

AGENDA ITEM NO.

COUNCIL MEETING 3/20/2007

APPROVED BY

DEPARTMENT DIRECTOR

CITY MANAGER



March 20, 2007

FROM: TERRY A. BOND, Director of Personnel Services
Personnel Services Department

BY: DAN TURNER, Risk Manager
Personnel Services Department

SUBJECT: APPROVE THE 11th AMENDMENT TO THE ANNUAL POSITION AUTHORIZATION
RESOLUTION 2006-254 AND THE 62nd AMENDMENT TO THE ANNUAL
APPROPRIATIONS RESOLUTION 2006-253 ADDING ONE STAFF ASSISTANT

KEY RESULT AREA

Customer Service, Employee Satisfaction, Financial Management

RECOMMENDATIONS

It is recommended that Council adopt the 11th Amendment to the Position Authorization Resolution No. 2006-254 and the 62nd Amendment to the Annual Appropriation Resolution No. 2006-253, adding one Staff Assistant Position to the Risk Management Division and transferring funding for the purpose of enhancing customer service in the administration of Workers' Compensation claims.

EXECUTIVE SUMMARY

On March 6, 2007, the Fresno City Council approved the agreement with the Workers' Compensation third party administrator. During discussions relating to the agreement and concerns expressed by employees, staff agreed that a staff member would be dedicated to the task of enhancing customer service by improving communication between the City, the third party administrator and injured employees. The attached Amendment to the Position Authorization Resolution adds one Staff Assistant position to perform these duties.

KEY OBJECTIVE BALANCE

The addition of a dedicated staff member balances the Key Objectives of Customer Service, Employee Satisfaction and Financial Management. Customer Service will be achieved through the most effective staffing of services; Employee Satisfaction will improve through access to Workers' Compensation information and education related to their claims, and Financial Management results from the more efficient provision of Workers' Compensation benefits, which will promote a quicker and more complete recovery, resulting in injured employees being able to return to regular work sooner.

BACKGROUND

At the Council meeting of March 6, 2007, the Fresno City Council approved a three year agreement with the third party administrator. During discussions relating to the agreement, staff agreed to improve customer service to employees injured at work through the addition of at least one staff member. Funds currently exist within the Workers' Compensation Fund of the Risk Management Division for investigation of Workers' Compensation claims. The position was proposed in the recently submitted Personnel Services Department budget but, due to the critical need for the position, the request is made now to address this need.

Report to City Council
11th Amendment to PAR
62ND Amendment to AAR
March 20, 2007
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FISCAL IMPACT

There is no fiscal impact. The cost of the position will be transferred via the attached AAR Amendment from funding allocated in the Workers' Compensation Fund for the purpose of investigating Workers' Compensation claims.

March 14, 2007

Attachment: 11th Amendment to Resolution 2006-254 FY 2007 Position Authorization Resolution
62nd Amendment to Resolution 2006-253 FY 2007 Annual Appropriations Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF FRESNO MAKING THE ELEVENTH AMENDMENT TO RESOLUTION NO. 2006-254 ENTITLED "A RESOLUTION OF THE COUNCIL OF THE CITY OF FRESNO ESTABLISHING THE NUMBER OF POSITIONS AUTHORIZED IN THE VARIOUS DEPARTMENTS AND OFFICES OF THE CITY FOR FISCAL YEAR 2007"

RESOLVED, by the Council of the City of Fresno, as follows:

SECTION 1.

Part V, Section 22.2 of Resolution 2006-254 is hereby amended to read:

Personnel Department - Risk Management Division

Section 22.2

	FROM	TO
Full Year	9	9
Mar 20-June	<u>0</u>	<u>1</u>
	9	10

SECTION 2.

Upon final legislative approval, this resolution shall become effective retroactively on March 20, 2007.

* * * * *

STATE OF CALIFORNIA)
COUNTY OF FRESNO) ss.
CITY OF FRESNO)

I, REBECCA E. KLISCH, City Clerk of the City of Fresno, certify that the foregoing Resolution was adopted by the Council of the City of Fresno, at a regular meeting held on the ___ day of _____, 2007.

