



Legislation Details (With Text)

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Type: Agenda Item **Status:** Approved

File created: 3/1/2021 **In control:** Board of Supervisors

On agenda: 3/23/2021 **Final action:** 3/23/2021

Title: Human Resources Department recommending the Board:
 1) Approve and adopt the revised department specific class specification for the Chief Administrative Office: Parks Trail Maintenance Worker; and
 2) Adopt and authorize the Chair to sign Resolution 016-2021 to:
 a) Approve a new salary range for Parks Trail Maintenance Worker;
 b) Approve the new bargaining unit designation for the classification of Parks Trail Maintenance Worker; and
 c) Due to lateral reclassification, the deletion of 1.0 FTE vacant Highway Maintenance Worker I and the addition of 1.0 FTE Parks Trail Maintenance Worker in the Chief Administrative Office.

FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Parks Trail Maintenance Worker CLEAN 3-23-21, 2. B - Parks Trail Maintenance Worker REDLINE 3-23-21, 3. C - Resolution 3-23-21, 4. D - Approved Blue Route, 5. Executed Resolution 016-2021

Date	Ver.	Action By	Action	Result
3/23/2021	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:
 1) Approve and adopt the revised department specific class specification for the Chief Administrative Office: Parks Trail Maintenance Worker; and
 2) Adopt and authorize the Chair to sign Resolution **016-2021** to:
 a) Approve a new salary range for Parks Trail Maintenance Worker;
 b) Approve the new bargaining unit designation for the classification of Parks Trail Maintenance Worker; and
 c) Due to lateral reclassification, the deletion of 1.0 FTE vacant Highway Maintenance Worker I and the addition of 1.0 FTE Parks Trail Maintenance Worker in the Chief Administrative Office.

FUNDING: N/A

DISCUSSION / BACKGROUND

Class Spec Revisions

Parks Trail Maintenance Worker

The Human Resources Department (HR) continuously works to ensure that duties and responsibilities performed are assigned to the appropriate classification. After being notified of the upcoming resignation of a Highway Maintenance Worker I in the Chief Administrative Office, Parks

Division, HR met with the Parks Manager to discuss the position and determine if the Highway Maintenance Worker I classification continued to reflect the duties and responsibilities required of the position. From that discussion, it was determined that the classification of Parks Trail Maintenance Worker best aligned with the duties and responsibilities of that specific position. As such, the Parks Trail Maintenance Worker class specification was updated and the salary was increased to align with the classification of Highway Maintenance Worker I which has comparable responsibilities, levels of qualifications, and knowledge and ability requirements. Lastly, the classification is being moved from an extra help only classification to a bargained classification (assigned to Operating Engineers No. 3, Trades and Crafts Unit).

Given the background above, HR is recommending the Board approve the lateral reclassification of 1.0 FTE vacant position from Highway Maintenance Worker I to 1.0 FTE Parks Trail Maintenance Worker in the Chief Administrative Office. Upon Board approval, a recruitment will be conducted to fill the new vacancy.

ALTERNATIVES

The Board could choose not to approve any of the recommendations herein and direct Human Resources to make revisions or conduct additional analysis.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Operating Engineers, Local 3
Chief Administrative Office

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

As the salary range and bargaining unit are identical for the Highway Maintenance Worker I and the Parks Trail Maintenance Worker, there is no change in costs associated with this item.

CLERK OF THE BOARD FOLLOW UP ACTIONS

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

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Joseph Carruesco, Interim Director of Human Resources