

Memorandum Date: August 10, 2023  
Order Date: August 22, 2023

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**AGENDA DATE:** August 22, 2023

**TO:** Board of County Commissioners

**DEPARTMENT:** Human Resources

**PRESENTED BY:** James Trujillo, Workforce Wellness Manager

**AGENDA ITEM TITLE:** ORDER/RESOLUTION: In The Matter Of Adding 1.50 Full-Time Equivalent Positions Consisting Of 1.0 Limited Duration HR Technician and .50 FTE Temp HR Technician in the General Fund (124) Within the Department Of Human Resources

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**I. MOTION**

MOVE APPROVAL adding 1.50 Full-Time Equivalent Positions consisting Of 1.0 Limited Duration HR Technician and .50 FTE Temp HR Technician In the General Fund (124) Within the Department Of Human Resources

**II. AGENDA ITEM SUMMARY**

The Board is being asked to approve the addition of 1.5 FTE consisting of one limited duration position and one temporary position.

**III. BACKGROUND/IMPLICATIONS OF ACTION**

**A. Board Action and Other History**

The Board of Commissioners previously directed that the County participate in Paid Leave Oregon (PLO) through the State program rather than contracting with a third party administrator for an equivalent plan.

PLO payroll deductions consisting of 1% of subject wages at a 40/60 split for employer/employee contributions began on January 1, 2023. Employees are able to begin filing for leave time under PLO starting September 3, 2023.

**B. Policy Issues**

None

**C. Strategic Plan**

N/A

**D. Financial and/or Resource Considerations**

The additional cost for the limited duration and temp positions and the out of class work performed by existing employees is anticipated at \$17,000 over existing budget appropriations. One-time general fund reserves are recommended to cover this cost and the necessary budget adjustment will be completed in Supplemental Budget #1.

**E. Health Implications**

N/A

**F. Analysis**

The HR Leaves team is anticipating a 15% to 25% jump in leave requests in the initial year of PLO. In 2022 the Leaves team oversaw or directly intervened in 441 leaves per the Hartford's last management report (The Standard has insufficient time with Lane County to report on this area).

The Leaves team typically manages around 80 leaves at any given time. The current workload this year has already jumped to 140 leaves.

While the volumes of leaves is anticipated to grow further we also know the complexity and customer service demands will also grow. The team is mitigating these issues with communications and training but the launch of PLO will still create information needs for County employees that the State may not be able to satisfy. An existing employee on the HR Leaves team has also given notice of the intent to file a leave claim under PLO.

To meet the needs of additional volume, additional complexity, loss of staffing, and to create development opportunities for existing staff Workforce Wellness Management recommends the following:

Internal workload changes and temporary out of class assignments occur for several existing Human Resources Leaves staff to provide for cross training and depth in order to cover the leave for the existing staff member taking leave.

Add a limited duration position/employee beginning October 1, 2023 at the HR Technician level. The position is expected to last nine months.

Add a Temp position/employee beginning September 1, 2023 as an

additional Leaves/HRIS technician to support clerical work from both the Leaves team and the HRIS team. This position is expected to last approximately six months up to the 1040 hours work hours allowable for that position type.

**IV. RECOMMENDATION**

Staff recommends adding the positions.

**V. TIMING/IMPLEMENTATION**

If approved, recruitment will begin to meet the desired hire dates.

**VI. FOLLOW-UP**

None required.

**VII. ATTACHMENTS**

None.

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

RESOLUTION & ORDER NO: 23-08-22-05

IN THE MATTER OF ADDING 1.50 FULL-TIME EQUIVALENT POSITIONS  
CONSISTING OF 1.0 LIMITED DURATION  
HR TECHNICIAN AND .50 FTE TEMP HR  
TECHNICIAN IN THE GENERAL FUND  
(124) WITHIN THE DEPARTMENT OF  
HUMAN RESOURCES

**WHEREAS**, Paid Leave Oregon program will go live on September 3, 2023 through the State of Oregon and an anticipated increase of 15-25% in leave requests from County employees is anticipated, thereby necessitating additional temporary positions to support the additional workload; and

**WHEREAS**, funding for the anticipated additional cost over existing budget authority is estimated at \$17,000 and will be funded from one-time General Fund reserves and a budget adjustment will be entered in FY 23-24 Supplemental Budget #1;

**WHEREAS**, the anticipated duration for the positions is six months beginning on or about September 1, 2023 for the .50 FTE TEMP HR Technician position and nine months beginning on or about October 1, 2023 for the 1.0 FTE Limited Duration HR Technician; and

**NOW, THEREFORE**, the Board of County Commissioners of Lane County **RESOLVES and ORDERS** as follows:

1. The total approved FTE for fiscal year beginning July 1, 2023, be increased as follows:

GENERAL FUND FUND (124)

Human Resources

FTE  
**1.50**

**ADOPTED** this 22<sup>nd</sup> day of August, 2023.

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Pat Farr, Chair  
Lane County Board of Commissioners