## Lee County Board Of County Commissioners Agenda Item Summary

Blue Sheet No. 20021168

### 1. REQUESTED MOTION:

ACTION REQUESTED: Authorize transfer from General Fund Reserve \$75,000 to increase the Clerk's Office Budget to fund one Human Resources Programmer Analyst position to provide 100% dedicated service to County Human Resource Department.

WHAT ACTION ACCOMPLISHES: Enables Clerk's Office to receive additional dollars from Reserves to fund a Human Resources Programmer Analyst position to assist HR in effective utilization of PDS HR software system.

WHY ACTION IS NECESSARY: The Board must approve budget amendment resolutions and any transfers from Reserves.

2. <u>DEPARTMENTAL CATEGO</u> COMMISSION DISTRICT #		C15C		3. MEETING DATE:	22-2002
4. AGENDA:		DUIREMENT/PUI	RPOSE:	6. REQUESTOR OF I	
X CONSENT ADMINISTRATIVE APPEALS	(Specif	fy)  STATUTE  ORDINANCE  ADMIN.  CODE	3.17	A. COMMISSIONER B. DEPARTMENT	Charlie Green, Glerk George Williams, HR
PUBLIC		OTHER		BY:	- January Company
WALK ON	}				
TIME REQUIRED:					
7. BACKGROUND:			<u></u>	<del></del>	

In late September, the County Human Resources (HR) Department concluded an internal analysis of its processes, programs and

Findings: Available technology, including the PDS Vista application, is not being fully utilized. The efficiency and effectiveness of the division could be improved by reengineering the business processes around the current system, and by the provision of additional technical services.

Recommendation of Analysis: Increase services provided by the Clerk's Information Systems Division (ISD) to County HR by adding a full-time Programmer Analyst position. The additional services needed include: analysis of current workflow. identification of useful functions within PDS software, reorganization/reengineering of office workflows, training on PDS application, programming of custom modifications to software, and custom reporting. This position will report to the Clerk's Information Systems Division. The Clerk's ISD currently provides and maintains the PDS Vista Payroll and HR software and provides technical support to the County Human Resources Office. This new position will be assigned to work in cooperation with the County HR to determine more effective and efficient processes and procedures in relation to using PDS Vista; to assist HR in reengineering office procedures to utilize more of the features and functions of PDS Vista; to raise the level of technical and analytical capabilities within the HR Office through training; and to provide additional programming and report writing as required.

### MANAGEMENT RECOMMENDATIONS:

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A B Department Purchasing Director Or Contracts		C Human Resources	D Other	E County Attorney	F Budget Ser	G County Manager	
10. <u>COMMIS</u>	SSION ACTIO	Grandellin N: 10/10/07		Drase		Risk GC	Man
		APPROV DENIED DEFERR OTHER				10/	D BY ADMIN. 10 10/10:2-
		_,		<del></del>	80:6 MA 11 T	007 JODS OC.	11/02 10 AM

# REQUEST FOR TRANSFER OF FUNDS

FUND NAME: General Fund	DATE <u>:</u>	10/10/02	BATCH N	BATCH NO.:		
FISCAL YEAR: 02/03 FUN	D NO.: 00100	DOC. TYPE: <u>Y</u>	B LEDGER TYPE: BA			
TO: Clerk's Of (Division N		(i				
NOTE: Please list the account no Business Unit (dept/div, (Example: BB 51201001	umber below in the program, fund, sub	following order:	C	,		
Account Number	<u>Objec</u>	t Name	7	DEBIT		
CC5121300100.509301	Budge	et Transfer-Clerk	to Board	\$75,000		
TOTAL TO:			;	\$75,000		
FROM: Non-Departmental			Reserves			
(Division	Name)	(Program Name)				
Account Number	Objec	t Name	9	<u>CREDIT</u>		
GC5890100100.509910	Reserv	ves for Contingen	cy S	\$75,000		
TOTAL FROM:			<u> </u>	<u>\$75,000</u>		
EXPLANATION: Budget transfer Programmer Analyst position for	fer increases Clerk r 100% dedication	's Office budget t to Human Resour	o fund Human ces Departmer	Resources nt.		
DIVISION DIRECTOR SIGNA	TURE/DATE 1	DEPARTMENT I	HEAD SIGNA	TURE/DATE		
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OPS. MGR.: APPROVAL I	DENIAL	OPS. MGR. SIGN	IATURE	DATE		
CO. MGR.: APPROVAL I		CO. MANAGER	SIGNATURE	DATE		
BCC APPROVAL DATE:		BCC CHAIRMAN	N SIGNATUR	E		
BA. NO.						