



## Legislation Details (With Text)

**File #:** 18-0178      **Version:** 1

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

**File created:** 1/19/2018      **In control:** Board of Supervisors

**On agenda:** 2/6/2018      **Final action:** 2/6/2018

**Title:** Human Resources Department, Health and Human Services Agency (HHSA), and Child Support Services (CSS) recommending the Board adopt and authorize the Chair to sign Resolution 014-2018, establishing the salary range and bargaining unit designation for the following classifications: Merit System Services classifications of Information Systems Coordinator I, Information Systems Coordinator II; and Information Systems Coordinator III; amending the Authorized Personnel Allocation Resolution for the Health and Human Services Agency to add 1.0 FTE Information Systems Coordinator III, and delete 1.0 FTE Information Systems Coordinator; amending the Authorized Personnel Allocation Resolution for Child Support Services to add 1.0 FTE Information Systems Coordinator II, and delete 1.0 FTE Information Systems Coordinator; approving the reclassification of one (1) Information Systems Coordinator position in CSS to the classification of Information Systems Coordinator II; and one (1) Information Systems Coordinator position in HHSA to the classification of Information Systems Coordinator III in accordance with Personnel Rule 305; and waiving the requirement for filling the Information Systems Coordinator II position through a competitive examination process and probationary period, allowing the current incumbent to be appointed to the position, in accordance with Personnel Rule 306.1.

**FUNDING:** HHSA Federal/Realignment 85%/15%; CSS: Federal and State funding.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Executed Resolution 014-2018, 2. A - Resolution Information Systems Coordinator I.II.III 2-6-18, 3. B - Information Systems Coordinator I Job Spec 2-6-18, 4. C - Information Systems Coordinator II Job Spec 2-6-18, 5. D - Information Systems Coordinator III Job Spec 2-6-18, 6. E - Reclass Memo Information Systems Coordinator 2-6-18

Date	Ver.	Action By	Action	Result
2/6/2018	1	Board of Supervisors	Approved	Pass

Human Resources Department, Health and Human Services Agency (HHSA), and Child Support Services (CSS) recommending the Board adopt and authorize the Chair to sign Resolution **014-2018**, establishing the salary range and bargaining unit designation for the following classifications: Merit System Services classifications of Information Systems Coordinator I, Information Systems Coordinator II; and Information Systems Coordinator III; amending the Authorized Personnel Allocation Resolution for the Health and Human Services Agency to add 1.0 FTE Information Systems Coordinator III, and delete 1.0 FTE Information Systems Coordinator; amending the Authorized Personnel Allocation Resolution for Child Support Services to add 1.0 FTE Information Systems Coordinator II, and delete 1.0 FTE Information Systems Coordinator; approving the reclassification of one (1) Information Systems Coordinator position in CSS to the classification of Information Systems Coordinator II; and one (1) Information Systems Coordinator position in HHSA to the classification of Information Systems Coordinator III in accordance with Personnel Rule 305; and waiving the requirement for filling the Information Systems Coordinator II position through a competitive examination process and probationary period, allowing the current incumbent to be

appointed to the position, in accordance with Personnel Rule 306.1.

**FUNDING:** HHSa Federal/Realignment 85%/15%; CSS: Federal and State funding.

**DEPARTMENT RECOMMENDATION**

Human Resources recommends the Board adopt the attached MSS job specifications for the classifications of Information Systems Coordinator I, Information Systems Coordinator II and Information System Coordinator III and authorize the Chair to sign Resolution **014-2018** setting the salary range and amending the Authorized Personnel Allocation as follows: Adding one Information Systems Coordinator III and deleting one Information Systems Coordinator in HHSa. Adding one Information Systems Coordinator II and deleting one Information Systems Coordinator in CSS.

The recommended changes will allow the County to align with the current MSS classifications.

It is recommended that the incumbent Information Systems Coordinator in the Child Support Services Department be reclassified to Information Systems Coordinator II to reflect the responsibilities and duties being performed by the incumbent.

**DISCUSSION / BACKGROUND**

In response to the request received from the Health and Human Services Agency (HHSa) in December 2017 regarding the reclassification of a vacant Information Systems Coordinator position, a study was completed in accordance with Part 3 - Position Classification of the County of El Dorado Personnel Rules. An additional Information Systems Coordinator position in the Child Support Services Department (CSS) was also studied in conjunction with the study of the position in HHSa to ensure consistent use of the classification.

For County positions that are covered by MSS, the County utilizes the MSS class specification for the relevant classification. While the County's classification is titled Information Systems Coordinator, MSS has three specifications: Information Systems Coordinator I, Information Systems Coordinator II, and Information System Coordinator III.

The County Human Resources Department reviewed the Position Description Questionnaire (PDQ) completed by the previous incumbent in the Information Systems Coordinator position at HHSa, as well as the proposed duty statement provided by the Assistant Director of HHSa, which contained a list of new duties to be assigned to this position.

The County Human Resources Department also reviewed the PDQ completed by the current incumbent in Child Support Services (CSS). The County Human Resources Department requested that MSS review both PDQs in order to verify the appropriate classification within the MSS classification series of Information Systems Coordinator I/II and III for both positions. It is recommended by both MSS and the County Human Resources Department that the Information Systems Coordinator position in HHSa be upwardly reclassified to Information Systems Coordinator III. This position is currently vacant. It is recommended that the Information Systems Coordinator position in CSS be upwardly reclassified to Information Systems Coordinator II. There is an incumbent in this position. (See Attachment E for staff analysis.)

Incumbents are not automatically upgraded when their positions are, but instead must compete through an examination and appointment process, unless the process is recommended by the Director of Human Resources to be waived by the Board. The incumbent has met the following

conditions required under Section 306.1 of the Personnel Rules, Upward Reclassification, to be considered for a waiver of the competitive examination process:

- a) The position upgrading has resulted from a classification study and retention of the incumbent in such position is approved by the appointing authority.
- b) The incumbent has been in the position and has performed the upgraded class duties for the length of the probationary period of the new class.
- c) The incumbent meets the minimum qualifications of the new classification.
- d) The action has been approved by the Board.

Upon approval of the Board, all conditions under 306.1 for the upward reclassification and waiver of examination will be met, and the Director will waive the requirement for filling the Information Systems Coordinator II position through a competitive examination process, allowing the current incumbent to be appointed to the position. Should the Board not approve the waiver, the incumbent must compete through an examination and appointment process for promotion to the upgraded position.

### **ALTERNATIVES**

The Board could choose to direct the HHSA to update their Personnel Allocations during the next budget cycle. The Board could also choose to approve the amendments to the Authorized Personnel Allocation, but choose not to waive the requirement for filling the Information Systems Coordinator II position through a competitive examination process.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Health and Human Services Agency and Child Support Services.

### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

The cost of the reclassification of the position in Child Support Services is \$7,179 per year. The cost of the reclassification of the position in HHSA is \$23,605 per year. Approval of the item would not result in substantial changes to either department budget for the current fiscal year, as the reclassifications would be funded through budget salary savings.

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

Clerk of the Board to provide Health and Human Services Agency (Attention: Michael Reddin), Child Support Services (Attention: Patty Norton), and Human Resources (Attention: Katie Lee) with a copy of the fully executed Resolution.

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

Jill Engelmann, Assistant Director of Human Resources