

# 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

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
<b>County Counsel</b>	<b>Administrative Analyst II</b>	<b>Administrative Services Officer</b>	<b>Yes</b>
Environmental Management	Senior Department Analyst.	Senior Department Analyst.	No
Information Technology	Senior Department Analyst.	Senior Department Analyst.	No/possible later review
Mental Health	Senior Department Analyst.	Senior Department Analyst.	No/possible later review
<b>Probation</b>	<b>Senior Department Analyst.</b>	<b>Administrative Services Officer</b>	<b>Yes</b>
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

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

\*1 Administrative Analyst II included

# 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

- 10 of 11 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



Questions  
or  
Comments