

Human Resources Department

Fiscal and Analytical Job Class Evaluation

Audit of Senior Department Analyst/
Administrative Services Officer
Classifications

History

- Initial report received and filed by Board of Supervisors June 3, 2008
- Human Resources directed to audit Senior Department Analyst/Administrative Services Officer positions
- Report audit results to Board of Supervisors July 29, 2008

Methodology

- Develop position questionnaire
 - Emphasis on supervisory responsibility
 - Involvement with contracts also considered
- Identify incumbents
- Distribute questionnaire to incumbents
 - Supervisors/Department Heads notified
- Evaluate responses
- Follow up with incumbents as needed

Position Allocation Recommendations

| Department | Position | Proposed Class | Change recommended |
|--------------------------|-----------------------------------|--|--------------------|
| Auditor | Senior Department Analyst. | Senior Department Analyst. | No |
| | Senior Department Analyst. | Senior Department Analyst. | No |
| | Senior Department Analyst. | Senior Department Analyst. | No |
| | Senior Department Analyst. | Senior Department Analyst. | No |
| CAO/Purchasing | Senior Department Analyst. | Senior Department Analyst. | No |
| County Counsel | Administrative Analyst II | Administrative Services Officer | Yes |
| Environmental Management | Senior Department Analyst. | Senior Department Analyst. | No |
| | Administrative Analyst II | Administrative Analyst II | No |
| Information Technology | Senior Department Analyst. | Senior Department Analyst. | No |
| Mental Health | Senior Department Analyst. | Senior Department Analyst. | No |
| Probation | Senior Department Analyst. | Administrative Services Officer | Yes |
| Public Health | Senior Department Analyst. | Senior Department Analyst. | No |
| Sheriff | Administrative Services Officer | Administrative Services Officer | No |
| DOT | Administrative Services Officer | Administrative Services Officer | No |
| | Administrative Services Officer | Administrative Services Officer | No |
| | Administrative Services Officer | Administrative Services Officer | No |
| | Administrative Services Officer | Administrative Services Officer | No |
| | Administrative Services Officer | Administrative Services Officer | No |
| | Administrative Services Officer | Administrative Services Officer | No |
| | Senior Department Analyst. | Senior Department Analyst. | No |
| | Senior Department Analyst. | Senior Department Analyst. | No |

Findings – Senior Department Analyst

- 14* incumbents identified and contacted
- 14* responses to questionnaire request
- 9 incumbents non-supervisors
- 2 incumbents supervisors
- 2 incumbents, possible later review

*2 Administrative Analyst II's included

August 19, 2008 meeting

Findings – Administrative Services Officer

- 7 incumbents identified and contacted
- 7 responses to questionnaire request
- 7 incumbents performing supervisory duties

Findings-Contract Functions

Senior Department Analyst

- 13 of 14 respondents indicate performing contract work
- Type of work varies, but includes:
 - Writing contracts and amendments
 - Administration of contracts for compliance/payment
 - Vendor relations
 - Prepare RFQ's/RFP's
 - Task/work orders

Findings-Contract Functions Administrative Services Officer

- 7 of 7 respondents indicate performing contract work
- Type of work varies, but includes:
 - Developing scope of work/fee schedules
 - Administer contracts
 - Oversight or preparation of RFP's/contracts

Next Steps

- Continue evaluation
 - Meet with affected labor organizations
 - Proceed with reclassification of identified positions
 - Fiscal Impact
 - Review Administrative Services Officer scope of management responsibility

OR

- Finish evaluation
 - Maintain current classifications of positions identified

Questions or Comments

August 19, 2008 meeting