

Response to Questions on the FY 2015 Budget

Request By: Supervisor Herrity

Question: The Budget Consideration Item reduction “*Reduce administrative support*” has been requested. Provide a summary of the reduction including the impact it would have.

Response: The Consideration Item proposes a reduction, over a three year period, of administrative support positions, defined as Administrative Assistants I – V and Administrative Associates, from 9.5 percent of all county employees to 5 percent of all County employees generating a cumulative savings of \$12 million to better align County staffing with Bureau of Labor Statistics data on typical levels of administrative support in local governments.

The County uses the Administrative job class for many different functions, not all of which fall into the traditional administrative support category. For example, Tax Administration, Circuit Court and Human Services Administration deploy staff in Administrative Assistant job classes for revenue collection functions and for customer service. In other agencies such as the Health Department, Department of Family Services, Neighborhood and Community Services and the Fairfax-Falls Church Community Services Board Administrative positions are also used to staff front desks at various sites for intake of clients. By just excluding the positions in the administrative job classes in these agencies the ratio drops to 4.6%, based on the methodology employed to calculate the savings. These positions are critical to ensure that the County meets its revenue collection goals, is available to respond to inquiries and processes applications and requests for service.

It should be noted that not only have reductions already occurred throughout the County reducing the number of traditional administrative support positions, the remaining positions serve a number of functions that include traditional administrative support functions supporting agency operations as well as serving as agency payroll contacts, and processing financial and purchasing documents for agencies.