

**COUNTY OF SONOMA  
AGENDA ITEM  
SUMMARY REPORT**

Clerk of the Board Use Only  
Meeting Date \_\_\_\_\_ Held Until \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Agenda Item No: \_\_\_\_\_ Agenda Item No: \_\_\_\_\_  
\_\_\_\_\_

**Department: Human Services Department**

**( X ) 4/5 Vote Required**

**Contact:**  
Susan Chestnut

**Phone:**  
(707) 565-5803

**Board Date:**  
8/4/09

**Deadline for Board Action:**  
8/4/09

**AGENDA SHORT TITLE:** Position Allocation Change

**REQUESTED BOARD ACTION:**

Resolution amending the Human Services Department Allocation list to delete 1.0 FTE Telephone Operator and add 1.0 FTE Senior Storekeeper

**CURRENT FISCAL YEAR FINANCIAL IMPACT**

**EXPENDITURES**

**ADD'L FUNDS REQUIRING BOARD APPROVAL**

<b>Estimated Cost</b>	\$ 91,646.00	<b>Contingencies</b>	000.00
		(Fund Name: )	
<b>Amount Budgeted</b>	74,118.00	<b>Unanticipated Revenue</b>	000.00
		(Source: )	
<b>Other Avail Approp</b>	\$ <u>17,528.00</u>	<b>Other Transfer(s)</b>	<u>000.00</u>
(Explain below)		(Source: )	
<b>Additional Requested:</b>	\$ 000.00	<b>Add'l Funds Requested:</b>	\$ 000.00

**Explanation (if required):**

The funding for the Senior Storekeeper will be offset by the funding available from the deletion of the Telephone Operator position. The differential of \$17,528.00 will be offset by salary savings during FY10

**Prior Board Action(s):**

**Resolution #09-0295 approved the deletion of the Senior Storekeeper position from the Human Services Department Position Allocation List, effective June 30, 2009.**

**Alternatives – Results of Non-Approval:**

**Non-approval would result in the layoff of the least senior Material Handler at HSD**

**BACKGROUND:**

The Board of Supervisors is requested to authorize the elimination of a Telephone Operator position and add a Senior Storekeeper position from the Human Services Departmental Position Allocation List effective August 4<sup>th</sup>, 2009. This action will prevent one lay off of a current Material Handler and will restore the position of Senior Storekeeper to a large department with a busy warehouse requiring this position for cost-effectiveness and efficiency.

The Senior Storekeeper position has full responsibility for a Department's stores operation, requisitioning supplies, inventory control and supervises subordinate staff. Prior to January, 2009, the Human Services Department (HSD) had 3 FTE's within the Purchasing/Warehouse unit: one Senior Storekeeper and two Materials Handlers. When the Senior Storekeeper retired in January 2009, his position was deleted from the FY09-10 budget in order to mitigate other lay offs. However, experience since his retirement has shown that this position is critical for a large department with over 640 employees, its own warehouse (supporting 8 other HSD facilities), and its own internal IT section. HSD then initiated discussion with Human Resources to rectify this error.

In order to reinstate this position, HSD is requesting to eliminate a vacant Telephone Operator position from the FY09-10 budget. The new Economic Assistance Service Center has enabled the department to reduce reliance on telephone operators and instead use an on-line client information system.

One of the two Materials Handlers is also slated to be eliminated from the budget effective August 14<sup>th</sup>, 2009, as part of the HSD cost reduction plan. With the approval of the Sr. Storekeeper position reinstatement, the Human Services Department will, in accordance with Civil Service Rules, conduct a competitive, promotional process to fill the position. The resulting promotion of a Department employee will free up an allocation which will then be used to mitigate the layoff of the least senior Material Handler.

**RECOMMENDATION:**

The Board of Supervisors is requested to adopt the resolution amending the Human Services Department allocation list to change 1.0 FTE Telephone Operator to 1.0 FTE Senior Storekeeper.

**Attachments:** Resolution

**On File With Clerk:**

**CLERK OF THE BOARD USE ONLY**

<b>Board Action</b> (If other than "Requested")

<b>Vote:</b>