



# COUNTY OF HUMBOLDT

For the meeting of: 11/9/2021

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File #: 21-1650

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**SUBJECT:**

Monthly Report Update of Payroll Services Transition from County Human Resources to the Office of the Auditor-Controller

**RECOMMENDATION(S):**

It is recommended that the Board of Supervisors receive and file the October 2021 monthly report update of payroll services transition from County Human Resources to the Office of the Auditor-Controller

**SOURCE OF FUNDING:**

General Fund (1100)

**DISCUSSION:**

On Aug. 24, 2021, the Board of Supervisors authorized and approved an operational realignment of payroll services from the County Human Resources/Risk Management Department (HR) to the Office of the Auditor-Controller (A-C) effective Sept. 5, 2021. The Board further directed HR and the A-C to provide a progress report to the county's Audit Committee in early 2022 on the status of the payroll realignment. Additionally, the Board of Supervisors directed a joint bi-weekly report detailing the operational impacts with a workplan.

The bi-weekly reports dated Sept. 10, 2021 and Sept. 24, 2021 were distributed to the Board of Supervisors, County Administrative Officer (CAO) Hayes and all Department Heads (Attachments 1 and 2). Attachments 3 and 4 were discussed and included in the Sept. 24, 2021 bi-weekly report. Attachment 4 is modified here to remove the employee identification numbers. On Oct. 5, 2021 the Board of Supervisors directed a monthly report to be agendized as a Consent Agenda with performance metrics.

To date, the Transition Team consisted of the Auditor-Controller Paz Dominguez, the Acting Chief Financial Officer Cheryl Dillingham, HR Director Linda Le and MGO Scott Johnson met on Aug. 25, 2021 and Sept. 2, 2021 to discuss the development of the transition plan and the key business processes. On Oct. 21, 2021 Deputy County Administrative Officer Sean Quincey participated in the

third transition meeting as Ms. Dillingham is no longer the County Administrative Office's designee. HR representative will also be transitioned to Assistant HR Director Kelly Barns. It is anticipated the Transition Team will continue to meet to further define the roles and responsibilities between the two offices.

Operationally, a task team consisted of staff from both offices attempts to meet weekly to discuss and exchange lessons learned and coordinated process such as State Disability benefits integration, deduction entry, direct deposit changes, leave bank management, system set up needs/issues, and various issue resolutions for errors in the prior payroll cycles.

The following HR performance metrics for the month of October 2021 are as follows:

1. Total number of State Disability Income integration (SDI) processed in October 2021: 85 processed; 73 SDI employee accounts updated in each supplemental pay warrant cycle; and 146 updates/calculations processed.
2. Total number of Personnel Action Forms processed for the month of October 2021: 60 separations within CalPERS; 4 buy-out separation; 36 new hires; 11 salary adjustments; 43 deduction changes; and 23 information changes.
3. Total number of Medical Leave balance records processed and updated: 23

The paradigm shift continues to be a learning curve for current Human Resources staff. The Board recently approved a de-allocation of a Measure Z-funded Secretary classification to a Measure Z-funded HR Technician. The incumbent joined the team on Nov. 1, 2021 and it is anticipated this key member will provide additional support in processing various human resources transactions.

FINANCIAL IMPACT:

There is minimal impact to prepare the monthly report.

STRATEGIC FRAMEWORK:

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

OTHER AGENCY INVOLVEMENT:

Office of the Auditor-Controller

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors directed a monthly report to be published.

ATTACHMENTS:

1. Attachment 1 Bi-Weekly Payroll Services Transition Report, dated September 10, 2021

2. Attachment 2 Bi-Weekly Payroll Services Transition Report, dated September 24, 2021
3. Attachment 3 Task Delegation - September 24, 2021
4. Attachment 4 Changes Log - September 24, 2021

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: 08/24/2021; 10/05/2021

File No.: 21-1241; 21-1384