



## Legislation Details (With Text)

**File #:** 20-1332      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 9/30/2020      **In control:** Board of Supervisors

**On agenda:** 11/17/2020      **Final action:** 11/17/2020

**Title:** Human Resources Department recommending the Board:

- 1) Approve the new County-wide class specifications: Agency Chief Fiscal Officer; and
- 2) Adopt and authorize the Chair to sign Resolution 172-2020 to approve the following:
  - a) The job class number, bargaining unit, and salary range for the Agency Chief Fiscal Officer;
  - b) Due to an upward reclassification, the deletion of 1.0 FTE Chief Fiscal Officer position and the addition of 1.0 FTE Agency Chief Fiscal Officer position in the Chief Administrative Office where the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1;
  - c) Due to an upward reclassification, the deletion of 1.0 FTE Chief Fiscal Officer - UM position and the addition of 1.0 FTE Agency Chief Fiscal Officer position in the Chief Administrative Office where the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1;
  - d) Due to an upward reclassification, the deletion of 1.0 FTE Chief Fiscal Officer position and the addition of 1.0 FTE Agency Chief Fiscal Officer position in the Health and Human Services Agency where the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1.; and
  - e) Abolish the Chief Fiscal Officer - UM classification.

**FUNDING:** All affected positions are covered by General Fund, but are also partially covered by cost applied services for departments with other funding sources.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Agency Chief Fiscal Officer 11-17-20, 2. B - Resolution 11-17-20, 3. C - Approved Blue Route 11-17-20, 4. Memo from Sheriff, 5. Executed Resolution 172-2020, 6. CORRECTED Executed Resolution 172-2020

Date	Ver.	Action By	Action	Result
11/17/2020	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:

- 1) Approve the new County-wide class specifications: Agency Chief Fiscal Officer; and
- 2) Adopt and authorize the Chair to sign Resolution **172-2020** to approve the following:
  - a) The job class number, bargaining unit, and salary range for the Agency Chief Fiscal Officer;
  - b) Due to an upward reclassification, the deletion of 1.0 FTE Chief Fiscal Officer position and the addition of 1.0 FTE Agency Chief Fiscal Officer position in the Chief Administrative Office where the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1;
  - c) Due to an upward reclassification, the deletion of 1.0 FTE Chief Fiscal Officer - UM position and the addition of 1.0 FTE Agency Chief Fiscal Officer position in the Chief Administrative Office where the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1;
  - d) Due to an upward reclassification, the deletion of 1.0 FTE Chief Fiscal Officer position and the

addition of 1.0 FTE Agency Chief Fiscal Officer position in the Health and Human Services Agency where the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1.; and e) Abolish the Chief Fiscal Officer - UM classification.

**FUNDING:** All affected positions are covered by General Fund, but are also partially covered by cost applied services for departments with other funding sources.

### **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 and reclassifications (and subsequent allocation changes). The following is being brought to the Board for consideration and approval:

### **County-Wide Classification**

- Agency Chief Fiscal Officer
  - New class specification

### **Chief Administrative Office - Central Fiscal Division**

- Upward reclassification of 1.0 FTE position from Chief Fiscal Officer to Agency Chief Fiscal Officer in the Chief Administrative Office due to a County-wide classification study.
  - Pursuant to Personnel Rule 507.1(1) as listed above, the competitive recruitment and selection process will be waived, since the incumbent meets the conditions required under Section 507.1(1) of the Personnel Rules. The reclassification is the result of the class study affecting all employees in a department, and the incumbent meets the minimum qualifications of the new class. Additionally, the appointing authority has requested that the Director waive the competitive recruitment and selection process for this position.
  - The salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.
- Upward reclassification of 1.0 FTE position from Chief Fiscal Officer-UM to Agency Chief Fiscal Officer in the Chief Administrative Office due to a County-wide classification study.
  - Pursuant to Personnel Rule 507.1(1) as listed above, the competitive recruitment and selection process will be waived, since the incumbent meets the conditions required

under Section 507.1(1) of the Personnel Rules. The reclassification is the result of the class study affecting all employees in a department, and the incumbent meets the minimum qualifications of the new class. Additionally, the appointing authority has requested that the Director waive the competitive recruitment and selection process for this position.

- The salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.

### **Health and Human Services Agency**

- Upward reclassification of 1.0 FTE position from Chief Fiscal Officer to Agency Chief Fiscal Officer due to a County-wide classification study.
  - Pursuant to Personnel Rule 507.1(1) as listed above, the competitive recruitment and selection process will be waived, since the incumbent meets the conditions required under Section 507.1(1) of the Personnel Rules. The reclassification is the result of the class study affecting all employees in a department, and the incumbent meets the minimum qualifications of the new class. Additionally, the appointing authority has requested that the Director waive the competitive recruitment and selection process for this position.
  - The salary is proposed to be set consistent with Personnel Rule 612.2, Upward Reclassification.

### **Abolish Classification**

Additionally, due to the one (1) Chief Fiscal Officer - UM position within the County being reclassified, Human Resources is requesting that this classification be abolished.

### **ALTERNATIVES**

The Board could choose not to adopt the new class specification or approve the proposed upward reclassifications and direct Human Resources to make revisions or conduct additional analysis.

### **PRIOR BOARD ACTION**

See above.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Chief Administrative Office  
Health and Human Services Agency

### **CAO RECOMMENDATION**

Approve as recommended.

### **FINANCIAL IMPACT**

The approval and adoption of the new class specification will not result in any financial impact, as there are no corresponding changes to the compensation structure.

The two upward reclassifications in the Chief Administrative Office will result in an approximate annual increase of approximately \$26,500; the approximate cost for the remainder of this fiscal year is \$13,800.

The one upward reclassification in the Health and Human Services Agency will result in an approximate annual increase of \$9,200; the approximate cost for the remainder of this fiscal year is \$4,800.

Note: All three positions are General Fund, but are partially covered by cost applied services for departments with other funding sources.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

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

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Tameka Usher, Director of Human Resources