



COUNTY OF MARIN

HUMAN RESOURCES DEPARTMENT

JOANNE PETERSON
Director

November 30, 2010

Board of Supervisors
County of Marin
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Add 1.0 FTE Senior Personnel Analyst position (fixed term) in the Human Resources Department

Dear Board Members:

RECOMMENDATION:

1. Authorize your board to approve the following limited term personnel adjustments through October 29, 2011, effective for the October 31, 2010 pay period.

Action	Funds Center	Description	FTE	Job Title	Step	Class	Pos#
Add	3500014000	Employee Relations	1.00	Sr. Personnel Analyst	4	0324	new

2. Approve the following budget adjustments:

Action	SAP Funds Center	Description	SAP Commitment	Description	Budget Adjustment (FY 10/11)
Decrease	1000011000	General Administration	5110110	Salaries & Benefits	\$85,609
Increase	3500014000	Employee Relations	5110110	Salaries & Benefits	\$85,609
Total Expense					\$0

SUMMARY: The Department of Human Resources (HR) is responsible for the administration of county-wide Human Resources, including administration of Civil Service regulations & employment law, Talent Acquisition, Volunteer Programs, Classification & Compensation, Labor Relations, Employee Relations, Payroll, Benefits Administration, Leave Management, Equal Opportunity Programs, Employee Training and Organization Development.

The Department of Health and Human Services (H&HS) has the largest segment of the County workforce with nearly 900 employees. These employees provide community services throughout Marin County in a variety of facilities that are not readily connected to core HR services. In order to provide support to the workforce, H&HS has planned and budgeted for a high-level HR professional to report within their organizational structure and serve as a liaison to the HR Department.

The past model of providing HR services has not consistently met the needs of H&HS due to the lack of connection between the assigned HR professionals and the central service provider. In an effort to improve HR Services to H&HS while better coordinating with the central service provider, we are proposing to create a fixed term position in HR funded by the vacant position in H&H that will provide services to H&HS, and serve as an on-site resource to H&HS. Both departments will evaluate the effectiveness of the change after the 12 month trial period to decide whether this arrangement meets the needs of both departments and implement a more permanent arrangement.

FISCAL IMPACT: The proposed action does not increase net county cost. Both HR and H&HS will work with the CAO to make necessary adjustments to the FY 10/11 baseline budget.

REVIEWED BY:	(X)	Department of Finance	(X)	N/A
	()	County Counsel	(X)	N/A
	(X)	Human Resources	()	N/A

Respectfully submitted,


Larry Daniel
Principal Personnel Analyst

Reviewed by:


Joanne Peterson
Director of Human Resources