



## Legislation Details (With Text)

**File #:** 20-0847      **Version:** 1

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

**File created:** 6/23/2020      **In control:** Board of Supervisors

**On agenda:** 7/14/2020      **Final action:** 7/14/2020

**Title:** Human Resources Department recommending the Board:  
 1) Approve and adopt the revised Health and Human Services Agency department-specific class specification: Health Educator (Title change from Health Education Coordinator);  
 2) Approve and adopt the revised Department of Transportation department-specific class specification: Fleet Superintendent (Title change from Equipment Superintendent);  
 3) Approve and adopt the revised Sheriff's Office department-specific class specification of Sheriff's Records/Property Manager (Title change from Sheriff's Records Manager);  
 4) Approve and adopt the revised Sheriff's Office department-specific class specification of Sheriff's Public Safety Dispatch Manager (Title change from Manager of Public Safety Dispatching); and  
 5) Adopt and authorize the Chair to sign Resolution 112-2020 to approve the above mentioned title changes.

FUNDING: N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A1 - Health Educator CLEAN 7-14-20.pdf, 2. A2 - Health Educator REDLINE 7-14-20.pdf, 3. B1 - Fleet Superintendent CLEAN 7-14-20, 4. B2 - Fleet Superintendent REDLINE 7-14-20, 5. C1 - Sheriff's Records-Property Manager CLEAN 7-14-20, 6. C2 - Sheriff's Records-Property Manager REDLINE 7-14-20, 7. D1 - Sheriff's Public Safety Dispatch Manager CLEAN 7-14-20, 8. D2 - Sheriff's Public Safety Dispatch Manager REDLINE 7-14-20, 9. E - Resolution 7-14-20, 10. F - Approved Blue Route 7-14-20, 11. Executed Resolution 112-2020

Date	Ver.	Action By	Action	Result
7/14/2020	1	Board of Supervisors	Approved	Pass

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 5) Adopt and authorize the Chair to sign Resolution **112-2020** to approve the above mentioned 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 Item 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 presented to the Board for consideration:

- 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.

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

*Department-specific class specification:*

- Health Educator
  - Class specification revisions
  - Title change from Health Education Coordinator

### **Department of Transportation**

*Department-specific class specification:*

- Fleet Superintendent
  - Class specification revisions
  - Title change from Equipment Superintendent

### **Sheriff's Office**

*Department-specific class specifications:*

- Sheriff's Records/Property Manager
  - Class specification revisions
  - Title change from Sheriff's Records Manager
- Sheriff's Public Safety Dispatch Manager
  - Class specification revisions
  - Title change from: Manager of Public Safety Dispatching

### **ALTERNATIVES**

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

**PRIOR BOARD ACTION**

See above.

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

El Dorado County Managers' Association  
El Dorado County Employees' Association, Local 1

**CAO RECOMMENDATION**

Approve as recommended.

**FINANCIAL IMPACT**

The approval and 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 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 Resource