



## Legislation Details (With Text)

**File #:** 18-1870      **Version:** 1

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

**File created:** 11/28/2018      **In control:** Board of Supervisors

**On agenda:** 12/11/2018      **Final action:** 12/11/2018

**Title:** Human Resources Department recommending the Board:  
 1) Approve and adopt the new County-wide class specification of Administrative Analyst Supervisor, and  
 2) Adopt and authorize the Chair to sign Resolution 249-2018 to approve the job class number, bargaining unit, and salary range for the new classification of Administrative Analyst Supervisor.

**FUNDING:** N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Administrative Analyst Supervisor 12-11-18, 2. B - Final Resolution 12-11-18, 3. C - Approved Blue Route 12-11-18, 4. Executed Resolution 249-2018

Date	Ver.	Action By	Action	Result
12/11/2018	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:  
 1) Approve and adopt the new County-wide class specification of Administrative Analyst Supervisor, and  
 2) Adopt and authorize the Chair to sign Resolution **249-2018** to approve the job class number, bargaining unit, and salary range for the new classification of Administrative Analyst Supervisor.

**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.

Please note that the following classification is used throughout the County; therefore, this class specification may be presented again, as additional revisions may be recommended by departments and/or unions in subsequent phases.

### **County-Wide Classification**

- Administrative Analyst Supervisor
  - New classification

### **ALTERNATIVES**

The Board could choose not to approve and adopt the new class specification 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 adoption of this class specification will not result in any financial impact.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

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

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

Tameka Usher, Director of Human Resources