



County of El Dorado

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Legislation Details (With Text)

File #: 07-1809 **Version:** 1

Type: Agenda Item **Status:** Approved

File created: 11/5/2007 **In control:** Board Of Supervisors

On agenda: 11/27/2007 **Final action:** 11/27/2007

Title: Human Resources Department recommending Resolution amending Authorized Personnel Allocation Resolution by deleting two (2) Sheriff's Technician I/II positions, and adding two (2) Sheriff's Technician I/II or Senior Sheriff's Technician positions; and recommending revision of the job classification for the position of Senior Sheriff's Technician.
RECOMMENDED ACTION: Adopt Resolution 294-2007.

FUNDING: General Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Sr. Sheriffs Technician revised 11-07.pdf, 2. Allocation Resolution Sheriffs Tech 1-2-Snr-Rev 11-14-07.pdf

Date	Ver.	Action By	Action	Result
11/27/2007	1	Board Of Supervisors	Approved	Pass

Human Resources Department recommending Resolution amending Authorized Personnel Allocation Resolution by **deleting** two (2) Sheriff's Technician I/II positions, and **adding** two (2) Sheriff's Technician I/II or Senior Sheriff's Technician positions; and recommending revision of the job classification for the position of Senior Sheriff's Technician.

RECOMMENDED ACTION: Adopt Resolution **294-2007**.

FUNDING: General Fund.

BUDGET SUMMARY:		
Total Estimated Cost		\$2,374.40
Funding		
Budgeted	\$	
New Funding	\$	
Savings	\$2,374.40	
Other	\$	
Total Funding Available	\$2,374.40	
Change To Net County Cost		\$0

Fiscal Impact/Change to Net County Cost: Approval of this reclassification represents an increase of \$2,374.40. The Department has sufficient salary savings to cover this increased cost.

Background: The Human Resources Department has conducted a job analysis of two Sheriff's Technician II incumbents assigned to the Civil Division. The conclusion of the job analysis was a finding that the incumbents were inappropriately classified as Sheriff's Technician II. The appropriate classification for the incumbents has been determined to be Senior Sheriff's Technician. The proposed job description for Senior Sheriff's Technician has been updated to include language reflective of Civil Division tasks, etc.

Reason for Recommendation: In accordance with Personnel Management Resolution 228-84, section 503 C employee reclassifications without examination must meet the following conditions:

- a) An evaluation of the position must be completed. This has been conducted by Human Resources.
- b) The employee(s) must have performed at the higher level for at least six months. The job analysis indicates that the incumbents have been performing at the higher level for at least six months.
- c) The action must have the concurrence of the Human Resources Director and appointing authority. Human Resources staff has met with the Sheriff, who concurs with this proposed reclassification.

Action to be taken following Board approval: The Human Resources Department will ensure the approved job specification and salary range are added to the County's website. Both incumbents will be formally reclassified from Sheriff's Technician II to Senior Sheriff's Technician the pay period following Board of Supervisors approval.

Contact: Chris Little, x6553

Concurrences: Sheriff Jeff Neves