



Legislation Details (With Text)

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Type: Agenda Item **Status:** Approved

File created: 9/6/2018 **In control:** Board of Supervisors

On agenda: 9/25/2018 **Final action:** 9/25/2018

Title: Human Resources Department recommending the Board:
 1) Approve and adopt the revised class specification for the Health and Human Services Agency: Director, Health and Human Services Agency;
 2) Approve and adopt the revised class specifications for the Chief Administrative Office: Facilities Division Manager (Title Change from Facilities Manager) and Facilities Project Manager I/II; and
 3) Approve and authorize the Board to sign Resolution 202-2018 approving the title change from Facilities Manager to Facilities Division Manager.

FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A1 - Director, HHSa CLEAN 9-25-18, 2. A2 - Director, HHSa REDLINE 9-25-18, 3. B1 - Facilities Division Manager CLEAN 9-25-18, 4. B2 - Facilities Division Manager REDLINE 9-25-18, 5. C1 - Facilities Project Manager I-II CLEAN 9-25-18, 6. C2 - Facilities Project Manager I-II REDLINE 9-25-18, 7. D - Final Resolution 9-25-18, 8. E - Approved Blue Route 9-25-18, 9. Executed Resolution 202-2018

Date	Ver.	Action By	Action	Result
9/25/2018	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:
 1) Approve and adopt the revised class specification for the Health and Human Services Agency: Director, Health and Human Services Agency;
 2) Approve and adopt the revised class specifications for the Chief Administrative Office: Facilities Division Manager (Title Change from Facilities Manager) and Facilities Project Manager I/II; and
 3) Approve and authorize the Board to sign Resolution **202-2018** approving the title change from Facilities Manager to Facilities Division Manager.

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. 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.

Health and Human Services Agency

Department-specific class specification:

- Director, Health and Human Services Agency
 - Class specification revisions only

Chief Administrative Office

Department-specific class specifications:

- Facilities Division Manager
 - Title Change from Facilities Manager and class specification revisions
- Facilities Project Manager I/II
 - Class specification revisions only

ALTERNATIVES

The Board could choose not to approve and adopt any of the updated class specifications listed herein and request that additional revisions be made.

PRIOR BOARD ACTION

See above.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

The changes to class specifications will not result in any financial impact, as there is no corresponding personnel movement or changes to the compensation structure

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources

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