

City of Brisbane

Agenda Report

To: City Council via City Manager
From: Administrative Services Director
Subject: Reinstatement of Administrative Support for Human Resources
Date: December 17, 2012

Purpose:

Ensure timely completion of Human Resources tasks and allow existing staff to concentrate on higher levels of work.

Recommendation:

Approve a supplemental appropriation for \$19,516 this year to reinstate a half time administrative person in the Human Resources area. The cost for a full year would be \$39,032.

Background:

Beginning in 2008 staff held open all positions in order to evaluate if there were a different way to get the work done or if the work could be done by existing employees without impacting the service level the public receives. The position of Clerical support came open in March of 2011 when the employee in the position went to a job in another organization. The person has continued to work with us for 3 hours a week compared to the 20 hours the person previously worked.

Discussion:

Whereas staff has put a strong emphasis on maintaining services to the public we are beginning to see repercussions in meeting internal workloads. Prior to the reductions in staff we had over 60 hours a week devoted to personnel issues from the Administrative Services Director, Sr. Management Analyst – Human Resources, and Office Specialist. This time has been reduced to less than 30 due to the Administrative Services Director taking on responsibilities for: Open Space and Ecology. Sustainability, Parks and Recreation and other assignments. and the Sr. Management Analyst – Human Resources has taken on a variety of tasks and responsibilities done by the former Assistant to City Manager including: transportation, airport noise, tree permits, history book, City Manager budget responsibilities, and other duties assigned by the City Manager.

The reduction in time devoted to personnel matters is seen in our current recruitment process, delays in processing flexible benefits and dental reimbursements, follow-up on evaluations, personnel investigations, and workers compensation issues. Adding back 17 hours a week will provide additional time to do this work and potentially free up some time for the newly created Principal Analyst position to take on more regional issues allowing the City's interests to be forwarded.

An opportunity has presented itself to replace the part-time position in conjunction with the half-time position already allocated to the Community Development Department. This would create one full-time position which history has shown provides a better applicant pool than two half-time positions does. Additionally, with the recent increase in recruitments in the Public Works Department the strain on our internal resources has become notable. We will also need to spend significant Human Resources staff time next year in negotiations to ensure successful completion by the end of the calendar year, as well as spending time on understanding the new Affordable Care Act so we can implement the main provisions in January of 2014. These issues will cause more of the routine lower level work items to be delayed even longer than they currently are.

Fiscal Impact:

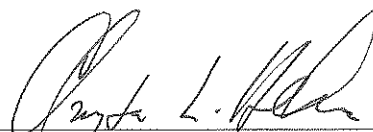
The cost to fill this position would be \$39,032 a year or \$19,516 for the remainder of the fiscal year.

Measure of Success

Timely completion of a variety of personnel functions including recruitments, evaluations, and flexible benefit and dental reimbursements.



Stuart Schillinger
Administrative Services Director



Clay Holstine
City Manager