



Joanne Peterson  
DIRECTOR

February 7, 2012

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Marin County Board of Supervisors  
3501 Civic Center Drive  
San Rafael, CA 94903

**SUBJECT: Increase Employee Benefits Supervisor from 0.5 FTE to 1.0 FTE**

Dear Supervisors,

**RECOMMENDATION:**

It is recommended by the Department of Human Resources that your Board approve the following actions to be effective February 19, 2012.

1. Increase Employee Benefits Supervisor (0323) position # 3230002 in Cost Center 10000/3500016100 from 0.5 FTE to 1.0 FTE

**SUMMARY:**

Supervision for the Employee Benefits and Payroll Division of the Department of Human Resources is presently managed by a part-time 0.5 FTE Employee Benefits Supervisor. Due to the increased complexity and workloads necessary to carry out the duties of this position, this action will provide for a full time dedicated resource to manage the function. Historically, this position has been budgeted as a full-time FTE and was decreased to part-time in the 2009-10 budget. The reduced role has not been able to address our business needs related to Benefit administration,

The added position will be filled through a competitive process.

**FISCAL/STAFFING IMPACT:**

On an annual basis including benefits the budgeted full cost of the recommended actions will be approximately \$71,541. Based on an effective date of the pay period beginning April 1, 2012, the prorated budgeted full cost for the remainder of the current fiscal year will be \$17,885. The costs of these actions will be fully off-set by the vacant position reductions adopted by your Board on January 24, 2012.

**REVIEWED BY:**

<input type="checkbox"/> Department of Finance	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> County Counsel	<input checked="" type="checkbox"/> N/A
<input checked="" type="checkbox"/> Human Resources	<input type="checkbox"/> N/A

**SIGNATURE:**



Joanne Peterson  
Director of Human Resources

- cc: Lisa Cutten, Employee Benefits Supervisor, Human Resources  
Larry Daniel, Principal Personnel Analyst, Human Resources  
Eric Engelbart, Management & Budget Analyst, County Administrator's Office  
Brenda Grayson, Principal Systems Analyst, Project MERIT  
Angela Nicholson, Deputy Director, Human Resources  
Misha Miki-Ladner, Senior Personnel Analyst, Project MERIT  
Vicki Martinez, Senior Personnel Analyst, Human Resources