AGENDA COVER MEMO

Memorandum Date: 2/14/2024

Order Date: 02/27/2024

TO:	Board of County Commissioners
DEPARTMENT:	Human Resources
PRESENTED BY:	James Trujillo, Workforce Wellness Manager
AGENDA ITEM TITLE:	IN THE MATTER OF ADDING 1.0 FULL-TIME EQUIVALENT POSITION CONSISTING OF 1.0 LIMITED DURATION HR TECHNICIAN IN THE GENERAL FUND (124) WITHIN THE DEPARTMENT OF HUMAN RESOURCES

I. MOTION

Move to approve order 24-02-27-03 In the Matter of Adding 1.0 Full-Time Equivalent Position Consisting of 1.0 Limited Duration 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 1.0 FTE consisting of one limited duration position through the end of this fiscal year.

BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The Board of Commissioners previously approved the addition of a temporary 1040 position to accommodate the additional workload from the administration of Paid Leave Oregon and to back-fill staffing losses due to paid parental leave in the Workforce Wellness Division of HR. In August of 2023, the planned parental leave was scheduled to expire in March of 2024. That leave has now been extended to June 30, 2024. The hours provided under the temporary 1040 position will expire on 3/15/2024, thus generating a gap in staffing to support ongoing work.

B. Policy Issues

None.

C. Strategic Plan

Aligns with our Lane County Strategic Plan under our People and Organizational Health. 4.A.2 – Improve employee well-being, workload capacity and wellness. This action both supports the employee who is out on leave and the workload that is being distributed to others to ensure continuity in the delivery of our services.

D. Financial and/or Resource Considerations

The additional cost for the limited duration position is estimated at a total compensation cost of $7,356 monthly and a total of $22,068. One-time general fund reserves are requested to cover this cost and the necessary budget adjustment will be completed in Supplemental Budget #3.

E. Health Implications

The continuity of the services described below helps to ensure the ongoing support for benefits education, administration and wellness program coordination; continued support for employees as the County transitions to The Standard for full leave administration; and continued support for employee job and position information maintenance.

F. Analysis

The Workforce Wellness Division of HR supports employee wellness, safety, HR information system administration, and benefits and leaves. The past year has seen leadership turnover, increased work volume, increased complexity and temporary staffing losses due to parental leaves. The group anticipates normal attrition due to planned retirements creating additional transition and workload for the group.

Personnel transactions are 25% higher than pre-covid levels (projected to be over 10,000 this fiscal year) and the work is complex. The manual process for one employee transfer requires 42 separate steps and 30 minutes of work for an experienced staff member to complete. Insufficient resources in this work area creates work slowdowns, higher error rates, staff stress and burnout.

Training staff to complete the work of this division can take 1-2 years for full proficiency. The County has a unique opportunity to reduce turnover and ensure continuity of service for staff by approving this limited duration position request. The previously authorized temporary position is currently performing the work that this new limited duration position will be doing. There is a maximum of 1040 hours for the temporary employee and this threshold is anticipated to be met by the end of March 2024.

Should the request not be granted we anticipate impacts in services to County employees such as reduced education services on benefits and wellness, reduced

retiree services, slowdowns of employee personnel actions, and greater risks of personnel action mistakes creating employee under-payments and over-payments.

G. Options

1. Approve the addition of a full-time Limited Duration HR Technician.
2. Deny the addition of a full-time Limited Duration HR Technician.

III. RECOMMENDATION

Human Resources staff recommends the approval of the addition of a full-time Limited Duration HR Technician within the Department of Human Resources.

IV. TIMING/IMPLEMENTATION

Upon Board approval, Human Resources staff will begin recruitment to meet the desired hire date.

V. FOLLOW-UP

There is no anticipated follow-up.

VI. ATTACHMENTS

A. Board Order 24-02-27-03

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 24-02-27-03	IN THE MATTER OF ADDING 1.0 FULLTIME EQUIVALENT POSITION CONSISTING OF 1.0 LIMITED DURATION HR TECHNICIAN IN THE GENERAL FUND (124) WITHIN THE DEPARTMENT OF HUMAN RESOURCES

WHEREAS, there is continued increased demand for services in the Workforce Wellness Program; and

WHEREAS, the Board of Commissioners previously approved additional staffing to support a planned parental leave and this leave has extended beyond the original date planned; and

WHEREAS, funding for the anticipated additional cost over existing budget authority is estimated at $7,356 monthly and will be funded by one-time General Fund reserves and a budget adjustment will be entered in FY 23-24 Supplemental Budget #3 for $22,068; and

WHEREAS, the anticipated duration for the position is three (3) months beginning on or about March 1, 2024, for the 1.0 FTE Limited Duration HR Technician; and

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

1. Approve the addition of a 1.0 Full-Time Equivalent Position Consisting of 1.0 Limited Duration HR Technician for fiscal year beginning March 1, 2024, through June 30, 2024, (FTE .25) in Fund 124 within the Department of Human Resources.

ADOPTED this 27th day of February, 2024.

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Laurie Trieger, Chair
Lane County Board of Commissioners