

HEALTH SERVICES AGENCY
ADMINISTRATION

COUNTY OF SANTA CRUZ 119

HEALTH SERVICES AGENCY

P.O. BOX 962, 1080 EMELINE AVENUE
SANTA CRUZ, CA 95061
(408) 454-4066 FAX: (408) 454-4770
TDD: (408) 454-4123

July 22, 1999

AGENDA: August 24, 1999

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA. 95060

SUBJECT: Approval of Personnel Changes in Health Services Agency

Dear Members of the Board:

Background:

The Health Services Agency has been working with County Personnel to improve efficiency within HSA personnel functions. Growth in the number of employees within HSA to over 516 FTE's during the last 5 years has created significant payroll management workload increases. Much of this processing requires manual adjustments because of the varied work patterns of some employees.

The current payroll system can no longer be managed by a current 1.0 FTE Payroll clerk. In addition to the increase in employees and payroll processing, there have been significant changes in coding requirements because of the number of specialized grant programs which are tracked through the payroll system. The complexity of these payroll tracking systems require many corrections to time cards each pay period.

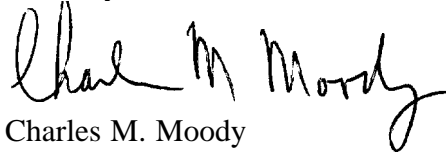
To resolve this workload issue, the addition of a 1.0 FTE Payroll Clerk is recommended. This addition would be offset by the deletion of a .75 FTE vacant typist clerk position. Funds are available for this change within the existing HSA budget and no additional Net County Cost contributions are required.

Recommendations:

It is, therefore, RECOMMENDED that your Board take the following action:


1. Approve the following position changes and request Personnel to classify the new position:
 - a. Add 1 .0 FTE Payroll Clerk
 - b. Delete .75 FTE Typist Clerk II (BC5003LA)

Sincerely,



Charles M. Moody
Health Services Agency Administrator

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

- cc: County Administrative Office
County Counsel
Auditor-Controller
Central Personnel
HSA Administration
Mental Health Administration
SEIU Local 4 15