

**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. DEPARTMENTAL CATEGORY:  
COMMISSION DISTRICT #**

*C15C*

**3. MEETING DATE:**

*10-22-2002*

**4. AGENDA:**

- CONSENT ADMINISTRATIVE APPEALS
- PUBLIC WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:  
(Specify)**

- STATUTE
- ORDINANCE
- ADMIN. CODE 3.17
- OTHER

**6. REQUESTOR OF INFORMATION:**

- A. COMMISSIONER
- B. DEPARTMENT

*Charlie Green*  
Charlie Green, Clerk  
George Williams, HR  
*George A. Williams*

BY: \_\_\_\_\_

**7. BACKGROUND:**

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

**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.

**8. MANAGEMENT RECOMMENDATIONS:**

**9. RECOMMENDED APPROVAL:**

A Department Director	B Purchasing Or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
		<i>George Williams 10/10/02</i>		<i>Dease</i>	<i>QA 10/10/02</i>	<i>ADM 10/10/02</i>	<i>Risk 10/10/02</i>	<i>GC 10/10/02</i>	<i>[Signature]</i>

**10. COMMISSION ACTION:**

- \_\_\_\_\_ APPROVED
- \_\_\_\_\_ DENIED
- \_\_\_\_\_ DEFERRED
- \_\_\_\_\_ OTHER

RECEIVED BY COUNTY ADMIN. <i>TD</i>
<i>10/10/02</i>
<i>3:00 PM</i>
<i>10/11/02</i>
<i>8:00 AM</i>

2002 OCT 11 AM 9:08

RECEIVED  
PUBLIC RESOURCES

