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Title: Human Resources Department and Surveyor’s Office recommending the Board consider the following:
 1) Approve revisions to the Development Aide I/II classification specification;
 2) Adopt and authorize the Chair to sign Resolution 057-2017 amending the Authorized Personnel Allocation Resolution for the Surveyor’s Office to add 1.0 FTE Development Aide I/II allocation and delete 1.0 FTE Office Assistant I/II;
 3) Approve the reclassification of one (1) Office Assistant II position to the classification of Development Aide II based on a reclassification study; and
 4) Waive the requirement for filling the Development Aide II position through a competitive examination process, allowing the current incumbent to be appointed to the position as provided for in Section 306.1 of the Personnel Rules.

FUNDING: General Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Resolution 3-28-17, 2. B - Office Asst Job Spec 3-28-17, 3. C - Revised Dev Aide I-II Job Specification 3-28-17, 4. D - Tracked Changes Dev Aide I-II Job Specification 3-28-17, 5. Executed Resolution 057-2017

Date	Ver.	Action By	Action	Result
3/28/2017	1	Board of Supervisors	Approved	Pass

Human Resources Department and Surveyor’s Office recommending the Board consider the following:
 1) Approve revisions to the Development Aide I/II classification specification;
 2) Adopt and authorize the Chair to sign Resolution **057-2017** amending the Authorized Personnel Allocation Resolution for the Surveyor’s Office to add 1.0 FTE Development Aide I/II allocation and delete 1.0 FTE Office Assistant I/II;
 3) Approve the reclassification of one (1) Office Assistant II position to the classification of Development Aide II based on a reclassification study; and
 4) Waive the requirement for filling the Development Aide II position through a competitive examination process, allowing the current incumbent to be appointed to the position as provided for in Section 306.1 of the Personnel Rules.

FUNDING: General Fund.

DEPARTMENT RECOMMENDATION

Based on the results of a classification study, it is recommended that an incumbent Office Assistant II in the Surveyor’s Office be reclassified to Development Aide II to reflect the responsibilities and duties being performed by the incumbent, which includes reading and interpreting plans, documents, and maps; interpreting, explaining, and applying policies, laws and procedures; and performing detailed and specialized land use support functions that go beyond the scope of the incumbent’s

current position. The incumbent has been performing the above duties because the office was behind the statutory time line for processing maps. To meet the requirement, the Surveyor's Office received assistance from the department's Office Assistant.

The request for the classification study of this individual position was generated prior to completion of the Countywide Classification study, which continues to be underway. The findings substantiate that the incumbent's responsibilities have become so altered that they no longer fit within the incumbent's current classification, and the department supports the need for this level of service. Therefore, in accordance with our County Personnel Rules, it is recommended the Board:

- 1) Approve revisions to the Development Aide I/II classification specification;
- 2) Authorize Chair to sign Resolution ###-2017 amending the Authorized Personnel Allocation Resolution for the Surveyor's Office to add 1.0 FTE Development Aide I/II allocation and delete 1.0 FTE Office Assistant I/II;
- 3) Approve the reclassification of one (1) Office Assistant II position to the classification of Development Aide II based on a reclassification study; and
- 4) Waive the requirement for filling the Development Aide II position through a competitive examination process, allowing the current incumbent to be appointed to the position as provided for in Section 306.1 of the Personnel Rules.

DISCUSSION / BACKGROUND

In response to a request received in April 2016, regarding the position classification of one (1) Office Assistant I/II in the Surveyor's Office, a study was completed in accordance with Part 3 - Position Classification of the County Personnel Rules.

In accordance with our County Personnel Rules, Human Resources assigns each position to a class in which the duties and responsibilities of the position most nearly fit (Rule 304); in the event that the duties and responsibilities of a position become so altered that the position does not fit into the classification to which it was originally allocated, the Human Resources Director may recommend to the Board reallocation or reclassification of the position to an appropriate classification (Rule 305).

The methodology employed in conducting this study was as follows:

- Reviewed and analyzed the Position Description Questionnaire, the current classification specification and any additional documents that were submitted by the employee.
- Performed a desk audit interview of the employee in the classification for clarification and additional information.
- Met with the Surveyor, the incumbent's direct supervisor, to confirm all submitted documentation and to review all duties and responsibilities of the position.
- Analyzed the scope and complexity of the responsibilities and tasks performed and the skills, knowledge and abilities required.
- Developed Findings and Recommendations based on the analysis of the above information.

This study was initiated prior to when the first phase of the Countywide Classification study, data collection, commenced. Human Resources then completed the study given the need to correctly

classify positions in accordance with our County Personnel Rules and taking into account both the significant delay in any findings to be produced on this single position resulting from the Countywide study, and possible limitations on individual position recommendations.

The study showed that the duties and responsibilities assigned to the study incumbent are beyond the scope of the current classification of Office Assistant II. Overall, the study incumbent performs duties most consistent with the County's classification of Development Aide I/II, a public contact series which performs a variety of office support work and duties related to community development functions. Like the Development Aide I/II, the incumbent must be skilled in reading and interpreting plans, documents, and maps; interpreting, explaining, and applying policies, laws and procedures; and performing detailed and specialized land use office support work.

The current Development Aide I/II specification identifies illustrative duties that are primarily focused on the processing and issuance of permits, including calculation of applicable fees, while the incumbent's work primarily is based on non-permit surveyor applications and support.

The distinguishing characteristics and required knowledge, skills, and abilities for the incumbent's position and the Development Aide I/II classification are not distinct enough to warrant the creation of a new, single position classification. Rather, a modified Development Aide I/II classification representative of the shared characteristics and common land use/development focus would most appropriately reflect the incumbent's duties within the County's existing classification structure.

As the study revealed the incumbent has been performing the higher level duties for no less than two years and meets the qualifications for the Development Aide II level position; it is recommended that the incumbent be reclassified and placed at step 3 of the Development Aide II salary range.

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.

Incumbents are not automatically upgraded when their positions are, but must compete through an examination and appointment process, unless the process is waived by the Director of Human Resources. 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 a Development Aide I/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

1) The Board could choose to direct the Surveyor's Office to update their Personnel Allocations during the next budget cycle.

2) The Board could choose to amend the Authorized Personnel Allocation Resolution for the Surveyor's Office to add 1.0 Full Time Equivalent Development Aide I/II and delete 1.0 FTE Office Assistant I/II allocation; however, the Board could choose not to waive the requirement for filling the Development Aide I/II position through a competitive examination process.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION

CAO's Office accepts the findings from the Human Resources study. However, the CAO's Office does not agree with the practice of allowing employees to work out of their classification without its prior approval.

FINANCIAL IMPACT

There is no change to Net County Cost resulting from the proposed action for this fiscal year. However, there will be impacts in future fiscal years. The fiscal impact of the reclassification is estimated at \$2,420 for the remainder of Fiscal Year (FY) 2016/17. The fiscal impact of the reclassification for a full fiscal year is estimated at \$7,100. The additional expense for FY 2016/17 can be accommodated in the adopted budget through salary savings from existing position vacancies for this fiscal year. There will be increased budget requests from the Surveyor's Office in future fiscal years due to this reclassification.

CLERK OF THE BOARD FOLLOW UP ACTIONS

The Clerk of the Board shall obtain the Chair's signature on the Resolution and provide a fully executed copy to Human Resources for implementation.

STRATEGIC PLAN COMPONENT

N/A

CONTACT

Judith Kerr, Interim Human Resources Director