

SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Support Services Division reorganization, new and revised job descriptions and revision to Pay and Classification Schedule for positions relating to a distributed method of providing risk management functions.

REQUESTED ACTION: **Approve**

Work Session (Report Only) **DATE OF MEETING:** _____
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: 5/29/2011 Termination Date: _____
Managing Division / Dept: _____

BUDGET IMPACT: Net reduction of approximately \$119,000 for FY 2012 after reorganization of Division

Annual **FUNDING SOURCE:** General Fund - Various Department

Capital **EXPENDITURE ACCOUNT:** _____
 N/A

HISTORY/FACTS/ISSUES:

Reorganization of the Support Services Division is proposed to provide the services, duties and responsibilities handled by the Risk Management Department in a distributed manner through the Employee Services (formerly known as Human Resources) and Financial Services (FS) Departments. Services related to employee benefits will be handled by Employee Services employees and financial related duties and responsibilities will be handled by Financial Services. Also, the Facilities Development and Maintenance (FD&M) department is proposed to move to the Public Works Division for supervision (nine positions; see associated item next on the agenda).

The reorganization reduces the total number of staff members in the Support Services Division from 23 to 12. The positions of Risk Manager and Employee Benefits Specialist will be reduced in the reorganization (the Employee Benefits Specialist will separate as of May 27, 2011). The Assistant County Administrator/Support Services Director will be retiring July 31, 2011 and will not be replaced. A new position of Financial Services Coordinator will be added to handle the increase of financial workload related to risk management as well as providing redundancy for the position of Financial Services Manager that is no longer provided through the position of Assistant County Administrator position. Several job reclassifications are proposed to accommodate this distributed method of delivering services. A companion budget amendment no. A-62 is submitted to provide funding for compensation of job positions with increased responsibility, terminal pay associated with retirement and severance package for reduced position.

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The Employee Services and Administrative Manager and Financial Services Manager will report directly to the County Administrator who will be the acting Support Services Director. Attached is a chart illustrating the reorganization of the Division. There will be five department budgets in the 2012 budget directly associated with the Support Services Division:

- 1) Administrative Services (Board and County Administrator support cost center);
- 2) Employee Services (former HR budget);
- 3) Financial Services (formerly included in the County Administration budget);
- 4) Internal Services (includes central costs such as mail, TRIM costs and insurance premiums unrelated to employee benefits);
- 5) Health Plan Fund

The positions of Assistant County Administrator and Risk Manager will aid in the transition efforts through the duration of their service.

Action requested for May 29, 2011, effective date:

1) Adopt the following new and revised job descriptions:

- 1) New - Financial Services Coordinator – Range 24
- 2) Revised - Financial Services Manager – Range 32
- 3) Revised - Financial Services Specialist – Range 17
- 4) Revised - Employee Services and Administrative Manager – Range 32
- 5) Revised - Employee Services Specialist – Range 19

2) Amend the Pay and Classification Plan to reflect Support Services Division reorganization, position changes, range assignments and compensation adjustments as provided on the attached schedule. The range assignments were recommended by Evergreen (Compensation Consultants).
