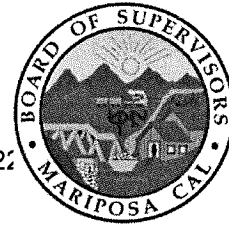


MARIPOSA COUNTY

Human Resources/Risk Management • (209) 966-3227



RESOLUTION - ACTION REQUESTED 2014-339

MEETING: July 8, 2014

TO: The Board of Supervisors

FROM: Steve Dahlem, County Counsel/Interim HR Director-Risk Manager

RE: Human Resources Director Recruitment and Salary Increase; Budget Action

RECOMMENDATION AND JUSTIFICATION:

Authorize an increase in the annual salary for the Human Resources Director/Risk Manager (HR Director/RM) from \$73,545 to \$86,945; authorize recruiting and filling the position effective immediately; authorize 15% out-of-class pay for the Administrative Analyst effective June 23, 2014; suspend new classification, reclassification, and reorganization requests until the appointment of a new HR Director/RM; and approve Budget Action transferring within the HR/RM Department to accommodate the out-of-class pay (\$3,500).

The HR Director/RM announced her resignation effective June 20, 2014. It is prudent for the County to begin a recruitment immediately for the position as it plays a key role in the HR/RM Department of the County. It is recommended that the annual salary for the Director position is increased from \$73,545 to \$86,945 and that the recruitment for the position is advertised with the higher salary. The recent compensation study recommended a 40.40% increase in salary for this position based on the market median and internal salary relationships. Although the proposed annual salary is not at the level that the compensation study recommended (\$103,255.20), increasing the annual salary for the HR Director/RM position to \$86,945 will bring it up to a level that should attract a larger qualified, candidate pool. The proposed annual salary was suggested by the former HR Director/RM as it is approximately the same percentage amount as increases received by other department heads, i.e., County Counsel and the Public Works Director. The current annual cost of the HR Director/RM's salary and benefits is \$104,274.60 and the proposed annual cost for salary and benefits is \$121,327.08. The current annual cost and the proposed annual cost are calculated based on an employee who pays the employee portion of retirement costs (the Public Employees' Pension Reform Act of 2013 requires new employees to pay their portion of retirement costs). Adjustments to the department's budget will be made during 2014/2015 final budget hearings if this action is approved.

The Board of Supervisors recently appointed County Counsel as the Interim HR Director/RM. With this interim appointment, there was no associated salary increase. Although the Interim HR Director/RM will be conferring with HR/RM staff and making decisions relative to significant issues, many of the significant tasks that the HR

Director/RM performed will be performed by the Administrative Analyst in addition to the assigned tasks already performed by the incumbent. For example, the incumbent will work closely with members of County departments to provide professional assistance on matters such as discipline to ensure compliance with collective bargaining agreements; will advise departments of the status of Workers' Compensation claim matters by working closely with the County's third party claims administrator as well as outside attorneys; will monitor legal and legislative developments relative to human resources and risk management matters; will represent the department in meetings; and will be the first step in approving agenda items pertaining to HR/RM. This is only a sampling of the significant tasks that will be performed.

The Administrative Analyst in the HR Department is a Confidential position and as such, this position is tied to the Mariposa County Managerial and Confidential Organization (MCMCO) for salary and benefits. This means that the provision in the MCMCO Memorandum of Understanding (MOU) relative to temporary assignments (section 11.4) becomes active and under this provision, the Administrative Analyst should "receive a salary rate increase to the next higher level" and that the increase "shall be determined as if the assignment had been a promotion." The next higher level is the HR Director/RM position, i.e., the salary of the Director position would be the salary assigned to the incumbent. Although an out-of-class pay increase for the Administrative Analyst is warranted pursuant to the MCMCO MOU, the incumbent is agreeable to receiving 15% out-of-class pay and not the full Director salary. It is recommended that the Board approve 15% out-of-class pay for the Administrative Analyst effective June 23, 2014 until a new HR Director/RM is appointed (\$3,500). There will be a salary savings from the vacant Director position to accommodate the out-of-class pay amount.

New classifications, reclassifications, and reorganizations require a significant amount of staff time because of the analysis required in considering these proposed requests. With the HR Director/RM position vacant, it is prudent to defer these requests until a new Director is on board. It is, therefore, recommended that the Board approve suspending new classification, reclassification, and reorganization requests until after the appointment of a new HR Director/RM and the new Director is actively working in the position.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

At their meeting of June 17, 2014, the Board appointed the County Counsel as the Interim HR Director/RM effective June 21, 2014. Relative to recruitments, the Board has approved the recruitment and filling of department head positions in the past. Relative to the out-of-class pay request, these requests are typically handled at the department level. Because the requested action is for the incumbent to receive a percentage amount and not the full salary of the next higher class, it is necessary for the Board to approve this action.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

A negative action would result in the County having a HR/RM Department functioning without a full-time Director which would have a negative impact on departmental operations. In addition, a negative action relative to the out-of-class pay issue would result in the Interim HR Director/RM performing all aspects of the HR Director/RM

position. This would be burdensome on the Interim Director as he is also the County Counsel. Further, a negative action relative to suspending new classification, reclassification, and reorganization requests would also be burdensome on the department.

FINANCIAL IMPACT:


The salary increase for the Human Resources Director/Risk Manager will be adjusted in the 2014-2015 budget hearings as the position is currently vacant. Salary savings from the Human Resources Director/Risk Manager salary line item 001-0115-441-0101 will accommodate the request for out-of-class pay--line item 001-0115-441-0245 (\$3,500).

ATTACHMENTS:

Budget Action (PDF)

CAO RECOMMENDATION

Requested Action Recommended


Rick Benson, County Administrative Office

RESULT: ADOPTED [UNANIMOUS]
MOVER: Merlin Jones, District II Supervisor
SECONDER: John Carrier, District V Supervisor
AYES: Stetson, Jones, Bibby, Cann, Carrier

BUDGET ACTION FORM

| FUND | DEPT/DIV | ACCOUNT | DESCRIPTION | INCREASE | DECREASE |
|-------------------------------|----------|----------|---------------------------------|----------------|----------------|
| 001 | 0115 | 441-0101 | HR Director/Risk Manager salary | | \$3,500 |
| 001 | 0115 | 441-0245 | Out-of-Class Pay | \$3,500 | |
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| TRANSFER BETWEEN FUNDS | | | | | |
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| TOTALS | | | | \$3,500 | \$3,500 |

ACTION REQUESTED: (Check all that apply)

() Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget , or appropriating Reserve for Contingencies;

(X) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget another, or between categories within a budget unit;

JUSTIFICATION:

Out -of-class pay for Administrave Analyst until an HR Director/RM is appointed.

DEPT HEAD SIGNATURE *Steven W. Dahlen* DATE: 7-22-14

APPROVED BY RES NO. 14-339 CLERK Rene LaRoche DATE 7-22-14

PERSONNEL

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| AUDITOR'S USE ONLY BA # |
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