



## Legislation Details (With Text)

**File #:** 15-0104      **Version:** 1

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

**File created:** 1/15/2015      **In control:** Board of Supervisors

**On agenda:** 2/3/2015      **Final action:** 2/3/2015

**Title:** Human Resources Department recommending the Board consider the following:  
 1) Approve the reclassification of two (2) Risk Management Technician positions to the classification of Risk Analyst I based on a reclassification study;  
 2) Adopt Resolution 024-2015 amending the Authorized Personnel Allocation Resolution for the Human Resources to add 2.0 FTE Risk Management Analyst I/II allocations and delete 2.0 FTE Risk Management Technician allocations; and  
 3) Waive the requirement for filling the Risk Management Analyst I/II positions through a competitive examination process, allowing the current incumbents to be appointed to the positions as provided for in Section 306.1 of the Personnel Rules.

FUNDING: Risk Management Internal Service Fund/Various.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Resolution HR Risk Position Allocation Change 2-3-15, 2. B - Risk Management Technician Job Spec 2-3-15, 3. C - Risk Management Analyst Job Spec 2-3-15, 4. D - Blue Route For Resolution 2-3-15, 5. Public Comment Rcvd 1-30-15 BOS 1-30-15, 6. Executed Resolution 024-2015 2-3-15 item 9.pdf

Date	Ver.	Action By	Action	Result
2/3/2015	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board consider the following:  
 1) Approve the reclassification of two (2) Risk Management Technician positions to the classification of Risk Analyst I based on a reclassification study;  
 2) Adopt Resolution **024-2015** amending the Authorized Personnel Allocation Resolution for the Human Resources to add 2.0 FTE Risk Management Analyst I/II allocations and delete 2.0 FTE Risk Management Technician allocations; and  
 3) Waive the requirement for filling the Risk Management Analyst I/II positions through a competitive examination process, allowing the current incumbents to be appointed to the positions as provided for in Section 306.1 of the Personnel Rules.

**FUNDING:** Risk Management Internal Service Fund/Various.

<b>BUDGET SUMMARY:</b>	
Budget Cost - Current FY.....	\$8,616
Budget Cost - Future FYs.....	\$18,094

Change To Net County Cost.....	\$0
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**Fiscal Impact/Change to Net County Cost**

No change to Net County Cost. The fiscal impact of the reclassifications is estimated at \$8,616 for the remainder of the FY 2014/15 Budget. The fiscal impact of the reclassifications for a full fiscal year is estimated at \$18,094. The department will cover these increases with salary savings from the vacant Principal Risk Management Analyst position for the remainder of FY 2014/15.

**Background**

In October, 2014, a request to conduct a classification study of the position of Risk Management Technician was received by the Director of Human Resources. In response to that request, a study was completed in accordance with Part 3 - Position Classification of the County Personnel Rules. The methodology employed in conducting this study was as follows:

- Reviewed and analyzed the Position Classification Questionnaire, the current classification specification, classification specifications from other agencies, and additional documents that were submitted by the current Risk Management Technician employees.
- Performed a desk audit interview of the employees in the Risk Management Technician classification for clarification and additional information.
- 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.

**Reason for Recommendation**

The classification of Risk Management Technician no longer fully reflects the work being performed by the two (2) current Risk Management Technician employees. It is recommended that the incumbents be reclassified to Risk Management Analyst I to reflect the correct level of independent decision making and complex responsibility already being performed by the incumbents. It is also recommended that, in accordance with Part 306.1 of the Personnel Rules, the examination process for promotion to this higher position be waived, and the incumbents continue to perform the work of the position at the appropriate step of said salary range.

**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.

**Contact**

Bobbi Bennett, Human Resources Manager

**Concurrences**

None