



## Legislation Details (With Text)

**File #:** 21-0332      **Version:** 1

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

**File created:** 2/22/2021      **In control:** Board of Supervisors

**On agenda:** 3/16/2021      **Final action:** 3/16/2021

**Title:** Human Resources Department recommending the Board:  
 1) Approve and adopt two revised County-wide class specifications: Sr. Administrative Analyst and Administrative Analyst Supervisor;  
 2) Approve and adopt the department-specific class specification for the Chief Administrative Office: Emergency Medical Services Specialist (title change from Quality Improvement Coordinator); and  
 3) Adopt and authorize the Chair to sign Resolution 012-2021 to:  
 a) Approve, due to a lateral reclassification, the deletion of 1.0 FTE Legal Office Assistant I/II allocation and the addition of 1.0 FTE Sr. Office Assistant allocation in the Probation Department - where the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1;  
 b) Abolish the Legal Office Assistant I and Legal Office Assistant II classifications; and  
 c) Approve the title change from Quality Improvement Coordinator to Emergency Medical Services Specialist.

FUNDING: N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A1 - Administrative Analyst Supervisor CLEAN 3-16-21, 2. A2 - Administrative Analyst Supervisor REDLINE 3-16-21, 3. B1 - Sr. Administrative Analyst CLEAN 3-16-21, 4. B2 - Sr. Administrative Analyst REDLINE 3-16-21, 5. C1 - Emergency Medical Services Specialist CLEAN 3-16-21, 6. C2 - Emergency Medical Services Specialist REDLINE 3-16-21, 7. D - Resolution 3-16-21, 8. E - Approved Blue Route 3-16-21, 9. Executed Resolution 012-2021

Date	Ver.	Action By	Action	Result
3/16/2021	1	Board of Supervisors	Approved	Pass

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**FUNDING:** N/A

## DISCUSSION / BACKGROUND

### Class Spec Revisions

#### ***Sr. Administrative Analyst and Administrative Analyst Supervisor***

There are both housekeeping items and minor proposed changes to the education and experience introduction statement:

Current Language: *Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

Proposed Language: *A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.*

With most classifications that require both education and experience, it is the County's current practice to allow a combination of both to allow applicants to qualify. The most common is where experience could be substituted for some or all of the required education. (Note: there are classifications that absolutely require certain degrees or certifications that cannot be substituted with experience.) Conversely, it is the County's position, and industry standard, that in those same situations education not be solely substituted for the required experience. In these instances, depending on the classification, some education may be substituted - but it's important that the County be clear that education, no matter what degrees are held, cannot substitute all experience.

Human Resources will be bringing other class specifications to the Board in the future for this same consideration.

#### ***Emergency Medical Services Specialist***

The Board of Supervisors approved the transfer of the Emergency Medical Services and Emergency Preparedness and Response functions from the Health and Human Services Agency to the Chief Administrative Office effective July 1, 2019. Following this reorganization, the classification of Quality Improvement Coordinator was reviewed to make changes to better meet the needs of the unit. The changes reflected in the class specification allow the position to perform a broader range of duties and creates depth and efficiency within the unit. Additionally, the title has been changed to Emergency Medical Services Specialist to better align with comparator agencies and to attract a larger and better-qualified applicant pool.

### Lateral Reclassification

Over the past years, the Human Resources Department (HR) has been working to implement the County-wide classification study by reclassifying employees to classifications that better align with their duties and responsibilities. HR has already reclassified, with Board approval, other Legal Office Assistant I/II allocations in different departments; with that, there is one remaining allocation in the Probation Department.

Therefore, HR is recommending the Board approve the lateral reclassification of 1.0 FTE position from Legal Office Assistant I/II to 1.0 FTE Sr. Office Assistant in the Probation Department.

- The competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1.
- The salary will remain as-is, which is consistent with Personnel Rule 612, Salary on Reclassification, specifically 612.1, Lateral Reclassification.

### **Abolish Classifications**

Should the Board approve the lateral reclassification identified herein, HR is requesting that the Board abolish the Legal Office Assistant I and Legal Office Assistant II classifications as there will be no remaining allocations tied to those classifications.

### **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**

El Dorado County Employees' Association, Local 1  
Probation

### **CAO RECOMMENDATION**

Approve as recommended.

### **FINANCIAL IMPACT**

There is no financial impact related to the adoption of revised class specs, the lateral reclassification, or the abolishment of the two classifications.

### **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**

Tameka Usher, Director of Human Resources