

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Human Resources	(2) MEETING DATE 12/18/2012	(3) CONTACT/PHONE Tami Douglas-Schatz 781-5959	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 180–Social Services Administration, deleting six full-time Supervising Administrative Clerk I positions and adding six full-time Supervising Administrative Clerk II positions.			
(5) RECOMMENDED ACTION That your Board adopt the resolution amending the Position Allocation List (PAL) for Fund Center 180 - Social Services Administration, deleting six full-time Supervising Administrative Clerk I positions and adding six full-time Supervising Administrative Clerk II positions.			
(6) FUNDING SOURCE(S) FC 180- Social Services Administration FY 2012-13 Adopted Budget (salary savings)	(7) CURRENT YEAR FINANCIAL IMPACT \$25,143	(8) ANNUAL FINANCIAL IMPACT \$50,285	(9) BUDGETED? No
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business (Time Est. _____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? N/A	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(17) ADMINISTRATIVE OFFICE REVIEW Emily Jackson			
(18) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Human Resources / Tami Douglas-Schatz
781-5959

DATE: 12/18/2012

SUBJECT: Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 180–Social Services Administration, deleting six full-time Supervising Administrative Clerk I positions and adding six full-time Supervising Administrative Clerk II positions.

RECOMMENDATION

That your Board adopt the resolution amending the Position Allocation List (PAL) for Fund Center 180 - Social Services Administration, deleting six full-time Supervising Administrative Clerk I positions and adding six full-time Supervising Administrative Clerk II positions.

DISCUSSION

Pursuant to Civil Service Commission (CSC) Rule 5.03, the Human Resources Director has the responsibility for conducting classification studies when a Department Head proposes or assigns duties on a permanent basis that are significantly different than those described in the class specification for that position. The Human Resources Department has established an annual Class Study Window Period in which incumbents may submit requests for their position to be studied.

During the 2011 Classification Study Window Period, an incumbent Supervising Administrative Clerk I in the Department of Social Services submitted a position study request. The Human Resources Department conducted a classification study and concluded that the incumbent was performing duties at the Supervising Administrative Clerk II level. The position was reclassified to the proper classification during the FY 12-13 budget cycle, pursuant to CSC Rule 5.04 which requires the Human Resources Director to initiate action to reallocate positions to a more appropriate class in the classification plan.

As a result of the 2011 study, the Department of Social Services recognized that several other Supervising Administrative Clerk I positions were assigned duties similar to the reclassified position. The Department requested that Human Resources conduct classification studies on those positions as well. The Human Resources Department conducted classification studies for the seven remaining positions in the spring of 2012. Supervising Administrative Clerks work at the various Department of Social Services satellite offices throughout the County, and work under the direction of their respective Regional (Division) Managers. The supervisory responsibilities assigned to the incumbents have increased over time due to a transfer of the reporting relationship of clerical staff from Social Worker Supervisors to Supervising Administrative Clerks. This transition was intended to organizationally align the administrative support staff under administrative supervisors. As a result, the incumbent Supervising Administrative Clerks assumed a greater span of control due to additional staff assigned and an increase in required knowledge due to the wide variety of functions supported. This shift allowed the professional supervisory positions in the Department to focus more on tasks pertaining to case management and participant services, creating a much more efficient workflow.

Six of the incumbents studied were found to be providing “technical clerical supervision to large clerical staff[s] performing varied and difficult clerical tasks,” consistent with duties described in the Supervising Administrative Clerk II class

specification. Generally, the Supervising Administrative Clerk I level personally performs complex administrative work and oversees fewer staff than the Supervising Administrative Clerk II level. The incumbents studied are currently engaged almost exclusively in exercising technical clerical supervision over large clerical staffs, averaging nine direct reports each. The classification factors considered in the analysis included the duties being performed, complexity of duties, knowledge required to perform the duties, latitude for independent judgment, and consequence of error. These studies concluded that six of the Supervising Administrative Clerk I positions are performing duties at the Supervising Administrative Clerk II level.

The Administrative Office reviewed the study findings to consider the organizational and fiscal impact, then collaborated with the Department of Social Services to determine whether to reassign out-of-class duties or reclassify the incumbents' positions. Based upon the organizational structure of the Department, a reassignment of duties is not a viable option. As a result, the joint recommendation is to reclassify the six Supervising Administrative Clerk I positions to Supervising Administrative Clerk II. Upon completion, class studies conducted outside of the Classification Study Window Period that result in reclassification are generally taken to the Board when administratively feasible. The attached resolution reflects the final PAL recommendations, reallocating these positions to the Supervising Administrative Clerk II level.

OTHER AGENCY INVOLVEMENT

The Department of Social Services and the County Administrative Office reviewed this request and agree with the recommendations.

FINANCIAL CONSIDERATIONS

The annualized salary and benefits cost for the six Supervising Administrative Clerk (SAC) I positions to be reclassified is currently \$454,128, an average of \$75,688 per position. The annualized salary and benefits cost for these six positions once they have been reclassified to SAC II level will be approximately \$504,413, an average of \$84,069 per position.

The cost difference will be a total of about \$50,285 per fiscal year. Since this change will take place mid-fiscal year, the increased cost for this fiscal year would be about half or \$25,143.

This additional amount can be funded with salary savings in the Department of Social Services Adopted budget for Fiscal Year 2012/2013 and will require no additional General Fund support.

RESULTS

Adoption of this resolution will allow the affected employees to be placed in the proper classification as determined by the Human Resources Department.

ATTACHMENTS

1. DSS PAL Resolution SAC II