



Legislation Details (With Text)

File #: 20-0226 **Version:** 1

Type: Agenda Item **Status:** Approved

File created: 2/6/2020 **In control:** Board of Supervisors

On agenda: 2/25/2020 **Final action:** 2/25/2020

Title: Human Resources Department recommending the Board:
 1) Adopt the revised Chief Administrative Office department-specific class specifications of Custodial Supervisor and Grounds Maintenance Supervisor (Title Change from Supervising Grounds Maintenance Worker);
 2) Adopt the revised Health and Human Services Agency department-specific class specifications of Animal Services Officer I/II (Title change from Animal Control Officer I/II), Animal Shelter Attendant, Energy Weatherization Supervisor, and Sr. Animal Services Officer (Title change from Sr. Animal Control Officer);
 3) Adopt the revised Department of Information Technologies department-specific class specification of Assistant Director of Information Technologies; and
 4) Adopt and authorize the Chair to sign Resolution 025-2020 to approve the abovementioned title changes.

FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A1 - Custodial Supervisor CLEAN 2-25-20, 2. A2 - Custodial Supervisor REDLINE 2-25-20, 3. B1 - Grounds Maintenance Supervisor CLEAN 2-25-20, 4. B2 - Grounds Maintenance Supervisor REDLINE 2-25-20, 5. C1 - Animal Services Officer I-II CLEAN 2-25-20, 6. C2 - Animal Services Officer I-II REDLINE 2-25-20, 7. D1 - Animal Shelter Attendant CLEAN 2-25-20, 8. D2 - Animal Shelter Attendant REDLINE 2-25-20, 9. E1 - Energy Weatherization Supervisor CLEAN 2-25-20, 10. E2 - Energy Weatherization Supervisor REDLINE 2-25-20, 11. F1 - Sr. Animal Services Officer CLEAN 2-25-20, 12. F2 - Sr. Animal Services Officer REDLINE 2-25-20, 13. G1 - Assistant Director of Information Technologies CLEAN 2-25-20, 14. G2 - Assistant Director of Information Technologies REDLINE 2-25-20, 15. H - Resolution 2-25-20, 16. I - Approved Blue Route 2-25-20, 17. Executed Resolution 025-2020

Date	Ver.	Action By	Action	Result
2/25/2020	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:
 1) Adopt the revised Chief Administrative Office department-specific class specifications of Custodial Supervisor and Grounds Maintenance Supervisor (Title Change from Supervising Grounds Maintenance Worker);
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 3) Adopt the revised Department of Information Technologies department-specific class specification of Assistant Director of Information Technologies; and
 4) Adopt and authorize the Chair to sign Resolution **025-2020** to approve the abovementioned title changes.

FUNDING: N/A

DISCUSSION / BACKGROUND

In June 2016, the County engaged Koff and Associates (K&A) for the provision of professional services to design, conduct, and assist in recommending an implementation approach of a classification (Phase I) and compensation (Phase II) study for all County positions. The overall goals of the classification and compensation study included: developing a competitive and fiscally responsible pay and benefit structure that is based upon market data and meets the needs of the County with regards to recruitment and retention of qualified staff; ensuring employees be recognized for the level and scope of work performed, and that they are paid on a fair and competitive basis, and ensuring class specifications reflect current programs, responsibilities, and technology.

In September 2017, the Human Resources Department requested and received Board approval (Legistar # 16-0098) to implement, in phases, the County-wide classification study.

The Human Resources Department has been working with departments (management and employees) and unions to finalize for Board consideration the newly-proposed class specifications.

Revised class specifications

- All sections in the class specifications were updated to better reflect the duties and responsibilities currently being performed and to be consistent with industry standards.

Chief Administrative Office

- Custodial Supervisor
 - Class specification revisions
- Grounds Maintenance Supervisor
 - Class specification revisions
 - Title change from Supervising Grounds Maintenance Worker

Health and Human Services Agency

- Animal Services Officer I/II
 - Class specification revisions
 - Title change from Animal Control Officer I/II
- Animal Shelter Attendant
 - Class specification revisions
- Energy Weatherization Supervisor
 - Class specification revisions
- Sr. Animal Services Officer
 - Class specification revisions
 - Title change from Sr. Animal Control Officer

Department of Information Technologies

- Assistant Director of Information Technologies
 - Class specification revisions

ALTERNATIVES

The Board could choose not to adopt the revised class specifications and direct Human Resources to make revisions.

PRIOR BOARD ACTION

See above.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Operating Engineers #3, Trades and Crafts

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

The adoption of the revised class specifications will not result in any financial impact, as there are no corresponding changes to the compensation structure.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, please provide a fully executed Resolution to Katie Lee in Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources