



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
County Manager's Office



Date: September 20, 2012
Board Meeting Date: October 2, 2012
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: John L. Maltbie, County Manager
Reyna Farrales, Deputy County Manager-Administrative Services

Subject: Transfer Shared Services Program from County Manager's Office to Human Resources Department

RECOMMENDATION:

Introduction of an Ordinance Amending the San Mateo County Ordinance Code transferring the Shared Administrative Services Program (Purchasing, Surplus Property, and Mail Services) from the County Manager's Office to the Human Resources Department, and waiver of reading the ordinance in its entirety.

BACKGROUND/DISCUSSION:

The Shared Services Program (Purchasing, Surplus Property, and Mail Services) is currently a part of the County Manager's Office and has a staff of 12. In May 2012 a succession planning and organizational review of the Shared Services Program was conducted by the Human Resources Department and focused on succession planning initiatives, organizational structure, and industry best practices.

Given the need to prepare for anticipated retirements primarily due to the high number of employees that are eligible to retire (over 70% of Purchasing/Surplus Property staff are eligible to retire) as well as to enhance business processes, it is recommended that the Shared Services Program be transferred from the County Manager's Office to the Human Resources Department.

Adoption of the attached ordinance is required to implement the transfer of the Shared Services Program to the Human Resources Department. Funding and staffing have been included in the final budget revisions that will be presented to your Board on September 25, 2012.

Management of the Shared Services Program will be assigned to the Risk Management Division, which will expand career ladders for staff, offer additional flexibility in staffing and provide capacity to focus on strategic initiatives.

This change contributes to the Shared Vision 2025 outcome of a Collaborative Community by ensuring that services are delivered in the most effective and efficient manner.

The Ordinance has been reviewed and approved by the County Counsel's Office.

FISCAL IMPACT:

The transfer of the Shared Services Program to the Human Resources Department is included in the Adopted FY 2012-13 Budget. There is no impact to the Net County Cost.