



AGENDA ITEM NO.
C9

COUNTY OF HUMBOLDT

For the meeting of: April 10, 2018

Date: April 2, 2018
To: Board of Supervisors
From: Lisa DeMatteo, Human Resources Director *LD*
Subject: Allocate 1.0 Full Time Equivalent Human Resources Analyst I/II in Budget Unit 130

RECOMMENDATION(S):

That the Board of Supervisors approve the allocation of a 1.0 Full Time Equivalent (FTE) Human Resources Analyst I/II position (class 0684, salary range 422/450) in budget 130, effective immediately.

SOURCE OF FUNDING:

General Fund

DISCUSSION:

Human Resources Director Lisa DeMatteo was hired on August 10, 2017, and since that time has been evaluating the county's current Human Resource (HR) practices related to training, recruitment and retention, and the provision of risk management services. The results of this evaluation have led to revised processes such as recruitments. Following extensive revisions to the Merit System Rules, Human Resources has implemented modules within the NEOGOV (online recruitment system) to enable the department to accurately manage the entire recruitment process electronically rather than through paper files. Additionally, the system has enabled the department to ensure timely communication with candidates

Prepared by: Lisa DeMatteo

CAO Approval *[Signature]*

REVIEW:

Auditor _____ County Counsel _____ Human Resources *LD* Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Wilson* Seconded by Supervisor *Bass*

- Ayes *Bass, Fennell, Sundberg, Behn, Wilson*
- Nays _____
- Abstain _____
- Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 4/10/18

By: *[Signature]*
Kathy Hayes, Clerk of the Board

related to their progression through the recruitment process. The process has also changed for hiring departments including the opportunity to screen applicants through Subject Matter Experts and a Hiring Panel prior to interviewing candidates. The benefit of the new process is evidenced in the shortened recruitment timeframe by months in the majority of cases. Further, Human Resources and department hiring teams vet applicants to ensure only the most qualified individuals proceed through the progressive stages of the process and closely align with departmental culture and strategic plan. However, in order to further improve HR practices, a reorganization of the Human Resources Department is necessary. Enhancement will be evidenced by streamlining hiring and disciplinary practices, proactive labor relations and negotiations, improved county-wide training opportunities, developing policies to ensure compliance and consistency, and streamlining practices that are currently cumbersome and ineffective thereby restructuring county processes and aiding in the improved efficiency of county government.

The requested position will be responsible for providing service to the county in the functions of compensation and classification review, managing leaves of absence, the Americans with Disabilities Act interactive process, educational reimbursement, recruitment and retention, training and development and labor and employee relations, as well as providing much needed assistance in process improvements.

Additional reorganizational options will include reviewing current staff responsibilities and expectations, currently available information systems and processes, best practice methodology, compliance standards.

FINANCIAL IMPACT:

The annual salary and benefit costs for a Human Resources Analyst I/II is \$89,254. The cost for the remainder of the current fiscal year for a Human Resources Analyst I is \$26,032. Due to salary savings and reduced extra-help usage, Human Resources is able to absorb the cost of \$26,032 for the remainder of the fiscal year. However, in Fiscal Year 2018-19, Human Resources will require an additional one-time contribution of \$89,254 to accommodate the additional position while additional reorganizational changes are made.

This item supports the Board's Strategic Framework by providing county core services at appropriate levels of service and to manage county resources to ensure sustainability of services and investing in county employees.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose to decline staff's recommendation. In that case, the department would do its best to manage its duties and responsibilities; however, the department may experience a significantly hindered workflow and may not be able to meet various timelines and requirements if this additional support is not approved. This may jeopardize the ability of the Human Resources Department to perform all necessary functions, and to provide appropriate levels of services to our employees and the public.

ATTACHMENTS:

Human Resources Analyst I/II job description

HUMAN RESOURCES ANALYST I/II

DEFINITION

Under general supervision, performs technical and professional, detailed, and confidential work required to administer human resources programs including recruitment, classification, compensation, leaves of absences, employee benefits and employee relations; provides administrative support for County risk management related programs and activities; provides consulting services to County departments related to all aspects of human resources activities; performs related work as required.

DISTINGUISHING CHARACTERISTICS

While individuals in this position may be assigned responsibilities related to specific human resource programs and/or activities, incumbents are expected to develop a broad fundamental knowledge and capacity to perform within the full scope of human resources related programs and/or functions, including risk management related activities.

