September 2014, the Board of Supervisors approved the return to the specialized position of Employment Relations Manager and deleted one Human Resources Analyst (Principal) position. The Employment Relations Manager is presently vacant and the Director of Human Resources reviewed past recruitments to fill the Employment Relations Manager position and current departmental needs and recommends the establishment of a Human Resources Manager position. The Human Resources (HR) Manager position differs from the Employment Relations Manager in that the HR Manager will, in addition to the duties of administering and coordinating the County's labor relations activities, and to plan, organize and direct the department's classification and compensation activities.

### **FINANCIAL IMPACT:**

The anticipated cost for the balance of the fiscal year is \$5,851 and the Human Resources Department anticipates absorbing the cost within the existing allocated budget due to the timing of when staff vacancies are filled.

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2019/20 Adopted Budget.

### **DISCUSSION:**

In October 2012, the Board of Supervisors approved a proposed reorganization of the Human Resources Department, including restructuring job functions by converting the specialized job position of Employment Relations Manager into the generalist position of Human Resources Analyst (Principal).

In September 2014, the Board of Supervisors approved the return to the specialized position of Employment Relations Manager and deleted one Human Resources Analyst (Principal) position.

The Employment Relations Manager is presently vacant and the Director of Human Resources reviewed past recruitments to fill the Employment Relations Manager position and current departmental needs. The Employment Relations Manager is responsible for the administration and coordination of the County's labor relations activities. The Human Resources Manager, in addition to the County's labor relations activities, will plan, organize and direct the activities of one of the following activities: classification and compensation, training and organizational development, or compliance with Equal Employment Opportunity laws and policies. In filling the current vacancy, the hired individual will manage labor relations activities and the department's classification and compensation activities. The Human Resources Manager reports to the Director of Human Resources.

### **ALTERNATIVES:**

The Board of Supervisors could elect to not amend the number and classifications of positions; however, this approach is not recommended as the proposed allocation to a Human Resources Manager serves the current needs of the department.

The Board of Supervisors could elect to set the wage for Human Resources Manager at a different value; however, this is not recommended as the proposed wage is set five percent (5%) above the existing Employment Relations Manager classification in recognition of the added responsibilities placed upon the Human Resources Manager.

### **OTHER AGENCY INVOLVEMENT:**

On October 24, 2019, the Director of Human Resources notified all County bargaining units that the Director intended to assign the classification of Human Resources Manager to bargaining Unit 62 - (unrepresented) Senior Management. This is the same bargaining unit of the department's other managers. No disputes have been received as to the assignment of this new classification to bargaining Unit 62.

The Director of Human Resources worked in consultation with the County Administrator's Office in formulating the proposed Human Resources classification, position and wage.

### **CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**