

#25



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Fwd: Item No. 25 for Board of Supervisors Agenda dated 9-26-17

1 message

The BOSFIVE <bosfive@edcgov.us>
To: EDC COB <edc.cob@edcgov.us>

Mon, Sep 25, 2017 at 1:26 PM

LATE DISTRIBUTION
DATE 9/25/2017
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From: JAMES JOHNSON <russ-cindy@sbcglobal.net>
Date: Mon, Sep 25, 2017 at 11:45 AM
Subject: Item No. 25 for Board of Supervisors Agenda dated 9-26-17
To: "bosone@edcgov.us" <bosone@edcgov.us>, "bostwo@edcgov.us" <bostwo@edcgov.us>, "bosthree@edcgov.us" <bosthree@edcgov.us>, "bosfour@edcgov.us" <bosfour@edcgov.us>, "bosfive@edcgov.us" <bosfive@edcgov.us>, "jim.mitrisin@edcgov.us" <jim.mitrisin@edcgov.us>, "boscob@edcgov.us" <boscob@edcgov.us>, "jcopeland@peu1.org" <jcopeland@peu1.org>
Cc: JAMES JOHNSON <russ-cindy@sbcglobal.net>, "jean.warner@edcgov.us" <jean.warner@edcgov.us>

Honorable Board Members,

I am sending this email to you today to urge you to vote "No" on the implementation strategy to finalize the Countywide classification study, Item No. 25 on the Board Agenda for Tuesday, September 26, 2017. If this item is approved I will be demoted two positions basically from an Administrative Technician to an Administrative Assistant II. Not only will this be damaging to me and my future career, but also to the Long Range Planning Unit. As a previous Sr. Deputy Clerk to the Board of Supervisors I have worked very hard to get to where I am in my career today and would like to continue to move forward in the future.

I have attached a copy of the letter that I sent to Koff & Associates and Human Resources back in April asking them to reconsider reclassifying my position. Please add this email and letter to the public comments for Agenda Item No. 25.

Thank you for your consideration.

Cindy Johnson
Administrative Technician

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Sue Novasel, County Supervisor
District V, Lake Tahoe to Pollock Pines
County of El Dorado
530.621.6577

Response Letter to Koff & Assoc..pdf
146K

April 21, 2017

Koff & Associates
2835 Seventh Street
Berkeley, CA 94710

El Dorado County
Human Resources
330 Fair Lane
Placerville, CA 95667

Dear Ms. Usher and Human Resources:

This letter is in response to the letter that I received from Koff & Associates regarding a reclassification of my current job description.

I have received and reviewed the job description of "Administrative Assistant I/II" per your letter sent to me dated April 10, 2017, with responses to be made by April 17, 2017. I want to inform you that I did not receive this letter until April 19, 2017 which is after the date that I was provided to respond with changes or comments. And, since I did not receive my letter in a timely fashion, I was given a new date by personnel at Human Resources of April 29, 2017 to provide my comments and/or changes.

The letter from Koff & Associates purposes a demotion of two levels if I were to assume this reclassification. In reviewing this draft job description for the Administrative Assistant I/II it appears that if I carried out my current job duties, I would be working outside this classification.

For example my current job duties require that I perform specialized work that requires in depth technical knowledge and skill in support and management of the Long Range Planning Division.

In reviewing the job description for the Administrative Assistant I/II, it does not require such expertise. The Long Range Planning Division is specialized because we perform activities that require interpretation of complex regulations, and policies and procedures related to transportation projects, stormwater management, and complex land use projects that couldn't be performed by other divisions of the Community Development Agency.

The comparison between the two job descriptions is significant, in that the Administrative Assistant I/II is more of an entry level secretarial, office support position. My current position as Administrative Technician requires more specialized, complex skills, such as composing and reviewing staff reports, Legistar items and attachments, Division budget, developing organizational policies and procedures, and writing scopes of work for consultants on projects within the Long Range Planning Division. In addition to the management of the all consultant contracts, budgets, and task orders needed by the Division (approximately 30), I am also

responsible for managing various contracts and accompanying budget within the County Counsel's office for specific land use projects which requires the use of confidentiality.

