

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.2
(ID # 12862)

MEETING DATE:
Tuesday, June 16, 2020

FROM : SUPERVISOR JEFF HEWITT:

SUBJECT: SUPERVISOR JEFF HEWITT: Countywide Vacant Funded Position Review and Recommendations

RECOMMENDED MOTION: That the Board of Supervisors:

1. Direct the Executive Office to review all vacant funded positions within a general fund and/or net county cost-funded department and provide a listing of the classification, amount and quantity of all the positions by department: and,
2. Provide recommendations to the Board to eliminate and/or reduce FY 20/21 vacant funded positions, along with any required budget adjustments, by the June 23 Board hearing.

ACTION: Policy

Supervisor, Jeff Hewitt, Supervisor 5th District 6/11/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Hewitt and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: June 16, 2020
xc: BOS-Dist. 5, EO

Kecia R. Harper
Clerk of the Board
By:
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

BACKGROUND:

As our county heads into unprecedented revenue shortfalls, all measures should be taken to ensure our budget is as efficient as possible. With a \$100 million revenue shortfall, everything should be considered to alleviate service downturns to our residents and potential layoffs.

Many county departments have positions that are vacant but assign funding to them. Depending on the decision of the department, a vacant position may or may not be filled. A position may be vacant because of a specific hard-to-recruit position, grant restrictions, or future retirements, etc. Sometimes though, the vacant funded positions remain in the department over multiple fiscal years and do not get filled. This issue has the detriment of unfairly burdening the county budget.

Having a large block of vacant funded positions creates a cushion within a department's budget and may over-inflate the salary cost of a department. Sometimes the allocation for a vacant funded position may be subsequently transferred to the department's supplies and services section of their budget or used to purchase a fixed asset. Or the allocation for a vacant funded position is used to offset budget shortfalls at the end of the fiscal year.

Ideally, a vacant funded position should be used for a department's planning purpose to hire additional staff for various needs on an immediate basis. According to the FY 20/21 budget submittals, vacant funded positions represents millions of general fund and/or net county cost.

In order to make the best-informed decision, it is important the Board is aware of the justification behind the vacant funded positions within a general fund or net county cost-funded department. This Board action directs the Executive Office to review each FY 20/21 vacant funded position within a general fund or net county cost-funded department and report back by department, classification and quantity of positions with a recommendation to include the funding or eliminate the position in the system, along with any required budget adjustment. If there is an intent to fill a vacant position, it should happen within that fiscal year. As these positions are vacant, elimination would not impact any existing county employee and provides the additional benefit of freeing up general fund and/or net county cost allocations. An annual review of vacant funded positions should be a best practice our county organization uses in future years.