

Item Title: Increase of .25 FTE in Human Resources

Specific Action Requested:

That the Board of Commissioners authorizes an increase of .25 Full-Time Equivalent (FTE) to be combined with an existing .75 FTE, creating a full-time 1.0 FTE position.

Item Summary:

Background:

The current staffing of the Employee Relations division of Human Resources includes one Employee Relations Manager, one full-time consultant and one part-time (.75 FTE) consultant.

The .75 FTE incumbent is retiring September 1, 2017. Based on the workload and demands on staff, and on the difficulty attracting and recruiting for a .75 FTE, the Human Resources department is requesting to increase position authorization by .25 FTE to the current authorized .75 FTE to achieve a 1.0 FTE.

Request:

The position is currently a Human Resources Consultant in band 29. The expected hiring range for the position will be between \$50,440 and \$70,616 based on the selected candidate's qualifications. Funds of approximately \$20,000 will be needed to cover the increased cost of the .25 FTE for fiscal year 2018 will be identified within existing appropriations. An increase in the fiscal year 2019 budget will be required to fund this on-going operating expense.

Attachments:

1. Budget Memo