



COMMISSIONERS COURT COMMUNICATION

AGENDA DATE: 06/11/2012

CONSENT OR REGULAR: Consent

CONTRACT REFERENCE
NO (IF APPLICABLE): N/A.

SUBJECT:

Approve the recommendation from the El Paso County Hiring Freeze Committee & Personnel Staffing Review Committee regarding Request #2012-032 to waive the 6 week hiring freeze for an Office Specialist position (G7) for the Ascarate Golf Course and authorize the department to fill the vacancy, which will result a budget impact of \$9,786 by not waiting the 6 weeks.

BACKGROUND/DISCUSSION OF TOPIC:

On October 3, 2011, Commissioners Court adopted the hiring freeze & personnel staffing review policy for FY2012. The policy provides for the committee to review personnel staffing requests from departments.

The committee reviewed Request #2012-032 from Ascarate Golf Course of the Public Works Department regarding waiving the 6-week waiting period for a soon to be vacant Office Specialist position.

One of the two Office Specialists who serve as a cashier clerk for the Golf Course will be retiring on June 24, 2012. The other Office Specialist is currently out on leave for an indefinite period of time as well. The office has only two other part time personnel and the maintenance crew; the department temporary pool fund is also being used almost to capacity. They would like to fill the position as soon as it is vacant. The committee discussed the necessity of providing good customer service during the upcoming busy golf season as well as the fact that this position is a revenue generating position. By not filling the vacancy, the Ascarate Golf Course would not be properly serving their customer's interests. Staff from Human Resources Department reviewed the request and found that it is in the department's best interest to hire someone as soon as possible as it would be difficult to run this area without adequate staffing.

Additionally, staff from the County Auditors Office confirmed that by waiving this position, a maximum of \$9,786 will not be saved from the current budget. The money has already been budgeted for this position; it is money that will not be saved due to the waiving of the position. The committee's legal advisor found no legal issues with this request. The justification was reviewed by members of the committee as well. The committee recommends approving the waiver based on the circumstances and the information provided.

Attachments: 1) Budget Impact Spreadsheet

FISCAL IMPACT:

FY 2012 maximum for the 6-week period being waived = \$9,786 (General Fund)

RECOMMENDATION:

Approve the committee's recommendation to approve Request 2012-032 to waive the 6 week waiting period for hiring a Office Specialist for the Ascarate Golf Course.

SUBMITTED BY:	Betsy C. Keller, SPHR Director of Human Resources	Contact information: humanresources@epcounty.com phone: 915-546-2218
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Budget Impact Form
Fiscal Year 2012 Personnel Requests
Proposed to Commissioners Court

Date: 6/5/2012
Analyst: Gaby Ferro

Department: Ascarate Golf
Course
Index: GOLFCOURSE

Type of Expenditure	Detail	2012 Impact from Effective Date 3 pp	2012 Full Year Impact
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Personnel:

Salaries - full time	Impact for waiving the 6 week hiring freeze for an Office Specialist (G07-Step 5)	\$2,820	\$24,437
Social security/Medicare	Multiply by 7.65%	216	1,869
Retirement	Multiply by 13.85% for FY2012	391	3,385
Insurance-life	\$.96 per person ppp (Full-Time Perm only)- \$25 average per year	2	13
Insurance-health	\$173.08 avg per person ppp (Full-Time Perm only)- \$4,500 average per year	446	3,862
Insurance-workers comp	Multiply by appropriate % (Varies by position) .0047	13	115
Insurance-unemployment	Multiply by 0.38% for FY2012	11	93
<i>Total Personnel</i>		\$3,899	\$33,774

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