



# Existing Position Change Request & Justification Form

Instructions: This form is to be completed by the department when requesting a change to an existing position, and submit simultaneously to the department's assigned budget analyst and Human Resources analyst. If approved, this form will be attached to the Human Resources' staff report to the Board of Supervisors as justification for the recommended action. Please allow ten (10) business days for review and approval by DFS, CAO and Human Resources staff.

## Basic Information

Date request submitted: 2/3/2022

Department making the request: Community Services

Contact Person: Shelby Milliren

Telephone Extension: x8022

Classification of position: Accounting Technician to Senior Accounting Technician

Type of Change: Reallocate to Senior Accounting Technician

Accounting Unit: 03012030116401

Direct supervisor/manager: Maryam Farhoodi

Location (address): 292 Beamer St, Woodland

## Justification for Requested Position

**Why is there a need to change this position?** (If converting a limited term to permanent, why was this position originally approved as a limited term? Why is there a need to convert this position? If changing the classification, explain the job duties of the new position and how will the job duties of the old position be completed?)

The incumbent in this position is currently an Accounting Technician but she has exceeded the duties and responsibilities and we plan on promoting her to Senior Accounting Technician with her next evaluation, due on February 13<sup>th</sup>. While reviewing the position status list, the fiscal/admin team noticed this position (#1724) was the only Accounting Technician/Senior Accounting Technician series that was authorized as an Accounting Technician.

Community Services is requesting to reclass/reallocate this position to the Senior level to provide staffing and promotion flexibility. We plan on promoting this incumbent and have a vacant Senior Accounting Technician position available, however, this will limit our assignment workload when we hire the vacant (Senior) Accounting Technician. The assignments the new employee will mostly include workload that will be new to the department starting FY22-23. It is essential for our department and fiscal/admin division to promote the current incumbent in position #1724 and the vacant position.

**How does changing this position assist in accomplishing the goals of the Board of Supervisors strategic plan?** (Explain how this position contribute to the **strategic plan** and department goals.)

Some of Yolo County's core values will also be met including **Service** since this position will provide the best available assistance, **Performance** as challenges will arise demonstrating pride and ownership of work to internal and external customers, and **Teamwork** as this position will have opportunities to share ideas and improve delivery of services throughout the department and other County departments.

The County's guiding principle of **Operational Excellence** will also be met as this position will help the department provide accessible, fiscally sound, and responsive services to maximize success.


**Budget impact of this position.** (Explain how this position will be funded on an on-going basis.)

The position is budgeted as an Accounting Technician, Step 3 in the FY21-22 Adopted Budget. If we reallocated this position to the Senior level, this would have an annual/ongoing fiscal impact of \$5,800/year and a current year fiscal impact of \$2,010 (estimated to fill 2/27 - 9 PP remaining in FY).

This position is within the Roads/Public Works division but if/when the new hire works on assignments from other divisions, the staff time will be reimbursed. This includes assisting with assisting with pulling documentation for audits, being a backup for our other AT/SAT for the various divisions and assignments that are new to the department. This will not have a General Fund impact.

**Approved By:**

Shelby Milliren



**Date:**

2/3/2022



# New Position Request & Justification Form

Instructions: This form is to be completed by the department when requesting a new position and submitted simultaneously to the department's assigned budget analyst and Human Resources analyst. If approved, this form will be attached to the Human Resources' staff report to the Board of Supervisors as justification for the recommended action. Please allow ten (10) business days for review and approval by DFS, CAO and Human Resources staff.

## Basic Information

Date request submitted: 01/26/2022

Department making the request: Human Resources/Risk

Contact Person: Alberto Lara

Telephone (530) 908-6582

Class of position requested: Human Resources Manager - Payroll

# FTE requested: 1

Type of position:  Permanent  Extra Help  
 Limited Term (funding expires: )

If extra help list dates: to

Org Unit #:

Org Unit Name:

Accounting Unit:

Direct supervisor/manager: Brody Lorda

Location (address): 625 Court Street, Room 101, Woodland, CA 95695

## Justification for Requested Position

**Why is the position needed?** (Explain the job duties of this position and if this position will supervise. What alternatives were considered before requesting this position?)

The position used to exist. We reorganized and felt we could function without it and we deleted it. The complexity of our payroll system has grown; the system has a time keeping component that is also quite complex. We have excellent technicians assisting with the day to day payroll functions, but the more intricate and often delicate payroll matters have to be managed by the Assistant Director who also oversees Classification, Compensation, Recruitment, Benefits, etc. This is not a sustainable solution. Additionally, a recent audit of our payroll section revealed several critical points of failure and exposure and directly pointed to the lack of staff in payroll as one of the causes for concern. This position will maintain the payroll system in general. Will handle payroll monthly, quarterly and annual reports to various stakeholders, including CalPERS. The position is a hands on manager that will assist with the more complex issues that arise constantly.

**How does this position assist in accomplishing the goals of the Board of Supervisors strategic plan?** (Explain how this position contribute to the **strategic plan** and department goals.)

The Board's Mission as stated in the Strategic Plan is Making a difference by enhancing the quality of life in our community. Our employees are part of that community and they deserve to have an excellent payroll experience that is error free and easy to navigate. The employee count overall has grown in the past few years, more recently to respond to the almost 2-year old public health emergency; payroll staff has not grown proportionately. We believe adding this position back to our department will help enhance the employee experience.

**Budget impact of this position.** (Explain how this position will be funded.)

**Approved By:**

**Date:**



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### Basic Information

Date request submitted: 1/26/2022

Department making the request: Human Resources

Contact Person: Alberto Lara

Telephone: (530) 908-6582

Classification of position: Senior Payroll Technician

Type of Change: From Limited Term to Regular Full Time

Accounting Unit: 01007010313550

Direct supervisor/manager: Brody Lorda

Location (address): 625 Court Street, Woodland, CA 95695. Room 101

### Justification for Requested Position

**Why is there a need to change this position?** (If converting a limited term to permanent, why was this position originally approved as a limited term? Why is there a need to convert this position? If changing the classification, explain the job duties of the new position and how will the job duties of the old position be completed?)

The complexity of the payroll function has increased tremendously and it is no longer possible to function with the same number of staff we have had for sometime in that section of our department. We have also experience an increase in FTEs in general in Yolo County and the number of payroll staff has remained static. This is not a sustainable situation. Additionally, a recent payroll audit pointed to several critical points of failure and the chief reason cited in some cases was the lack of adequate staffing. We have an incumbent in the position; because it is not permanent and with the labor market being as open as it is now, we are at risk of losing a valuable and much needed member of the payroll team.

**How does changing this position assist in accomplishing the goals of the Board of Supervisors strategic plan?** (Explain how this position contribute to the **strategic plan** and department goals.)

HR's goals include providing excellent service to our deserving employees. When their payroll issues aren't timely responded to because of lack of personnel, the problem becomes acute.

**Budget impact of this position.** (Explain how this position will be funded on an on-going basis.)  
General Fund.

**Approved By:**

**Date:**