



The County of El Dorado
Human Resources Department
Risk Management

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Board of Supervisors
County of El Dorado
330 Fair Lane
Placerville, CA 95667

Subject: Reorganization of County Counsel's Office

Honorable Supervisors:

Recommendation:

Human Resources staff recommends that the Board of Supervisors do the following: (1) adopt the attached job specifications for the positions of Associate County Counsel, Deputy County Counsel and Senior Deputy County Counsel; (2) amend the job specification for Principal Assistant County Counsel; (3) amend the Salary Resolution to establish salary levels for the positions of Associate County Counsel, Deputy County Counsel and Senior Deputy County Counsel, and to modify the salary of the Principal Assistant County Counsel; (4) eliminate the position of Deputy County Counsel I-IV, and, (5) amend the Personnel Allocation Resolution to (i) add three Senior Deputy Counsel positions and five Deputy County Counsel positions to the County Counsel's office and (ii) delete eight Deputy County Counsel I-V positions.

Reasons for Recommendation:

The recommended action will effect a minor reorganization of the County Counsel's office, without a net increase in the number of staff. County Counsel is proposing to eliminate the deep class of Deputy I-IV, and replace it with three fixed classifications of Associate County Counsel, Deputy County Counsel and Senior Deputy County Counsel. A "deep" class is one which has several levels and an incumbent can be promoted to a higher level without seeking a change in personnel allocations. By going to fixed classes, a promotion cannot occur unless there is a vacancy in the higher position or there is a newly allocated position by the Board of Supervisors. Existing Deputy County Counsel IV's would be reclassified to the Deputy County Counsel positions. The salary for the Deputy Counsel position is set equal to that of Deputy County Counsel IV, with the adjustment called for in the new MOU with the Deputy County Counsels Association. The salary for Associate County Counsel is set at the level of Deputy County Counsel III, with the adjustment. The Senior Deputy County Counsel is a newly created position. Its salary is set so that a Deputy County Counsel who is promoted to Senior Deputy County Counsel (Step 3) would receive a 5% salary increase. (The differentiation between the

two classes (Step 5 to Step 5) is 16%, an optimal differentiation between consecutive classifications in a job series.) There are three allocated positions proposed at the Sr. level which will be run as department promotional recruitments, upon your approval. The Principal Assistant County Counsel's salary is differentiated from the Senior Deputy by only 2.5% to minimize compaction with the Chief Assistant County Counsel's salary (resulting in an 11.5% increase).

There are several reasons for the reorganization. The County Counsel's office is an extremely small office where all attorneys are required to come up to speed quickly and perform in an independent manner. The department has expressed concerns with the cost and training time necessary to hire attorneys in at Deputy County Counsel level I or II, this reorganization eliminates those positions from the office. Also, it provides a limited number of promotional opportunities for attorneys in the office. This is in recognition of several facts; one is that the Chief County Counsel desires to organize his office to provide more efficient provision of services and greater responsiveness to clients and departments. The job description for Principal Assistant County Counsel is being amended to add supervisory responsibilities, and the job description for Senior Deputy also contains supervisory responsibilities. The Principal Assistant and the new Senior Deputy County Counsels will be expected to participate in management functions, including the Investment Teams, and to take on additional management duties.

In addition, the more senior members of the County Counsel's office are recognized as part of the top management team of the County. They are principal advisors to the Board, often having as much access to the Board members as most Department Heads. The Board relies on them for advice on a wide range of sensitive and complex subjects, sometimes going beyond pure legal advice and seeking advice as true "counselors." Members of the County Counsel's office are charged with assisting the Board with developing and implementing policy and getting results. More senior members of the department often act independently in representing their client departments on a variety of matters.

Fiscal Impact:

The approximate cost to the County for these classification changes is estimated to be \$39,000.00 in the coming year.

We would be pleased to respond to any questions the Board might have.

Sincerely,

Karl Knoblauch
Director of Human Resources
Cc: Terri Daly, CAO
Louis Green, County Counsel