

# AGENDA ITEM - F

## Staff Report

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**TO:** Board of County Commissioners  
**FROM:** Chanda Johnson, Human Resources Director  
**CC:** Ray Rears, County Manager  
**DATE:** May 24, 2022  
**ITEM:** Human Resources Department Structure  
**NEXT STEP:** Decision Requested

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ORDINANCE  
 MOTION  
 INFORMATION

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### **I. REQUEST OR ISSUE:**

Due to recent staffing changes in the Human Resources Department, staff would like to request a modification to the structure of the department. Based on the current structure of the department and the immediate needs staff would like to hire an HR Assistant or an Office Assistant and train them to eventually move into the Human Resources Specialist position. This is not a request for two positions. This would allow us to address administrative items that remain backlogged, provide career progression within the department, and allow an individual to grow in their responsibilities within the team and the County as they build on their Human Resource skills.

This request would provide annual cost savings of \$11,582.

The projected cost saving could ideally be redirected to departmental trainings. Human Resources is involved in several sensitive matters including hiring, compensation, compliance, leave administration, workers compensation, and protected medical data. Trainings would allow for the members of the team to focus on growth, development, and the ever-changing field of Human Resources.

### **II. RECOMMENDED ACTION / NEXT STEP:**

Recommend approval to allow Human Resources to open an HR Assistant or an Office Assistant position. The candidate would remain in the position for a minimum of one year before receiving the opportunity to move into the Human Resources Specialist position.

Recommend allowing the Human Resource team to redirect any excess salary to the HR departmental training budget; to focus on the growth and development of the HR team. Current departmental budget allows for \$1,225 in meetings, conferences, trainings, and meals with \$50 for travel, transportation, mileage, and parking.

**III. FISCAL IMPACTS:**

<b>Gilpin County - Pay Structure - Jan 2022</b>					
(narrowed lower ranges - 4.5% increase over 2020)					
<b>Grade</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>	<b>Range Spread</b>	<b>Midpoint Distance</b>
<b>*14</b>	\$38,188	\$44,871	\$51,554	35%	10%
<b>15</b>	\$41,132	\$49,359	\$57,585	40%	10%
<b>16</b>	\$45,245	\$54,294	\$63,343	40%	10%
<b>*17</b>	\$49,770	\$59,724	\$69,678	40%	10%

Human Resources Specialist	\$49,770
Office Assistant	\$38,188
Cost Savings	\$11,582

Estimated savings are \$7,779.60 for the remainder of 2022. These figures are based on former salary expenditures and current proposed salary requirements minus any overages year to date in salaries. This requires balancing the salaries, meetings, conferences, trainings, meals and travel, transportation, mileage, parking line items to remain within budget.

01.16.5112 -Salaries -Estimated Saving of \$7,779.60  
 01.16.5201 -Meetings/Conferences/Training/Meals -Requesting an increase of \$4,000.00

**Although the cost savings are higher than the \$4,000 requested for training, staff believes that a total of \$4,000 would be more than adequate to support staff development objectives.**

Staff is recommending the restructure of the department. This will allow us to advertise for a broader skillset, provide for an easier path of entry for those interested in working

in the Human Resources field, expedite our selection process, address the most pressing needs of the County, and focus on the growth and retention of the department.

**V. LEGAL ISSUES:**

None.

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

None.

**VII. SUMMARY AND ALTERNATIVES:**

The Board of County Commissioners may:

Suggested motions:

1. I move to approve the recommendation to add the HR Assistant/Office Assistant position at grade 14, and freeze the Human Resources Specialist position ensuring both positions are not filled at the same time, while permitting a path for advancement. Furthermore, I move to support an increase in the HR training budget for a total of \$4,000 to support this effort.
2. I move to approve an alternative action.
3. I move to deny the request to modify the Human Resource Department structure.