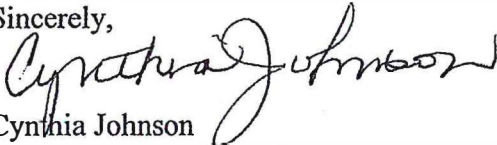
Since I completed the Position Description Questionnaire my responsibilities have increased, I have led from start to finish the Budget Process for Fiscal Year 17/18 for the Long Range Planning Division, and I am assuming increasingly more responsibility toward the goal of eventually leading the cross-divisional process to update the Capital Improvement Program (CIP) for El Dorado County. Again, if I were to complete these duties as an Administrative Assistant I/II, I would be working outside the classification.

I have been employed with El Dorado County for almost 20 years now, and I have worked for various departments throughout the County. Over time, I have realized that I would have to go back to college to attain certain levels of knowledge and skill, if I wanted to continue to be promoted. So I did go back to college in order to gain knowledge and skills necessary to be promoted to increasingly responsible positions within the County. Since that time, I have completed my AA in Business Management and have been promoted to Administrative Technician for the Long Range Planning Division.

And, while I currently enjoy what I am doing in Long Range Planning, I have been working with my supervisor to improve my knowledge and skills, so that I would have even more career potential for future job growth. If I were reclassified to an Administrative Assistant I/II, that would provide undue harm in my future career success.

In conclusion, I would ask that you reconsider the reclassification of my position, as it would be detrimental not only to the Long Range Planning Division in the future, but also my future.

Sincerely,



Cynthia Johnson
Administrative Technician
County of El Dorado

C: Jennifer Ramirez, Administrative Services Officer
Jere Copeland, EDCEA Local 1
Tiffany Schmidt, Principal Analyst



EDC COB <edc.cob@edcgov.us>

Fwd: Classification Study

1 message

The BOSFIVE <bosfive@edcgov.us>
To: EDC COB <edc.cob@edcgov.us>

Mon, Sep 25, 2017 at 1:59 PM

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From: **Cara Bishop** <cara.bishop@edcgov.us>

Date: Mon, Sep 25, 2017 at 1:27 PM

Subject: Classification Study

To: The BOSONE <bosone@edcgov.us>, The BOSTWO <bostwo@edcgov.us>, The BOSTHREE <bosthree@edcgov.us>, The BOSFOUR <bosfour@edcgov.us>, The BOSFIVE <bosfive@edcgov.us>, Jim Mitrison - El Dorado County <jim.mitrison@edcgov.us>

Cc: Jere Copeland <jcopeland@peu1.org>, Jeffrey Whitford <jeff.whitford@edcgov.us>, Tom Burnette <tom.burnette@edcgov.us>

Hello,

My name is Cara Bishop and I have been with El Dorado County for 6 years. I serve as an Administrative Technician for the Planning and Building Department. My current position has been recommended to be reclassified as an Administrative Assistant II. I disagree with this evaluation.

I initially went through all the correct steps to request a reconsideration of this decision by Koff and Associates, to no avail.

I would like to ask you to reconsider the recommendation made by Koff and Associates.

I have achieved my current position with hard work, dedication, knowledge, education, and abilities. My education and experience meet all the qualifications listed on the job description.

I am a proud citizen of El Dorado County and I value living and working in such a wonderful place. The decisions made by an outside organization can greatly affect the citizens of El Dorado County. I believe that demoting dedicated employees does not demonstrate trust and value to those of us who work so hard to make this County great.

Thank you for your time and consideration.

Cara Bishop

Administrative Technician

Assistant to Tom Burnette
Deputy Director/Building Official**County of El Dorado**Community Development Services
Planning and Building Department
2850 Fairlane Court
Placerville CA 95667
(530) 621-5552
cara.bishop@edcgov.us

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Sue Novasel, County Supervisor
District V, Lake Tahoe to Pollock Pines
County of El Dorado

9/25/2017

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530.621.6577