



# County of El Dorado

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## Legislation Details (With Text)

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

**File created:** 8/11/2008      **In control:** Board Of Supervisors

**On agenda:** 8/19/2008      **Final action:** 8/19/2008

**Title:** Human Resources Department providing updated job descriptions for Senior Department Analyst and Administrative Services Officer; and recommending the Board direct staff to proceed with reclassification of recommended incumbents. (Cont'd 07/29/08, item 31)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Fiscal Series Comparison.pdf, 2. email from J. Harn rcvd 1-29-08.pdf, 3. Fiscal Series Comparison rev 04-08-08.pdf, 4. Department Analyst I-II w chgs.pdf, 5. Sr. Department Analyst. w chgs.pdf, 6. ASO w changes.pdf, 7. FAM w changes rcvd 4/10/08, 8. Fiscal Series Comparison rev 05-06-08.pdf, 9. Letter from J. Harn att'd 5-7-08.pdf, 10. Administrative Serv. Officer att'd 5-30-08.pdf, 11. Fiscal Administrative Manager att'd 5-30-08.pdf, 12. Sr. Dept. Analyst att'd 5-30-08.pdf, 13. ASO changes att'd 6-2-08.pdf, 14. FAM att'd 6-2-08.pdf, 15. Sr. Dept. Analyst att'd 6-2-08.pdf, 16. Department Analyst I-II w chgs att'd 6-2-08.pdf, 17. Audit-Sr\_DeptAnalyst\_ASO\_BOS-07-29-08.pdf, 18. Ltr of continuance from Cwiek 7-25-08.pdf, 19. Audit-Sr\_DeptAnalyst\_ASO\_BOS\_Mtg\_08-19-08.pdf, 20. Fiscal Series Comparison BOS Meeting 08-19-08.pdf, 21. Staff\_Report\_BOS\_Mtg\_08-19-08.pdf

Date	Ver.	Action By	Action	Result
2/25/2014	8	Board Of Supervisors	Continued	Pass
8/19/2008	9	Board Of Supervisors	Approved	Pass
6/3/2008	7	Board Of Supervisors	Approved	Pass
5/6/2008	6	Board Of Supervisors	Continued	Pass
4/22/2008	5	Board Of Supervisors	Continued	Pass
3/4/2008	4	Board Of Supervisors	Continued	Pass
2/26/2008	3	Board Of Supervisors	Approved	Pass
2/12/2008	2	Board Of Supervisors	Continued	Pass
1/29/2008	1	Board Of Supervisors	Continued	Pass

Human Resources Department providing updated job descriptions for Senior Department Analyst and Administrative Services Officer; and recommending the Board direct staff to proceed with reclassification of recommended incumbents. (Cont'd 07/29/08, item 31)

<b>BUDGET SUMMARY:</b>		
Total Estimated Cost		\$
Funding		
Budgeted	\$	
New Funding	\$	
Savings	\$	

Other	\$	
Total Funding Available	\$	
Change To Net County Cost		\$

Fiscal Impact/Change to Net County Cost: N/A.

Background/Reason for Recommendation: The Board of Supervisors directed the Human Resources Department to conduct an audit of Senior Department Analyst and Administrative Services Officer positions and report the results back to the Board. At the meeting of July 29, 2008, the Board directed Human Resources staff to meet with the Auditor and Chief Administrative Officer to discuss this item, and to report back to the Board on August 19, 2008. The attached staff report (attachment #21, dated August 8, 2008) details the results of the audit and staff's recommendations.

Action to be taken following Board approval: Staff will implement the direction of the Board.

Contact: Chris Little, HR

Concurrences