



# COUNTY OF HUMBOLDT

For the meeting of: 4/5/2022

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File #: 22-322

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**SUBJECT:**

Reallocation of 1.0 FTE County Payroll Services Manager to 1.0 FTE Program Manager.

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the reallocation of 1.0 Full-time Equivalent (FTE) County Payroll Services Manager (salary range 493, class #0107) in Fund 1100, budget unit (BU) 130, Personnel, occupied by Katherine Lourenzo to a 1.0 FTE Program Manager (salary range 523, class 0934) with an effective date of April 3, 2022 (the beginning of the first bi-weekly pay period following approval).

**SOURCE OF FUNDING:**

General Fund (1100).

**DISCUSSION:**

The Humboldt County Human Resources Department has conducted a classification review of the County Payroll Services Manager position currently occupied by Katherine Lourenzo. The review was undertaken to thoroughly evaluate the appropriateness of the classification for this position due to the administration of county Payroll no longer residing in the Human Resources Department. It is evident that Katherine Lourenzo is performing duties beyond the scope of the County Payroll Services Manager position as currently written.

Incumbent Katherine Lourenzo has been working in county Payroll since Nov. 21, 2008, and therefore has vital knowledge related to our Human Resources Informational System (HRIS), Finance Enterprise, payroll processing, related tax codes, labor laws and employee agreements. This valuable knowledge is specifically related to the tasks retained by Human Resources when county Payroll transitioned to the Auditor-Controller. Ms. Lourenzo also has extensive experience ensuring the county is compliant with benefits reporting and administration, which was also retained by Human Resources when county Payroll transitioned to the Auditor-Controller.

The pension system the county contracts with (CalPERS) has seen increased reporting and compliance

complexity, leading up to and following pension reform (PEPRA) in 2013. A detailed and ongoing understanding of implementing past and future legislative changes related to pension reform, and existing Public Employee Retirement Law (PERL) is necessary to support the organization and employees. Other benefits, such as deferred compensation plans offered through Empower, require her diverse and specialized knowledge base in the county's HRIS system, Empower's plan details and Internal Revenue Code. Her experience in both the Human Resources and Auditor-Controller departments, in implementing both new and upgrading existing HRIS and payroll programs, will allow her to support HR through anticipated growth and technological developments that improve access to information and efficiency for county departments and employees. Employee benefits, such as paid leave, leave conversions and contractual incentives and overtime, offered through the organization's various memorandums of understanding and compensation plans require her extensive expertise in implementing these agreements. Her advanced skill set is also necessary to ensure Human Resources is performing on-going tasks accurately and efficiently and utilizing available technological resources to improve processes. She is the subject matter expert and the primary resource for the Human Resources Department regarding Finance Enterprise and benefits compliance.

Since Payroll has transitioned from the Human Resources Department to the Office of the Auditor-Controller, the classification of County Payroll Services Manager is no longer appropriate for Ms. Lourenzo. Human Resources recommends reclassifying this position from County Payroll Services Manager (salary range 493, class #0107) to a Program Manager (salary range 523, class 0934) since it will be managing the HRIS and benefits compliance tasks within the Human Resources Department. The Program Manager classification was determined as the appropriate classification as this position will require planning, organizing, and managing the work of staff that support internal services for a vital County-wide program This county-wide program being HRIS Data Management and Benefit Compliance. This position will require the development and implementation of policies and procedures, compilation and reconciliation of complex benefit data reporting, and will serve as the primary point of contact for the agency for benefit compliance.

FINANCIAL IMPACT:

The annual salary and benefits increase to reallocate the 1.0 FTE County Payroll Services Manager (\$100,857.66) to a Program Manager (\$117,131.41) is approximately \$16,273.76. This position will reside in Fund 1100, Budget Unit 130, Personnel. The estimated increase for the remainder of Fiscal Year (FY) 2021-22 is \$4,676. There is no need for a budget adjustment as there is sufficient appropriation in Budget Unit 130 to cover the estimated increase due to unanticipated salary savings. This position will be included in the proposed county budget for FY 2022-23. Human Resources also recently deallocated a Project Manager and allocated a Senior Human Resources Analyst in Budget Unit 130, Personnel. This resulted in a net decrease of \$10,940.80, which significantly offsets the increase that would result in the approval of staff recommendations.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

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N/A.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for approval to reallocate the position.

ATTACHMENTS:

N/A.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A.

Meeting of: N/A.

File No.: N/A.