



RESOLUTION NO.

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

WHEREAS, the District Attorney’s Office has determined the addition of a District Attorney’s Executive Secretary and a Special Investigator (District Attorney-[non-sworn]) is warranted in said office; and

WHEREAS, the Chief Administrative Office and Human Resources Department recommend creation of these positions; and

WHEREAS, the Human Resources Department has determined a new job class is not necessary, and that minor modifications to the existing Sheriff’s Executive Secretary job specification would meet the requirements of the District Attorney’s Executive Secretary; and

WHEREAS, the Human Resources Department recommends that the job title of Sheriff’s Executive Secretary classification be changed to Executive Secretary (Law and Justice) to meet the needs of both offices; and

Job Class Number	Old Class Title	New Class Title	Bargaining Unit
2721	Sheriff’s Executive Secretary	Executive Secretary (Law and Justice)	GE

WHEREAS, the District Attorney and Human Resources Department have determined the position of Special Investigator (District Attorney-[non sworn]) will be a General Bargaining Unit employee, and salary set equal to the classification of Investigator (Public Defender); and

WHEREAS, it is necessary for the Board of Supervisors to approve the job specifications for new classifications and to adopt the salary range and designate the bargaining unit for these classifications, and to approve substantive changes in existing classifications; and

WHEREAS, in accordance with Section 202 of the El Dorado County Compensation Administration Resolution #227-84 applicable to represented employees, and Section 501 of the Salary and Benefits Resolution #323-2001 applicable to unrepresented employees, the Board of Supervisors shall by Resolution specify the number and classification of all authorized positions of each department of the County.

NOW, THEREFORE, BE IT RESOLVED, that Board of Supervisors of the County of El Dorado approve and adopt the salary range and bargaining unit designation for Special Investigator (District Attorney [non sworn]) and approve the change to the Sheriff’s Executive Secretary and amend the El Dorado County Salary Schedule as listed below:

Job Class Number	Class Title	Step 1	Step 2	Step 3	Step 4	Step 5	Bargaining Unit
5608	Special Investigator District Attorney (Non sworn)	\$27.54 \$4,774	\$28.92 \$5,013	\$30.37 \$5,264	\$31.89 \$5,528	\$33.48 \$5,803	GE

Director of Human Resources

Date

Chief Administrative Officer confirms that the above represents the department's current and proposed allocation of positions.

Chief Administrative Officer

Date

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the ____ day of _____, 2011, by the following vote of said Board:

Attest:
Suzanne Allen de Sanchez
Clerk of the Board of Supervisors

Ayes:
Noes:
Absent :

By: _____
Deputy Clerk

Chairman, Board of Supervisors

I CERTIFY THAT:
THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

Attest: Suzanne Allen de Sanchez, Clerk of the Board of Supervisors of the County of El Dorado, State of California.

By: _____
Deputy Clerk

Date: _____