RESOLUTION - ACTION REQUESTED 2017-49

MEETING: February 7, 2017

TO: The Board of Supervisors

FROM: Chevon Kothari, Human Services Director

RE: Authorize Adding and Consolidation of Positions in HSD Administration

RECOMMENDATION AND JUSTIFICATION:
Approve the Addition of One Full Time Fiscal Officer II Position, and One Full Time Administrative Analyst II Position, and the Deletion of One Full Time Deputy Director of Administrative Services Position in the Human Services Administration Budget Effective February 1, 2017; Approve Budget Action Transferring Funds Within the Human Services Department to Compensate the Difference ($66,431).

The Human Services Department must continue to adapt to the changing administrative needs due to growth within our programs, additional grants and state program requirements, as well as new County administrative projects and requirements. This request will assist us in reorganizing the fiscal and human resources changes needed to address current and future demand.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board of Supervisors must review and approve any changes to the allocated positions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
If this request is not approved, the Human Services Department will be unable to reorganize the administrative and fiscal services management positions to adequately address the current and future needs of the Department and to provide optimal management and supervision of our programs and staff.

FINANCIAL IMPACT:
The attached Budget Action moves sufficient funds in the Human Services Administration Budget Unit 001-0507 to accommodate the additional positions and the consolidation. There is no impact to the County General Fund.

ATTACHMENTS:
Budget Action HS Admin Consolidation (PDF)

CAO RECOMMENDATION
Requested Action Recommended
RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Rosemarie Smallcombe, District I Supervisor
SECONDER: Kevin Cann, District IV Supervisor
AYES: Menetrey, Smallcombe, Jones, Long, Cann
## BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
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**TOTALS**: 66,431  

## TRANSFER BETWEEN FUNDS

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**TOTALS**: 0  

**ACTION REQUESTED**: (Check all that apply)

- [X] Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies.

- [ ] Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit.

**JUSTIFICATION**: Move budgeted funds to align with new allocations

**DEPT HEAD SIGNATURE**: [Signature]  
**DATE**: 1/25/17

**APPROVED BY RES NO.**: 17-49  
**CLERK**: [Signature]  
**DATE**: 2-7-17

**DEPARTMENT**: Human Services

**AUDITOR'S USE ONLY**: BA #

Revision Form Revised 0