



RESOLUTION NO. 040-2018

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

**WHEREAS**, the County of El Dorado must assign a job classification number (JCN), designate a salary range, and assign a bargaining unit to each classification that is to be utilized; and

**WHEREAS**, in accordance with Section 301 of the County of El Dorado Personnel Rules Resolution #015-2014 applicable to represented and unrepresented employees, at the recommendation of the Human Resources Department, the Board of Supervisors shall approve all new classes and class specifications, abolish classes, and determine the representation unit or units to which each class is assigned; and

**WHEREAS**, in accordance with Section 1303 of the County of El Dorado Personnel Rules Resolution #015-2014 applicable to represented and unrepresented employees, and Section 601 of the El Dorado County Salary and Benefits Resolution #163-2017 applicable to unrepresented employees, the Board of Supervisors shall by Resolution establish the salary for all authorized positions within the County.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Supervisors of the County of El Dorado authorizes the Director of Human Resources to make any technical corrections if needed.

**BE IT FURTHER RESOLVED**, that the Board of Supervisors of the County of El Dorado does hereby adopt the JCN, salary range, and bargaining unit for the for the classifications of Administrative Assistant I and Administrative Assistant II.

**BE IT FURTHER RESOLVED**, that the Board does hereby adopt the classification title changes for CAO Administrative Analyst I/II (New Title: Management Analyst I/II), Principal Administrative Analyst (New Title: Principal Management Analyst), Supervising Librarian (New Title: Librarian Supervisor), Recordable Document Examiner/Indexer I/II (New Title: Recorder Document Examiner/Indexer I/II), and combine Sr. Recordable Document Examiner and Sr. Recordable Document Indexer (New Title: Sr. Recorder Document Examiner/Indexer).

**BE IT FURTHER RESOLVED**, that the Board does hereby adopt the reclassification/allocation changes for the CAO's Office, Elections Department, and Library Department, and amends the Authorized Personnel Allocation Resolution #109-2017 and salary schedule as set forth below, effective the first pay period following adoption.

New Classifications			
Job Class. No.	Classification	Bargaining Unit	Salary Range
2116	Administrative Assistant I	GE	\$16.23 - \$19.72 \$3,096 - 3,761
2117	Administrative Assistant II	GE	\$17.86 - \$21.70 \$2,813 - 3,418

Classification Title Changes			
Job Class. No.	Current Classification Title	New Classification Title	Bargaining Unit
1316 / 1317	CAO Administrative Analyst I/II	Management Analyst I/II	UM
1309	Principal Administrative Analyst	Principal Management Analyst	UM
7618	Supervising Librarian	Librarian Supervisor	SU
2611 / 2612	Recordable Document Examiner/Indexer I/II	Recorder Document Examiner/Indexer I/II	GE
2613	Sr. Recordable Document Examiner	Sr. Recorder Document Examiner/Indexer	GE
2633	Sr. Recordable Document Indexer		GE

Reclassifications/Allocation Changes						
Department	Job Class No.	Class Title	Departmental Total Positions			
			Allocated	Filled	Proposed	New Allocation
Chief Administrative Office – Economic Development Division	2104	Sr. Office Assistant	1.0	1.0	-1.0	0.0
Chief Administrative Office – Economic Development Division	2117	Administrative Assistant II	0.0	0.0	+1.0	1.0
Elections Department	1305	Administrative Technician	1.0	1.0	-1.0	0.0
Elections Department	2117	Administrative Assistant II	0.0	0.0	+1.0	1.0
Library Department	1305	Administrative Technician	1.0	1.0	-1.0	0.0
Library Department	1307	Administrative Analyst II	0.0	0.0	+1.0	1.0

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the 20th day of March, 2018, by the following vote of said Board:

Ayes: Hidahl, Ranalli, Novasel, Veerkamp, Frentzen

Noes: None  
Absent : None

Attest:  
James S. Mitrinin  
Clerk of the Board of Supervisors

By: Kyra Schaefferberg  
Deputy Clerk

Michael Ranalli  
Michael Ranalli, Chair, Board of Supervisors