



County of El Dorado, Department of Human Resources

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To: Jeffrey Warren, Environmental Management Manager
CC: Greg Stanton, Director of Environmental Management
From: Tameka Usher, Director of Human Resources
Subject: Vector Control Technician I/II Positions

I received your request to reclassify two Vector Control Technician I/II positions to the classification of Sr. Vector Control Technician.

Background

Both incumbents are limited term Vector Control Technicians II's in South Lake Tahoe (SLT). The staff generally works April through November, depending on the length of the season each year. Within the season the department hires seasonal extra help Vector Control Technician I/II staff to provide vector control services within the County on the West Slope and in SLT. During the season, it's estimated that the department employs a total of eight (8) seasonal vector control staff, which includes the two (2) limited term positions included in this analysis. A total of six (6) positions are assigned to SLT and two (2) positions are assigned to the West Slope, both report to a supervisor within their assigned geographic location.

Both incumbents completed a Position Description Questionnaire (PDQ) during the County-wide classification study; the recommendation from the consultant was that the positions were appropriately classified and they should remain as-is. Per the memo submitted on March 9, 2018 by the department, the basis for the reclassification request includes the following:

- Funding - both positions are funded through CSA#3, so the increase will not impact the General Fund.
- The positions exercise a high level of discretion and independent judgment, performing the full range of duties that include the most complex and specialized duties:
 - Public outreach and education.
 - Maintaining the Sentinel computer software system.
- The positions provide technical and functional direction and training to lower-level staff.

Analysis

When analyzing the request, I received the memo provided by the department (Attachment A), the PDQs from both incumbents, and the Vector Control (I/II and Sr.) classification specifications.

Within the memo, there are multiple references to the department having adequate funding to support the classification change for both positions. The department should be advised that funding is not a factor when considering if a position is appropriately classified. Therefore, such was not considered in my analysis.

I clarified (by speaking with Jeff, Environmental Management Manager) the second and third bullets above to understand the extent and percentage of time the positions are performing complex and specialized duties. In addition, we discussed the anticipated percentage of time that will be spent providing lead oversight and training.

Complex and specialized duties - per the department, both incumbents are performing aspects of complex and specialized duties which account for approximately 25% of time.

- Software maintenance implementation and training, which includes understanding the program and working with the vendor to get questions resolved for proper tracking within the program.
- Preparation of the monthly pesticide use report where they track the product name, EPA registration number, number of applications, total amounts used, and area (acres/square feet, etc.) that has been treated with each pesticide.
- Outreach, education - which includes school group education (several times per season), Earth Day, and Farm Day.
- Coordinates the work with affected landowners, including state and federal agencies
- Explains control programs and resolves the more difficult issues with members of the public

Lead oversight and training - Per the department, both incumbents currently provide training to new seasonal staff assigned to SLT. However, in order to prevent them working out of class, neither is formally functioning as a lead; although they may assist and support the supervisor from time to time given their physical presence in SLT.

Findings

After review and analysis of the duties and responsibilities assigned to the positions and discussions with management, both positions are performing some aspects of Sr. level duties and responsibilities and have advanced technical knowledge given their tenure with the County. However, neither position is performing preponderant Sr. level duties nor has such responsibilities on a regular and reoccurring basis consistent with the advanced journey/lead level classification as defined in the Sr. Vector Control Technician classification specification. My analysis not only included the current duties, but also the staffing structure and organizational needs. Specifically, the number of staff assigned (six) to the Vector Control Program in SLT. Given the totality of all of these factors, it is recommended that the department request a one (1) Sr. Vector Control Technician limited term allocation assigned to SLT via the Board of Supervisors. This position would be expected to spend a preponderant amount of time functioning as a lead (over five staff) providing technical and functional direction and training to lower-level staff as well as performing the most complex and specialized vector control and maintenance duties as defined above. It should be noted that

the other position referenced in this memo may continue to be assigned duties that are complex and specialized; however, such duties would be ancillary and shall not be the preponderant duties and responsibilities. In addition, given the advanced technical knowledge, this position may also assist with training.

Since neither position is performing preponderant duties which support a reclassification, Human Resources recommends that recruitment be conducted and a selection made to fill the new Sr. position via the competitive process.