Human Resources Analyst I: This is the entry-level class in the Human Resources Analyst series. Initially under close supervision, incumbents learn and perform routine functions regarding the solution of problems related to the design, development, implementation and administration of human resources management programs. As knowledge and experience are gained work assignments will become more complex and broader in scope, and will be performed under more general direction. This class is alternately staffed with Human Resources Analyst II, and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for the higher-level class and demonstrating the ability to perform the required work.

Human Resources Analyst II: This is the advanced journey-level class in the Human Resources Analyst series, performing the full-scope of duties within this class. Incumbents in this position analyze and make independent recommendations regarding the solution of complex problems related to the design, development, implementation and administration of human resources related programs. Incumbents provide a professional-level resource for organizational and managerial related analyses and studies, which includes extensive staff, public and organizational contact.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, coordinates and implements a wide range of human resource programs and activities in accordance with applicable Federal, State and County rules, laws and regulations.
- Coordinates and implements recruitment processes for County departments; confers with departments to ascertain departmental needs; coordinates and/or produces recruitment flyers and position announcements; develops advertising strategy and coordinates implementation.
- Screens and assesses application materials; identifies qualified and appropriate candidates relative to specified positions.
- Develops, coordinates, administers, and evaluates oral and written examinations and their results to establish candidate eligibility lists.
- Performs classification audits, modifies and/or develops job class descriptions; conducts surveys of comparable organizations; prepares salary recommendations.
- Conducts special research assignments, analyzes data and prepares conclusions and recommendations for consideration by management or special committees.
- Monitors leave of absence programs, ensuring legal compliance; reviews and analyzes leave requests and/or applications; makes recommendations and develops and prepares responses and/or correspondence.
- Coordinates processes and activities mandated by the Americans with Disabilities Act (ADA) and ensures compliance.
- Assists employees and management with the interpretation and correct application of County policies, procedures, and programs; provides advice and assistance regarding employment issues; investigates employee complaints.
- Provides administrative support related to employee benefits programs including retirement, health, life, dental, vision, deferred compensation, and employee assistance; explains program provisions, procedures and requirements; assists employees with forms, documents and enrollment for benefits.
- Assists in the administration of County insurance, workers' compensation and other risk management programs as directed in support of human resource risk management functions.
- Participates in the administration of County employee relations policies, including conducting prospective disciplinary investigations, facilitating grievance processes, and preparing required paperwork in a timely and accurate manner.
- Participates in labor negotiations, including keeping official records of procedures, collecting and presenting data and information and/or other applicable research.

- Analyzes the effect of new laws or administrative regulations on human resources programs and recommends policies and procedures for implementation.
- Develops and revises documents, procedures, and forms; assists in the development of policies and procedures.
- Schedules and conducts new employee orientations.
- May prepare and conduct presentations for boards, agencies, staff and/or other groups.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of human resources in a public agency setting, including recruitment, selection, job analysis and classification, compensation and benefit analysis and administration, equal employment opportunity and employee relations.

Applicable Federal, State, and local laws, codes and regulations.

Modern office practices, methods and computer equipment; computer applications related to the work

Record keeping principles and procedures.

Techniques for effectively communicating and representing the County in contacts with governmental agencies, community groups and/or other groups and the public.

Correct English usage, grammar, spelling, vocabulary, and punctuation.

Skill in:

Interpreting, applying and explaining complex laws, codes, regulations and ordinances.

Effectively representing the department and the County in meetings with governmental agencies, community groups and/or other groups and the public.

Analyzing situations and identifying pertinent problems/issues; collecting relevant information; evaluating realistic options; and recommending/implementing appropriate course of action.

Organizing and prioritizing a variety of projects and tasks; setting priorities and meeting critical deadlines.

Preparing clear and concise reports, correspondence, other written materials.

Maintaining accurate files and records.

Maintaining confidentiality of sensitive personnel related information.

Operating modern office equipment including computer equipment and specialized software applications programs.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Human Resources Analyst I: Equivalent to graduation from a four year college or university with major course work in business or public administration, psychology, industrial relations, or a related field.

Human Resources Analyst II: In addition to above, two (2) years of professional level experience in a centralized human resources system or department at a level equivalent to the County's class of Human Resources Analyst I. Experience in a public agency setting is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability to operate a motor vehicle and to visit various County and/or other meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.