



COMMISSIONERS COURT COMMUNICATION

AGENDA DATE: 6/17/2013

CONSENT OR REGULAR: Consent

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

SUBJECT:

Approve the recommendation from the El Paso County Staffing Review Committee (SRC) regarding Request #B2013-132 to regrade an Assistant Program Manager (P4) position to a Nutrition Program Manager (P15) position and Request #B2013-119 to regrade a GA/VA Program Manager (P16) position to a GA/VA/Child Welfare Services Program Manager (P17) position for the Family and Community Services Department for a budget impact of \$18,914 for an entire fiscal year.

BACKGROUND/DISCUSSION OF TOPIC:

On April 8, 2013, Commissioners Court amended the Hiring Freeze & Staffing Review Policy. The policy provides for the committee to review personnel staffing requests from departments.

On June 11, 2013, the committee reviewed Requests #B2013-132 and #B2013-119 from the Family and Community Services Department to regrade two of their positions: Assistant Program Manager (P4) and GA/VA/Child Welfare Services Program Manager (P17). The department requested the regrades during budget process for FY2013 due to an increase in duties.

In order to finalize the job descriptions and ensure the correct classification, each position received an examination of job duties through the use of a Position Analysis Questionnaires (PAQ) that was sent to each supervisor directly responsible for the employee's position. In addition, on-site observations and interviews were conducted with the individuals currently assigned to those positions and their supervisors. After the review, a final job description was developed and shared with employees and their supervisors. The job descriptions were approved through each level in the department. The pay for positions and employees included in this reclassification was administered in accordance with the County's Reclassification policy.

Additionally, staff from the County Auditor's Office confirmed that by regrading these positions there would be an overall budget impact of \$18,914 for an entire fiscal year. Funds were set aside during the budget hearing for FY2013 for reclassifications and this would be paid out of these funds. 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 request based on the circumstances and the information provided.

FISCAL IMPACT:

Budget impact for an entire fiscal year = \$18, 914

The attached worksheet has been reviewed and approved by the Auditor's Office.

RECOMMENDATION:

Approve the recommendation from the El Paso County Staffing Review Committee (SRC) regarding Request #B2013-132 to regrade an Assistant Program Manager (P4) position to a Nutrition Program Manager (P15) position and Request #B2013-119 to regrade a GA/VA Program Manager (P16) position to a GA/VA/Child Welfare Services Program Manager (P17) position for the Family and Community Services Department for a budget impact of \$18,914 for an entire fiscal year.

SUBMITTED BY:	Betsy C. Keller, SPHR Director of Human Resources	Contact information: humanresources@epcounty.com phone: 915-546-2218
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CURRENT TITLE	PROPOSED TITLE	CURRENT SALARY	Current S&B	CURRENT S&B	CURRENT PAY GRADE /STEP	NEW SALARY	New S&B	NEW S&B	PROPOSED PAY GRADE/ STEP	PROPOSED SALARY	Proposed S&B	PROPOSED S&B	Total Full Year Impact	TOTAL FULL YEAR IMPACT FY2013 ESTIMATED	Impact as of effective date (6/23/13)	TOTAL FULL YEAR REDLINED
Assistant Program Manager	Nutrition Program Manager	\$ 48,650	\$ 64,709	\$ 64,321	P4/Step 7	\$ 61,564	\$ 80,611	\$ 80,193	P15/entry	\$ 61,564	\$ 80,611	\$ 80,193	\$ 15,902	\$ 15,872	\$ 3,670	
GA/VA Program Manager	GA/VA/Child Welfare Services Program Manager	\$ 65,489	\$ 84,625	\$ 85,018	P16/Step 1	\$ 67,965	\$ 87,672	\$ 88,060	P17/Step 1	\$ 67,965	\$ 87,672	\$ 88,060	\$ 3,047	\$ 3,042	\$ 703	
		\$ 114,139	\$ 149,334	\$ 149,339	\$ -	\$ 129,529	\$ 168,283	\$ 168,253	\$ -	\$ 129,529	\$ 168,283	\$ 168,253	\$ 18,949	\$ 18,914	\$ 4,373	\$ -

STAFF NAME	CURRENT TITLE	DEPT. REQUEST	PROPOSED TITLE	CURRENT SALARY	CURRENT S&B	CURRENT PAY GRADE /STEP	NEW SALARY	NEW S&B	PROPOSED PAY GRADE/STEP	PROPOSED SALARY	PROPOSED S&B	TOTAL FULL YEAR IMPACT FY2013 ESTIMATED	Impact as of effective date (11/26/12)	TOTAL FULL YEAR REDLINED
NutritionA Garcia, Hector Lewis	Assistant Program Manager		Nutrition Program Manager	\$ 48,650	\$ 64,321	P5/Step 7	\$ 61,564	\$ 80,193	P15/entry	\$ 61,564	\$ 80,193	\$ 15,872		
General As Flores, Michael	GA/VA Program Manager		GA/VA/Child Welfare Services Program Manager	\$ 65,489	\$ 85,018	P16/Step 1	\$ 67,964	\$ 88,060	P17/Step 1	\$ 67,964	\$ 88,060	\$ 3,042		
				\$ 114,139	\$ 149,339	\$ -	\$ 129,528	\$ 168,253	\$ -	\$ 129,528	\$ 168,253	\$ 18,914	\$ -	\$ -

STAFF NAME	CURRENT TITLE	DEPT. REQUEST
Reyes, Jorge	Facilities Superintendent	Facilities Superintendent
Mijarez, Gilberto	Facility Maintenance Supervisor	Maintenance Manager
Guerrero, Gilberto	Maintenance Mechanic	Carpenter/Project Coord
Valles, Ben	Groundskeeping Manager	Groundskeeping Superintendent

PROPOSED TITLE	CURRENT EXEMPT/ NON-EXEMPT	PROPOSED EXEMPT /NON-EXEMPT	CURRENT SALARY	CURRENT S&B	CURRENT PAY GRADE /STEP	NEW SALARY
Facilities Superintendent	E	E	\$ 67,965	\$ 88,061	P17/Step 1	\$ 67,965
Building Systems & EMS Operations	E	E	\$ 52,870	\$ 69,508	G30/Step 1	\$ 63,891
Building Construction Coordinator	NE	NE	\$ 33,867	\$ 46,151	G18/Step 1	\$ 41,283
Groundskeeping Superintendent	NE	E	\$ 43,915	\$ 58,501	G25/Step 1	\$ 43,915
			\$ 198,617	\$ 262,221	\$ -	\$ 217,054

NEW S&B	PROPOSED PAY GRADE/ST EP	PROPOSED SALARY	PROPOSED S&B	TOTAL FULL YEAR IMPACT FY2013 ESTIMATED	TOTAL FULL YEAR REDLINED
\$ 88,061	P14/Step1	\$ 61,564	\$ 80,193		\$ (7,868)
\$ 83,053	P16/Entry	\$ 63,891	\$ 83,053	\$ 13,545	
\$ 55,266	G24/Entry	\$ 41,283	\$ 55,266	\$ 9,115	
\$ 58,501	G25/Step 1	\$ 43,915	\$ 58,501	\$ -	
\$ 284,881	\$ -	\$ 210,653	\$ 277,013	\$ 22,660	\$ (7,868)