AYES :
NOES :
ABSENT :
ABSTAIN :

Mayor Approval: _____, 2007

Mayor Approval/No Return: _____, 2007

Mayor Veto: _____, 2007

Council Override Vote: _____, 2007

REBECCA E. KLISCH
City Clerk

BY: _____

APPROVED AS TO FORM
CITY ATTORNEY'S OFFICE

BY: Victoria Pains Little
Deputy City Attorney

ANNUAL POSITION AUTHORIZATION RESOLUTION FY 2007

	Department	Months Authorized	Positions Authorized
FINANCE DEPARTMENT			
Section 16.1	Administration Division; Accounting Division	Full Year	42
16.2	Budget Division	Full Year	15
16.3	Business License/Utility Billing and Collection Division	Full Year	73
FIRE DEPARTMENT			
Section 17.1		Full Year	365
	Administration Division; Fire Suppression and Emergency	Oct-June	2
	Response Division; Fire Prevention and Investigation Division;	Oct24-Jun	36
	Training & Support Services Division	Nov14-Jun	1
			<u>404</u>
GENERAL CITY PURPOSE DEPARTMENT			
Section 18.1	Redevelopment Services Division	Full Year	6
18.2	Retirement Division	Full Year	9
GENERAL SERVICES DEPARTMENT			
Section 19.1	General Services Administration Division	Full Year	4
19.2	Purchasing Division	Full Year	17
19.3	Central Printing Division	Full Year	8
19.4	Fleet Management Division; Fleet Equip Acq Division	Full Year	70
19.5	Facilities Management Division; Facilities Special Projects Division	Full Year	32
		Oct-June	<u>5</u>
			37
INFORMATION SERVICES DEPARTMENT			
Section 20.1	Information Services Administration Division; System Application Division; Computer Services Division	Full Year	52
		Oct-June	<u>7</u>
			59
20.2	Communication Services Division	Full Year	13
PARKS, RECREATION, AND COMMUNITY SERVICES DEPARTMENT			
Section 21.1	Parks & Recreation Administration Division; Community Services Division; Recreation Division; Parks Division	Full Year	139
		Jan 30-June	<u>4</u>
			143
21.2	Zoo Division	Full Year	10
PERSONNEL DEPARTMENT			
Section 22.1	Personnel Services Administration Division; Organizational Dev. & Training Division; Human Resources Operations Division; Human Resources Services Division; Labor Relations Division; Human Resources Class & Comp Division	Full Year	31
22.2	Risk Management Division	Full Year	9
		Mar 20-June	<u>1</u>
			10

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF FRESNO ADOPTING THE 62nd AMENDMENT TO THE ANNUAL APPROPRIATION RESOLUTION NO. 2006-253 APPROPRIATING \$13,700 IN THE HUMAN RESOURCES MGT ISF FUND TO PROVIDE FUNDING FOR ONE STAFF ASSISTANT

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRESNO:

THAT PART III of the Annual Appropriation Resolution No. 2006-253 be and is hereby amended as follows:

	<u>Increase/(Decrease)</u>
TO: PERSONNEL SERVICES DEPARTMENT	
Workers' Compensation Self-Ins	\$ (13,700)
Human Resources Mgt ISF	13,700

THAT account titles and numbers requiring adjustment by this Resolution are as follows:

Workers' Compensation Self-Ins

Revenues:

Accounts: 44910 Transfer To Other Fund	<u>\$ (13,700)</u>
Funds: 51501	
Org Unit: 540801	

Total Revenues	<u>\$ (13,700)</u>
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Appropriations:

Accounts: 53402 Specialized Services/Tech	<u>\$ (13,700)</u>
Funds: 51501	
Org Unit: 540801	
KRA: 0601003000	

Total Appropriations	<u>\$ (13,700)</u>
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Human Resources Mgt ISF

Revenues:

Accounts: 43910 Transfer From Other Fund	<u>\$ 13,700</u>
Funds: 50106	
Org Unit: 540401	

Total Revenues	<u>\$ 13,700</u>
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Appropriations:

Accounts: **51101** Permanent Salaries \$ 13,700
Funds: **50106**
Org Units: **540401**
KRA: **0601003000**

Total Appropriations \$ 13,700

THAT the purpose is to appropriate \$13,700 to pay for a Staff Assistant. The requested position is a result an agreement between the City and the Worker’s Compensation Third Party Administrator. The addition of the position is intended to improve communications between the City, the Third Party Administrator and injured employees.

CLERK’S CERTIFICATION

STATE OF CALIFORNIA }
COUNTY OF FRESNO } ss.
CITY OF FRESNO }

I, REBECCA E. KLISCH, City Clerk of the City of Fresno, certify that the foregoing Resolution was adopted by the Council of the City of Fresno, California, at a regular meeting thereof, held on the _____ Day of _____, 2007

AYES:
NOES:
ABSENT:
ABSTAIN:

Mayor Approval: _____, 2007
Mayor Approval/No Return: _____, 2007
Mayor Veto: _____, 2007
Council Override Veto: _____, 2007

REBECCA E. KLISCH