



COUNTY OF HUMBOLDT

For the meeting of: 10/2/2018

File #: 18-1172

To: Board of Supervisors

From: Public Works

SUBJECT:

Allocate One Full-Time (1.0 FTE) Fiscal Assistant I/II Position for the Public Works Motor Pool Division

RECOMMENDATION(S):

That the Board of Supervisors approve the allocation of one full-time (1.0 FTE) Fiscal Assistant I/II (class 0177, salary range 299, unit 01) position in budget unit 3500-350 effective at the beginning of the next bi-weekly pay period following approval.

SOURCE OF FUNDING:

Motor Pool 3500-350

DISCUSSION:

The Department of Public Works seeks authorization to add one full-time (1.0 FTE) Fiscal Assistant I/II position to the Motor Pool Division to accommodate the staffing needs for this specific position within budget 3500-350 and to decrease the financial encroachment into the Roads Fund budget 1200-320, effective at the beginning of the next bi-weekly pay period following approval.

Currently the fiscal duties for the Motor Pool Division are divided between several staff members in another Public Works Division. These duties include ordering, distributing, and managing the county's 800 plus Renner fuel cards; processing the weekly invoices for cardlock and bulk fuels; processing monthly Voyager invoices; investigating missing/stolen fuel; entering fuel data into the Cost Accounting Management System (CAMS) for tracking fuel usage; organizing Operators' Logs and Weekly Vehicle Cards and entering mileage for county vehicles into CAMS; investigating missing Operators' Logs and Weekly Vehicle Usage cards; compiling, printing and distributing mileage reports for other county departments; processing the invoices for replacement and new vehicles; entering information on newly acquired county vehicles into CAMS; tracking depreciation on the county's 498 vehicles assigned to Motor Pool; acting as back up for Motor Pool Accounts Payable; processing payroll for the Motor Pool Division; and preparing the end of the year Motor Pool Report for the Cost Plan. There would be a single point of contact for these duties instead of the current patch work of employees, which will be more efficient. It would also ensure that time and costs for work performed for Motor Pool are appropriately charged.

FINANCIAL IMPACT:

The estimated cost of funding the Fiscal Assistant I/II position for the remainder of this fiscal year is \$38,049. There are sufficient funds in the Motor Pool Category 01 line items (3500-350- 1100 to 1600) to cover the additional cost of this position. It will also eliminate the current need to transfer the costs of the fiscal work that is being performed by the Roads Fund staff and charged out in the Public Works Project Transfer. Staff estimates that the savings from eliminating these transfers will offset the cost of adding this position.

There is no impact to the General Fund.

The requested action conforms to the Board of Supervisors' Priorities of managing resources and ensuring sustainability of services.

OTHER AGENCY INVOLVEMENT:

Human Resources-Personnel

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to not approve the allocation of this position. This is not recommended as this position would increase the

File #: 18-1172

efficiency of the fiscal duties for the Motor Pool Division and decrease the need to transfer funds to cover the costs of these duties.

ATTACHMENTS:

Fiscal Assistant I/II Job Description

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A