



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 within the District Attorney’s Office; and

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

WHEREAS, the District Attorney and Human Resources 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, 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 Office; and

WHEREAS, the Human Resources Department recommends that the job title of the Sheriff’s Executive Secretary classification be changed to Executive Secretary (Law and Justice) to meet the needs of both offices; 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 203 of the El Dorado County Compensation Administration Resolution #228-84 applicable to un-represented employees, and Secion 601 of the Salary and Benefits Resolution #323-2001, as amended, applicable to unrepresented employees, the Board of Supervisors shall by Resolution establish the salary for all authorized positions within the County; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of El Dorado approves and adopts the salary range and bargaining unit designation for Special Investigator (District Attorney – non sworn) and approves the changes to Sheriff’s Executive Secretary and amends 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

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 _____, 20__, by the following vote of said Board:

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

Ayes:
Noes:
Absent:

By: _____
Deputy Clerk Chair, 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: _____ Date: _____
Deputy Clerk